

PEACE RIVER REGIONAL DISTRICT  
ELECTORAL AREA DIRECTORS COMMITTEE MEETING

A G E N D A

---

for the meeting to be held on Thursday, July 21, 2016 in the  
Regional District Office Boardroom, 1981 Alaska Avenue, Dawson Creek, BC  
Commencing after the Rural Budgets Administration Meeting.

---

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 April 29, 2016
5. Business Arising from the Minutes:
6. Delegations:
7. Correspondence:
  - C-1 Letter from Gloria Rounds concerns - Re: ATV user
  - C-2 Email from Bess Legault, B.Sc., B.I.T. – Peace Bat Conservation Project – Bat Box Pickup
  - C-3 Open Burning Smoke Control Regulation – Policy Update
  - C-4 Farmers in Canada and Monsanto - for Discussion
  - C-5 Ministry of Environment and dumping on Crown Land - for Discussion (Director Goodings)
  - C-6 Katie Berezan, Administrative Assistant, Residential Inclining Block Rate Report to Government of BC - Request for Comments
8. Reports:
  - R-1 June 3, 2016 – Chris Cvik, Chief Administrative Officer – Farmers' Advocate Office
  - R-2 June 7, 2016, Trish Morgan, GM of Community and Electoral Area Services – Rural Dividend Grant Program
  - R-3 June 7, 2016– Claire Negrin, Assistant Manager of Development Services - Proposed Community Engagement Process – Prespatou Rural Community Plan
  - R-4 June 8, 2016 – Trish Morgan, GM of Community and Electoral Area Services and Fran Haughian, Manager of Communications/Commission Liaison – Proposed Electoral Area Community Contact Feed on Subscription Feature on the PRRD Website
  - R-5 July 14, 2016 - Claire Negrin, Assistant Manager of Development Services - Proposed Draft Private Campground Guidelines
  - R-6 July 14, 2016 - Claire Negrin, Assistant Manager of Development Services - West Peace Official Community Plan (WPOCP)
  - R-7 July 15, 2016 Bruce Simard, General Manager of Development Services - Development Information Signs
  - R-8 July 15, 2016 - Bruce Simard, General Manager of Development Services -Discussion Paper Regarding the Review of ALR Applications
  - R-9 June 30, 2016 - Erin Price, Bylaw Enforcement Officer - Bylaw Enforcement File Quarterly Update

PEACE RIVER REGIONAL DISTRICT  
ELECTORAL AREA DIRECTORS COMMITTEE MEETING  
JULY 21, 2016

Agenda continued:

9. New Business:
  - NB-1 Building Permit Bylaw (Director Sperling)
  - NB-2 Value of FCM and UBCM (Director Sperling)
  - NB-3 Value of NP and SP EDC (Director Sperling)
  - NB-4 Rural Fringe Area Planning (Director Goodings)
10. Communications:
11. Diary:
12. Adjournment:



**PEACE RIVER REGIONAL DISTRICT  
ELECTORAL AREA DIRECTORS' COMMITTEE  
MEETING MINUTES**

DATE: April 29, 2016

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT:

Directors: Karen Goodings, Director, Electoral Area 'B' and Meeting Chair  
Leonard Hiebert, Director, Electoral Area 'D'  
Dan Rose, Director, Electoral Area 'E'  
Brad Sperling, Director, Electoral Area 'C'

Staff: Chris Cvik, Chief Administrative Officer  
Shannon Anderson, Deputy Chief Administrative Officer  
Trish Morgan, General Manager of Community and Electoral Area Services  
Bruce Simard, General Manager of Development Services  
Fran Haughian, Communications Manager / Commissions Liaison  
Jeff Rahn, General Manager of Environmental Services  
Barb Coburn, Recording Secretary

Delegations D-1 - Anne Clayton, Aspen Grove Property Services  
Elvin Gowman Advisor Farmers' Advocacy Office (FAO)  
Judi Leeming, Research Assistant Aspen Grove Property Services (contractor for FAO)

Guests: Donna Suisdahl, Fort St. John, BC  
Russell Suisdahl, Fort St. John, BC  
Dale Trottier, Clinton, BC  
Lorna Wollen, Resident, Montney, BC

Call to Order Chair Goodings called the meeting to order at 11:45 a.m.

ADOPTION OF AGENDA:

April 29, 2016 Agenda

MOVED by Director Hiebert, SECONDED by Director Sperling,  
That the Electoral Area Directors' Committee agenda for the April 29, 2016 meeting be adopted:  
Call to Order: Director Goodings to Chair the meeting  
Director's Notice of New Business:  
Adoption of Agenda:  
Adoption of Minutes:  
M-1 Electoral Area Directors' Committee Meeting Minutes of March 17, 2016.  
Business Arising from the Minutes:  
Delegations:  
D-1 Anne Clayton, Farmers' Advocacy Office - Update (2 p.m.)  
Correspondence:  
C-1 March 7, 2016 - BC Hydro - Framework for an Agricultural Mitigation and Compensation Plan  
C-2 April 1, 2016 - Community Futures - Peace Liard - BC Rural Dividend Funding Applications  
C-3 April 20, 2016 - Randy Torgrimson - Citizens Attitude Toward the PRRD  
Reports  
R-1 Chris Cvik, Chief Administrative Officer - Review of Electoral Area Directors' Committee Policy Statement  
R-2 Discussion Regarding Timing for Considering Committee of the Whole Recommendations at Board Meetings - Director Sperling  
R-3 Bruce Simard, General Manager of Development Services - Update of Zoning Regulations for Utilities  
R-4 Bruce Simard, General Manager of Development Services - Regulation of Wind Farms  
R-5 Bruce Simard, General Manager of Development Services - Proposed Draft Campground Bylaw  
R-6 Erin Price, Bylaw Enforcement Officer - Enforcement File Update

## ADOPTION OF AGENDA (CONTINUED):

New Business:  
Communications:  
Diary:  
Adjournment:

CARRIED.

## ADOPTION OF MINUTES:

M-1  
EADC meeting minutes of  
March 17, 2016

MOVED by Director Sperling, SECONDED by Director Hiebert,  
That the Electoral Area Directors' Committee Meeting minutes of March 17, 2016 be adopted.  
CARRIED.

## CORRESPONDENCE:

C-2  
BC Rural Dividend Funding  
Application

MOVED by Director Rose, SECONDED by Director Hiebert,  
That the Electoral Area Directors' Committee recommends to the Regional Board that staff research the BC Rural Dividend Funding opportunity to determine whether there may be projects that would meet the criteria required to apply for funding assistance and prepare a report to submit to the next Electoral Area Directors' Committee meeting.

CARRIED.

Recess

The meeting recessed for lunch at 11:58 a.m.

Reconvene

The meeting reconvened at 12:30 p.m.

## VARY THE AGENDA:

MOVED by Director Hiebert, SECONDED by Director Rose,  
That the agenda be varied to deal with R-3 at this time.

CARRIED.

## REPORTS:

R-3  
Zoning Regulations for  
Utilities

MOVED by Director Sperling, SECONDED by Director Hiebert,  
That the Electoral Area Directors' Committee recommends to the Regional Board that Peace River Regional District Zoning Bylaw No. 1343, 2011 be amended to include a new zone 'P3 - Sewage Lagoons', for the portion of Electoral Area 'C' that is within the North Peace Fringe Area.  
CARRIED.

MOVED by Director Rose, SECONDED by Director Hiebert,  
That the Electoral Area Directors' Committee recommends to the Regional Board that staff prepare a report to define the benefits and detriments of implementing a zone 'P3-Sewage Lagoons' in each Electoral Area.

CARRIED.

## VARY THE AGENDA:

MOVED by Director Rose, SECONDED by Director Hiebert,  
That the agenda be varied to deal with R-5 at this time.

CARRIED.



## REPORTS (CONTINUED):

- R-5 Proposed Draft Campground Bylaw  
MOVED by Director Sperling, SECONDED by Director Hiebert,  
That the Electoral Area Directors' Committee recommends to the Regional Board that the proposed Campground Bylaw be replaced with guidelines and that staff prepare the 'Private Campground Guidelines' for the Regional Board's consideration.  
CARRIED.
- MOVED by Director Hiebert, SECONDED by Director Sperling,  
That the Electoral Area Directors' Committee recommends that the Regional Board lifts from the table all zoning amendment bylaws and temporary use permit applications regarding campgrounds to allow staff to present them to the Board for its consideration.  
CARRIED.
- Recess  
The meeting recessed at 1:20 p.m.
- Reconvene  
The meeting reconvened at 1:26 p.m.
- Vary the Agenda:  
MOVED by Director Sperling, SECONDED by Director Rose,  
That the agenda be varied to hear the delegation at this time.  
CARRIED.
- D-1 Farmers' Advocacy Office Update  
Anne Clayton, Aspen Grove Property Services and Elvin Gowman Farmers' Advocacy Office (FAO) gave a PowerPoint presentation to update the directors. They have been under contract since September 2010 for a thirty-month period, declined to bid on the January 2013 offer but did respond to a revised offer and was awarded the contract July 2013 for five one-year contracts. There is information provided to clients through pamphlets, in person meetings and on-line.  
  
The office provides meeting rooms for landowners, assists landowners in completing forms and submissions to appeal tribunals as well as other paperwork. They explain some of the legal terminology and can now offer the services of a Commissioner for Taking Oaths and Affidavits. When requested they will support landowners with negotiations, go on site visits, research other settlements and statutes, review contracts and documents, as well as support during Surface Rights Board conference calls, mediations and arbitrations. They also provide advice on the impact to landowners' property values, negotiation strategies, miscellaneous issues such as gravel and timber value, trespasses, unpaid rent and taxes, etc.  
  
The office also participates in National Energy Board (NEB) Land Matters Group and Landowner Guidance Sub-committee; provide recommendations for Change to *Petroleum and Natural Gas Act* (PNG Act); and assist landowners in being awarded advance costs by the Surface Rights Board through Section 169 of the PNG Act.  
  
The Chair thanked the delegation on behalf of the committee for the informative update.
- Recess  
The meeting recessed for lunch at 2:37 p.m.
- Reconvene  
The meeting reconvened at 2:45 p.m.

REPORTS (CONTINUED):

R-4  
Regulations of Wind Farms

MOVED by Director Sperling, SECONDED by Director Rose,  
That staff refine the R-4 report to address more options regarding regulations for Wind Farms and present it to the next Electoral Area Directors' Committee.

CARRIED.

R-2  
Committee of the Whole  
Recommendations

MOVED by Director Sperling, SECONDED by Director Rose,  
That the Electoral Area Directors' Committee recommends to the Regional Board that recommendations from Committee of the Whole meetings be presented to the next Regional Board meeting, unless the matter is time-sensitive, to allow Directors more time to consider the information presented before making a decision regarding the matter.

CARRIED.

Adjournment:                      The Chair adjourned the meeting at 3:58 p.m.

---

Karen Goodings, Chair

---

Barb Coburn, Recording Secretary

gloria Rounds  
Box 52  
Tomslake BC  
Voc 2LO

may 9, 2016

MR. Leonard Hiebert  
Box 127  
Tomslake, BC Voc 2LO



RE: 4 WHEELERS

Hello Mr. Hiebert

I am writing to you because I am concerned about the 4 wheelers that people drive on our Roads.

MR. Mike MORRIS wrote back to me after I wrote to the BC government for help in this concerns. He told me to contact you in order to discourage the 4 wheeler operators using highways where accidents could hurt people.

He said the operators had to have a driver's License and Insurance, plates on their 4 wheelers.

I have not seen any of this on the 4 wheelers on this road - Road 300.

What are you going to do about this concern of mine?

I wonder if owners even know about the Law? How can you get the message out to these people?

glounds  
Box 52  
Tomslake, BC  
Voc 2LO

July 21, 2016

Hilroy

----- Original message -----

From: kgooding <[kgooding@pris.bc.ca](mailto:kgooding@pris.bc.ca)>

Date: 2016-06-06 2:35 PM (GMT-07:00)

To: Trish Morgan <[Trish.Morgan@prrd.bc.ca](mailto:Trish.Morgan@prrd.bc.ca)>

Subject: Fwd: Peace Bat Conservation Project -Bat Box Pickup

Please add to EADC for information

Sent from my Samsung device

----- Original message -----

From: Bess Legault <[bess@roynorthernbc.com](mailto:bess@roynorthernbc.com)>

Date: 06-06-2016 2:09 PM (GMT-07:00)

To: [leanda\\_lockwood@hotmail.com](mailto:leanda_lockwood@hotmail.com), [bltrailtramp@gmail.com](mailto:bltrailtramp@gmail.com), [ballard@fsjbc.com](mailto:ballard@fsjbc.com), [bdpimm@telus.net](mailto:bdpimm@telus.net), [gwithenvy@live.ca](mailto:gwithenvy@live.ca), [kgooding@pris.bc.ca](mailto:kgooding@pris.bc.ca), [mgiesbrecht@prn.bc.ca](mailto:mgiesbrecht@prn.bc.ca), [jbdecker@shaw.ca](mailto:jbdecker@shaw.ca), [markmcaleney2@gmail.com](mailto:markmcaleney2@gmail.com), [sbajra@pris.ca](mailto:sbajra@pris.ca), [mmeng@prn.bc.ca](mailto:mmeng@prn.bc.ca), [buzy\\_buzy\\_bee@hotmail.com](mailto:buzy_buzy_bee@hotmail.com), [otter2011@hotmail.com](mailto:otter2011@hotmail.com), [conordevine14@learn60.ca](mailto:conordevine14@learn60.ca), [chelsea\\_858@hotmail.com](mailto:chelsea_858@hotmail.com), [tammydyck91@gmail.com](mailto:tammydyck91@gmail.com), [bmaynard265@gmail.com](mailto:bmaynard265@gmail.com), [lquigley@xplornet.ca](mailto:lquigley@xplornet.ca), [kuhnkd@hotmail.com](mailto:kuhnkd@hotmail.com)

Subject: Peace Bat Conservation Project -Bat Box Pickup

Hello everyone,

I wanted to send a note to thank those of you who were able to pick up your bat box during our very wet Charlie Lake Cleanup on May 28, 2016. It was really great to meet a few of you and I hope all is going well with installing your bat boxes. It has been really nice to see a few photos of installed bat boxes already!

For those of you who still need to pick up your bat box(s), we have arranged to distribute the remainder of our boxes this Saturday June 11, 2016 at the Fort St John Farmers Market between 9 am and 3pm. The market is now located at Centennial Park across from the pool entrance and we have been provided a spot to meet up with you, exchange some information and give you your constructed bat box.

We are still looking for a few more people to adopt our boxes, so if you know of anyone please feel free to direct them to myself or to the online form that you filled out to be part of this project here: <https://docs.google.com/forms/d/1y3efv0nbupmUF8aCgLOJCqkLBHXx7Muqpn65PpOaNIk/viewform?c=0&w=1>

You can see more information on our Peace Bat Conservation Project Facebook page at: <https://www.facebook.com/PeaceBatConservation/> Feel free to share any observations and photos you have from doing your monitoring with us!

Also, please let me know if you need to arrange for someone else to pick up your box for you this weekend and I look forward to meeting the rest of you soon!

Thanks!

*Bess Legault, B.Sc., B.I.T.*

*Environmental Scientist*

*Ph 250-261-2309*

*Cell 778-256-3353*

[www.roynorthern.com](http://www.roynorthern.com)



Terrace and Fort St. John, BC., Fairview and Calgary, AB

**July 21, 2016**

## Open burning in context

Open burning of vegetation is the largest source of fine particulate matter pollution in B.C., as well as a significant source of other air pollutants. Open burning is undertaken for a variety of purposes and in a wide range of settings:

- Waste disposal/fire hazard abatement for forest and agriculture industries
- Community fire hazard reduction
- Land clearing for agriculture and development
- Transportation and utility rights of way
- Other natural resource industries
- Clean up of debris for rural landowners

Burning of vegetative debris is a prescribed activity under the provincial *Environmental Management Act*. Rules under which this burning is authorized are provided in the Open Burning Smoke Control Regulation (OBSCR). The regulation affects anyone burning vegetative debris, although most agricultural practices and some backyard burning activities are exempt from the provisions.

## Consultations on revising the OBSCR

A ministry audit in 2004 identified concerns with the regulation. Since that time the ministry has conducted extensive consultations, with intentions papers seeking public comment in 2008 and 2010 and engagement with a stakeholder review group through 2011-13. For detailed information and summaries of public comments see the ministry's [open burning regulatory review website](#). The ministry has reviewed comments received through 2013 and as a result, has substantively updated the proposed revisions to the regulation.

## Key features of the proposed revisions

### *Smoke sensitivity zones*

The revised regulation will establish three smoke sensitivity zones covering the entire province. This will replace the two category system ("cities, towns and villages" and "everything else") used in the current regulation. The zones will be delineated on maps that will be part of the final regulation.

The **high smoke sensitivity zone** includes a buffer of 10 km around densely populated areas, modified based on the topography

## Key Points

This update provides information on revisions proposed by the ministry and the planned path forward.

The proposed revisions are intended to:

- ➔ Improve air quality in populated areas
- ➔ Simplify burning requirements in remote areas
- ➔ Support enforcement, encourage use of cleaner technologies and provide flexibility for community wildfire protection

Key features of the revisions:

- ➔ Establishes three smoke sensitivity zones, covering the entire province
- ➔ Smoke management plans may be established on a case by case basis
- ➔ Setback distances will be increased
- ➔ Provisions addressing prohibited materials, community wildfire protection plans, burning of diseased vegetative debris, use of air curtain incinerators, burning at log sorts, best management practices and reporting

## Additional Information

For an overview on how smoke from different sources is managed in BC see: [A Smoke Management Framework for BC](#) under the "reports" tab at: [www.bcairquality.ca](http://www.bcairquality.ca). The site also provides general information on [Air Quality in B.C.](#)

The existing Open Burning Smoke Control Regulation can be accessed [here](#). Guidance material on complying with the regulation is available [here](#).

## Open Burning Smoke Control Regulation (OBSCR)–Policy Intentions

**High Smoke Sensitivity Zone****HIGH**

- Strict burning requirements
- Densely populated areas (5% of province)

**Medium Smoke Sensitivity Zone****MEDIUM**

- Requirements similar to current regulation
- Smaller communities and surrounding areas (10-15% of province)

**Low Smoke Sensitivity Zone****LOW**

- No venting or smoke release requirements
- Areas more than 20 km from major communities (80-85% of province)

of specific communities. Burning requirements in this zone are most restrictive. One day burns are permitted with a “good” venting index forecast and two day burns are permitted if the venting index is forecast to be “good” on day one and “fair” or better on day two. The ministry’s aim is to require rapid burns during periods of good venting to reduce human exposure to smoke. The ministry estimates that less than 5% of the province’s land area will be in this zone. The primary change to burning rules in this zone is the shorter burn period than in the current regulation (from sunrise on day one to sunset on day two, versus 72 or 96 hours in the current regulation).

An estimated 10-15% of the province will be designated as **medium smoke sensitivity zone**. The zone encompasses settled rural areas, and buffers of up to 10 km around high smoke sensitivity zones, 1-5 km around smaller communities that are not part of the high smoke sensitivity zone and 1-3 km around provincial numbered highways. Burning in this zone will require a forecast of at least two days of “fair” or better venting index. Burn periods are up to four days in length (sunrise day one to sunset day four). Relative to current requirements the venting index requirements are more permissive, however the burn periods are slightly shorter.

The **low smoke sensitivity zone**, covering roughly 80% of the province, will be subject to the general burning provisions set out in the regulation. These general

requirements include a prohibition on causing smoke impacts to communities. However, burns in this zone will not be subject to specified limits with respect to venting index or burn duration. Delineation of this zone, where the risk of smoke impacts on populations is low, should greatly simplify open burning over much of the province. However if the removal of venting and smoke release requirements causes local pollution problems the ministry still has the option to impose stricter burning requirements in selected areas of the low smoke sensitivity zone.

***Smoke management plans***

The revised regulation will empower the ministry to substitute requirements on a case by case basis, in place of the “default” requirements in the regulation. These substitution powers could be used to approve existing smoke management plans or to develop new ones where appropriate.

***Setback distances***

Setback distances for burning will be increased to 500 metres from residences or businesses and 1,000 metres (1 km) from schools, hospitals and care facilities.

Setback distances will be reduced to 50 metres in specific situations – community wildfire protection or management of diseased vegetative debris. Burning within the specified setback distances under these situations will need to follow best management practices set out in the regulation.

Burning within the increased setback distances but still more than 100 metres from residences or businesses and 500 metres from schools, hospitals and care facilities (the same setbacks as the current regulation) will be allowed if specified conditions are followed:

- One day burns only
- Venting index “good”
- Vegetative debris being burned is “seasoned” in accordance with the definition in the regulation
- Neighbours are notified



## ***Additional proposed revisions***

### ***Prohibited materials***

The prohibited materials list in the current regulation will be expanded, with the addition of several materials unsuitable for open burning. Note however, that the addition of accelerant materials intended to assist rapid combustion will remain legal – as this reduces air pollutant emissions.

### ***Community wildfire protection plans***

A specific provision for burning that takes place under “community wildfire protection plans” will facilitate burning that is required for the critical goal of reducing wildfire hazard to communities. This will allow burning with reduced setbacks and only “fair” venting index, provided notice is given to adjacent residences and businesses.

### ***Diseased vegetative debris***

A specific provision for burning diseased vegetative debris will facilitate the priority disposal of diseased material that might put farms or forests at risk. This provision will allow burning with reduced setbacks and only “fair” venting index for vegetative debris that is verified as diseased.

### ***Use of air curtain incinerators***

The ministry encourages use of air curtain incinerators – which reduce open burning emissions by up to 95%. The revised regulation will include provisions for reduced setback requirements and relaxed venting requirements when air curtain incinerators are used.

### ***Burning at log sorts***

Provisions governing burning at log sorts for each smoke management zone will be revised (replacing the requirement to obtain a permit in all but the high smoke sensitivity zone). Existing permits for log sorts will not be affected.

### ***Best management practices (BMPs)***

Best management practices – such as seasoning vegetative debris before burning, minimizing soil content in piles and constructing piles to maximize airflow, will be required. Seasoned vegetative debris will be defined as debris meeting one of the following criteria: containing

<30% moisture content; seasoned at least four months; or standing dead.

### ***Power to prohibit open burning***

The ministry will retain the ability to prohibit open burning during periods of poor air quality or when pollution is occurring from open burning. The criterion for prohibiting open burning is B.C.’s ambient air quality objective for fine particulate matter.

### ***New reporting requirements***

New reporting requirements will be included in revised provisions to allow the ministry to better track emissions from open burning. Implementation of reporting requirements will follow enactment of the regulation by a specified period (e.g., one year) to enable development of an efficient reporting system.

### ***Custom ventilation forecasts***

The revised regulation will allow use of custom ventilation forecasts. These provide location-specific forecasts of the atmosphere’s ability to disperse smoke.

## ***The path forward***

The ministry plans to conduct a series of webinars on the proposed revisions, including a general overview webinar and information targeted to municipal, agriculture and forestry interests. If you are interested in participating in one of these webinars, please contact the email or mail addresses below.

If you have any questions or comments about the ministry’s proposed revisions, please submit them by e-mail or mail to the addresses below **by July 21<sup>st</sup>, 2016**.

**Email:** [OBSCR@gov.bc.ca](mailto:OBSCR@gov.bc.ca)

**Mail:** PO Box 28159 Westshore RPO  
Victoria B.C. V9B 6K8

All comments received through the webinars, mail or email will be compiled and reviewed by ministry staff prior to final drafting of the revised regulation. The ministry intends to complete revisions to the regulation in 2016.

Farmers in Canada are once again under attack from Monsanto through their affiliate Forage Genetics International (FGI). Monsanto has developed a new Genetically Modified (GM) variety of Alfalfa with the Roundup Ready gene. Introduction of this variety in the US has resulted in the contamination of 30 percent of the alfalfa varieties in the western states. Containment protocols do not prevent pollinators, such as bees, from transporting the GM pollen to non-GM crops.

We need to stop the sale of this variety in Canada and prevent the contamination of existing alfalfa varieties. Since pollinators do not respect national boundaries the contamination of alfalfa from the US is likely inevitable and this may only be a delaying tactic but we need to slow down this assault on our non-GMO farmers.

Alfalfa is a forage species that is usually grown with other grasses and legumes and used for hay and pasture for livestock. The use of Roundup in this context makes no sense and the contamination of existing alfalfa varieties only jeopardizes the livelihood of organic producers and farmers who export alfalfa products.

Farmers represent only a small portion of the voting population and need help in getting their message across. Please support this initiative. If enough of you are willing to support your farmers perhaps our Minister of Agriculture will listen.

**July 21, 2016**



# TERRACE STANDARD PRINT THIS

**Letter: Garbage dumping in northern B.C. a problem**



By Terrace Standard

Published: **June 04, 2016 03:00 PM**

Updated: **June 04, 2016 03:463 PM**

**Dear Sir:**

As the director for Area D on the board of the Regional District of Kitimat-Stikine, I listen to many presentations made to the board.

A concerned citizen at our last meeting brought up a number of topics, not all of which are under our jurisdiction.

But there was one item that attracted my attention more than the rest – people dumping their garbage on side roads around the area. Stoves and washing machines were some of the larger items as well as bags of household garbage.

These are dumped by people who have no respect for not only residents but the environment.

There have been attempts in the past to find information from bags of household garbage as to an identity but then you enter a different legal scenario. These people have been a problem for many years and seem to continue to be so. They are too lazy to take their garbage to a landfill or, soon, transfer stations.

People are asking for a solution and one offered is for the regional district to collect this garbage. But at whose expense?

Should the regional district hire a person and dedicate a vehicle for this purpose? Again, at whose expense? The property taxpayers, that's who. It's been suggested we install video cameras at some of the favourite dump sites. But at whose expense? And people will just move to another site.

There are provincial laws regarding littering and reporting a polluter but enforcing them with evidence that would stand up in court is another thing. Everyone needs to educate those they know who litter to instead act responsibly for their community.

**Dave Brocklebank,**

**Telegraph Creek, B.C.**

**July 21, 2016**



## Cowichan Valley Regional District anti-dumping campaign turns spotlight on Hillcrest



By Cowichan Valley Citizen

Published: **June 04, 2016 08:00 AM**

Updated: **June 02, 2016 02:432 PM**

The Hillcrest Road area, a hotspot for illegal dumping, will be the initial focus of a new anti-dumping campaign by the Cowichan Valley Regional District.

The CVRD is asking residents who live near Hillcrest Road, or spend time in this area, to safely document as much information about violators and their vehicles as possible.

This information should be reported to the Ministry of Environment's 24-hour hotline (RAPP line) at 1-877-952-7277 (#7277 from cellphones).

Anyone caught will be subjected to a \$2,000 fine.

Aside from asking residents to keep their eyes open and report identifying information, the campaign will also involve stepping up monitoring in other hotspot areas, and providing education about options for responsible waste management.

"The Hillcrest Road area is one of the worst illegal dump sites in the region, probably because it is right off the highway and close to the city," said Jon Lefebure, chairman of the board at the CVRD.

"Unfortunately, it is difficult to enforce fines without information that identifies the dumpers. Knowing Hillcrest is a popular area for outdoor enthusiasts and recreation groups, we are asking for the community's help in this program."

Jason Adair, operations superintendent of recycling and waste management with the CVRD, said it's "ironic" that Hillcrest Road is located only a few kilometres from the region's main recycling facility, Bings Creek Recycling Centre.

"In many cases, the dumped items can be recycled for free or for a small fee just down the road," Adair said.

**July 21, 2016**

When the cost of driving out to these rural areas to dump waste is factored in, properly disposing of waste at one of the many public or private facilities is far less expensive. The cost to taxpayers is lower as well when staff time is not needed to investigate illegally dumped garbage.”

Visit [www.cvrld.bc.ca/stop-illegal-dumping](http://www.cvrld.bc.ca/stop-illegal-dumping) for more information on the education campaign.

**Find this article at:**

<http://www.cowichanvalleycitizen.com/news/381705481.html>

**From:** Commission Secretary BCUC:EX [<mailto:Commission.Secretary@bcuc.com>]  
**Sent:** July-07-16 2:39 PM  
**To:** prrd dc <[prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)>  
**Subject:** BC Hydro and FortisBC - Residential Inclining Block Rate Report to the Government of BC - Request for Comments

Good afternoon,

Please see attached correspondence with respect to the above-noted matter.

Original will not follow. A hard copy of the attached is available upon request.  
Please call the BCUC Information Services Division at 604-660-4700 to request a copy.

Regards,

**Katie Berezan**  
**Administrative Assistant**  
**British Columbia Utilities Commission**  
Sixth Floor, 900 Howe Street, Vancouver, BC V6Z 2N3  
Tel: 604-660-4700 | Email: [commission.secretary@bcuc.com](mailto:commission.secretary@bcuc.com)

The information being transmitted may contain confidential and/or privileged material and is intended only for the person or organization to which it is addressed. If you receive this email in error, please delete the material from the receiving computer and contact the sender.

**P Please consider the environment before printing this email**

July 21, 2016



## Request for Comments on Residential Inclining Block Electricity Rates

The BC Minister of Energy and Mines has asked the British Columbia Utilities Commission (Commission) to report to the Government of BC on the impact of British Columbia Hydro and Power Authority (BC Hydro) and FortisBC Inc.'s (FortisBC) residential inclining block electricity rates (often referred to as the Residential Conservation Rate or RCR) on customers in regions without access to natural gas.

If you are a residential electricity customer of BC Hydro or FortisBC without access to natural gas, the Commission is seeking your comments on:

- the impacts you have experienced or identified from the residential inclining block electricity rates; and
- your awareness of ways to mitigate any impacts.

Please provide your comments using the Commission's Letter of Comment Form found online at <http://www.bcuc.com/Register-Letter-of-Comment.aspx>. All comments must be received in writing. Please send your written comments by email or mail to the Commission Secretary on or before **Monday, August 15, 2016** at:

**Email:** [Commission.Secretary@bcuc.com](mailto:Commission.Secretary@bcuc.com)

**Mail:** Ms. Laurel Ross  
Acting Commission Secretary  
BC Utilities Commission  
Sixth Floor, 900 Howe Street  
Vancouver, BC V6Z 2N3

By providing a letter of comment in this process, you agree to your comments being placed on the public record and posted on the Commission's website. All letters of comment are placed on the public record, posted on the Commission's website and provided to the Panel and all participants in the proceeding.

All of the documents related to this matter are available on the Commission's website at:  
<http://www.bcuc.com/ApplicationView.aspx?ApplicationId=506>

For more information please contact the Commission using the contact information above or by phone at 1-800-663-1385.

**July 21, 2016**



**VIA EMAIL**

prrd.dc@prrd.bc.ca

July 7, 2016

Peace River Regional District Head Office  
PO Box 810  
1981 Alaska Avenue  
Dawson Creek, BC V1G 4H8

Dear Sir or Madam:

Re: British Columbia Hydro and Power Authority and FortisBC Inc.  
Residential Inclining Block Rate Report to the Government of British Columbia

---

The BC Minister of Energy and Mines has asked the British Columbia Utilities Commission (Commission) to report to the Government of BC concerning the impact of British Columbia Hydro and Power Authority (BC Hydro) and FortisBC Inc.'s (FortisBC) residential inclining block electricity rates (often referred to as the Residential Conservation Rate or RCR) on customers without access to natural gas.

As part of this reporting process, the Minister has asked the Commission to gather information from residential electricity customers in regions not served by natural gas regarding the following items:

- the impacts of the residential inclining block electricity rates; and
- customers' awareness of ways to mitigate any impacts.

The Commission will be issuing the enclosed public notice to various regional newspapers to advertise the opportunity for residential electricity customers in regions not served by natural gas to provide letters of comment to the Commission on this matter.

We are also asking for your support in communicating the contents of the enclosed public notice to residents within the Peace River Regional District. The communities that appear to not have access to natural gas and be in the Peace River Regional District include:

Baldonnel	Groundbirch	Moberly Lake	Progress	Altona
Cecil Lake	Clayhurst	Montney	Prespatou	Rose Prairie
Wonowon	Arras	Doe River	Farmington	Toms Lake

We request that you provide the enclosed public notice, if possible, directly to the relevant communities or to the appropriate electoral districts to post and distribute the public notice to residents. Possible ways for you to distribute the public notice to these residents include:

- Post on your website;
- Discuss at any public meetings, as appropriate; and/or

**July 21, 2016**

.../2

- Post in public spaces such as the library, city hall, or recreation centre.

Please respond to the Commission, if possible, indicating what measures the Peace River Regional District pursued to distribute the public notice on or before Monday, August 15, 2016.

More information about the process is available at the following link:

<http://www.bcuc.com/ApplicationView.aspx?ApplicationId=506>

If you require further information please contact Alison Thorson, Director – Planning, Policy and Customer Relations at 1-800-663-1385 or [Commission.Secretary@bcuc.com](mailto:Commission.Secretary@bcuc.com).

Thank you in advance for your participation in this public consultation process.

Yours truly,



Laurel Ross

BM/kbb

Enclosure

**July 21, 2016**



# Peace River Regional District REPORT

To: Electoral Area Directors Committee (EADC)  
From: Chris Cvik, CAO

Date: June 3, 2016

**Subject: Farmers' Advocate Office**

---

## RECOMMENDATION(S):

1. That the Electoral Area Directors Committee recommend to the Regional Board that Administration forwards a Notice of Intent to Renew to the Farmers' Advocate Office, with the offer to renew the contract for a one-year term from August 1, 2016 to July 31, 2017.

## BACKGROUND/RATIONALE:

When the current agreement ends on July 31, 2106, it will mark the completion of the third year of a five year agreement with the FAO. As EADC members may recall, in June 2013 the Regional Board awarded up to five – one year service contracts to Aspen Grove Property Services to operate the Farmers' Advocacy Office.

These one-year contracts are considered annually subject to annual program funding availability and submission of an annual report of activities demonstrating positive use and demand for the service.

At the Board Meeting on November 12, 2015, the Board approved the 2015 -2016 service contract for a further one year term. The agreement covers from August 1, 2015 to July 31, 2016. If approved, the one-year agreement will be from August 1, 2016 to July 31, 2017.

## OPTIONS:

1. That the Electoral Area Directors Committee recommend to the Regional Board that Administration forwards a Notice of Intent to Renew to the Farmers' Advocate Office, with the offer to renew the contract for a one-year term from August 1, 2016 to July 31, 2017.
2. That EADC provides further direction to Administration.

**STRATEGIC PLAN RELEVANCE: N/A**



**COMMUNICATIONS:**

A draft copy of the Notice of Intent to Renew is attached.

**FINANCIAL CONSIDERATION(S):**

The value of the one-year agreement is \$212,242. The amount is reflected in the 2016 budget. The amount represents a 2% increase over the 2015/2016 agreement amount of 208,080. The Ministry of Natural Gas Development has budgeted \$106,240 (approximately 50% of the total cost) for their fiscal year 2016/2017 which ends March 31, 2017. The remaining 50% is paid by the Regional District.

**OTHER CONSIDERATION(S):**

In 2015, funding for the Farmers' Advocate Office was moved from Legislative Regional to Legislative Electoral Area due to it being a rural issue/activity. The expenditure is factored into the amount requisitioned from the four Electoral Areas but has not been set up as a service function. When the contract is complete on July 31, 2018, the creation of a function to support the program should be considered if the program is going to continue.

**July 21, 2016**

**PEACE RIVER REGIONAL DISTRICT**

Office of the Chief Administrative Officer

June 3, 2016

Anne H. Clayton, AACI P App, MBA  
Aspen Grove Property Services  
104, 1001-102 Avenue  
Dawson Creek, BC V1G 2B9

Via Email: [info@farmersadvocate.ca](mailto:info@farmersadvocate.ca)

Dear Anne:

**Re: Notice of Intent - Renewal of Independent Land Information & Advocacy Office Contract**

As outlined under Section # 20 of the current contract agreement between Aspen Grove Property Services and the Peace River Regional District, this is serve notice of our desire to renew the Independent Land Information & Advocacy Office Contract for an additional one-year term once the current agreement ends on July 31, 2016.

Sincerely,

Chris Cvik, CAO  
Peace River Regional District

PLEASE REPLY TO:

☒ BOX 810, DAWSON CREEK, BC V1G 4H8 TELEPHONE: (250) 784-3200 or (800) 670-7773 FAX: (250) 784-3201 EMAIL: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)  
☐ 9505 100 STREET, FORT ST. JOHN, BC V1J 4N4 TEL: **July 21, 2016** Fax: (250) 785-1125 EMAIL: [prrd.fsj@prrd.bc.ca](mailto:prrd.fsj@prrd.bc.ca)



# Peace River Regional District REPORT

To: Electoral Area Directors Committee

Date: June 7, 2016

From: Trish Morgan, General Manager of Community & Electoral Area Services

Subject: **Rural Dividend Grant Program**

## FOR DIRECTORS' INFORMATION:

**Background:** The Program is providing \$25 million a year over three years, beginning in 2016, to help rural communities across British Columbia reinvigorate and diversify their local economies, making them more attractive places to live and work. It aims to strengthen their community resilience and support social, cultural and economic viability. The primary focus of this program is economic development.

The Program aims to contribute to the overall wellness, sustainability and livability of small rural communities. It recognizes the diversity among rural B.C. communities and ensures that funded projects support the unique vision and needs of each individual community and the local citizens. The next application intake will commence on October 3, 2016 and will close on October 31, 2016.

**Eligible Applicants:** Local governments, first nations and not-for-profit organizations with/operating in rural communities with a population of 25,000 or less or an unincorporated community of 25,000 or less outside of Metro Vancouver and the Capital Regional District.

## Project Categories:

### 1) Community capacity building

- Projects that provide or improve community services to support economic diversity, expand market accessibility and enhance quality of life
- Projects that build the resources, capabilities and capacities of communities to deal with their key economic challenges and changes

### 2) Workforce development

- Projects that offer training and skills development opportunities, especially for youth, so they stay in the community or return if they have left.
- Projects that help ensure resilience in the local workforce by attracting, retaining and training workers.

### 3) Community & Economic Development

- Projects that help rural communities plan to build a foundation for economic growth or improve community vibrancy.
- Projects that implement strategies to support economic growth.

### 4) Business Sector Development

- Projects that increase new business creation, business growth and adaptability in the community.

Staff Initials:

Dept. Head:

*Trish Morgan*  
**July 21, 2016**

CAO:

*Ch. Burk*

Page 1 of 3

- Projects that allow communities to retain existing business and encourage their expansion.

**Example projects that have applied for funding under the May 31, 2016 deadline:**

- 1) District of Chetwynd: update to their economic development strategy
- 2) City of Dawson Creek: a strategy to recruit and retain doctors

**Potential Future PRRD Projects:**

- 1) Prespatou Community Planning process
- 2) Development/construction of the outside grounds at the Chetwynd Rec Centre
- 3) Blackfoot and/or Montney expansion to support regional tourism and increased quality of life (i.e., be a tourist in your own town)
- 4) Feasibility study to examine opportunities to partner with First Nations communities to provide potable drinking water to residents
- 5) Development of a regional health recruitment strategy.
- 6) Development of a PRRD scholarship program for doctors, nurses and paramedics to support recruitment and retention of medical professionals in the region
- 7) Development of business case for Northern Lights College to establish a nursing program in the region.
- 8) Development of a business case to establish a training centre for Primary Care Paramedics
- 9) Development of a business case for a regional fire training centre in order to keep training dollars in the region
- 10) Construction of a regional fire training centre (expansion of the existing facility in Dawson Creek)
- 11) Development and implementation of a business retention & expansion strategy, including potential development of a business coaching program, business development series, business incubator services / space
- 12) Communication Tower strategy – wireless and connectivity
- 13) Development of business case to establish simulator training centre at Northern Lights College
- 14) Regional Economic Development Strategy
- 15) Regional Growth Strategy

**Other projects where a partnership may be applicable with a Not-For-Profit:**

- 16) Development of a business case to expand Big Bam Ski Hill into a year round recreation facility
- 17) Expansion of Big Bam Ski Hill to a year round recreation facility
- 18) Development of feasibility research around local horticultural sector / local food production

**STRATEGIC PLAN RELEVANCE:**

- items listed above in “blue” come directly from the Board’s strategic plan
- items listed above in “green” come directly from the draft NPEDC strategic action plan

**FINANCIAL CONSIDERATION(S):**

**Application Limit:**

The program guide states that an eligible applicant is limited to one “Project Development” application and one “Project Application” in each intake.

**July 21, 2016**

**Funding streams:**

- 1) Project Development = \$10,000 maximum
  - Develop feasibility studies and/or business cases
  - May apply for up to 100% of the total project costs
- 2) Single Applicant (project application) = \$100,000 maximum
  - May apply for up to 80% of the total project costs
  - Cannot leverage other grant funds (i.e., Canada 150 Grant)
- 3) Partnerships (project application) = \$500,000 maximum
  - Applicant must have at least one eligible partner
  - May apply for up to 60% of the project costs
  - Cannot leverage other grant funds (i.e., Canada 150 Grant)

**COMMUNICATIONS CONSIDERATION(S):** none

**OTHER CONSIDERATION(S):** Please see the attached program guide for more detailed information

# BC Rural Dividend Program Guide



First Round Application Intake 2016/17



Ministry of  
Forests, Lands and  
Natural Resource Operations

July 21, 2016





July 21, 2016



# Contents

<b>Section 1 ›</b>	<b>Introduction</b>	<b>2</b>
<b>1.1</b>	First Application Intake for 2016/17	<b>2</b>
<b>1.2</b>	Second Application Intake for 2016/17	<b>2</b>
<b>Section 2 ›</b>	<b>Program Information</b>	<b>3</b>
<b>2.1</b>	Program Overview	<b>3</b>
<b>2.2</b>	Eligibility Criteria	<b>4</b>
<b>2.3</b>	Eligible Communities	<b>4</b>
<b>2.4</b>	Eligible Applicants	<b>5</b>
<b>2.5</b>	Eligible Partners	<b>6</b>
<b>2.6</b>	Project Categories	<b>6</b>
<b>2.7</b>	Funding Streams	<b>7</b>
<b>2.8</b>	Special Circumstances	<b>8</b>
<b>2.9</b>	Project Timelines	<b>8</b>
<b>2.10</b>	Eligible Project Costs	<b>8</b>
<b>2.11</b>	Review and Assessment Process and Timelines	<b>10</b>
<b>2.12</b>	Selection Criteria	<b>10</b>
<b>2.13</b>	Application Limit	<b>12</b>
<b>2.14</b>	Contracts and Reporting Requirements	<b>12</b>
<b>2.15</b>	Audits and Site Visits	<b>12</b>
<b>2.16</b>	Events and Communications	<b>13</b>
<b>2.17</b>	Freedom of Information	<b>13</b>
<b>2.18</b>	Conflict of Interest/Confidentiality	<b>13</b>
<b>Section 3 ›</b>	<b>Applying to the Program</b>	<b>14</b>
<b>3.1</b>	How to Apply	<b>15</b>
<b>3.2</b>	Application Support	<b>16</b>
<b>3.3</b>	Contact Information	<b>18</b>



# 1 Introduction

This document serves as the BC Rural Dividend Program (Program) Guide for the first application intake for 2016/17. It is intended to provide Program information to inform prospective applicants interested in applying for funding, and to offer direction in how to apply to the Program.

This document will be revised and reissued for future intakes to the Program.

## 1.1 » First Application Intake for 2016/17

The first application intake commences on April 4, 2016. The deadline for applications is 4:30 pm PDT on Tuesday, May 31, 2016.

Applications and all Mandatory Supporting Documentation must be submitted via email and received by the BC Rural Dividend Program Office by this time and date.

## 1.2 » Second Application Intake for 2016/17

There will be a second intake of applications for 2016/17 commencing on Monday, October 3, 2016, with a deadline of 4:30 pm PDT on Monday, October 31, 2016.



## 2 Program Information

### 2.1 » Program Overview

The BC Rural Dividend Program assists rural communities with a population of 25,000 or less in strengthening their community resilience, and supporting their social, cultural and economic viability.

The Program is providing \$25 million a year over three years, beginning in 2016, to help rural communities across British Columbia reinvigorate and diversify their local economies, making them more attractive places to live and work.

The Program aims to contribute to the overall wellness, sustainability and livability of small rural communities. It recognizes the diversity among rural B.C. communities and ensures that funded projects support the unique vision and needs of each individual community and the local citizens.

The Program was developed in consultation with the Rural Advisory Council, made up of 13 members from across rural B.C. with a mandate to advise the government on how to best support rural prosperity and thriving rural communities across the province.

The Program is administered by the B.C. Ministry of Forests, Lands and Natural Resource Operations.



## 2.2 » Eligibility Criteria

Eligibility of applications will be determined based upon:

- › Eligibility of applicant
- › Eligibility of community
- › Full completion of the application, including all Mandatory Supporting Documentation
- › Application submitted before the intake deadline

In the event an application is determined to be ineligible, the applicant will be notified and such applications will not be considered for funding.

## 2.3 » Eligible Communities

The goal of the Program is to assist small rural communities across British Columbia.

The applications must demonstrate how the proposed project will support either:

- › A community with a population of 25,000 or less<sup>1</sup>, located outside of Metro Vancouver<sup>2</sup> and the Capital Regional District.<sup>3 4</sup>
- › An unincorporated area with a population of 25,000 people or less.

---

<sup>1</sup> Population figures must be based on Statistics Canada 2011 figures (including census agglomeration areas if applicable) [www12.statcan.gc.ca/census-recensement/2011/as-sa/fogs-spg/select-Geo-Choix.cfm?Lang=Eng&GK=CMA&PR=10#PR59](http://www12.statcan.gc.ca/census-recensement/2011/as-sa/fogs-spg/select-Geo-Choix.cfm?Lang=Eng&GK=CMA&PR=10#PR59)

<sup>2</sup> Metro Vancouver [www.metrovancouver.org](http://www.metrovancouver.org)

<sup>3</sup> Capital Regional District [www.crd.bc.ca](http://www.crd.bc.ca)

<sup>4</sup> Exceptions will be considered, e.g. communities in Juan de Fuca and Southern Gulf Islands Electoral Areas.





## 2.4 » Eligible Applicants

### Local Government

- › A municipal or regional government established by or under British Columbia legislation with a population of 25,000 people or less.
- › An unincorporated area with a population of 25,000 people or less whose application is submitted through a regional district or a not-for-profit organization. A community, for the purpose of application to the Program, is considered to be a settlement area within a regional district electoral area. A community's boundaries may also coincide with a service area boundary (existing or proposed).

### First Nations

- › A band council within the meaning of Section 2 of the *Federal Indian Act* or any successor to a band council established under federal legislation, governing bodies of treaty First Nations, Nisga'a Lisims Government and a Nisga'a Village Government.
- › A corporation controlled by a First Nation.

### Not-for-Profit Organizations

- › A not-for-profit organization based in an Eligible Community and whose mandate is focused on an Eligible Community.
- › An organization incorporated as a not-for-profit corporation or society formed under an Act of Canada or a province or territory of Canada and in good standing under the relevant Act.





## 2.5 » Eligible Partners

- › Eligible Applicants can partner with governments, First Nations or not-for-profit organizations to deliver a project. The partner(s) must meet the criteria of Eligible Applicant and have an active role in the project. And they may or may not contribute financially to the project.
- › Additionally, an Eligible Applicant can partner with for-profit entities as long as the proposed project identifies broad community benefits and does not negatively impact other businesses.

## 2.6 » Project Categories

The Program includes four broadly defined project categories designed to offer communities flexibility in applying for Program funding, and the opportunity to develop a wide range of solutions to the challenges their communities are facing. Project categories are outlined below.

### 1 Community Capacity Building

Projects that build the resources, capabilities and capacities of communities to deal with their key economic challenges and changes.

Projects that provide or improve community services to support economic diversity, expand market accessibility and enhance quality of life to attract investment.

### 2 Workforce Development

Projects that offer training and skills development opportunities, especially for youth, so they stay in the community or return if they have left.

Projects that help ensure resilience in the local workforce by attracting, retaining and training workers.

### 3 Community and Economic Development

Projects that help rural communities plan to build a foundation for economic growth or improve community vibrancy.

Projects that implement strategies to support economic growth.

### 4 Business Sector Development

Projects that increase new business creation, business growth and adaptability in the community.

Projects that allow communities to retain existing businesses and encourage their expansion.

## 2.7 » Funding Streams

There are three funding streams as detailed below. Both Single Applicant and Partnerships streams support the implementation of community-driven projects. The Partnerships stream encourages partnerships by offering the opportunity to apply at a significantly higher funding level.

The Project Development stream recognizes that some rural communities have limited capacity to develop projects, particularly when faced with abbreviated intake periods. This stream provides funding to support communities in undertaking some of the effort required to develop strong Single Applicant or Partnerships project applications for future intakes.

Funding Stream	Maximum Funding	Details
Project Development	\$10,000	<ul style="list-style-type: none"> <li>› Help communities to develop feasibility assessments and business cases for projects.</li> <li>› Eligible Applicant can apply for up to 100% of total project cost.</li> <li>› Eligible Applicant must show how the funding would support future eligible project applications.</li> <li>› No guarantee of funding in subsequent applications.</li> </ul>
Single Applicant	\$100,000	<ul style="list-style-type: none"> <li>› Eligible Applicant can apply for up to 80% of the total project cost.</li> <li>› Eligible Applicant must contribute at least 20% of the total project cost via financial or in-kind contributions (maximum 10% in-kind contribution).*</li> <li>› Eligible Applicant's contribution cannot be sourced from another government program at any level (except Community Works Fund).</li> </ul>
Partnerships	\$500,000	<ul style="list-style-type: none"> <li>› Eligible Applicant must have at least one Eligible Partner.</li> <li>› Eligible Applicant can apply for up to 60% of the project costs.</li> <li>› Eligible Applicant and Eligible Partners must contribute at least 40% of total project cost via financial or in-kind contributions (maximum 10% in-kind contribution).*</li> <li>› Contributions from Eligible Applicant and Eligible Partners cannot be sourced from another government program at any level (except Community Works Fund).</li> <li>› Eligible Applicant is signatory on funding agreement.</li> </ul>

\* In-kind contributions include goods and services donated to a project by the Eligible Applicant and/or Eligible Partners e.g. staff time, use of space or equipment. These types of contributions should be valued at fair market value.

## 2.8 » Special Circumstances

Under special circumstances where an Eligible Community is facing significant economic downturn and hardship due to the loss of a key economic driver, funding support will be considered on the basis of the community's unique situation. Funding under special circumstances will be considered on a case-by case basis, and is not limited to intake periods. For consideration under special circumstances, contact the Program.

## 2.9 » Project Timelines

Applications for projects that do not require additional steps before they can start (e.g. securing other funding, obtaining permits and approvals) will be more favourably ranked in the assessment and review process. The need for additional steps before the project can start will be taken into consideration in the review and assessment of applications. Such applications may also be deferred for consideration to a future intake round.

Projects may have timelines that continue into fiscal 2017/18. However, the timeline must demonstrate that the project will be completed within two years from the project start date.

## 2.10 » Eligible Project Costs

Eligible Project Costs must be considered direct and essential. They will be reviewed to determine if they are reasonable and have been accurately estimated. Costs that were incurred before the application was approved are ineligible under the Program. Inclusion of ineligible, unessential or unreasonable costs will be considered in the assessment and ranking of projects. Examples of costs that are eligible or ineligible for Program funding are listed below.



Eligible Costs	Ineligible Costs
Costs related to project implementation.	<ul style="list-style-type: none"> <li>› Any costs associated with administering the project, such as preparing progress reports.</li> <li>› Costs being claimed under any other programs.</li> <li>› Costs incurred outside of the time periods for the project as outlined in application.</li> <li>› Costs incurred for areas outside of the Eligible Community/Communities included in the application.</li> </ul>
<p>Community-based infrastructure costs where:</p> <ul style="list-style-type: none"> <li>› The project is small, such as minor renovations and retrofits to existing structures where the work is essential to support the proposed project.</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>› Program contribution is minimal compared with other contributions and overall costs, and the funding is key to leveraging other resourcing.</li> </ul>	<ul style="list-style-type: none"> <li>› Infrastructure that is not tied to a broader project and outcomes.</li> <li>› Infrastructure projects where the majority of the cost is charged to the Program.</li> <li>› Land acquisition.</li> <li>› New structures.</li> <li>› Water/sewer/road/sidewalk infrastructure projects.</li> </ul>
<p>Project management, including:</p> <ul style="list-style-type: none"> <li>› Consulting fees,</li> <li>› Business planning development, and</li> <li>› Project-related professional fees (e.g. architectural, accounting).</li> </ul>	<ul style="list-style-type: none"> <li>› Permits and approvals.</li> <li>› Legal costs.</li> <li>› Project-related professional fees payable to the Eligible Applicant.</li> </ul>
Design/engineering costs.	<ul style="list-style-type: none"> <li>› Building construction costs for new facilities.</li> </ul>
Wages/benefits for new hires to work 100% on eligible project-related activities.	<ul style="list-style-type: none"> <li>› Operational costs, such as existing staff salaries and benefits (eligible as in-kind contributions from an Eligible Applicant or Eligible Partner).</li> </ul>
Small capital purchases (excluding technology) that are essential to the implementation of the project.	<ul style="list-style-type: none"> <li>› Technology updates or software (e.g. computer hardware, software).</li> <li>› Large capital purchases (e.g. vehicles, machinery, furnishings).</li> </ul>
Marketing or promotion-related costs. Speaker stipends.	<ul style="list-style-type: none"> <li>› Directly lobbying of any level of government.</li> <li>› Travel to conferences, trade shows.</li> </ul>
Meals and project travel related expenses based on government per diem rates: <a href="http://www2.gov.bc.ca/local/myhr/documents/travel/travel_allowances_app1.pdf">www2.gov.bc.ca/local/myhr/documents/travel/travel_allowances_app1.pdf</a>	<ul style="list-style-type: none"> <li>› Remuneration and travel of elected officials.</li> <li>› Alcohol.</li> </ul>
Feasibility studies related directly to the project.	<ul style="list-style-type: none"> <li>› Academic research that does not deliver concrete actions or tangible benefits.</li> </ul>
Training activities as part of the Eligible Project or to support the project.	<ul style="list-style-type: none"> <li>› GST and PST.</li> </ul>



## 2.11 » Review and Assessment Process and Timelines

Eligible Applications will be subject to a competitive review and assessment process.

Eligible Applications will be assessed and ranked against explicit selection criteria (see 2.12 Selection Criteria). If additional information is determined to be needed to support the review and assessment, Eligible Applicants will be contacted and additional information requested. The selection process will be objective and unbiased.

Project Development applications will undergo an expedited review and assessment process, and funding decisions are expected in early summer 2016.

Decisions on other applications are expected within four months after the application intake deadline. Applicants will not be notified of the ongoing status of their applications during the review and assessment process.

Funding decisions are final. Applications that are not funded in respect of a particular intake period may be re-submitted in a future intake period.

## 2.12 » Selection Criteria

The selection criteria below will be used in the review and assessment of Eligible Applications. The following selection criteria will be weighted more heavily:

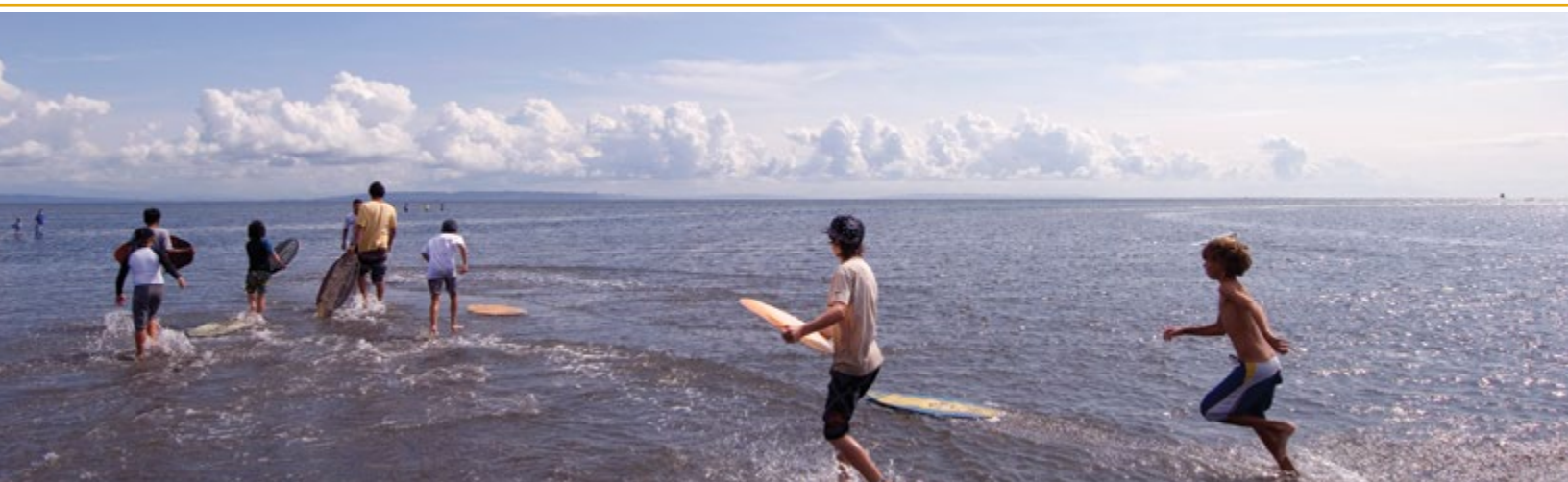
- › Job creation and retention
- › Rural communities most in need
- › Significant leveraging of Program funding

It is anticipated that the Program may be over-subscribed. Meeting the selection criteria does not guarantee that funding will be provided. Eligible Applications will be assessed on their ability to achieve the selection criteria against other applications. Those applications that most successfully demonstrate meeting the selection criteria will be prioritized for funding.

Applicants should provide sufficient information to support a thorough assessment of their project. Applicants are encouraged to identify measurable benefits or quantify potential benefits wherever possible to support assessment of their application.



Selection Criteria	Demonstrated Through
Community resiliency and economic strength	<ul style="list-style-type: none"> <li>› Increases economic competitiveness and economic diversity and/or activity.</li> <li>› Enhances the community's ability to attract and retain new and existing workforce, youth, employers and investors.</li> <li>› Increases efficiency and productivity, business creation and market growth within the community and in rural businesses.</li> </ul>
Job creation and retention	<ul style="list-style-type: none"> <li>› Provides for direct and indirect job creation.</li> <li>› Provides for prevention of job loss.</li> </ul>
Building partnerships and shared prosperity	<ul style="list-style-type: none"> <li>› Supports the creation or continuation of partnerships between rural communities that promote local economic growth and diversity.</li> <li>› Supports the creation or continuation of partnerships between rural non-First Nation communities and First Nation communities that promote local economic growth and diversity.</li> </ul>
Project feasibility, timeliness and sustainability	<ul style="list-style-type: none"> <li>› Demonstrates the ability to efficiently and effectively manage, leverage funding and complete the project for success.</li> <li>› Demonstrates the ability for the project to commence on a timely basis, and be completed within a two-year timeframe.</li> <li>› Demonstrates long-term financial, social and environmental sustainability principles.</li> </ul>
Greatest impact on rural communities	<ul style="list-style-type: none"> <li>› Provides for direct economic stimulus.</li> <li>› Demonstrates broader impact across community or multiple communities/regions.</li> <li>› Identifies and links project benefits and outcomes to project activities.</li> </ul>
Rural communities most in need	<ul style="list-style-type: none"> <li>› Identifies community tied to a major economic shock, crisis, or loss of key economic driver.</li> </ul>



### 2.13 » Application Limit

An Eligible Applicant is limited to submission of one Project Development application, and one project application (Single Applicant or Partnership) in each intake.

If multiple applications are submitted from a range of Eligible Applicants in support of one Eligible Community, these applications will be reviewed and assessed in relation to one another in addition to being reviewed and assessed against all other applications.

### 2.14 » Contracts and Reporting Requirements

Awarding of funding to successful applicants will be conditional upon finalization of a funding agreement that sets out the terms and conditions of the funding. Conditions will be attached to project funding awards to ensure that Program objectives are met, which will include reporting requirements. Funding recipients will be required to submit a final report that outlines the project's performance and outcomes. Further details on such requirements will be provided to successful applicants.

Failure to meet contractual requirements could result in termination of the funding agreement, require repayment of Program funds, and disqualify the funding recipient from further applications to the Program.

### 2.15 » Audits and Site Visits

Funding recipients may be subject to audit or site inspections at any time during the term of the funding agreement and for up to three years following the distribution of Program funds to the recipient, so the Province can examine project progress and documentation.





## 2.16 » Events and Communications

The funding agreement may require that the Ministry of Forests, Lands and Natural Resource Operations be kept informed about promotional activities related to the project, with a minimum notice period before public materials are distributed or events held.

It may also require that the Government of British Columbia and the Ministry of Forests, Lands and Natural Resource Operations be acknowledged in project communications, events and signage. Details regarding required acknowledgement of government support will be included in funding agreements.

## 2.17 » Freedom of Information

Applications submitted under the Program are subject to the *Freedom of Information and Protection of Privacy Act*. The information being collected is for the purpose of administering the Program and will be used for the purpose of evaluating eligibility under the Program.

## 2.18 » Conflict of Interest/Confidentiality

Program staff will uphold the standards for conflict of interest and confidentiality required by all Public Service employees.



## 3 Applying to the Program

### 3.1 » How to Apply

Please follow these steps:

#### 1. Learn about the Program:

Download and review Program documents:

There are a number of documents that all prospective applicants must carefully review before applying. These documents are posted on the Program website: [gov.bc.ca/ruraldividend](http://gov.bc.ca/ruraldividend).

The documents include:

- › Program Guide
- › Program Application Form
- › Application Instructions
- › Certification Form
- › Resolution Form

Review the Questions and Answers section on the Program website.

#### 2. Confirm your eligibility to apply:

Confirm you are an Eligible Applicant, and that your proposed project is in support of an Eligible Community. Consider your ability to develop the project, complete the Application Form, and the Mandatory Supporting Documents, and submit all required application materials by 4:30 pm PDT on Tuesday, May 31, 2016.

#### 3. Complete the Application Form:

The Application Form is a protected document and is to be completed electronically. Refer to the companion Application Instructions while completing the Application Form. If you need help in completing your Application Form (see 3.2 Application Support on page 16).

Save your application in the following format:

- › Applicant name
- › RD (for Rural Dividend),
- › Date completed (yy\_mm\_dd)
- › Example: tahsis\_RD\_16\_07\_05



#### 4. Complete the Mandatory Supporting Documentation required:

Each application must include the Mandatory Supporting Documentation (see table below).

The forms are protected documents to be completed electronically.

The Certification Form requires signatures. Once it is signed, it must be scanned for submission with the Application Form.

Take into account the timelines needed to finalize documentation (e.g. board resolution in support of application).

Mandatory Document/Form	Local government Regional districts	First Nations	Not-for-profit
Certification Form certifying information submitted is accurate	> Yes	> Yes	> Yes
Resolution Form confirming board or council support for the project	> Yes	> Yes	> Yes
Articles of incorporation or similar evidence of legal status	> No	> Yes	> Yes
Most recently audited financial statements	> No	> Yes	> Yes
Approved five-year financial plan	> Yes	> Yes	> If available
Letter(s) from partners confirming role and commitment to the project	> Yes	> Yes	> Yes
Letter(s) from stakeholders indicating support	> Yes	> Yes	> Yes

Letters of support will only be accepted from stakeholder organizations or community leaders in their professional capacity (i.e., Chamber of Commerce, Mayor, Community Development Organization). Letters from individual community residents will not be accepted.

Please do not provide any personal identifiers or third-party personal information (i.e. talk about others) in applications or supporting documents.

### 5. Determine which Optional Supplementary Documentation should be included:

In addition to the Mandatory Supporting Documentation, it is recommended that you include Optional Supplementary Documentation to support your Application Form. Suggestions include:

- › **Quotes** you have obtained from vendors or contractors to support your project budget.
- › **Other materials** such as business plans or feasibility studies that support your project.
- › **Details of consultation** and engagement with residents, First Nations or stakeholders as long as they are acting in their professional capacity.  
Please do not provide any personal identifiers or third-party personal information.

### 6. Submit to the Program:

Your fully completed Application Form, all Mandatory Supporting Documentation and any Optional Supplementary Documentation must be submitted electronically to [ruraldividend@gov.bc.ca](mailto:ruraldividend@gov.bc.ca).

Your complete application package for the first application intake must be received by the deadline of 4:30 pm PDT on Tuesday, May 31, 2016. Failure to meet these requirements will result in a determination of ineligibility.

All documents received by the Program will be treated as confidential; however, we will not guarantee security of the email during email transfer to the Program.

## 3.2 » Application Support

If you have a question that is not addressed in the Program Guide, Application Instructions, or the questions and answers section of the website ([gov.bc.ca/ruraldividend](http://gov.bc.ca/ruraldividend)), application support is available through FrontCounter BC at [FrontCounterBC@gov.bc.ca](mailto:FrontCounterBC@gov.bc.ca) or 1-877-855-3222.

Support is also available through FrontCounter BC offices, in 29 locations across B.C. ([www.frontcounterbc.gov.bc.ca/locations](http://www.frontcounterbc.gov.bc.ca/locations))

FrontCounter BC can also provide support if you need help submitting your application electronically.



R-2



July 21, 2016





Ministry of  
Forests, Lands and  
Natural Resource Operations

## Contact Information

### FrontCounter BC

**TOLL-FREE:** 1-877-855-3222

**EMAIL:** [FrontCounterBC@gov.bc.ca](mailto:FrontCounterBC@gov.bc.ca)

**OFFICE LOCATIONS:** [www.frontcounterbc.gov.bc.ca/locations](http://www.frontcounterbc.gov.bc.ca/locations)

### Rural Dividend Program

**EMAIL:** [ruraldividend@gov.bc.ca](mailto:ruraldividend@gov.bc.ca)

**WEBSITE:** [gov.bc.ca/ruraldividend](http://gov.bc.ca/ruraldividend)



# Peace River Regional District REPORT

To: Electoral Area Directors Committee Date: June 7, 2016

From: Claire Negrin, Fran Haughian, and Trish Morgan

Subject: Proposed Community Engagement Process - Prespatou Rural Community Plan

---

## RECOMMENDATION(S):

- 1) That the Electoral Area Directors' Committee recommend to the Board of Directors that a Community Planning process be conducted for the community of Prespatou.
- 2) That the cost for meeting supplies, venues, and advertising not exceed \$10,000 and be referred to the Rural Budgets Administration Committee for discussion on how it could be funded.

## BACKGROUND/RATIONALE:

In late 2015 a meeting was held in Prespatou to discuss whether there was a desire to move forward with the development of a community hall, indoor arena or both. As a result of the meeting it was discussed that before any further determination of development in Prespatou that a community plan should be developed with the community to identify their priorities and vision for the future.

A community plan will help to guide future land use, development, and social and capital investment. In order to develop such a plan, it will be important to gather information and input from all members of the community regarding their desired future vision for Prespatou. Local community members will be able to provide local knowledge and insight regarding past plans, present conditions, and future goals of the community.

A PRRD staff team approach is recommended for the development of this plan and could include the following:

- 1) Claire Negrin – will provide background and insight into land use and development, developed the proposed planning process and has experience designing and facilitating similar processes in the past
- 2) Fran Haughian – has experience in community planning processes and group facilitation in this area, will provide support for community engagement
- 3) Trish Morgan – has experience in large and small group facilitation, will provide support to the process and as the Electoral Area Directors' staff person will liaise with the Director to ensure the process is moving forward as per her vision, will also provide insight into services such as recreation and emergency services
- 4) In addition, assistance from staff of the North Peace Economic Development Commission may be utilized in order to provide support for economic development

Staff Initials:

Dept. Head: *Bruce Simard*  
**July 21, 2016**

CAO: *Ch. Birk*

Page 1 of 2

STRATEGIC PLAN RELEVANCE:

1.4 Development Services – Strategic Objective # 4 – The PRRD will implement plans, bylaws and shared service agreements that address the demands of economic growth and the quality of life for its residents.

1.4.3 Completion of major long range planning reviews including updating four official community plans.

FINANCIAL CONSIDERATION(S): \$10,000 (not to exceed)

- Staff resources – time and travel expenses covered in the budget in each department.
- \$10,000 for meeting expenses – space, refreshments, advertising and meeting supplies.  
Funding for this could come from Electoral Area 'B' Peace River Agreement Funds.

COMMUNICATIONS CONSIDERATION(S): Internal and external PRRD methods of communication will be utilized including the PRRD web page, Engage!, Facebook and any articles done by the PRRD in the time period of the proposed consultation. Recognizing that this is a specific area of consultation, posters, mail outs and email communications with identified community “champions” to share will be the most effective and employed as well.

OTHER CONSIDERATION(S):

Staff would like direction/clarification from EADC through discussion on the following questions:

1. Does EADC or the Area Director anticipate this process to result in a Bylaw or a non-bylaw strategy to support the current community plan?
2. What are the roles of Area Director, EADC and the Board in the process?
3. What are the committee's thoughts and recommendations on the team approach proposed?
4. Does the committee anticipate any other resources will be required?
5. What is the committees' thoughts on the proposed time line?
6. What are the committees' expectation of time commitments for each proposed task?
7. What are the committees' thoughts on the estimated budget?
8. Does the committee have resources to allocate to the proposed budget of \$10,000?

ATTACHMENT(S):

The following supporting documents have been provided with this report:

1. Prespatou Rural Community Plan Proposed Community Engagement Process document
2. Sample: NRRM OCP Update Kitchen Table Workbook
3. Sample: NRRM OCP Update Kitchen Table Workbook Summary Report



PEACE RIVER REGIONAL DISTRICT

# Prespatou Rural Community Plan

Proposed Community Engagement Process

diverse. vast. abundant.

July 21, 2016



## Contents

Introduction .....	2
Prespatou.....	2
Community Engagement Process.....	2
Community Interviews.....	2
Kitchen Table Workbooks .....	2
Community Open Houses .....	3
Expected Outcomes.....	3
Anticipated Timeline .....	3
Staff Team & Rolls .....	4

## Introduction

The rural community of Prespatou has expressed a desire to develop a plan to guide future land use, development, and social and capital investment. In order to develop such a plan, it will be important to gather information and input from all members of the community regarding their desired future vision for Prespatou.

It is important to engage with local community members, as they will be able to provide local knowledge and insight regarding past plans, present conditions, and future goals of the community.

## Prespatou

Prespatou is a Rural Community within Electoral Area B of the Peace River Regional District, and is located approximately 75 km north of the City of Fort St. John along the Prespatou Road.

## Community Engagement Process

The proposed Community Engagement Process for the Prespatou Rural Community Plan identifies three main methods to engage with the community. These methods are Community Interviews, Kitchen Table Workbooks, and Community Open Houses.

### Community Interviews

Community Interviews will be in depth discussions conducted with individual community members and smaller interest groups in Prespatou. By holding individual interviews, we will be able to have robust discussions with community members who have been identified as being key players in the community.

Community Interviews will be held with the following range of groups:

- Local Stakeholder Agencies and Organizations
- Key Community Leaders
- Informal Community Groups

Specific agencies, organizations, groups, and individuals will be identified at the start of the process. Additional interviews can be scheduled throughout the process, as deemed necessary.

### Kitchen Table Workbooks

A Kitchen Table Workbook is a visioning guide that is intended for use by individuals, families, and small groups to work together and brainstorm a preferred community future. The workbooks will help guide discussions by providing visioning exercises and instructions, and participants can record their input directly into the workbook.

The Kitchen Table Workbook (KTW) exercise will include three components:

- KTW Facilitator Training
- KTW Guided Community Sessions
- KTW Guided School Sessions

In order to administer the Kitchen Table Workbooks, we will provide facilitator training to all of those individuals and groups who participate in the Community Interview process. These individuals will be

asked to complete a KTW with another small group, and help their families and neighbours to complete them as well.

Kitchen Table Workbook sessions will also be facilitated as part of the Open Houses, and with approval the exercise will also be completed in the Prespatou School.

### Community Open Houses

Community Open Houses will be held in Prespatou as a method to engage with any community members who were not directly consulted through Community Interviews and Kitchen Table Workbooks. Open Houses are a familiar form of engagement for many community members, and offer a safe and anonymous method to provide input for those who are too shy or wary of other methods of engagement.

Three separate Community Open Houses will be held in order to provide a variety of times to accommodate busy schedules among community members, as follows:

- Week Day Open House
- Week Night Open House
- Week End Open House

### Expected Outcomes

The overall intent of the Community Engagement Process is to conduct an comprehensive discussion with the residents of Prespatou to identify their community vision. This vision may include any number of factors which will be identified throughout the process. The main direction of discussion will aim to cover the following broad issue areas:

- Define Community Identity and Overall Area
- Community Growth Projections
- Community Social Investment Goals
- Community Capital Investment Goals
- Community Economic Development Goals
- Future Land Use Patterns

### Anticipated Timeline

	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Review Proposed Engagement Process	■	■					
Identify Community Interviews		■	■				
Conduct Interviews			■	■			
KTW Facilitator Training			■	■			
KTW Guided Sessions			■	■			
KTW School Sessions				■			
Open Houses		■	■	■			
Engagement Summary				■			
Plan Development					■	■	
Community Review						■	■
Plan Completion							■

## Staff Team & Rolls

The following PRRD staff members will be involved in the Community Engagement Process:

- Role: Project Lead
  - o Claire Negrin, Assistant Manager of Development Services
- Role: Support
  - o Trish Morgan, General Manager of Community & Electoral Area Services
- Role: Communications and support
  - o Fran Haughian, Communications Manager

Additional staff support may also be provided by Jennifer Moore at the North Peace Economic Development Commission.



Envision the Future...

# Official Community Plan

## Kitchen Table Workbook



Tell us your vision for the future of Fort Nelson.

**Please complete and submit at the  
Municipal Office by February 11, 2011.**

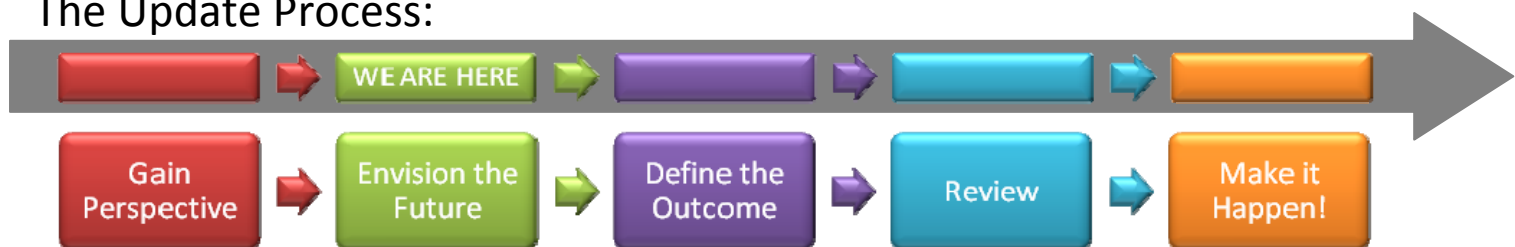


# The Official Community Plan Update

## The Official Community Plan:

An Official Community Plan is a long-range planning document that outlines the vision, principles, goals, objectives and policies of a community regarding land use, future growth, and development.

## The Update Process:



The process of updating the OCP follows five steps:

- ***Gain Perspective***—Included the creation of a background document, the formation of a Steering Committee and a start-up meeting.
- ***Envision the Future***—The current phase. Includes the Kitchen Table Workbooks and Public Workshop to be held March 12<sup>th</sup>, 2011. This phase will set the vision of the community, and direct the form of the Official Community Plan.
- ***Define the Outcome***— The actual drafting of the document. This will occur over the Spring of 2011.
- ***Review***—Following the completion of the draft document, Staff, Community and Agencies will review the document to ensure the vision of the community has been successfully illustrated. An open house will be held for the public to review the document and ensure that the desired vision has been captured. This will occur in the Summer of 2011.
- ***Make it Happen!*** - When the document gets adopted by Regional Council and becomes a Bylaw. Fall/Winter 2011.

# Kitchen Table Workbook:

Also available at: [www.northernrockies.ca](http://www.northernrockies.ca)

This Kitchen Table Workbook is a visioning guide that will help you imagine the Northern Rockies Regional Municipality 20 to 30 years in the future. This includes Fort Nelson and its immediate surrounding area. The purpose of the Workbook is to help you:

- Imagine the ideal future;
- Identify actions that can help make that future a reality; and,
- Identify obstacles or impediments to the future you imagine.

The Workbook is intended to guide small group discussions in an effort to gather more in depth information and to give people a chance to discuss the future of the community together. The Workbook is designed so that people can work on them anytime and anywhere, alone or in small groups. The Workbook differs from traditional surveys in that it asks broader questions and collects a wider range of information.

The Workbook contains a visioning exercise along with instructions. If you would like to review the existing Official Community Plan and background documents, please visit the NRRM web site at [www.northernrockies.ca](http://www.northernrockies.ca) and click on the OCP icon.

The information gained from the Workbooks will help establish the community's vision and will guide the Public Workshop on March 12, 2011 as well as the new policies of the OCP. A summary of the Kitchen Table Workbooks will be available on line at the end of February.

The Workbooks are available online, at the Municipal Office and at many locations throughout Fort Nelson including the Chamber of Commerce, Library, Northern Lights College, Fort Nelson Secondary, and the Fort Nelson First Nation Office. You can fill out digital copies on the website or print paper copies.

# Kitchen Table Workbook:

Also available at: [www.northernrockies.ca](http://www.northernrockies.ca)

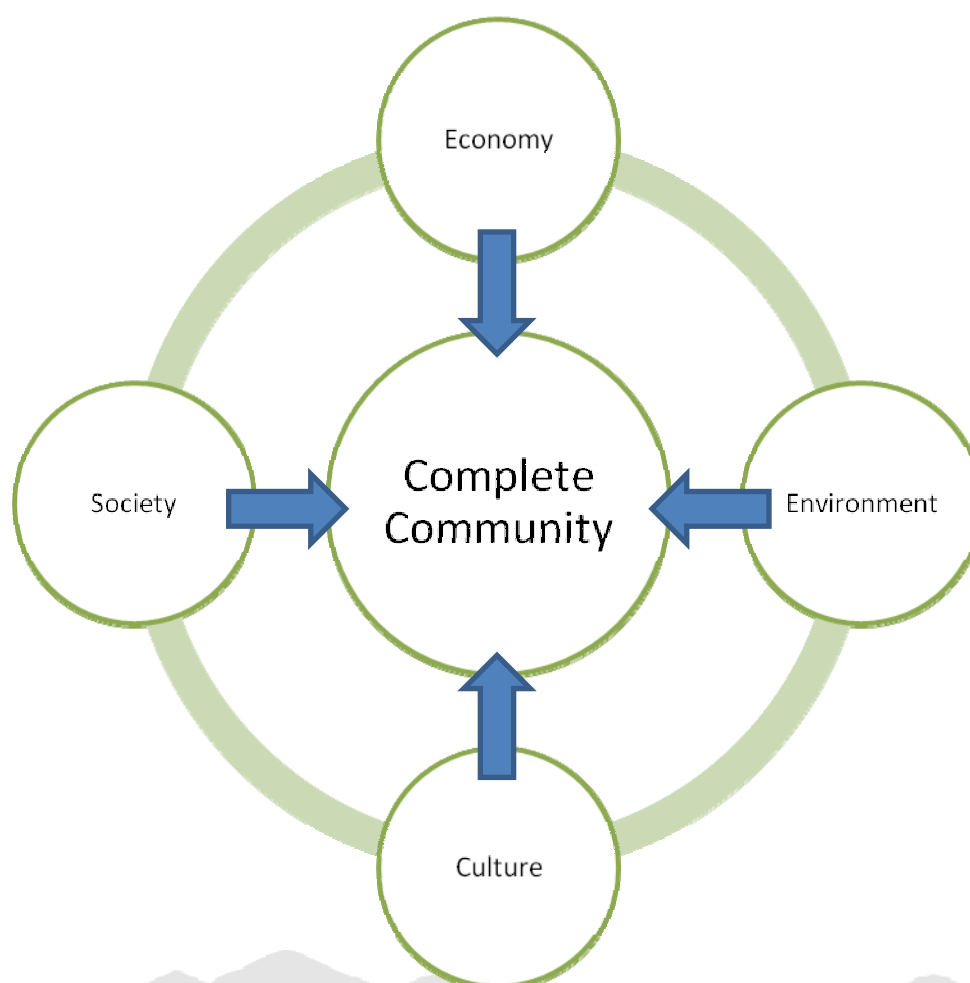
When planning for the future, it is important to consider the four pillars of a complete community: economy; environment; culture; and, society. All four aspects of a community are important. These pillars refer to the following:

**Economy** – Business, Commerce, Trade, Industry, Infrastructure, Growth, Transportation, Etc.

**Environment** – Plants, Animals, Air, Water, Land, Forests, Parks, Etc.

**Society** – People, Government, Non-Governmental Organizations, Healthcare, Family, Clubs, Community Associations, Recreation, Etc.

**Culture** – Lifestyle, Heritage, History, Pride, Etc.





# How to Use This Workbook:

## Step 1: Get a Group Together

Step 2: Review existing OCP & Background document available at [www.northernrockies.ca](http://www.northernrockies.ca) (This step is optional – you don't need to review these documents to complete the Workbook)

## Step 3: Discuss your Vision & Complete the Workbook

### Tips for a productive discussion:

- Choose a Leader whose role will be to help keep the group focused and the discussion moving forward.
- Choose a secretary whose role will be to take notes and submit the completed workbook. Extra notes pages have been attached to the back of this package.
- Read each question as a group and ensure that everyone understands what is being asked.
- Take some time at the beginning of each question for individuals to write down their thoughts before discussion as a group.
- Regroup and discuss your responses together.
- Take note of similarities and differences between the responses.
- Identify any overall themes and determine the most prominent issues.
- Come to consensus on the group's top 6 answers for each question.
- Fill in the Workbook question.

Step 4: Submit your Kitchen Table Workbook online, at the Municipal Office or one of the drop boxes located throughout the community.

Additional Information is available on the NRRM website including:

- Existing OCP
- OCP Update Background Document
- Airport Strategic Plan
- Economic Profile
- Climate Action Plan
- Residential Housing Strategy
- Downtown Core – Comprehensive Plan

# Tell us About Yourself:

## Group:

How many people are participating in this session? \_\_\_\_\_

How did you find out about this Workbook and the OCP process? \_\_\_\_\_

## Organization:

Is your group associated with a particular organization? (e.g.. School, Place of Worship, recreation, business, neighbourhood, etc.)

\_\_\_\_\_

## \*Participants (optional):

Who participated in this session?

NAME:

EMAIL:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*If you would like to be on the OCP Mailing List & receive regular updates on the OCP, please include your email with this Workbook

## \*\*Contact Information (optional):

How can we contact you?

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\*\*Information of a lead person who we can contact if we have any questions regarding this Workbook

# Envision the Future:

Question 1: Envision your ideal Fort Nelson, 20 to 30 years from now. The community has changed for the better. What makes Fort Nelson ideal?

List the top six aspects of your vision that make Fort Nelson an ideal place.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Question 2: What aspects of Fort Nelson need to change in order to achieve your vision?

List the top six changes.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

# Envision the Future:

Question 3: Is there anything you are already doing that is helping the community reach your vision?

List the top six actions.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Question 4: What are some other actions that can help Fort Nelson move towards this vision?

List the top six actions.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_



# Envision the Future:

Question 5: What are the biggest obstacles or challenges preventing your vision from becoming a reality?

List the top six.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Do you have anything else you would like to say regarding this process, Fort Nelson, or your Vision?

---

---

---

---

---

---

---

---

# Final Thoughts...

**Thank you for taking the time to complete this Workbook.**

**Please submit by February 11, 2011.**

## **IMPORTANT DATES:**

- February 11, 2011:** Submit Your Kitchen Table Workbook online, at the Municipal Office or at any other OCP drop box located throughout town.
- March 12, 2011:** Public Workshop to discuss land uses for Fort Nelson (all day workshop)  
1<sup>st</sup> Public Open House (evening)
- June 14, 2011:** 2<sup>nd</sup> Public Open House to Review and Comment on Draft OCP (evening)

For times and locations of these events, please visit the NRRM website at [www.northernrockies.ca](http://www.northernrockies.ca) or call Renee Jamurat at 250-774-2541.

Please be sure to submit this Workbook to the Municipal Office located at 5319 - 50th Avenue South or at any other OCP drop box location, including the Chamber of Commerce, Library, Northern Lights College, Fort Nelson Secondary, and the Fort Nelson First Nation Office.

You can also submit this Workbook via:

**Mail:**

5319 - 50th Avenue South  
Bag Service 399  
Fort Nelson, BC V0C 1R0

**Email:**

[rjamurat@northernrockies.ca](mailto:rjamurat@northernrockies.ca)

**Fax:**

250-774-6794

**Questions or Concerns? Please call Renee Jamurat at 250-774-2541**

# Notes

For your convenience, we have included this back page for extra space if you need to take notes during your discussion.

You do not need to submit your notes with your completed workbook.

# Notes

For your convenience, we have included this back page for extra space if you need to take notes during your discussion.

You do not need to submit your notes with your completed workbook.





# Northern Rockies Regional Municipality Official Community Plan Update

## Kitchen Table Workbook Summary Report



Submitted to:

**Northern Rockies  
Regional Municipality**

February 2011

**July 21, 2016**

**NORTHERN ROCKIES ENGINEERING INC**

# **Northern Rockies Regional Municipality**

## **Official Community Plan Update**

### **Kitchen Table Workbook Summary Report**

---

Prepared for:

**Northern Rockies Regional Municipality**

Attention: Mr. Jack Stevenson, Director, Community Development and Planning

5319 – 50<sup>th</sup> Avenue South

Bag Service 399

Fort Nelson, BC

VOC 1R0

Prepared by:

**Northern Rockies Engineering Inc.**

#17 – 4903 51<sup>st</sup> Avenue West

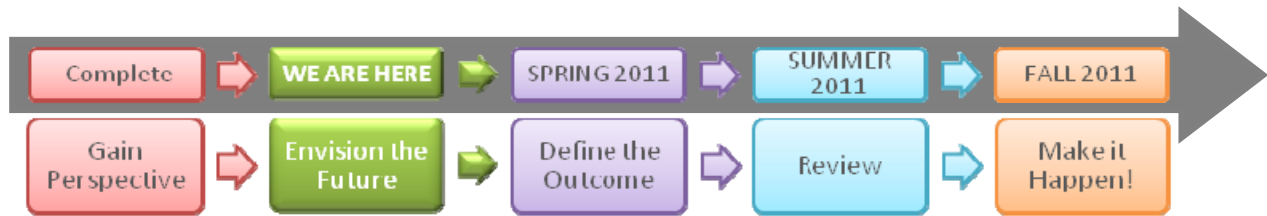
P.O. Box 3009

Fort Nelson, BC

VOC 1R0

## Introduction

The Northern Rockies Regional Municipality is in the process of updating the Official Community Plan. An Official Community Plan is a long-range planning document that outlines the vision, principles, goals, objectives, and policies of a community regarding land use, future growth, and development. The creation of the Official Community Plan process has been divided into five steps:



Fort Nelson is currently engaged in the Envision the Future component of the Official Community Plan. An integral part of this process is consulting with the residents of the Regional Municipality about their vision of the future of Fort Nelson and their views with respect to land use, growth, and development. In an effort to engage the community beyond a typical questionnaire, the first significant public engagement component of the Official Community Plan asked residents to gather in small groups and have in depth discussions about the future of Fort Nelson in a Kitchen Table format.

People used the Kitchen Table Workbook to guide their discussions about the future of the Northern Rockies Regional Municipality. The Workbook is intended to guide small group discussions in an effort to gather more in depth information and to give people a chance to discuss the future of the community together. The Workbook is designed so that people can work on them anytime and anywhere, alone or in small groups. The Workbook differs from traditional surveys in that it asks broader questions and collects a wider range of information. As such, people were asked to consider the four pillars of a complete community, namely the: economy; environment; culture; and, society.

The response has been overwhelming. From January 17 to February 11, approximately 197 people completed 52 Kitchen Table Workbooks.

The community has been engaged in meaningful discussion about the future of Fort Nelson and has provided invaluable direction for the new land use policies of the Official Community Plan. This report provides a summary of how Fort Nelson imagines its future; what actions people would like to take to make that future a reality; and what obstacles Fort Nelson needs to overcome.

***"I am impressed  
that Fort Nelson is  
making an effort to  
learn what the  
community wants."***

*By Kitchen Table Respondent*

The report provides a summary of each of the six questions asked in the Workbooks and draws conclusions based on the thoughtful responses provided by the community.

## Methodology

The Kitchen Table Workbooks were made available to the public from January 17, 2011 to February 11, 2011. The Workbooks were available both digitally and in hard copy. Digital copies were available for download on the Northern Rockies Regional Municipality website ([www.northernrockies.ca](http://www.northernrockies.ca)) so that people could print them and complete by hand, as well as in a digital, fillable form that people could complete and email to the Municipality. In addition, hardcopy versions of the Kitchen Table Workbooks were available for people to pick up and drop off at locations throughout town. These locations included the Municipal Hall, Post Office, Library, Chamber of Commerce office, Northern Lights College, Fort Nelson Secondary School, and at the Fort Nelson First Nation Office.

Advertising of the Kitchen Table Workbooks was carried out to ensure the public was made aware of the process. Advertising included notices in the Fort Nelson News and radio interviews performed by NRRM Staff member Renee Jamurat and OCP Steering Committee Chair Kim Eglinski. In addition, information was available on the Northern Rockies Regional Municipality website and on [fortnelsonstuff.com](http://fortnelsonstuff.com), which is a well used community website. Finally, representatives from the NRRM also visited Fort Nelson Secondary to present to senior students about the Workbooks.

A total of 52 Workbooks were returned to the Municipality. Of the Workbooks returned, 14 were completed digitally, while the remaining 38 were completed by hand.

Participants were encouraged to complete the Workbooks in small groups. The purpose is for people to talk together about the community in order to create a shared vision for the future. The Official Community Plan will represent a collective vision of the community and it is important for that vision to be created together.

This Summary Report was compiled such that each Workbook was taken to count as one collective voice. Though many groups consisted of more than one person, the suggestions from each Workbook represent an agreed upon response from the group of participants. In order to compile and summarize the comments from the Workbooks, each comment under each question was categorized. Categories were determined based on what comments and suggestions respondents were making under each question. For example, for Question 1, all comments regarding seniors, such as; having enough housing, programs or facilities were put into the same category. For Question 4, the category of Infrastructure and Capital was used for

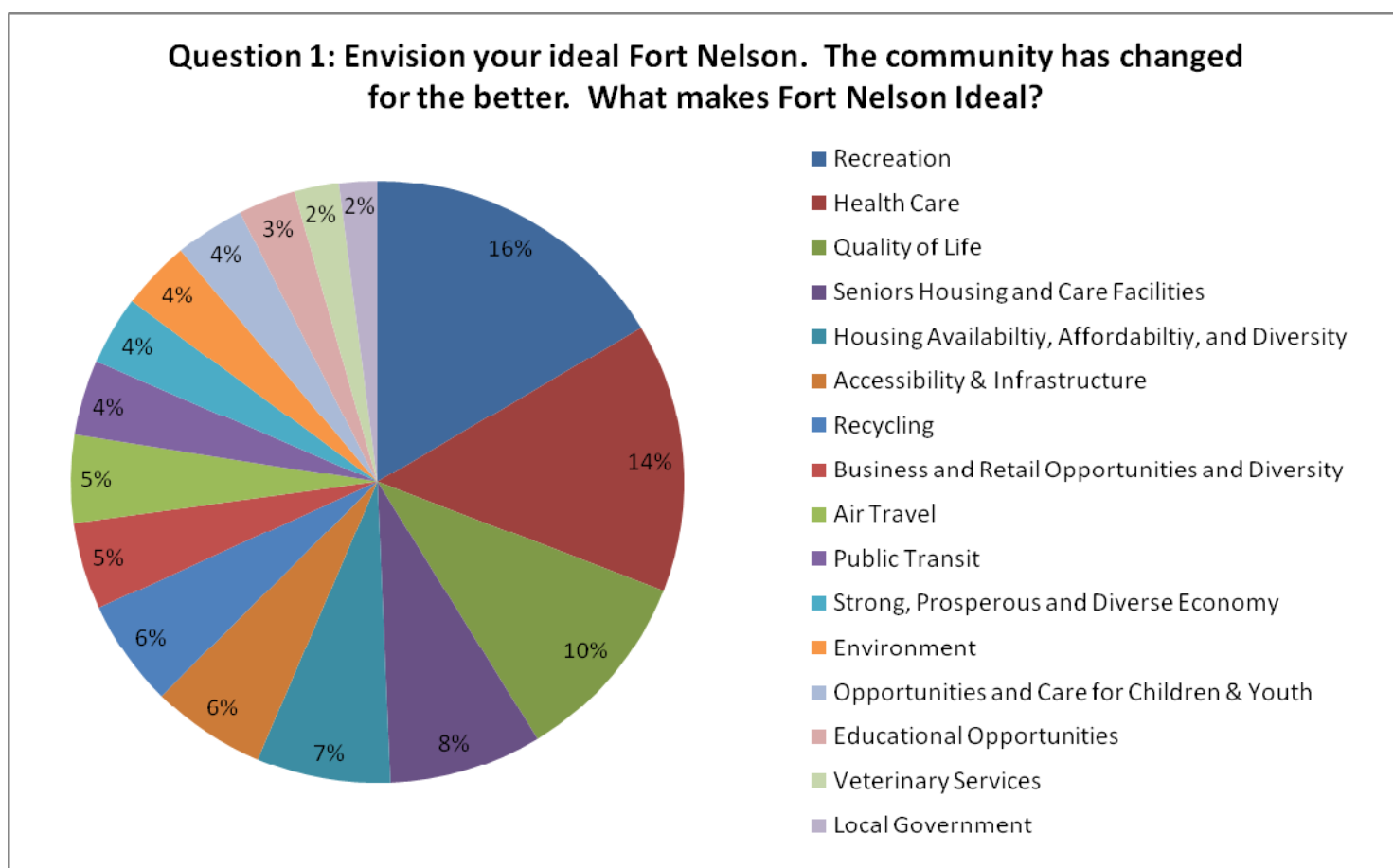


any response that recommended that something be built or improved, such as a new pool or more sidewalks.

Some discretion was used in order to categorize the comments; however, the categories are intended to display what issues are of most importance to the community. Using the results of the Kitchen Table Workbooks, Fort Nelson will be able to create a clear Vision that resonates with the entire community.

**Question 1: Envision your ideal Fort Nelson. The community has changed for the better. What makes Fort Nelson ideal?**

The following chart categorizes the response to Question 1:



Some examples of what residents had to say about the ideal Fort Nelson was:

***"Fort Nelson will meet the needs of all residents, including seniors and youth, in the areas of health, recreation, housing, culture and transportation"***

*By Kitchen Table Respondent*

***"Access to local, quality, consistent medical services."***

*By Kitchen Table Respondent*

***"Safe, inclusive, friendly, northern municipality"***

*By Kitchen Table Respondent*

The input provided regarding what people would like the ideal Fort Nelson to be has been themed and summarized as follows.

**Recreation** - The population is healthy and active. The area is a regional tourism centre, attracting visitors for hunting, fishing, and all forms of recreation. There are many parks throughout town complete with benches, trees, and gathering areas. A multitude of recreation opportunities and facilities are available to all residents and visitors, including:

- A new pool
- Indoor track
- Fitness gym
- Climbing wall
- Upgraded sled hill
- Ski hill
- Motorized trails
- Non-motorized trail
- Man-made lake
- Plenty of walking and hiking trails
- Trails that extend to the river
- Indoor play area for children

**Health Care** - Proper health and medical services are available, with a fully staffed, full service, 24/7 hospital that includes a maternity ward.

**Quality of Life** - Fort Nelson will have a high quality of life. This includes a strong social network, plenty of year-round, indoor and outdoor activities for people of all ages and abilities. The community will be balanced in terms of education, employment, recreation, business and industry. Fort Nelson will be a visually appealing, well designed community where you can live, work and play.

**Seniors Housing and Care Facilities** – Services will be available for seniors, including housing, programming, long term care, bus services, meals on wheels, and recreation opportunities.

**Housing** – There will be available, affordable, diverse options in housing, including a balance of rural and urban living styles.

***"The people in Fort Nelson really make the community."***

*By Kitchen Table Respondent*

**Accessibility & Infrastructure** – Roads and sidewalks will be updated and accessible to all. Traffic flow will be efficient, and the Alaska Highway corridor will be attractive. Downtown will

be fully developed, diverse and pedestrian friendly. The town is very clean, with garbage and recyclable containers, plenty of green spaces, and paved parking lots and roads to reduce mud and dust.

**Recycling** – Full waste disposal and recycling opportunities, garbage collection, and community compost.

**Business and Retail Opportunities and Diversity** – There will be a large variety of retail options and local business opportunities. National brands will also be in the community.

**Air Travel** – The airport will be expanded to include security, and more commercial flights will be available at affordable rates.

**Public Transit** – Safe and effective public transportation will be available, including travel to and from the First Nations reserves.

**Strong, Prosperous and Diverse Economy** – The economy will be diverse, stable and prosperous.

**Environment** - A clean, healthy, sustainable environment with an environmentally conscious and responsible community. Pollution control.

**Opportunities and Care for Children & Youth** – There will be many families, and the community will offer many programs for youth and children including daycare, programs for youth, “more things for teenagers to do” and programs for drug awareness and addiction problems.

**Educational Opportunities** – All levels of education expanded and improved including local post secondary, more continuing education courses, Montessori school, aboriginal school, culture camps, and a learning and Science Centre.

**Veterinary Services** – An SPCA and a Veterinarian will be available.

**Local Government** – Strong bylaw enforcement by the Municipality and a “proactive, service oriented local government.” Bear Removal Program, and pitbull bylaw expanded to rural areas.

## Question 2: What aspects of Fort Nelson need to change in order to achieve your vision?

Some examples of what residents had to say about how to achieve the ideal Fort Nelson include:

### ***“Attitudes:***

***1) Not planning to stay, just here to work.***

***2) Long time residents not liking change, increased taxes, regulation, etc.”***

*By Kitchen Table Respondent*

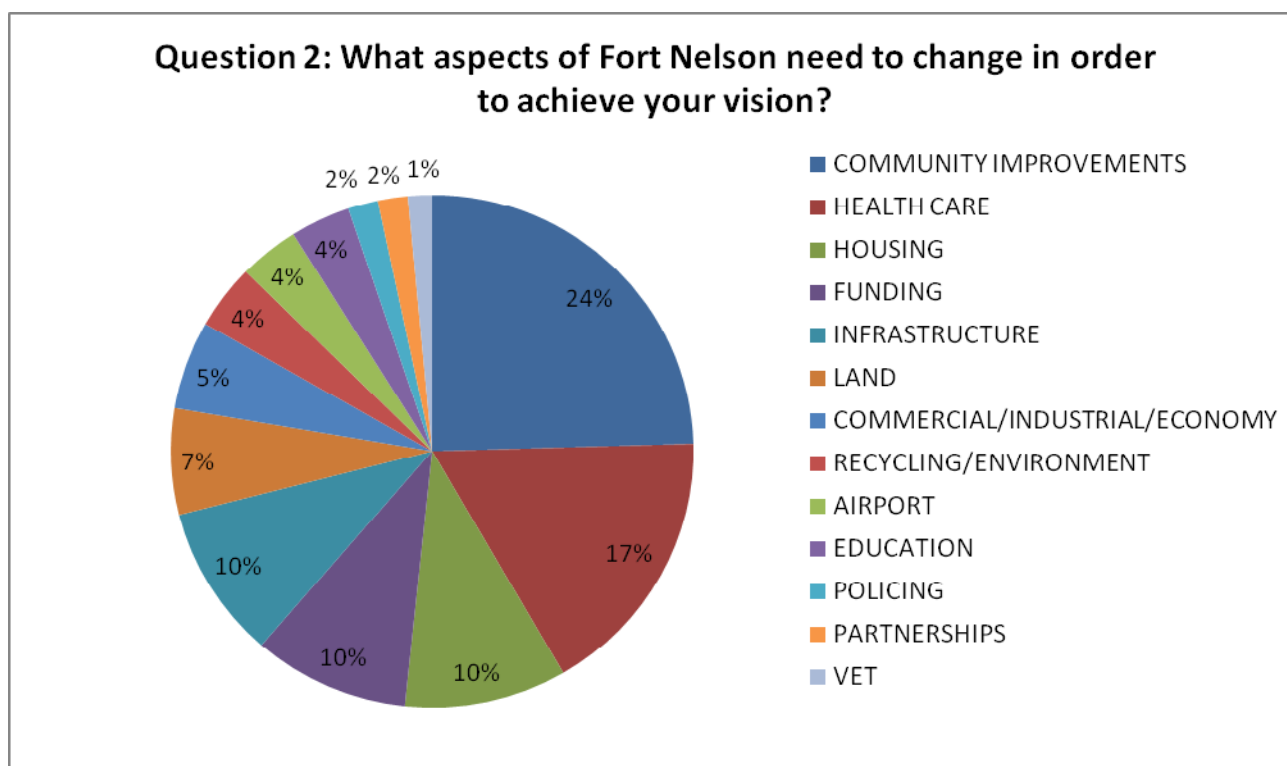
***“Increased revenue stream to the NRRM to facilitate a new and improved community vision.”***

*By Kitchen Table Respondent*

***“Market the opportunities - business, social, recreation & cultural - that NRRM has to offer.”***

*By Kitchen Table Respondent*

The following charts categorize the response to Question 2:



\*Additional breakdown of responses has been summarized in charts provided below.

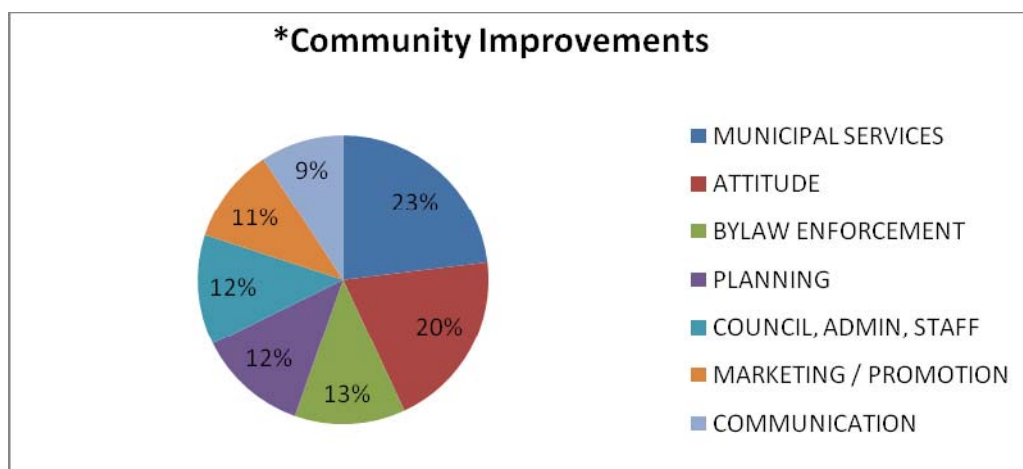


***“For Fort Nelson to grow we need available affordable housing. Health care that can be provided in the community. Good year round recreation facilities, (Indoor Tennis, Soccer, Track etc.) Infrastructure needs updating, and funding to stay current. Airport needs updating or new Terminal”***

*By Kitchen Table Respondent*

The input provided about the aspects of Fort Nelson that residents need to change in order to support their vision of the future has been themed and summarized as follows.

**Community Improvements** – 24% of respondents made suggestions and recommendations with regard to improvements to government and how more government involvement could help move the community towards a shared vision. The general them of Community Improvement has been further categorized on the next page.



**\*This chart provides a further breakdown of input provided regarding Community Improvements.**

***Municipal Services*** – 23% of the Community Improvement responses felt municipally funded services such as transit, social services, recreation facilities, events and activities should be improved and increased. In addition, respondents indicated that the municipality should consider having a greater presence in the areas of health, education, daycare, airline services, and housing. The Municipality should have a helpful, ‘can-do’ attitude.

***Attitude*** – 20% of the Community Improvement responses felt that negative attitudes and resistance to change are inhibiting to the community. Respondents indicated that the

community should be thinking for the long term, and have a balanced focus between the needs of residents and the community as well as industry. There should be a realistic yet positive attitude towards the northern lifestyle, and a greater focus should be placed on seniors and youth. Prejudiced attitudes need to be dispelled and the community should be open to change.

**Bylaw Enforcement** – 13% of the Community Improvement responses indicated bylaws should have stronger and more consistent enforcement. Bylaws should be established to designate motorized and non-motorized trails. The establishment of pollution and anti-idling bylaws was also mentioned.

**Planning** – 12% of the Community Improvement responses indicated a need for the community and region to establish a common vision and set of priorities that are well known and advertised to the community. Respondents noted that a strategic plan and actions should acknowledge the community's location and isolation issues as well as strive to prioritize the needs of the community as well as the environment.

**Council, Admin, Staff** – 12% of the Community Improvement responses discussed the importance of clear and prioritized government policies and procedures to streamline and facilitate more development. Respondents also discussed the importance of community involvement and participation in decision-making.

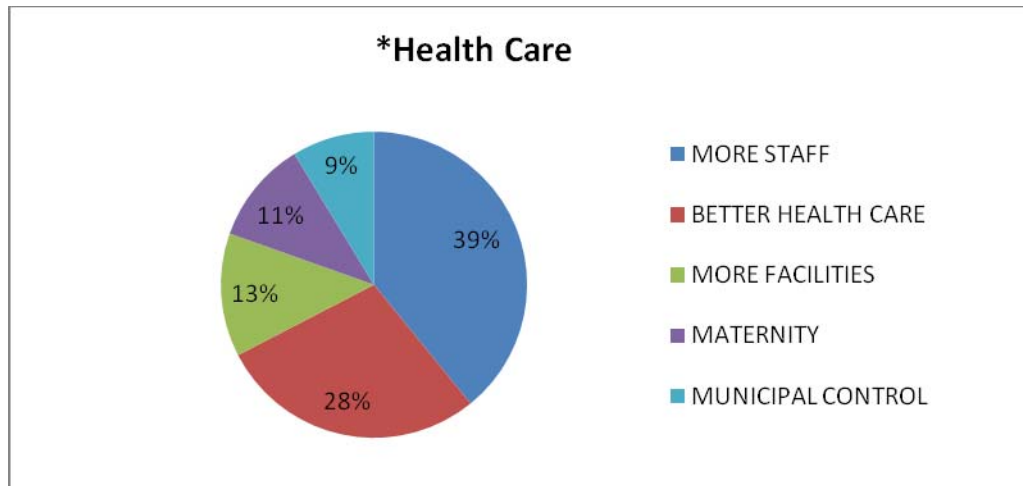
**Marketing / Promotion** – 11% of the Community Improvement responses focussed on the need for better marketing of the community and promotion of its great attributes to encourage people to move to Fort Nelson and would help dispel the negative attitudes of outsiders towards moving north.

**Communication** – 9% of the Community Improvement responses highlighted how improved communication would greatly improve the community, including better communication between all levels of government, as well as greater communication and consultation between the Municipality and residents.

***“If you want people to shop here and stay here, there needs to be more incentives and variety (not necessarily a shopping mall but want a variety or selection).”***

*By Kitchen Table Respondent*

**Health Care** – 17% of respondents noted that the lack of proper health care services has to change in Fort Nelson. A number of issues were raised within the health care category and they have been further themed and summarized as follows.



**\*This chart provides a further breakdown of input provided regarding Health Care.**

**More Staff** – 39% of the Health Care responses cited more doctors, nurses, midwives, and staff is needed in order to provide a more complete and consistent service year-round.

**Better Medical Services** – 28% of the Health Care responses provided general comments regarding the community's need for better medical service as well as the addition of 9-1-1 coverage and a commitment to the Primary Health Care Model.

**More Facilities** – 13% of the Health Care responses discussed the importance of expanded and improved facilities are required such as a new hospital with maternity ward, an addiction centre, another walk-in clinic and a midwifery clinic.

**Maternity** – 11% of the Health Care responses cited maternity services as being critical and required year-round.

**Municipal Control** – 9% of the Health Care responses referenced the idea of re-evaluating the Northern Health model with the Province. Some suggested that the Municipality could explore what options they have to ensure that residents are receiving the essential medical services that they require, such as; the Municipality offering another clinic and its own air ambulance service.

***"It is important to remember that having options for families are important if the town wants to keep existing community members and draw in others."***

*By Kitchen Table Respondent*

In addition to Community Improvements and Health Care, respondents also discussed the following topics in regards to the aspects of Fort Nelson that residents need to change in order to support their vision of the future:

**Housing** – 10% of respondents feel that more housing is required in Fort Nelson in order to provide more options and to help attract more residents. Many indicated that housing needs to be available and affordable. Diverse housing options, such as; seniors housing, student housing and low-income housing options was also specifically mentioned.

**Funding** – 10% of respondents discussed the importance of the community receiving Fair Share funding noting that provincial funding is required in order for the community to offer necessary services. Respondents mentioned that northern living subsidies should be increased and that more funding should be provided for seniors. Many noted that the community should be receiving a greater share of profits from oil & gas revenues. Financial incentives should be offered to encourage students to return to the community.

**Infrastructure** – 10% of respondents indicated a desire for more recreation facilities including an indoor track, new pool, a ski hill, indoor play room, bingo hall, motorized trails. Investment in more trails, bike lanes, snow removal, garbage collection, city buses, improved traffic flow, and a road to Horn River were specifically mentioned. Many felt that companies should also commit to investing in community infrastructure.

**Land** – 7 % of respondents noted that more, available land is required in order to encourage the community to grow. People noted that Crown Land should be opened up and land should be available for rural and urban residential, as well as commercial and industrial opportunities. Lots should be varied in size and should be affordable. Several people noted that the land near the river should be restricted to only residential development.

**Commercial / Industrial / Economy** – 5% of respondents focused on the need to diversify the economy in Fort Nelson. These respondents felt the community should return some focus to forestry and increase the focus on tourism, culture and farming. People believe that more commercial retailers are needed to provide variety, especially in the downtown, including large retail and national brands. Permitting commercial uses off the Highway was also mentioned.

***“I believe we have tremendous opportunity in Fort Nelson. We must be cautious, however, with our demands for the same services and facilities that are available elsewhere. We have a very small tax base to support the increased costs of infrastructure. Rather than compare Fort Nelson to other locations, we need to move forward with sustainable, affordable growth that fits our community's needs, not the perceived needs of others.”***

*By Kitchen Table Respondent*

**Recycling / Environment** – 4% of the respondents focused on recycling and environmental issues, including the need for a recycling facility, as well as garbage and recyclable containers around town. Respondents feel that the community should work together towards sustainability and environmental protection, such as forming an environmental group.

**Airport** – 4% of respondents highlighted the need for more affordable flight options while also mentioning the need for security at the airport in order to attract larger commercial airlines. People also mentioned that development should be encouraged at the airport.

**Education** – 4% of respondents noted the importance of expanding Post secondary options, as well as more Early Childhood Education courses. People discussed the need for Daycares and preschools, as well as more education options such as a Montessori school, French immersion and post secondary programming niches.

**Policing** – 2% of respondents noted the need for a stronger police presence. Other services such as victim services, community education and awareness programs, mediation, legal aide, and court services were also specifically mentioned.

**Partnerships** – 2% of respondents focused on the importance of increasing partnerships between the Municipality and Business and Industry.

**Vet** – 1% of respondents noted the need for a veterinarian.

### **Question 3: Is there anything you are already doing that is helping the community reach your vision?**

Some examples of what residents said they are already doing to reach their vision include:

***"I take an active interest in what is going on in this community and participate in local events."***

*By Kitchen Table Respondent*

***"Teach my children about recycling, reducing and reusing"***

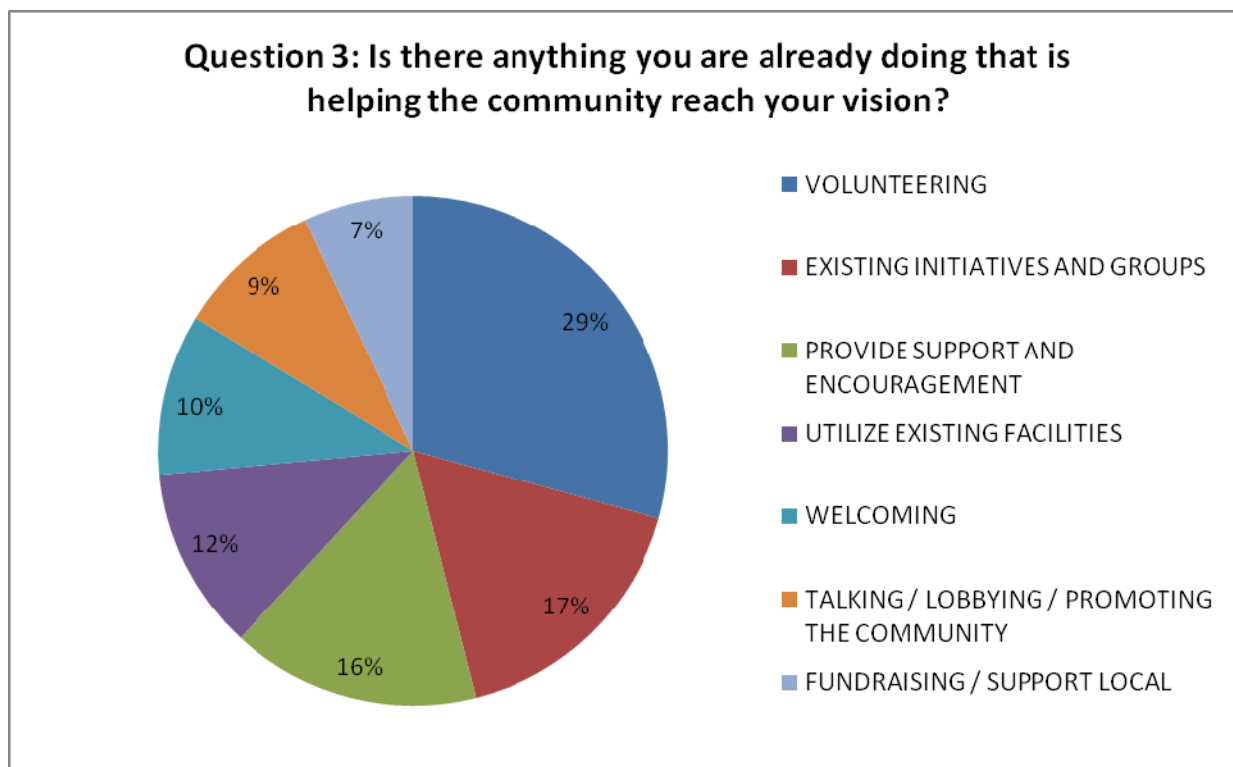
*By Kitchen Table Respondent*

***"Promote healthy family well-being"***

*By Kitchen Table Respondent*



The following chart categorizes the response to Question 3:



The input provided about the things that residents are already doing to reach their vision has been summarized as follows.

**Volunteering** – The residents of Fort Nelson are very active in the community, whether providing their time to committees, community organizations, organized sports, or special events, and even by participating in the Kitchen Table Workbooks!

**Existing Initiatives and Groups** – Current initiatives that people are happy about include: the OCP Update including the Kitchen Table Workbooks, library strategic plan, Community Roundtable, early year services, Rachel's Challenge program, Housing Strategy, Alaska Highway Corridor Study, ECE courses, mud bogs event, Elder support / Home support program.

Existing groups include: NEAT (Northern Environmental Action Team), NRSS (Northern Rockies Seniors Society), Success by 6, Social Planning Council, Literacy Society, Horn River Development Group, ski club, Phoenix, baby talk, Forestry Roundtable.

**Provide Support and Encouragement** – Fort Nelson-ites support their community and each other. They encourage each other to take action, listen, give support, volunteer, provide employment, advocate for the community, donate to local causes, and buy local when possible. In

***“Promote benefits  
of living here”***

*By Kitchen Table Respondent*

addition, community members are actively supporting and advocating for seniors, and encouraging youth to further their education and to stay in the community.

**Utilize Existing Facilities** – Fort Nelson is currently home to a number of great facilities, which are continuing to be upgraded and expanded, such as: the new Recreation Centre, Truck Route, Community Trail, Airport, new Light Industrial Lots, Demonstration Forest, water park, tennis courts, volleyball courts, existing pool, and skate park.

**Welcoming** – The community is very welcoming. Residents help to keep the community clean by recycling, throwing away garbage, avoiding unnecessary idling, and picking up after their dogs. Newcomers are welcomed and invited to become involved, and residents are always promoting the positive aspects of the community.

**Talking / Lobbying / Promoting the Community** – Promoting the community helps others see your vision. You speak up about what your community has, as well as what it needs. Residents lobby government associations and even write letters to officials regarding the community. Local networking also helps create strong community organizations.

**Fundraising / Support Local** – Finally, you are helping your community by supporting it financially. Many of you are shopping local, helping to fundraise for groups and facilities around town, and donating to those groups as well.

#### **Question 4: What are some other actions that can help Fort Nelson move towards this vision?**

Some examples of what residents had to say about what more can be done to make Fort Nelson even better include:

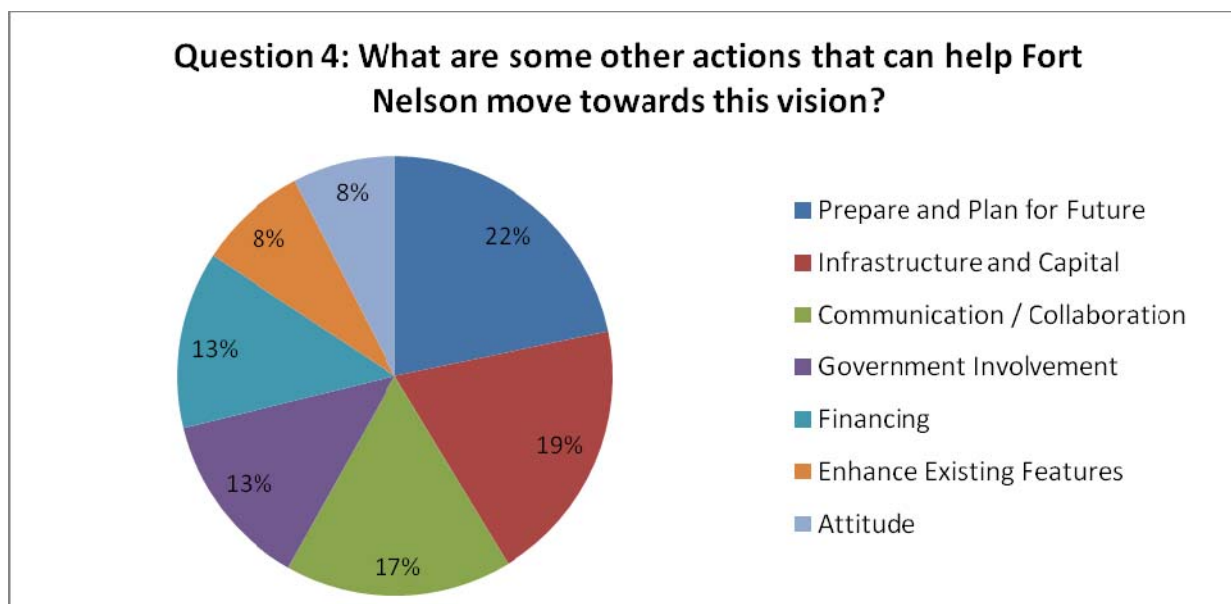
***"People need to take more ownership  
and pride in the community."***

*By Kitchen Table Respondent*

***"Tell us what we  
can do!"***

*By Kitchen Table Respondent*

The following chart categorizes the response to Question 4:



The input provided about what additional actions can be taken to help people reach their vision has been summarized below.

**Prepare and Plan for the Future** – 22% of respondents indicated that long term planning as well as attaining required services for the future, including medical services, day care, education, expanded retail, social services, and facilities that will be necessary not only for current residents, but also for an expanded population.

**Infrastructure and Capital** – 19% of respondents indicated the need to acquire new facilities, housing and land that will be required for an expanded population. Some examples provided include: recycling facility, new pool, SPCA, clinics (hearing, dental, maternity), affordable housing, seniors housing, airport security, pedestrian infrastructure, detoxification centre, centralized fire, ambulance and RCMP facilities, tourism facilities and more recreation facilities.

**Communication / Collaboration** – 17% of respondents highlighted the importance of having open flow of information to and from the community is important to reach a shared vision. In addition, working together and forming partnerships among community organizations will ensure that everyone is working towards a similar goal.

**Government Involvement** – 13% of respondents discussed the need to ensure higher levels of government recognize and support the needs of Fort Nelson. Develop a strong relationship built on trust between the

***"More residential housing - so more people can move here and get involved with the community, and be part of the great volunteer base, which does the work!"***

*By Kitchen Table Respondent*

Municipality and the public. NRRM needs representation at the Provincial level. The Municipality should be working with all stakeholders including business, industry, non-profit organizations, First Nations and higher levels of government towards this vision.

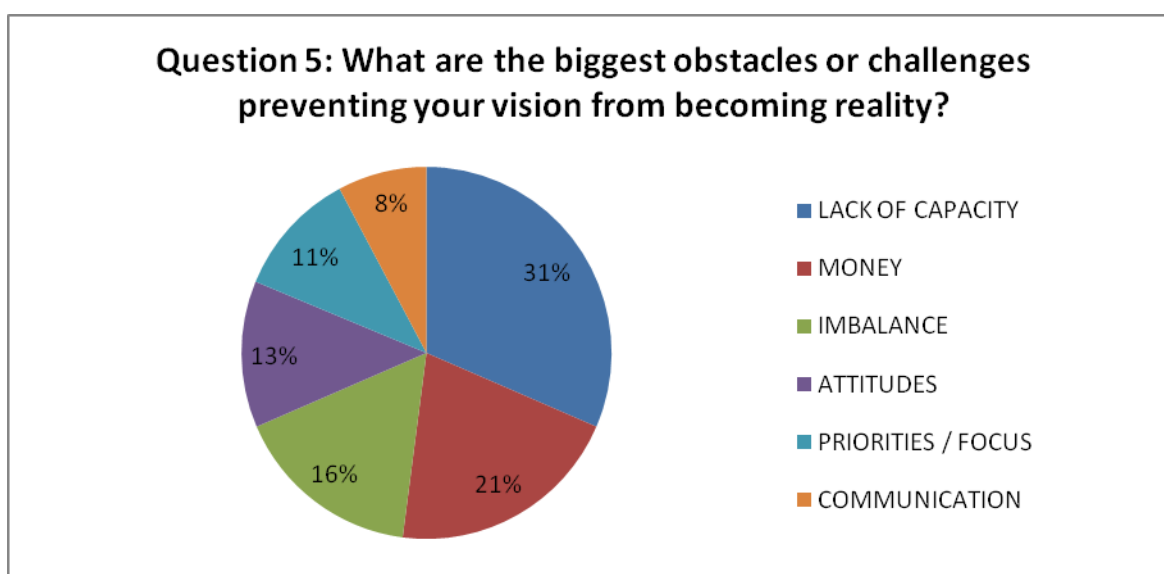
**Financing** – 13% of respondents highlighted money, fair share financing, economic growth, subsidized services including education, travel, transit and cost of living as critical key actions. Also, explore new sources of funding including corporate support in the community.

**Enhance Existing Features** – 8% of respondents discussed enhancing and supporting initiatives that are already in place as helping to support the future. Such initiatives include NEAT, the current OCP update, the Social Planning Council and the Forestry Roundtable. In addition, maintaining momentum from the development of the Demonstration Forest, Community Trail and Recreation Centre and continuing to support entrepreneurship and local success were also cited as critical. Finally, also noted was the importance of consistently enforcing bylaws that are already in place will also enhance what the community has to offer.

**Attitude** – 8% of respondents mentioned a ‘can-do’ attitude will help to achieve the vision for Fort Nelson, along with community thinking, community pride, open-mindedness, patience and positive thinking.

### Question 5: What are the biggest obstacles or challenges preventing your vision from becoming a reality?

The following chart categorizes the response to Question 5:



Some examples of what residents had to say about the obstacles in Fort Nelson include:

***“Recruitment of New Families,  
Welcoming, Involving.”***

*By Kitchen Table Respondent*

***“Too much talk, not  
enough action.”***

*By Kitchen Table Respondent*

The input provided regarding the biggest obstacles to attaining people’s vision of Fort Nelson has been summarized below.

**Lack of Capacity (31%)** – It was felt among respondents that the lack of capacity – whether human, land, or capital – was the main obstacle for Fort Nelson. This includes a lack of diversity in terms of retail, air travel, industry and housing, lack of a permanent population base, lack of medical care, lack on infrastructure and facilities, etc.

**Money (21%)** – Lack of financial capacity in Fort Nelson was the second-most common obstacle mentioned.

**Imbalance (16%)** – Many feel that there are too many imbalances in Fort Nelson and that this creates obstacles. Some examples offered include such things as isolation and high living costs, too few landowners owning too much land, an overdependence of the oil and gas industry, and too many regulations and restrictions preventing people from investing in the community. It is also felt that the province does not value Fort Nelson or the Alaska Highway even though they are of great worth. Finally, people noted that there is high priority placed on money especially in terms of industry, but community values are not equally emphasized.

***“The ‘voice’ of  
the people of  
Fort Nelson  
needs to echo in  
the corridors of  
the Provincial  
Government.”***

*By Kitchen Table  
Respondent*

**Attitude (13%)** – The general attitude of residents as well as outsiders was felt to be a great obstacle for Fort Nelson. This includes attitudes towards initiatives such as recycling, a general resistance to change, close-mindedness, apathy, and lack of political will to encourage change.

**Priorities / Focus (11%)** – Unclear priorities and not enough organization and focus were also seen as obstacles. Some mentioned that strong leadership helps communities to feel empowered. Some respondents identified the need to balance the focus paid to industry with the focus paid to community in order to create the quality of life they would like to see in the future.

***“Follow through with the  
OCP – useless if not utilized.  
Let’s see results!”***

*By Kitchen Table Respondent*

**Communication (8%)** – Finally, 8% of the respondents feel that there is not enough communication in Fort Nelson on all levels. Increased transparency and consultation in decision making was noted as a means of increasing communication.



**Do you have anything else you would like to say regarding this process, Fort Nelson, or your Vision?**

Here is a sample of what people have to say about Fort Nelson:

*“Government structure - is it right? Share and communicate the vision of the government. Capacity: is it enough?”*

*“I would like to see a section on the town website for promoting community events organized by volunteers (non-NRRM events).”*

*“This community has great potential.”*

*“Please take these recommendations seriously”*

*“Better sidewalks / pedestrian crossings”*

*“Bring Christmas lights all the way”*

*“More accessibility in Fort Nelson for wheelchairs”*

*“I am impressed that Fort Nelson is making an effort to learn what the community wants.”*

*“I would like to see Fort Nelson ‘for the residents & their needs’ and not so much the needs of ‘resources’.”*

*“Complete community trail”*

*“Dog Park”*

*“Maintain our Frontier spirit”*

*“The oil & gas industry needs to step up to the plate and consider Fort Nelson as the Regional Centre for Horn River Shale Gas. Provincial & Regional governments must use their leverage to require these companies to establish & maintain local corporate infrastructure and improve opportunities for Fort Nelson to grow by reducing the imported workers & services. The forest industry must return to provide stability and competition for the oil & gas sector.”*

*“A local agriculture industry needs to be supported”*

*“Have motorized trails available”*

*“Ensure rec centre is open and staffed evenings and weekends for youth “*

*“We are lucky to have work here, we are lucky to have a community surrounded by land and we can still make goals to move forward so we can become more planned and not be in a re-active position in the coming years.”*

*“It would be wonderful if the NRRM could help facilitate a community coordinator that facilitates events, or supports other organizations to fund their own coordinator.”*

*“More garbage cans around the community for dog waste and other waste.”*

*“Cost of living is not off-set by the higher wage paid here.”*

*“The trails are great here, but are not maintained at the level they need to be.”*

*“Walking trail, keep cleared, use gates, no rocks - too dangerous for bikes and roller blades”*

*“Please ensure this information is used, valued and honoured.”*

*“We require a vision for the entire region not just Fort Nelson”*

*“We don't want to become like Fort McMurray or Fort St. John! We need to keep our sense of community - that's what makes Fort Nelson special!”*

*“Fort Nelson is a great community; it is unique and has heart and soul. We are a diverse community.”*

*“Formulation and participation in these committees by community members should help to improve credibility of local government and trust in administration.”*

*“Thank you for taking the time to listen to the hearts and minds of concerned citizens. This workbook is an example of good communication - now it's up to you to take it and work with it. Good luck with the OCP!”*

### Key Lessons Learned

The key lessons learned through the Kitchen Table Workbooks are:

- People care for this community and the ‘northern lifestyle’;
- People are welcoming to newcomers;
- The community requires additional quality of life essentials such as recreation opportunities, medical care and affordable housing;
- Fair Share Agreement with the Province and industry is needed to overcome many identified obstacles;
- The community would like to balance a variety of interests and opportunities;
- The community would like more communication between the Municipality and the public;
- Collaboration between all agencies is required for success;
- People would like to see more balance in values between industry/resources and community interests; and,
- The community has a lot of pride and would like to market and promote what the community has to offer.

These lessons will be incorporated into the Vision of the Official Community Plan serving as guide posts as the community begins to craft long range planning policies.

The next step in the Official Community Plan process is the Public Workshop and Public Open House scheduled for March 12. During the day long Workshop and evening Public Open House, the community will be able to provide input to the vision established through the Kitchen Table process.

The Workshop will analyze each land use topic and provide direction for objectives and policies to be included in the newly updated Official Community Plan. At the Workshop, the land use categories will be separated into different discussion sessions and during each session participants will have the opportunity to discuss the major issues, future locations, and desired objectives for that topic. For example, at the Residential session discussion may include housing policies to encourage density such as allowing secondary suites in all single family homes.

In addition, for those unable to attend the Workshop, there will also be an evening Public Open House that will include: a Word Chart activity, a community wide mapping exercise, a Summary of Kitchen Table Workbooks, and Summaries of Workshop results from that day.



## Peace River Regional District REPORT

R-4

To: Electoral Area Directors' Committee

Date: July 15, 2016

From: Fran Haughian; Manager of Communications/Commission Liaison &  
Trish Morgan, GM Community & Electoral Area Services

Subject: **Proposed Electoral Area community contact feed on subscription feature on the PRRD website**

---

**The following recommendation was updated on June 29, 2016 to reflect work assigned by the Emergency Executive Committee**

**RECOMMENDATION:**

THAT the Electoral Area Directors' Committee provide staff with additional time to research options to communicate with electoral area residents now that the Emergency Executive Committee resolved to authorize staff to "research the availability and cost of leveraging technology to assist in communications and information gathering" and there may be advantages to having a seamless communications system that can send information out during times of emergency and for normal business operations.

**BACKGROUND/RATIONALE:**

**The previous recommendation from June 8, 2016 was:**

*THAT the Electoral Area Directors' Committee recommend to the Regional Board that staff be directed to update the website with RSS feeds for each electoral area.*

At the June 21, 2016 meeting of the Emergency Executive Committee the discussion was as follows: Communication – received good feedback. Still experiencing some issues, i.e. cannot communicate once the power goes out, cannot always access website/internet. It was noted by the committee that there are a number of different apps and tools that may be able to assist in providing notification to communities and gathering information from community members. Ms. Morgan noted that there is a platform that provides mass notification which enables users to send notifications to individuals or groups using lists, GIS locational targeting and also receive information from the field from community members via geo-location tags. The system is accessible for cell phones, land lines and email (and Northwestel) and is already used by the Cariboo Regional District and their member municipalities. May need to develop a partnership with municipalities in the region to keep costs relative (\$1/household).

**July 21, 2016**

Staff Initials: *fh*

Dept. Head: *J. Morgan*

CAO: *Ch. Birk*

Page 1 of 5



MOVED by Director Bumstead, SECONDED by Director Hiebert,  
That staff be authorized to research the availability and cost of leveraging technology to assist in  
communications and information gathering. CARRIED

*The following is information that was planned to be provided for consideration on the June EADC agenda for discussion.*

At the May 12, 2016 Board meeting staff were directed to research ways to gather contact information for residents in each community of the Regional District for the purpose of sending notices to keep them informed of items of interest and report back to the Electoral Area Directors' Committee with a targeted information strategy.

At this time individuals are able to subscribe to PRRD News, Aquavine, Board newsletters, Emergency Alerts and Engage by going to [www.prrd.bc.ca](http://www.prrd.bc.ca) and entering their email address in the boxes provided. This is called a RSS feed or Really Simple Syndication which is only available online.

Currently, when staff attend public meetings the sign-in sheet provided asks for an email address or phone number. This information is only gathered should we need to contact an individual who attended the meeting to confirm a piece of information. It cannot be used for any other purpose.

Although enrolment must be done online through our website, in the future staff could bring a separate paper sign-up sheet that is specifically designed to allow individuals to sign-up for news from their electoral area or community. After the meeting PRRD staff would enter the email addresses provided and a confirmation email would be sent to the subscriber. (see sample at end of report)

The sign-up sheet provided at the meeting would have a disclaimer and would let individuals know that:

- This information is being collected for the purpose of signing you up for the PRRD's RSS/email news feed.
- By providing your email address you agree to be signed-up for the RSS feed indicated (*a list would be provided*)
- The PRRD will enter your email address into the RSS feed through the PRRD's website and you will receive a confirmation email stating that you wish to be signed-up. If you wish to cancel your subscription, you may do so at this time or by unsubscribing at any time in the future.

The image shows two sample subscription forms. The first form, titled 'Subscribe to Emergency Alerts', has a red header and a light red background. It contains an 'Email Address' label, a text input field, and a 'Subscribe' button. The second form, titled 'Subscribe to Daily Updates', has a blue header and a light blue background. It also contains an 'Email Address' label and a text input field. Below the input field, it has a section 'Notification emails for:' with four checkboxes: 'News', 'Aquavine', 'Board Newsletters', and 'Engage'. A 'Subscribe' button is at the bottom of this form.

**Current subscribers:**

- 1) Emergency Alerts = 1,421
- 2) PRRD News = 1,597
- 3) Board Newsletters = 329
- 4) Engage = 275

**Option 1: Subscribe to Your Electoral Area News**

*THAT the Electoral Area Directors' Committee recommend to the Regional Board that staff be directed to update the website with RSS feeds for each electoral area.*

- 4 additional subscription options with checkboxes for each electoral area
- This option would be a simple addition to the existing subscription feature.
- Quote: **\$450**
- PROS:
  - this format would be easier to manage than Option 2 due to fewer RSS feeds
  - easy for individuals to select which electoral area they live in
- CONS:
  - subscribers would receive information that may not be pertinent to their specific community within their electoral area

**Subscribe to Daily Updates**

Email Address

**Notification emails for:**

- ☐ News
- ☐ Aquavine
- ☐ Board Newsletters
- ☐ Engage

**Subscribe to  
Your Electoral Area News:**

- ☐ Electoral Area B
- ☐ Electoral Area C
- ☐ Electoral Area D
- ☐ Electoral Area E

Subscribe

July 21, 2016

## Option 2: Subscribe to Your Community News

*THAT the Electoral Area Directors' Committee recommend to the Regional Board that staff be directed to update the website with RSS feeds for each community within the four electoral areas.*

- 60 additional subscription options with checkboxes for each community listed in the four electoral areas. (Note: please advise if there are any communities that have been missed or any that could be combined)

Electoral Area B	Electoral Area C	Electoral Area E
Altona	Baldonnel	Dokie
Buick	Charlie Lake	East Pine
Cecil Lake	Clairmont	Groundbirch
Clayhurst	Grandhaven	Hasler
Clearview	Old Fort	Jackfish
Flatrock	Two Rivers	Lone Prairie
Goodlow		McLeod
Montney	Electoral Area D	Moberly Lake
North Pine	Arras	Pine Valley
Osborn	Bessborough	Progress
Pink Mountain	Cutbank	Sunset Prairie
Prespatou	Doe River	Willow Flats
Rose Prairie	Farmington	
Sikanni Chief	Kelly Lake	
Upper Cache	Kilkerran	
Upper Halfway	One Island Lake	
Wonowon	Rolla	
	Tomslake	
	Tower Lake	
	Tupper	

- This option requires a substantial re-working of the existing system.
- Quote: **\$2,700**
- PROS:
  - individuals would be able to receive information specific to their community;
  - directors could send out the same information to more than one community at a time and not to the entire electoral area
- CONS:
  - higher cost and more feeds to manage
  - if subscribers signed up for multiple communities, they may receive duplicate emails on the same topic
  - some subscribers may identify with a different community than what the PRRD identifies it to be (i.e., someone believes they live in Two Rivers and not Baldonnel, and we send out information for Baldonnel, then this individual would miss out on the info as they are subscribed to Two Rivers).

### Subscribe to Daily Updates

Email Address

Notification emails for:

☐ News  
☐ Aquavine  
☐ Board Newsletters  
☐ Engage

**Subscribe to Your Community News:**  
(click on your Electoral Area for a list of communities)

**Electoral Area B**  
▼

**Electoral Area C**

☐ Baldonnel  
☐ Charlie Lake  
☐ Clairmont  
☐ Grandhaven  
☐ Old Fort  
☐ Two Rivers

**Electoral Area D**  
▼

**Electoral Area E**  
▼

**Subscribe**

Click on the Electoral Area for a drop down list of communities

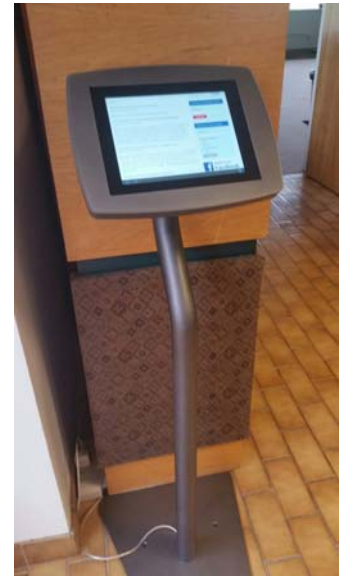
**STRATEGIC PLAN RELEVANCE: Strategic Objective #13**

The PRRD will increase awareness of the Peace River Regional District through a comprehensive marketing and communications plan.

**FINANCIAL CONSIDERATION(S):** Between \$450 and \$2,700 which would come from the “Website updates and maintenance” budget line.

**COMMUNICATIONS CONSIDERATION(S):** A communications strategy would include the following components:

1. Kick off on the website inviting existing subscribers to subscribe to their “community” or “electoral area” to receive community specific information.
2. A subscription signup sheet would be taken to all community meetings and placed beside the sign-in sheet.
3. When staff take the kiosk to community events they will encourage people to subscribe to the notifications that are relevant to them.
4. The kiosk can be set up in secure rural community locations throughout the year that have Wi-Fi, ( i.e. stores, post offices, gyms, schools, arenas and community gathering places) for people to explore the website and sign up for notifications.
5. Articles in the “Board Highlights” monthly newspaper inserts (The Mirror & Alaska Highway News throughout the year encouraging people to subscribe to their community feed.



**OTHER CONSIDERATION(S):**

Once the RSS feeds are in place and a director would like information sent out through one of the RSS feeds, they will need to provide that information to the GM of Community & Electoral Area Services who will work with our website team to add this to the appropriate RSS feed for distribution to subscribers. Electoral Area Directors will not be able to send emails directly to their area residents, but will need to work with staff who have access to the website platform to do so.

July 21, 2016



# Peace River Regional District REPORT

R-5

To: Electoral Areas Directors' Committee

Date: July 14, 2016

From: Claire Negrin, Assistant Manager of Development Services

Subject: **Proposed Draft PRRD Private Campground Guidelines**

---

## RECOMMENDATION:

That the Electoral Areas Directors' Committee receive the Draft PRRD Private Campground Guidelines and provide staff with further direction.

## BACKGROUND/RATIONALE:

As stated by the resolutions found below, Staff have prepared the Draft PRRD Private Campground Guidelines. Prior to the Guidelines being considered by the Regional Board, Staff have provided the Draft PRRD Private Campground Guidelines to EADC for further direction. Staff is seeking direction regarding the following:

- The overall presentation of the document;
- Whether input received during public meetings held in March, 2016 regarding the previously proposed Campground Bylaw should be incorporated into the PRRD Private Campground Guidelines; and,
- Whether staff should seek additional public or stakeholder input into the proposed Draft PRRD Private Campground Guidelines.

At the March 17, 2016 EADC Meeting:

After a lengthy discussion regarding the proposed campground bylaw, management was asked to review the bylaw and investigate using guidelines rather than a bylaw to mitigate safety concerns then report back to the Electoral Area Directors' Committee.

At the March 24, 2016 Regional Board Meeting:

R-10 March 19, 2016 – Karen Goodings, Chair of Electoral Area Directors' Committee DRAFT CAMPGROUND BYLAW RD/16/03/24 (24) MOVED Director Goodings, SECONDED Director Rose, That the results of the public meetings on the draft Campground Bylaw be forwarded to the Electoral Area Directors' Committee (EADC) for review and that any recommendations come back to the Board for consideration. CARRIED.

At the April 29, 2016 EADC Meeting:

R-5 Proposed Draft Campground Bylaw MOVED by Director Sperling, SECONDED by Director Hiebert, That the Electoral Area Directors' Committee recommends to the Regional Board that the proposed Campground Bylaw be replaced with guidelines and that staff prepare the 'Private Campground Guidelines' for the Regional Board's consideration. CARRIED.

**July 21, 2016**

Staff Initials:

Dept. Head: *Bruce Simard*

CAO:

*Ch. Birk*

Page 1 of 2



**STRATEGIC PLAN RELEVANCE:**

**FINANCIAL CONSIDERATION(S):**

**COMMUNICATIONS CONSIDERATION(S):**

**OTHER CONSIDERATION(S):**

Attachments:

Draft PRRD Private Campground Guidelines

**July 21, 2016**



PEACE RIVER REGIONAL DISTRICT

# PEACE RIVER REGIONAL DISTRICT DRAFT Private Campground Guidelines



July 13, 2016

diverse. vast. abundant.

July 21, 2016

Table of Contents

1	Introduction.....	3
2	Definitions .....	3
3	Responsibility.....	4
4	General Guidelines.....	5
5	General Development Standards.....	5
5.1	Solid Waste .....	5
5.2	Roads .....	6
5.3	Campsite .....	6
5.4	Fire Protection.....	6
6	LANDSCAPING.....	7

DRAFT

**July 21, 2016**

## 1 Introduction

The Peace River Regional District Private Campground Guidelines have been established in order to set standards for campgrounds within the Peace River Regional District (PRRD) Electoral Areas.

These standards have been developed for the health and safety of the general and travelling public. Generally, these guidelines are not intended to apply to campgrounds located within municipalities or provincially owned/operated campgrounds.

## 2 Definitions

### Arizona Room

Means a covered patio or covered porch set aside but not attached to the camping unit consisting of a single room enclosed with insect screening. The Arizona Room may only be used for recreation and outdoor leisure and not for storage purposes.

### Camping Unit(s)

Means a tent, tent trailer, truck camper, travel trailer, fifth wheel, park model trailer, tiny home, motor home and any other conveyance designed to travel on a publicly maintained road, which is constructed and intended or equipped to be used as a temporary living or sleeping quarters.

### Campground

Means an area maintained with intention to occupy for temporary accommodation of camping units, excluding a mobile home park, hotel, motel, marina or work camp.

### Campground Facilities

Means a use providing for activities associated with the daily function and enjoyment of a Campground, including but not limited to a convenience store (no larger than 2000 ft<sup>2</sup>), management office, shower and bathroom facilities, maintenance sheds, playground, cookhouse, picnic pavilion, sanitation dump, clothes washing facilities, garbage collection, firewood storage and info kiosks.

### Campsite

Means a measure of land that one camping unit will occupy.

### Fencing

Means a fence that contains wood, masonry or chain link with privacy slats and encloses the campground intended to screen view from the outside of the campground area.

**July 21, 2016**

### Greenspace

A buffer area consisting of planted grass landscaping. Deciduous or coniferous trees or shrubs can be placed within the buffer area. Fencing or screening is permitted. Picnic tables/benches are permitted.

### Park Model Trailer

Means a camping unit that conforms to the CSA (Canadian Standards Association) Z241 series of standards for park model trailers at the time of manufacturing. A Park Model Trailer will meet the following criteria:

- a. it is built on a single chassis mounted on wheels;
- b. it is designed to facilitate relocation from time to time;
- c. it is designed as living quarters for seasonal camping and may be connected to those utilities necessary for operation of installed fixtures and appliances; and
- d. it has a gross floor area, including lofts, not exceeding 50m<sup>2</sup> when in the set-up mode, and has a width greater than 2.6 m in the transit mode

*(Definition taken from CSA Z241.0)*

### Sanitation Dump

Means a facility for the purpose of providing grey and black water disposal from a camping unit.

### Tiny Home

Means a camping unit that is towed by a bumper hitch, framed towing hitch or fifth wheel connection and cannot be moved under its own power. It is designed and built to look like a conventional dwelling.

### Work Camp (Industrial Camp)

means land or premises on which an employer, in connection with a logging, sawmill, mining, oil or gas operation, a railway construction project, a cannery, or a similar thing, owns, operates or maintains, or has established, permanent or temporary structures for use, with or without charge, by employees as living quarters.

*(Definition taken from the BC Public Health Act)*

## 3 Responsibility

It is the responsibility of campground owners and operators to comply with all standards set out within the PRRD Private Campground Guidelines and all relevant Regional, Provincial or Federal legislation.

---

**July 21, 2016**



## 4 General Guidelines

1. No additions may be constructed for camping units, except for skirting surrounding the undercarriage of the camping unit, a deck less than two feet high, or an Arizona room.
2. No more than one Arizona Room per campsite.
3. No campsite may be used for the parking of non-recreational vehicles or equipment.
4. No campsite may be used for storage.
5. No garbage or refuse will be deposited in areas other than specified garbage and recycling bins.
6. No camping unit may discharge solid, grey or black sewage into the environment except in an authorized sewerage disposal facility.
7. No vehicle or camping unit may block or impede roads and accesses within the campground.
8. A home based business may not be operated from a camping unit or campground.
9. A tiny home may not be placed on blocks or any other permanent foundation within the campground.

## 5 General Development Standards

1. Water supply and sewerage disposal systems should be authorized by the agency having jurisdiction.
2. A camping unit may be parked only within a designated campsite.
3. A camping unit that is placed within a campsite will be properly blocked and tied down.

### 5.1 Solid Waste

1. Garbage and recycling bins will be provided and should be adequate to contain all garbage and recycling waste.
2. One garbage bin and recycling bin should be provided per every 8 campsites.
3. Each garbage bin and recycling bin should be easily accessible and clearly marked.

---

**July 21, 2016**

4. Garbage and recycling bins should be secure and enclosed to limit spill or wildlife access i.e. bear proof bins.
5. All Garbage and Recycling bins may be maintained and in good repair.
6. All Garbage and Recycling bins should be emptied regularly to minimize overflow and mitigate possible wildlife intrusions.

## 5.2 Roads

1. All access roads may be either graveled or hard surfaced. Graveled road may be properly graded to limit potholes and obstructions. Hard surfaced roads should be maintained to limit potholes and obstructions.
2. All access and roadways will be easily accessible for camping units and emergency vehicles.
3. All roadways and campsites should be properly drained and ensure proper road dust suppression.

## 5.3 Campsite

1. Each campsite should be clearly marked and numbered.
2. The minimum area of each campsite may be 90 m<sup>2</sup> (969 ft<sup>2</sup>).
3. Each campsite should contain a greenspace with a minimum width of 6 m (20 ft.) between adjacent camping units.
4. Each campsite should contain a greenspace with a minimum width of 6 m (20 ft.) from any campground facility.
5. A camping unit is not permitted within the greenspace.
6. The greenspace may be kept clear off all garbage and dead brush.

## 5.4 Fire Protection

1. All campgrounds, campsites within the campground and camping units should comply with the most current CSA code B-149.2 concerning Propane storage and handling.

---

**July 21, 2016**

2. Portable fire extinguishers of a type that is approved by an appointed personnel from the Peace River Regional District may be kept in all campground facilities and all other areas specified by the appointed person from the Peace River Regional District.
  - a. All Campgrounds should be in compliance with the most current BC Fire Code.

## 6 LANDSCAPING

1. A screening buffer is required between any campground that is parallel to a road or highway or along residential zoned properties.
  - a. This screening buffer may consist of fencing, deciduous trees or coniferous trees. If a chain link fence is used, privacy slats should be placed within the chain link.
  - b. The buffer area does not include the parking area for the camping unit.
2. If deciduous or coniferous trees are planted, they should be 6 cm (2.4 inches) in diameter at breast height at time of planting, spaced at maximum 5 metre intervals.
3. Such buffers may be broken only for entrance ways to the campground.
4. Such landscaped buffers should be at least 3 m (10 ft.) in width.

---

July 21, 2016



# Peace River Regional District REPORT

R-6

To: Electoral Area Directors' Committee

Date: July 14, 2016

From: Claire Negrin, Assistant Manager of Development Services

**Subject: West Peace Fringe Area Official Community Plan**

---

## RECOMMENDATION:

That the Electoral Area Directors' Committee approve the altered timeline for the West Peace Fringe Area Official Community Plan.

That the Electoral Area Directors' Committee approve the Moberly Lake Community Information Mail Out for release and circulation.

## BACKGROUND/RATIONALE:

In 2015, the Regional Board struck a Community Advisory Committee for the West Peace Fringe Area Official Community Plan (WPFA OCP) update whose role is to review the proposed updates to the document.

The CAC is comprised of the following members:

- Larry Houley, Chair; representing Wildmare
- Stu Garland; representing Moberly Lake
  - Alternate Ian Campbell
- Diana Canning
- Merlin Nichols; representing
  - Alternate Laura
- Betty Deck
- Debbie Green
- Charlie Lasser

## Overall Update:

To date, the Community Advisory Committee (CAC) has met 7 times between December, 2015 and April, 2016, over and above what has been outlined in the CAC Terms of Reference. During these meetings, there has been an overall feeling from committee members that more in depth review from the CAC was necessary than what was originally proposed in the Terms of Reference. The reason for this is due to the desire of committee members to develop a draft WPFA OCP that they are confident in, to develop a document that can be easily understood by all users, and to develop a document that best represents the

**July 21, 2016**

Staff Initials:

Dept. Head: *Bruce Simard*

CAO: *Chiruk*  
Page 1 of 3

nature of the area. As such, the committee has been meeting more often and has been providing significant comment and proposed revisions.

*Future Meetings and Altered Timeline:*

Since April, 2016, three meetings have been scheduled for the CAC which have been cancelled due to availability of staff as a result of emergency operations, as well as the availability of committee members. It has been recommended by Director Rose with agreement from Chair Houley that the CAC break for the remainder of the summer to accommodate the busy schedules of the members, and reactivate those meetings in October.

As a result of this direction as well as the increased involvement of the CAC in the review and revision of the WPFA OCP, the timeline for the WPFA OCP update will be extended, with a delay of one year. An updated timeline has been attached to this document for review and approval by EADC.

*Additional Issues:*

It has come to the attention of staff and Director Rose that there has been some misinformation circulating throughout the Moberly Lake neighbourhood regarding the WPFA OCP. A select few residents have been distributing the outdated draft document along with incorrect information regarding how the draft will be administered.

Staff members, Chair Houley, and Director Rose have all received phone calls and emails regarding this misinformation, and have been relayed with the overall sense that there is much confusion, fear, and anger among residents due to the actions taken by these select few residents, and due to the lack of awareness regarding the process moving forward for the WPFA OCP update. Staff and Director Rose met with the CAC representative from Moberly Lake in order to discuss these issues. At that meeting, it was determined that the PRRD should provide the Moberly Lake community with an update regarding the WPFA OCP update in order to help alleviate some of the concerns expressed by residents of the area.

As such, a Community Information Mail Out has been prepared which contains information regarding the current WPFA OCP update, where the process is to date, and what the proposed process is moving forward. In addition, the Mail Out attempts to provide residents with some assurance regarding the misinformation which has been previously circulated throughout the community. A draft version of this Community Information Mail Out is attached to this report.

The Community Information Mail Out will also be sent to the CAC for their review and comment (via e-mail) prior to being distributed to the community.

**STRATEGIC PLAN RELEVANCE:**

The West Peace Fringe Area Official Community Plan is listed as a proposed strategy on the Development Services Department’s Strategic Objectives.

July 21, 2016



**FINANCIAL CONSIDERATION(S):**

Mailing costs associated with the proposed Community Information Mail Out will come out of the West Peace Fringe Area Official Community Plan budget.

**COMMUNICATIONS CONSIDERATION(S):**

**OTHER CONSIDERATION(S):**

Attachments:

Updated WPFA OCP Timeline {to be provided at July 21 EADC meeting}

Draft Moberly Lake Community Information Mail Out

**July 21, 2016**



PEACE RIVER REGIONAL DISTRICT

## UPDATE

### West Peace Fringe Area Official Community Plan

As you may be aware, the Peace River Regional District (PRRD) is currently preparing a renewed community plan in the West Peace Fringe Area Official Community Plan (WPFA OCP). The current West Peace OCP Bylaw No. 1086, 1997 (<http://prrd.bc.ca/services/planning/official-community-plans/>) is considered outdated and in need of renewal and re-assessment by the community.

In early 2015, a 1<sup>st</sup> draft WPFA OCP was developed by the PRRD based on research completed and preliminary public input received in 2014. However, the amount of public input received was minimal. Therefore, a supplementary process was developed to enhance public participation. A Community Advisory Committee (CAC) was struck in 2015 that includes community volunteers to assist with review and comment on the 1<sup>st</sup> draft of the WPFA OCP and propose revisions to help make sure the OCP better represents the character of the area.

The document which has been circulating throughout Moberly Lake in the past few weeks is the original 1<sup>st</sup> draft that was provided to the CAC as a starting point for review and comment. As such, this document is out of date, and the proposed draft OCP has changed considerably since the CAC started its work.

### NEXT STEPS

The Community Advisory Committee (CAC) will continue with their review of the WPFA OCP through the fall of 2016, and will propose a 2<sup>nd</sup> draft. Once the 2<sup>nd</sup> draft has been completed, it will be presented to the public for review. This will include community meetings, hosted by the PRRD, and opportunities for written feedback.

**Public meetings and opportunity for input are expected to occur in Spring and Summer of 2017.**

diverse. vast. abundant.

July 21, 2016



PEACE RIVER REGIONAL DISTRICT

## STAYING INFORMED

For the most accurate and up to date information, please refer to our website. Visit [www.prrd.bc.ca](http://www.prrd.bc.ca) and

click on the Engage! button:



Once on the Engage! Page, you will see a link to the

West Peace Fringe Area Official Community Plan. Please check in here for future updates, or subscribe to the newsfeed to receive them in your email. We will also advertise any future opportunities for public input and when the 2<sup>nd</sup> draft is ready for public review.

## ADDITIONAL IMPORTANT INFORMATION

### Please Note:

- When the WPFA OCP is approved (tentatively scheduled for fall of 2017), existing land owners will **not** be required to make any changes to their property based on any new policies.
  - o All existing properties will be permitted to continue operating in their current state – no matter what changes are made within the OCP
- All sections within the draft OCP which is currently being circulated are not final. This includes the proposed Moberly Lake Development Permit Area. This section (as well as all others) still requires review and consideration by the Community Advisory Committee AND public review by the community as whole.

The Regional Board and Electoral Area Director consider that thorough public review is essential for the success of the WPFA OCP, so that this plan for future development of the community represents as best it can, the goals and aspirations of the community as a whole.

## CONTACT US

If you ever have any questions regarding this process, please contact us. You are welcome to directly contact any of the following people who are involved in the WPFA OCP:

Claire Negrin Assistant Manager of Development Services, PRRD PH: 250.784.3231 Claire.Negrin@prrd.bc.ca	Dan Rose, Director Electoral Area 'E' 250. Dan.Rose@prrd.bc.ca	Larry Houley, Chair WPFA OCP Community Advisory Committee 250. larryhouley@ymail.com	Stu Garland WPFA OCP Community Advisory Committee, Moberly Lake Rep 250. sgarland0354@gmail.com
---	---	--	---



# Peace River Regional District REPORT

R-7

To: EADC

Date: July 15, 2016

From: Bruce Simard, General Manager of Development Services

Subject: Development Information Signs

---

## RECOMMENDATION:

Direction required.

## BACKGROUND/RATIONALE:

On May 16, 2016 the attached e-mail was sent to EADC members to obtain agreement for the selection of a recyclable Development Information Sign.

Director Goodings responded that she was dissatisfied with the option provided and asked that the matter be considered again by EADC before signs are purchased.

**July 21, 2016**

Staff Initials:

Dept. Head: *Bruce Simard*

CAO:

*Ch. Birk*

Page 1 of 1

Bruce Simard

---

From: Bruce Simard  
 Sent: Monday, May 16, 2016 11:54 AM  
 To: Director Brad Sperling; Director Dan Rose; Director Karen Goodings; Director Leonard Hiebert  
 Cc: PRRD\_Internal; Jacqueline Burton; Claire Negrin  
 Subject: FW: DS Signs  
 Attachments: Development Services Sign.docx

Hello,

To meet the requirements for a recyclable Development Sign, the best option is screen printed coroplast sign. With bulk purchase (50 signs) the cost before taxes is just a little under \$50 per sign. At this value the non-refundable sign fee required at the time of application can be reduced.

Development Procedures Bylaw No. 2165, 2016 requires placement of a Development Sign ([http://prrd.bc.ca/wp-content/uploads/bylaws/development-application-procedures-and-fees-bylaw/2165\\_2016-Dev-App-Procedures\\_Fees.pdf](http://prrd.bc.ca/wp-content/uploads/bylaws/development-application-procedures-and-fees-bylaw/2165_2016-Dev-App-Procedures_Fees.pdf)) . The bylaw states that the sign will be provided by the PRRD.

While a formal decision is not necessary because of the requirements of the bylaw, I am seeking your concurrence with this approach before signs are purchased. (so that you are aware of these changes)

It would be appreciated if each of you could please return your comments.

Thanks

Bruce Simard | General Manager of Development Services

Direct: 250-784-3204 | Cell: 250-219-0447 | [bruce.simard@prrd.bc.ca](mailto:bruce.simard@prrd.bc.ca)

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

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



IMPORTANT: The information transmitted herein is confidential and may contain privileged or personal information. It is intended solely for the person or entity to which it is addressed. Any review, re-transmission, dissemination, taking of any action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all digital and printed copies.

---

From: Jacqueline Burton  
 Sent: Wednesday, April 13, 2016 3:59 PM  
 To: Bruce Simard <[Bruce.Simard@prrd.bc.ca](mailto:Bruce.Simard@prrd.bc.ca)>  
 Subject: DS Signs

Hello,

I have spoken to all the sign shops that I could find in the Dawson Creek, Chetwynd and Fort St John areas. In regards to having a recyclable sign, the only locally available options were aluminum \$200.80, Styrene (wood) \$245.46, Sintra (wood) \$226.34 or screen printed coroplast \$47.88-\$180.95. Creative Signworks Inc. from Charlie Lake was the cheapest and if we purchase in bulk 40-50 they will be under \$50.00/each + a onetime set-up fee of \$75.00.

**July 21, 2016**



I did confirm with NEAT that coroplast signs without vinyl will be accepted for recycling.  
Thanks,

Jacqueline Burton | Development Services Coordinator

Direct: 250-784-4844 | [Jacqueline.Burton@prrd.bc.ca](mailto:Jacqueline.Burton@prrd.bc.ca)

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

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



PEACE RIVER REGIONAL DISTRICT



IMPORTANT: The information transmitted herein is confidential and may contain privileged or personal information. It is intended solely for the person or entity to which it is addressed. Any review, re-transmission, dissemination, taking of any action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all digital and printed copies.

July 21, 2016



PEACE RIVER REGIONAL DISTRICT

# THIS SITE IS SUBJECT TO AN APPLICATION TO CHANGE LAND USE OR DENSITY

For further information  
please contact the Peace  
River Regional District at

**1-800-670-7773**



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

diverse. vast. abundant.

July 21, 2016

**PEACE RIVER REGIONAL DISTRICT**  
**Bylaw No. 2165, 2016**

**R-7**

A bylaw to establish application procedures and fees for the processing of  
land development applications, including amendments to an Official Community Plan,  
Zoning Bylaw, or for permits under Part 14 of the *Local Government Act*

WHEREAS section 460 the *Local Government Act*, RSBC 2015, c. 1, provides that a local government that has adopted an official community plan bylaw or zoning bylaw must, by bylaw, define procedures under which an owner of land may apply for an amendment to a plan, or bylaw, or for the issuance of a permit under that section;

AND WHEREAS the Regional Board has designated areas in the Official Community Plan within which temporary use permits and development permits are required;

AND WHEREAS Section 462 of the *Local Government Act* provides that a local government may, by bylaw, impose application fees;

NOW THEREFORE the Regional Board of the Peace River Regional District, in open meeting assembled, enacts as follows:

**1. Title**

This bylaw may be cited for all purposes as "Development Application Procedures and Fees Bylaw No. 2165, 2016."

**2. Repeal**

The following bylaws are hereby repealed:

- (a) Development Application, Fee and Amendment Procedure Bylaw No. 1558, 2005;
- (b) Development Application, Fee and Amendment Procedure Bylaw No. 1898, 2010; and
- (c) Development Application, Fee and Amendment Procedure Bylaw 1926, 2011.

**3. Scope**

- (a) This bylaw shall apply to the following applications:
  - (i) Official Community Plan bylaw amendment;
  - (ii) Zoning bylaw amendment;
  - (iii) Temporary Use Permit
  - (iv) Development Permit
  - (v) Development Variance Permit; and
  - (vi) Board of Variance.

**4. Application**

- (a) An application to amend an Official Community Plan or Zoning Bylaw, or for a Temporary Use Permit, Development Permit or Development Variance Permit shall be made by the owner of land involved or by a person authorized by the owner ("an agent").
- (b) An application as described in section 4 (a) shall be made to the Peace River Regional District in the form prescribed in the attached Schedule 'A'.
- (c) An application to the Board of Variance shall be made to the Peace River Regional District in the form prescribed in the attached Schedule 'B'.

**5. Permits**

- (a) The temporary use permit shall be in the form prescribed in Schedule 'C';
- (b) The development permit shall be in the form prescribed in Schedule 'D';
- (c) The development variance permit shall be in the form prescribed in Schedule 'E'

**6. Fees**

The fees for development applications listed in section 3 of this bylaw shall be as set out in Schedule 'F'.

**July 21, 2016**

**7. Public Notice Requirements**

Public Notice for land use applications, as required under Part 14 of the *Local Government Act*, shall be mailed or otherwise delivered to landowners of all parcels that are within a distance of 1.5 kilometres of the area that is subject to the bylaw amendment, except Development Variance Permit applications in which case notification shall be given to landowners within a distance of 100 metres. The Public Notice area shall not extend more than 100 metres into municipal boundaries.

**8. Public Notice Sign Requirements**

- (a) On those parcel(s) that are subject to an amendment to:
  - (i) an official community plan and / or zoning bylaw; or
  - (ii) temporary use permit;
 the applicant shall post a development application sign on the subject property, which shall be provided by the Peace River Regional District.
- (b) The sign shall be a minimum of 1.2 metres x 1.2 metres (4 feet x 4 feet) in dimension;
- (c) The sign shall be constructed of recyclable material;
- (d) The sign shall have a white background with black block lettering that is not less than 6 centimeters in height;
- (e) The sign shall contain the following wording:  
*'This site is subject to an application to change land use or density. For further information please contact the Peace River Regional District at 1-800-670-7773';*
- (f) The sign must be placed at the driveway entrance or midpoint of the property fronting the main service road, providing the most effective legibility and visibility for passersby from the road;
- (g) The sign shall be erected on the property at a minimum of fourteen (14) days prior to the Regional Board considering the application, and the applicant must submit to the Regional District a photograph clearly showing the sign posted on the property;
- (h) The sign shall be placed in a manner that does not interfere with pedestrian or vehicle traffic flow, or create a potential hazard by obstructing visibility from a highway, road or lane;
- (i) The sign shall be installed in a safe, sturdy manner, capable of withstanding typical wind and other weather conditions;
- (j) The sign shall remain in place continuously until the conclusion of the Public Hearing or issuing of the permit, as the case may be, and shall be removed within fourteen (14) days after the decision(s) of the Regional Board on the said application. Applicants are encouraged to dispose of the signs by recycling them.
- (k) Failure to post and keep the sign in accordance with this bylaw may result in a delay or postponement of the Public Hearing and / or Board decision process;

**July 21, 2016**

- (l) Any additional notification costs incurred by the Regional District as a result of the applicant failing to post the required sign shall be payable by the applicant prior to advertising of the Public Hearing or delivering public notification.
- (m) Where a sign required by this bylaw is removed, destroyed or altered due to vandalism or the actions of unknown persons, the validity of any bylaw that is the subject of the relevant application and Public Hearing shall not be impacted;
- (n) If a land owner receives any written comments regarding the land use application, those comments must be delivered to the Peace River Regional District office as soon as they are received so that this information may be considered with the subject application.
- (o) A non-refundable fee in the amount of \$150.00 shall be levied for the sign.

#### **9. Re-application**

- (a) An application for a development permit, or an amendment to an Official Community Plan or Zoning bylaw that has been refused by the Board of the Peace River Regional District shall not be accepted for re-application within six (6) months of the date of refusal.
- (b) Pursuant to Section 460 of the *Local Government Act*, this time limit may be varied in relation to a specific re-application by an affirmative vote of at least 2/3 of the Peace River Regional District Board members eligible to vote on the reapplication.

#### **10. Waiving of Fees**

Requests from not-for-profit societies and community organizations to waive all or part of the fees set out in Schedule 'F' must be approved by the Peace River Regional District Board members in order to occur.

#### **11. Refunds**

The Regional District will refund part of an application fee as follows:

- (a) Fifty percent (50%) of application fee(s) shall be refunded if an Official Community Plan Bylaw amendment application does not proceed to the Public Hearing stage of the amendment process.
- (b) Fifty percent (50%) of application fee(s) shall be refunded if a Zoning bylaw amendment application does not proceed to the Public Hearing or Public Notification stage of the rezoning process.
- (c) One hundred percent (100%) of application fee(s) for any development application shall be refunded if the application is withdrawn by the applicant prior to the application being reviewed or processed.

**12. Severability**

If any section, sub-section, sentence, clause, phrase, schedule or map, of this bylaw is for any reason declared invalid by a Court of competent jurisdiction, the decision shall not affect the validity of the remainder of this bylaw.

READ a FIRST TIME this 25<sup>th</sup> day of February, 2016.

READ a SECOND TIME this 25<sup>th</sup> day of February, 2016.

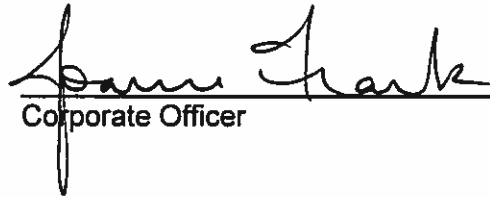
READ a THIRD TIME this 25<sup>th</sup> day of February, 2016.

ADOPTED this 25<sup>th</sup> day of February, 2016.



Chair

(corporate seal has been affixed  
to the original bylaw)



Corporate Officer

I hereby certify this to be a true and correct copy of  
"Development Application Procedures Bylaw  
No. 2165, 2016" as adopted by the Peace River  
Regional District Board on \_\_\_\_\_.

\_\_\_\_\_  
Corporate Officer



PEACE RIVER REGIONAL DISTRICT  
BYLAW NO. 2165, 2016

**SCHEDULE 'A'**  
**APPLICATION FOR DEVELOPMENT**

**July 21, 2016**



## PEACE RIVER REGIONAL DISTRICT

**DAWSON CREEK** 1981 Alaska Avenue (Box 810), Dawson Creek, BC  
 Telephone: 250-784-3200..Fax: 250-784-3201 Toll Free: 1-800-670-7773  
**FORT ST. JOHN** 9505 100<sup>TH</sup> Avenue, Fort St. John, BC V1J 4N4

Receipt # \_\_\_\_\_

Application for Development**1. TYPE OF APPLICATION****FEE**

- |  |             |
|--|-------------|
| <input type="checkbox"/> Official Community Plan Bylaw Amendment                   | \$ 1,000.00 |
| <input type="checkbox"/> Zoning Bylaw Amendment                                    | 650.00      |
| <input type="checkbox"/> Official Community Plan / Zoning Bylaw Amendment combined | 1,050.00    |
| <input type="checkbox"/> Temporary Use Permit                                      | 350.00      |
| <input type="checkbox"/> Development Permit  | 165.00      |
| <input type="checkbox"/> Development Variance Permit                               | 165.00      |

**2. PLEASE PRINT**

Property Owner's Name	Authorized Agent of Owner (if applicable)
Address of Owner	Address of Agent
City/Town/Village	City/Town/Village
Postal Code	Postal Code
Telephone Number:	Telephone Number:
Fax Number:	Fax Number:
E-mail:	E-mail:

**3. PROPERTY DESCRIPTION**

Full legal description of each property under application	Area of each lot
	ha./acres
	ha./acres
	ha./acres
	TOTAL AREA
	ha./acres

**Notice of collection of personal information:**

Personal information on this form is collected for the purpose of processing this application. The personal information is collected under the authority of the *Local Government Act* and the bylaws of the PRRD. Documentation/Information submitted in support of this application can be made available for public inspection pursuant to the *Freedom of Information and Protection of Privacy Act*.

**July 21, 2016**

4. Civic Address or location of property: \_\_\_\_\_

**5. PARTICULARS OF PROPOSED AMENDMENT**

Please check the box(es) that apply to your proposal:

☐ Official Community Plan (OCP) Bylaw amendment:

Existing OCP designation: \_\_\_\_\_

Proposed OCP designation: \_\_\_\_\_

Text amendment: \_\_\_\_\_

☐ Zoning Bylaw amendment:

Existing zone: \_\_\_\_\_

Proposed zone: \_\_\_\_\_

Text amendment: \_\_\_\_\_

☐ Development Variance Permit – describe proposed variance request:

\_\_\_\_\_

\_\_\_\_\_

☐ Temporary Use Permit – describe proposed use:

\_\_\_\_\_

\_\_\_\_\_

☐ Development Permit: Bylaw No. \_\_\_\_\_ Section No. \_\_\_\_\_

6. Describe the existing use and buildings on the subject property:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Describe the existing land use and buildings on all lots adjacent to and surrounding the subject property:

(a) North \_\_\_\_\_

(b) East \_\_\_\_\_

(c) South \_\_\_\_\_

(d) West \_\_\_\_\_

8. Describe the proposed development of the subject property. Attach a separate sheet if necessary:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Reasons and comments in support of the application. Attach a separate sheet if necessary:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**July 21, 2016**

10. Describe the means of sewage disposal for the development:

---

---

---

11. Describe the means of water supply for the development:

---

---

---

**THE FOLLOWING INFORMATION IS REQUIRED. FAILURE TO PROVIDE MAY DELAY YOUR APPLICATION.**

12. Proof of ownership of the subject property or properties. (For example: Certificate of State of Title, BC Land Title Office Property Title Search or recent Property Tax Notice.)
13. A Sketch Plan of the subject property or properties, showing:
  - (a) the legal boundaries and dimensions of the subject property;
  - (b) boundaries, dimensions and area of any proposed lots (if subdivision is being proposed);
  - (c) the location of existing buildings and structures on the subject property, with distances to property lines;
  - (d) the location of any proposed buildings, structures, or additions thereto, with distances to property lines;
  - (e) the location of any existing sewage disposal systems;
  - (f) the location of any existing or proposed water source.

**ADDITIONAL OR MORE DETAILED INFORMATION MAY BE REQUESTED BY THE PEACE RIVER REGIONAL DISTRICT FOLLOWING REVIEW OF YOUR APPLICATION.**

**If it is necessary for the property boundaries and the location of buildings and structures to be more accurately defined, a plan prepared by a British Columbia Land Surveyor may be required.**

15. I / We the undersigned hereby declare that the information provided in this application is complete and is, to the best of my / our knowledge, a true statement of the facts related to this application.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date signed

16. **AGENT'S AUTHORIZATION**

If you have an agent act on your behalf in submission of this application, the following authorization **MUST** be signed by **ALL** property owners.

I / We authorize	and	hereby
(name) application.	to act on my/our behalf regarding this	
Agent address:		
Telephone:	Fax:	Email:
Signature of Owner:	Date:	
Signature of Owner:	Date:	

**July 21, 2016**

**PEACE RIVER REGIONAL DISTRICT  
BYLAW NO. 2165, 2016**

**SCHEDULE 'B'**  
**APPLICATION to BOARD OF VARIANCE**

**July 21, 2016**





## PEACE RIVER REGIONAL DISTRICT

### APPLICATION to BOARD OF VARIANCE

1. A person may apply to a Board of Variance for an order under subsection (2) if the person alleges that compliance with any of the following would cause the person hardship:
  - a) a bylaw respecting the siting, dimensions or size of a building or structure, or the siting of a manufactured home in a manufactured home park;
  - b) a bylaw under Section 8(3)(c) [fundamental power - trees] of the *Community Charter*, other than a bylaw that has an affect referred to in Section 50(2) (restrictions in relation to authority) of the *Community Charter* if the Board has taken action under Section 50(3) of the *Community Charter* to compensate or mitigate the hardship that is caused to the persons;
  - c) the prohibition of a structural alteration or addition under Section 531 (non-conforming uses and sittings);
  - d) a subdivision servicing requirement under Section 506(1)(c) in an area zoned for agricultural or industrial use.
2. Pursuant to Section 544 of the *Local Government Act* a person may apply to a Board of Variance for an order if the person alleges that the determination by a building inspector of the amount of damage under Section 532 is in error.
3. This application is regarding Bylaw No. \_\_\_\_\_ Section No. \_\_\_\_\_
4. Application fee: \$90.00

#### Notice of collection of personal information:

Personal information on this form is collected for the purpose of processing this application. The personal information is collected under the authority of the *Local Government Act* and the bylaws of the PRRD. Documentation/Information submitted in support of this application can be made available for public inspection pursuant to the *Freedom of Information and Protection of Privacy Act*.

July 21, 2016

**5. REGISTERED OWNER**

Property Owner's Name	Authorized Agent of Owner (if applicable):
Address of Owner	Address of Agent
City / Town / Village	City / Town / Village
Postal Code	Postal Code
Telephone Number: Fax Number:	Telephone Number: Fax Number:
e-mail address:	e-mail address:

**6. PROPERTY DESCRIPTION**

Full legal description of each property under application	Area of each lot
	ha. / acres
	ha. / acres
	ha. / acres
	Total ha. / acres

7. Civic address or location of property: \_\_\_\_\_

8. Current Zoning: \_\_\_\_\_

9. Describe the existing uses and building(s) on the subject property:

---



---



---



---

**July 21, 2016**

10. Reasons for appeal:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Applicant

=====

**Board of Variance Use Only**

1. This verifies that the above property is zoned as \_\_\_\_\_.  
A copy of the pertinent section of zoning bylaw is attached to this application.

**Board of Variance Decision**

2. The above application received on the \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_  
was considered by the Board of Variance on the \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

The Board decision is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed by:

\_\_\_\_\_  
Chair,  
Board of Variance

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Board Member

PEACE RIVER REGIONAL DISTRICT  
BYLAW NO. 2165, 2016

**SCHEDULE 'C'**  
**TEMPORARY USE PERMIT**

(logo)

**PEACE RIVER REGIONAL DISTRICT****TEMPORARY USE PERMIT NO. (       )**

ISSUED TO: Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

- A. 1. Property affected: \_\_\_\_\_  
(legal description)
2. Official Community Plan: \_\_\_\_\_  
(name plus note designation)
3. Zoning Bylaw: \_\_\_\_\_  
(name plus note zone)

## B. Development upon the land referenced in this permit shall conform to the following specifications and terms:

1. This *Temporary Use Permit* is valid up to and including the \_\_\_\_ *day of* \_\_\_\_\_, **20**\_\_\_\_, at which time it shall expire and the property affected by this permit will be subject to the applicable zoning regulations.
2. The property referenced in Item A(1) above may be used for the following *Temporary* purposes in addition to those permitted by the zoning applicable to the property:
- (i) \_\_\_\_\_  
\_\_\_\_\_  
(list purpose / use)
3. The conditions under which the *Temporary Use* must be carried out are as follows:
- i) permit to be posted on site for its duration;
  - ii) compliance with all statutory and bylaw requirements;
  - iii) other.

**July 21, 2016**

4. All terms and specifications referred to above are subject to any changes required by the Building Inspector or other officials of the Peace River Regional District where such terms and specifications do not comply with any duly enacted law or bylaw and such non-compliance is not specifically permitted by this Temporary Use Permit.
5. THIS IS NOT A BUILDING PERMIT.

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

This permit is authorized by Peace River Regional District Board Resolution No. \_\_\_\_\_ passed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Authorized Signatory

Schedule attached to and forming part of this Temporary Use Permit: Site Plan 'A' (as necessary)

**July 21, 2016**



Temporary Use Permit No. \_\_\_\_\_

**Site Plan 'A'**

*(insert as necessary)*

**July 21, 2016**

**PEACE RIVER REGIONAL DISTRICT  
BYLAW NO. 2165, 2016**

**SCHEDULE 'D'  
DEVELOPMENT PERMIT**



**PEACE RIVER REGIONAL DISTRICT**  
**DEVELOPMENT PERMIT NO. (\_\_\_\_ DP)**

ISSUED TO: Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

A. 1. Property affected: \_\_\_\_\_  
*(legal description)*

2. Official Community Plan: \_\_\_\_\_  
*(name plus note designation)*

3. Zoning Bylaw: \_\_\_\_\_  
*(name plus note zone)*

4. This Development Permit is issued subject to compliance with all of the bylaws of the Peace River Regional District applicable thereto, except as specifically varied or supplemented by this Permit. The provisions of this Development Permit shall prevail over any other provisions of Peace River Regional District bylaws in the event of a conflict.

5. This Development Permit is required by (list sections) of the (official name of bylaw).

6. The conditions of this Permit are as follows:

a) *List conditions; (may include duration of permit)*

7. The land described herein, shall be developed strictly in accordance with the terms, conditions and provisions of this permit and any plans and specifications attached to this Permit which shall form a part thereof.
8. This Permit is **NOT** a building permit.

ISSUED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

---

Authorized Signatory

**PEACE RIVER REGIONAL DISTRICT  
BYLAW NO. 2165, 2016**

**SCHEDULE 'E'  
DEVELOPMENT VARIANCE PERMIT**



**PEACE RIVER REGIONAL DISTRICT  
DEVELOPMENT VARIANCE PERMIT NO. (\_\_\_\_ DVP)**

ISSUED TO:

---

Name

---

Address

1. Property affected: *(legal description)*
2. Official Community Plan: *(name plus note designation)*
3. Zoning Bylaw: *(name plus note zone)*
4. This Development Variance Permit is issued subject to compliance with all of the bylaws of the Regional District applicable thereto, except as specifically varied or supplemented by this Permit. The provisions of this Development Variance Permit shall prevail over any other provisions of the bylaws in the event of a conflict.
5. This Development Variance Permit allows for *(specifically state)*  

---

---
6. The land described herein, shall be developed strictly in accordance with the terms, conditions and provisions of this permit and any plans and specifications attached to this Permit which shall form a part thereof.
7. This Permit is **NOT** a building permit.

ISSUED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

This permit is authorized by Peace River Regional District Board Resolution No. \_\_\_\_\_ passed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

Authorized Signatory

July 21, 2016



**Schedule 'F'**  
**Development Application Fee Schedule**

<b>Application Type</b>	<b>Fee</b>
Official Community Plan Amendment	\$1,000.00
Zoning Amendment	\$ 650.00
Official Community Plan and Zoning Amendment Combined	\$1,050.00
Temporary Use Permit	\$ 350.00
Development Permit	\$ 165.00
Development Variance Permit	\$ 165.00
Sign Requirement	\$ 150.00
Board of Variance	\$ 90.00

**July 21, 2016**



# Peace River Regional District REPORT

R-8

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

---

## 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. **July 21, 2016**

Staff Initials:

Dept. Head:

*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.

**July 21, 2016**

- 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?

**July 21, 2016**

## **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.

**July 21, 2016**



Peace River Regional District  
Development Services  
BYLAW ENFORCEMENT REPORT

R-9

To: Electoral Area Directors Committee

Date: June 30, 2016

From: Erin Price, Bylaw Enforcement Officer

Subject: Enforcement File Update

---

## INFORMATION

Attached is a table summarizing the enforcement files- current to June 30<sup>th</sup>, 2016.

To date, there are 37 Bylaw Enforcement Files in total (Active + Inactive).

### Active Files- shaded blue:

There are 29 active enforcement files.

6 files are new since the last report.

1 is the result of a refused TUP

1 is a file that has several significant contraventions on 3 adjacent properties

1 is a file from 2009 that has made some progress

### Inactive or On Hold Files- shaded green:

There are 8 inactive or "on hold" files.

1 has had an extension revision from the ALC until July 23, 2018.

1 involves too many homes for the zone, 2 of the residents are trying to relocate.

The complainant and the other neighbors do not want them evicted and are happy with the current state of the file.

1 has been put on hold pending a new campground regulation bylaw.

2 have been deferred by the RB pending the NPFA OCP revision

1 is applying for a BP, once structure is complete sheds in setback will be removed.

1 has 2 deadlines to meet- April 16<sup>th</sup> and August 16<sup>th</sup>, 2016.

1 has agreed to move by August 1, 2016.

### Closed Files- shaded orange:

There have been 3 files closed since the last report

1 of these has been opened and closed since the last report.

1 was an old file that had property owners in contempt of court and fined by the courts.

Staff Initials: *EXP*

Dept. Head: *Bruce Simard* CAO: *Chiruk*

**July 21, 2016**

Page 1 of 1



# ACTIVE FILES

## Bylaw Enforcement File Summary June 30, 2016

R-9

	YEAR	FILE NO.	LAND OWNER	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	CIVIC ADDRESS LEGAL DESCRIPTION	ELECTORAL AREA
1	2007	91	WHITFORD, Jerry	27-Apr-07	Junkyard in residential zone	Met Mr. Whitford at property on Feb. 22, 2016. Will contact him with more information.	12498 256 RD Lot 1 & 2, Plan 27341, Part SW-15-86-19	B
2	2007	132	LUNDQUIST, Lanny	27-Jun-07	Junk yard in C-2 zone	Need to update Board after the expiry of the Bylaw Notice Ticket- on Oct. 5/15. Disputed ticket- working on a Compliance Agreement	7087 255 RD L 1 24-83-18 PI 9697	C
3	2007	203	CLAY, Martin & Wendy	17-Apr-07	Concern regarding a recycling and salvage yard operating in Rolla not in compliance with zoning	3 of the Crown lots are completely clear of all scrap metals and vehicles. Met with Lonnie's son at property. Discussed cleanup needs. Will monitor over the summer and check back by September 2016	5209 Rolla RD Parcel A (S22581), Blk 1, Plan 10648, 32-79-14; and Parcel B (T18682), Blk 1, Plan 10648, 32-79-14; and Lots 5,6, 7 & 10, Bk1, PI 10648, 32-79-14	D
4	2009	96	MEEK, Faye & SINCLAIR, Brandy	10-Jul-09	Non-farm use in ALR & commercial use in A-2 zone	Bylaw Notice Ticket paid, plan for compliance reached to have business moved and property re-zoned by May 31, 2016- deadline missed owner requested extension but would not identify a date	Just off Hwy 97N in FSJ Pt NE 1/4 3-84-19	C
5	2010	64	LEFFERSON, Allan	12-Apr-10	Salvage yard in A-2	March13,2015- I spoke to Tammy from Richmond Steel. They are planning to go when it dries up- March 2016 activity on property however not likely to be completely cleaned or remain cleaned up	13492 & 13522 Old Edmonton Hwy Lot 1, PL 28960, 21-77-14	D
6	2010	107	SAMUEL RANCH LTD	19-Jul-10	3 homes	ALC has requested consolodation of a full section with a half section. Property owners are requesting an alternative	13805 Rose Prarie RD Lot 16,Plan 3986	B
7	2011	207	LUNDQUIST, Lanny	15-Nov-11	Unsightly Premises, 20-30 vehicles and junk yard	There has been some improvement, Mr. Lundquist has sold the tractor that was outside the fence.	9336 Willow RD Lot 2 & 3, Blk 4, 35-83-19 Plan 14402	C

July 21, 2016

# ACTIVE FILES

R-9

	YEAR	FILE NO.	LAND OWNER	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	CIVIC ADDRESS LEGAL DESCRIPTION	ELECTORAL AREA
8	2012	210	DONALDSON, Hilding	12-Oct-12	Salvage yard in A-2	Spoke to new owner on Feb. 24 and took pictures on site Feb. 25, 2016. Property is noticeably improved and Mr. Donaldson is no longer involved. Will continue to work with new owner	15927 Prespatou RD NE 30-86-19	B
9	2013	91	SHEARS, John	23-May-13	unsightly premises	noticeable improvement, lots 7 & 8 are clean, lot 6 has a renter and is a work in progress	7617 269 RD Lot 6, 7 & 8 PL 13235, 26-83-19	C
10	2013	102	NORNBERG, Neil	3-Jun-13	Salvage yard in R-4 Zone	March 13, 2015- I spoke to Tammy from Richmond Steel. They are planning to go when it dries up	1728 210 RD Lot 2, Plan BCP30608 28-78-15	D
11	2013	164	ZIRA PROPERTIES	03-Sep-13	Property set up as a trucking company	only 3 trucks and 1 trailer remain, sign advertising them for sale, no sign of business currently operating	10782 East Bypass RD Lot 8, 5-84-18 Plan 38300	C
12	2013	206	MAXWELL, Joe	4-Nov-13	Storage of many old vehicles	RCMP reported a person, impersonating a PRRD Bylaw Officer, went to Mr. Maxwell's place of employment and complained to his supervisor that buses could not turn around on Fell Rd. I reported that it was not a PRRD employee.	13305 Fell RD Lot 2, Plan BCP38667 19-84-19	C
13	2013	207	WESTERGAARD, William	4-Nov-14	Storage of many old vehicles	have not looked at file yet	12937 Cherry RD Lot 1, Plan BCP 38667 19-84-19	C
14	2014	116	OSTERLUND/ GILLET/UNRUH	23-May-14	Railway repair business	sent Bylaw Notice Ticket No. PRRD 00129- unnecessary delays	Between 6352 & 6342 Daisy Ave Lot 3, Block 2, 34-83-18 Plan 16203	C

July 21, 2016

# ACTIVE FILES

**R-9**

	YEAR	FILE NO.	LAND OWNER	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	CIVIC ADDRESS LEGAL DESCRIPTION	ELECTORAL AREA
15	2014	219	BLAIR, Roxann	17-Sep-14	Junk yard in R-4 zone	Attended property with CO Booth-confirmed still in contravention. Sent info to lawyer- in process of transferring to new lawyer	3992 Blair RD DL 2083	E
16	2014	245	EVENSON, David	20-Oct-14	Junk yard in R-4 zone	ABC Recycling left a "metal only" container which Mr. Evenson filled. Mr. Evenson told ABC not to bring another bin for the garbage.- Sept.29/15 sent warning ticket and letter	1372 210 RD Lot 5, 27-78-15 Plan 11473	D
17	2015	96	STEWART, Andrea	5-May-15	Complaint was of unsightly property but no Unsightly Bylaw in area. Storage of scrap vehicles, scrap metal and ruined travel trailers	Spoke to renters on Jan. 18/16. Vehicles and travel trailers have been removed. Asked for some more vehicles and vehicle parts and scrap metal to be removed. Will follow up in March or April 2016.	6702 Dokkie Access RD Lot A, DL 2980, PR, PL34149	E
18	2015	97	WIDDICOMBE, John & PHILLIPS, Randy	5-May-15	Complaint was of unsightly property but no unsightly bylaw in area. Storage of many old vehicles	John called me and I asked for a written plan for compliance but did not receive one. Will send a letter to all property owners (there are 5 listed)	5907 Hillview Access RD Lot 3, DL 1909, PR, PL 26267	E
19	2015	250	SMITH, Frank & John (both deceased)	6-Nov-15	Dangerous buildings & contents. Vacant land & buildings for years- owners both deceased. Strangers come to dump garbage and vandalize	Opened file, sent initial letter. Contacted Les Dellow(lawyer representing family)?? Asked for his assistance in contacting executor.	7114 Jorgensen Sub Lots 20-23, S31, T78, R15, W6M, PR, PL 13534	D
20	2015	254	SUNDMAN, Glenn	13-Nov-15	No sewer, furniture and haybales stacked around holiday trailer being used as a residence, wood stove	Opened file, sent initial letter to complainant, did a property visit	5266 West Arras RD E1/2, S8, TP 78, R17, W6M PR EXC PCL A(A1051), PCL B(PL 17268) & PL H311	D
21	2015	268	PRRD- Montney Centennial Park	25-Nov-15	2 abandoned campers in park	units have been towed. Posted letter at site and sent letter to registered owner. Ads in newspapers	14460 279 RD PT SE1/4, S23, T85, R20 W6M Lying S of Bk F	B

**July 21, 2016**

# ACTIVE FILES

R-9

	YEAR	FILE NO.	LAND OWNER	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	CIVIC ADDRESS LEGAL DESCRIPTION	ELECTORAL AREA
22	2015	288	GOLDEN SUNRISE LAND DEV	14-Dec-15	Industrial Use in C-2 zone, yard lights shine in homes	contacted loand owner and agent on June 9. Asked for the plan for compliance by June 24 or a warning ticket will be issued.	13076 Firehall RD Lot 1, S17, T84, R19, W6M PL 4750, EXC portions of PL PGP47983 & BCP 5647	C
23	2016	5	STEWARD, Bernie	8-Jan-16	Dumping and burning construction waste on A-2 Land	With Bernie's permission I went to property and took pics. Metal left- hot water tanks, light fixtures. He understands he is not allowed to do this and said no more will come onto property. More clean up is needed.	13705 211 RD NE 1/4, S18, TP77, R14, W6M PR	D
24	2016	80	WALTER, Peter & Agnes	6-Apr-16	industrial use in A-2 Zone- Commercial trucks, oil tanks, industrial washing	received email they have hired an agent to make ALR exclusion application. I replied indicating re-zoning and OCP amendment would also be required if that is the route they've chosen	11040 271 RD NE 1/4, S4, TP84, R19, W6M, Peace River	C
25	2016	97	HANEY, Darryl	9-May-16	HBB, BP, and Zoning contraventions on 3 parcels	have had 2 phone conversations, owner has indicated there will be no changes and no cooperation. Sent follow up letter and a warning ticket.	8340, 8306 Micro Sub & 1080 210 RD Lots 1&2, S26, TP 78, R15, PL PGP46412 & PCL A (BNG a Consolodation of Lots 3&4 See BB1974913) S 26, TP 78, R15, PL 12184	D
26	2016	99	BASTION HOLDINGS LTD	12-May-16	3 dwellings in R-4 zone	sent email and registered letter- email received May 26/16, letter signed for June 3/16. will folow up in 2 weeks for plan for compliance	5979 Hillview Sub. PCL B, DL 1910, PL PGP35656	E
27	2016	111	Kevin AITCHISON	31-May-16	building with no BP, in setback and possibly over accessory buiding size	sent initial letters	8931 River Dr Lot 8, Bk 4, S18, TP83, R18, W6M, PRD, PL14194	C
28	2016	112	Ultra Oilfield (NALCO)	31-May-16	TUP refused- tank farm in I-1	spoke to Operations Manager, they are working with Planning to reach a solution	11111 & 11149 Enterprise Way Lot 12, S25, TP83, R19, W6M, PRD, PL EPP24591	C

July 21, 2016

# ACTIVE FILES

R-9

	YEAR	FILE NO.	LAND OWNER	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	CIVIC ADDRESS LEGAL DESCRIPTION	ELECTORAL AREA
29	2016	113	GSD HOLDCO Ltd.	31-May-16	Unsightly	spoke to property owner on phone and sent initial letters. Will follow up mid-July	10050 257 RD Lot 1, S3, TP84, R18, W6M, PRD, PL 6885	C

July 21, 2016

# INACTIVE FILES

R-9

## Bylaw Enforcement File Summary June 30, 2016

	YEAR	FILE NO.	LAND OWNER	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	LEGAL DESCRIPTION	ELECTORAL AREA	DATE PLACED ON INACTIVE LIST
1	2011	5	GOERTZ, Howard- sold to WARD	7-Dec-11	Worker Camp	ALC gave new owner WARD extension until July 23/18. Our TUP is on hold until then	Block A, District Lot 1307	B	11-Mar-15
2	2012	109	AKULENKO, Andreas & Olga	28-May-12	four homes on A-2 Zone	Property owner knows no more homes can be placed, 2 of the families are looking for alternate place to live. Neighbours do not want them evicted and are satisfied with current state of file	12728 260 RD SE 1/4, 4-87-19 W6M	B	1-Apr-15
3	2014	104	SILVER SPIRITS INVESTMENTS	20-May-14	Campsite operating long term contrary to C-2 Zone	Text Amendment Application- received Tabled by The Board pending a new Campground Regulation Bylaw that Kole is working on	10688 Alder RD Lot 8, Plan 9723, 2-84-19	B	15-May-15
4	2015	103	GARDNER, Robert	6-May-15	Oilfield equipment storage on A2 land	deferred at Jan. 14/16 meeting pending NPFA OCP revision	9819 240 RD PCL A (46726M), 19-83-18, W6M PR, EXC PL 20464	C	27-May-15
5	2015	251	KILFOYLE, Robert	6-Nov-15	3 Sheds located within Interior Side Parcel Setbacks	has a BP to add onto his home, move the business into the home and remove the sheds from the setback. One shed has been moved	12278 Oak Ave. Lot 7, Block 5, S2, T84, R19, W6M, PRD, PL 15012	C	14-Dec-15
6	2015	263	DUSTY ROSE ENT	20-Nov-15	tank farm in I-1 Zone	deferred by RB pending NPFA OCP Revision	9808 240 RD Lot 10, S30, T83, R18, W6M, PR, PL 24226	C	18-Dec-15

July 21, 2016



# INACTIVE FILES

R-9

	YEAR	FILE NO.	LAND OWNER	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	LEGAL DESCRIPTION	ELECTORAL AREA	DATE PLACED ON INACTIVE LIST
7	2015	265	Dr. BADENHORST	24-Nov-15	3 dwellings on .63 acres, no BP's, ALR Land	Issued a SWN and warning ticket. Bruce and Bailey met with Dr. Badenhorst on Feb. 15/16. He was given 6 months to bring in a BP application for a home with plans. He is working on moving the smallest building out of the setbacks. DP has been issued and DVP application is underway	8931 Old Fort Loop Lot 7, Bk 2, DL 418, Cariboo Situated in the PRD, PL 18222	C	26-Jan-16
8	2016	18	RAZOR VAC TRUCKING LTD	27-Jan-16	Cleaning oilfield equipment in 1 Zone	Owner has agreed to Aug. 1, 2016 deadline for bringing property into compliance.	13450 Julia Frt. RD Lot 1, S25, TP 84, R20, W6M, Peace River, PGP47158	C	1-Apr-16

July 21, 2016

## CLOSED FILES

R-9

### Bylaw Enforcement File Summary June 30, 2016

	YEAR	FILE NO.	LAND OWNER	DATE OPEN	COMPLAINT DESCRIPTION	STATUS	LEGAL DESCRIPTION	ELECTORAL AREA	DATED CLOSED
1	2016	98	PRRD- Blackfoot Park	10-May-16	camping in Park in excess of 14 nights	motor home has been removed	213 Rolla Rd BK A of S 24, TP 82, R 14, W6M, PRD	D	27-May-16
2	2012	72	SCHAEFER, Waldemar & Olga	3-Apr-12	Industrial activity in residential area-Charlie Lake	commercial trucks and trailers are off property. S.57 is on title	13374 Park Front RD Lot 6, Blk 1, 19-84-18	C	30-May-16
3	2016	46	EMME, Wolfgang	24-Feb-16	abandoned truck on PRRD property	Truck has been removed	19495 Beatton Airport RD Lot 12, DL 777, Peace River, PL 16785	B	31-May-16

July 21, 2016

Updated: May 22, 2015

## ELECTORAL AREA DIRECTORS' COMMITTEE

### DIARY ITEMS

<u>Item</u>	<u>Status</u>	<u>Notes</u>	<u>Diarized</u>
1. Farmer's Advocacy Office	on-going	provide the agenda and meeting notes of the Farmer's Advocacy meetings on a quarterly basis	May 21, 2015

**July 21, 2016**