



ELECTORAL AREA DIRECTORS COMMITTEE MEETING

**A G E N D A**

Thursday, February 20, 2020

in the **Fort St. John Office Meeting Room, 9505 100<sup>th</sup> Street, Fort St. John, BC**

Commencing at 10 a.m.

1. **CALL TO ORDER** - Director Goodings to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**
  - M-1 Electoral Area Directors Committee Meeting Minutes of January 16, 2020
5. **BUSINESS ARISING FROM THE MINUTES:**
6. **DELEGATIONS:**
  - D-1 (10:30) Mike Colberg, VP, Customer Experience and Rebecca Lagos, Community Engagement Lead, Valo Networks Ltd. – Needs Assessment Update
  - D-2 (1:00) Shaely Wilbur, President, South Peace Health Services Society – Health Care Accommodation Funding Update
7. **CORRESPONDENCE:**
  - C-1 January 14, 2020 – Letter from Bruce Baxter – Montney Fire Protection
  - C-2 February 7, 2020 – Email from Isabell Kameka, Vincent Communications Ltd. – Broadband Connectivity
  - C-3 January 22, 2020 – Letter from Julia Berardinucci, Ministry of Environment and Climate Change Strategy – Re: Follow-up to UBCM 2019 regarding *Water Sustainability Act* related questions.
8. **REPORTS:**
  - R-1 January 28, 2020 – Director's Notice of New Business from Director Sperling – Regulation of Cannabis Retail Establishments in Rural Areas
  - R-2 January 16, 2020 – Report from Kevan Sumner, General Manager of Development Services – Temporary Use Permit Alternatives
  - R-3 February 10, 2020 – Report from Trish Morgan, General Manager of Community Services – Kelly Lake Design Study Report
  - R-4 February 11, 2020 – Director's Notice of New Business from Director Sperling – Area C Community Event Days
  - R-5 February 11, 2020 – Report from Paulo Eichelberger, General Manager of Environmental Services – Rose Prairie Water Station Update – Alternative Water Source
9. **DISCUSSION ITEMS:**
10. **NEW BUSINESS:**
  - NB-1 Cleanfarms in Lethbridge, Alberta
  - NB-2 Meals on Wheels
  - NB-3 Letter to BC Hydro
  - NB-4 Curbside Recycling Pick-up
11. **COMMUNICATIONS:**
12. **DIARY:**
13. **ADJOURNMENT:**



## PEACE RIVER REGIONAL DISTRICT

### **ELECTORAL AREA DIRECTORS COMMITTEE MEETING** **MINUTES**

DATE: Thursday, January 16, 2020

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: **Directors**

Director Goodings, Meeting Chair  
Director Sperling  
Director Hiebert  
Director Rose

**Staff**

Shawn Dahlen, Chief Administrative Officer  
Crystal Brown, Electoral Area Manager  
Tyra Henderson, Corporate Officer  
Paulo Eichelberger, General Manager of Environmental Services  
Trish Morgan, General Manager of Community Services  
Kevan Sumner, General Manager of Development Services  
Kari Bondaroff, Environmental Services Manager  
Erin Price, Bylaw Enforcement Officer  
Suzanne Garrett, Recording Secretary  
Brenda Deliman, Recording Secretary

Call to Order The Chair called the meeting to order at 10:05 a.m.

**DIRECTORS NOTICE OF NEW BUSINESS:**

NB-1 December 31, 2019 – Report from Kevan Sumner, General Manager of Development Services - Bylaw Enforcement Update

**ADOPTION OF AGENDA:**

MOVED by Director Hiebert, SECONDED by Director Sperling,  
That the Electoral Area Directors Committee agenda for the January 16, 2020 meeting, including Directors' new business, be adopted as amended:

1. **CALL TO ORDER** - Director Goodings to Chair the Meeting
2. **DIRECTORS NOTICE OF NEW BUSINESS:**
3. **ADOPTION OF AGENDA:**
4. **ADOPTION OF MINUTES:**  
M-1 Electoral Area Directors Committee Meeting Minutes of December 19, 2019  
Corrections – R-2
5. **BUSINESS ARISING FROM THE MINUTES:**

Adoption of Agenda  
continued

**6. DELEGATIONS:**

D-1 (10:30) **Connectivity Project:** Mike Stelck – President, Valo Networks; Mark Blake – President and Chief Operating Officer, Canadian Fiber Optics Group; Mike Colberg – Vice President, Customer Experience, Valo Networks; and David Ball – Vice President, Project Management Office, Valo Networks

**7. CORRESPONDENCE:**

C-1 December 23, 2019 Email from Tim Ryan, Kaslo InfoNet Board: Broadband Planning in the PRRD

**8. REPORTS:**

**9. DISCUSSION ITEMS:**

DI-1 Overhead lighting at the underpass  
DI-2 Alberta Synergy Group Delegation  
DI-3 Interprovincial Meeting Topics  
DI-4 EADC Quarterly Reports/Updates  
DI-5 Spring Roundtable Meeting Topics

**10. NEW BUSINESS:**

NB-1 Bylaw Enforcement Update

**11. COMMUNICATIONS:**

**12. DIARY:**

**13. ADJOURNMENT:**

**CARRIED**

**ADOPTION OF MINUTES:**

M-1  
EADC Minutes

MOVED by Director Sperling, SECONDED by Director Hiebert,  
That the Electoral Area Directors Committee Meeting Minutes of December 19, 2019 be amended by adding Director Hiebert as a Mover and Director Sperling as a Seconder to the 2<sup>nd</sup> and 6<sup>th</sup> Resolutions stemming from item R-2 (Interprovincial / Inter-municipal Meeting Minutes); further, that the Minutes be adopted as amended.

**CARRIED**

**BUSINESS ARISING FROM THE MINUTES:** None

**CORRESPONDENCE:**

C-1  
December 23, 2019  
Email from Tim Ryan,  
Kaslo InfoNet

MOVED by Director Sperling SECONDED by Director Hiebert,  
That the Electoral Area Directors Committee refer the email dated December 23, 2019 from Tim Ryan, Kaslo InfoNet, to the connectivity consultant.

**CARRIED**

**NEW BUSINESS:**

NB-1  
December 31, 2019 -  
Bylaw Enforcement  
Update

MOVED by Director Hiebert, SECONDED by Director Rose,  
That the Electoral Area Directors Committee receive the report "Bylaw Enforcement Update" for discussion.

**CARRIED**

Erin Price and Kevan Sumner provided information.

**DELEGATIONS:**

D-1 The delegates from Canadian Fibre Optics and Valo Networks gave an overview of their companies and confirmed the scope of the project with the directors.  
Connectivity Project -  
Mike Stelck, Mark  
Blake, Mike Colberg,  
and David Ball.

**REPORTS:**

None

Recess

The Chair recessed the meeting to luncheon at 11:39 a.m.

Reconvene

The Chair reconvened the meeting at 12:44 p.m.

**DISCUSSION ITEMS:**

DI-1

Overhead lighting at  
underpass

MOVED by Director Rose, SECONDED by Director Sperling,  
That the Electoral Area Directors Committee recommend to the Regional Board that  
a letter be forwarded to the Ministry of Transportation and Infrastructure and CN  
Rail to inquire about the process involved to install overhead lighting at the  
underpass.

**CARRIED**

DI-2

Alberta Synergy Group

MOVED by Director Sperling, SECONDED by Director Rose,  
That the Electoral Area Directors Committee recommend to the Regional Board that  
the Regional Board invite Dave Nikolesjin, Paul Jeakins, and Ines Piccinino, BC Oil and  
Gas Commission to the February 27<sup>th</sup> Committee of the Whole meeting to participate  
in the discussion with Synergy Alberta.

**CARRIED**

DI-3

Interprovincial  
meeting topics

One half hour of the Interprovincial / Intermunicipal meeting should be used to  
present the PRRD structure to its Alberta counterparts using a visual aid such as a  
map of the Regional District.

DI-4

EADC Quarterly  
reports/updates

A quarterly update will be prepared for the March 2020 EADC meeting. At that time,  
the Committee will consider whether to continue with quarterly reports once it is  
known how much staff time is needed to prepare them.

DI-5

Spring Roundtable  
Meeting Topics

Area 'B' Topics:

- Roads and maintenance
- Invasive plants (weed control)
- Water
  - Boundary (additional tanking)
  - Feye (additional filters to improve taste of water)
  - Rose Prairie (existing or new well)
  - Buick / Prespatou (public input on water systems)
- Recognition of volunteers
- NEBC Emergency & Public Alerts System
- 911 addressing



- Meeting Topics, Area 'B' continued
- Grant-in-Aid application process
  - Buick and Prespatou – natural gas

Area 'E' Topics:

- Solid waste (access to facilities, pilot projects, megabags)

**COMMUNICATIONS:**

None.

**DIARY:**

DIA-3

Don Nearhood  
Museum

MOVED by Director Rose, SECONDED by Director Sperling,  
That the Electoral Area Directors Committee recommend to the Regional Board that a tour of the Don Nearhood Museum be held in correlation with the June 11, 2020 Board Outreach meeting in Hudson's Hope, BC; further, that the Hudson's Hope historical society be invited to participate in the tour.

**CARRIED**

DIA-7

Volunteer Recognition

Director Goodings will add 'Volunteer Recognition' as a topic to her 2020 Roundtable Meetings.

**ADJOURNMENT**

The Chair adjourned the meeting at 1:19 p.m.

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Director Goodings, Meeting Chair

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Brenda Deliman, Recording Secretary

# PRRD Regional Connectivity Needs Assessment Update

1. Overall Project is green – Targeting the Electoral Director Meeting on April 16<sup>th</sup> for full report presentation to Electoral Directors.
2. Communication Guidelines and Plan established with PRRD input and leadership. Flyer sent into the communities and Engagement Page established on PRRD's Engage Page.
3. Evaluating options for a “Pilot” project and establishing options for available 2020 grants/funding.
4. Marketing Assessment in full swing. Dedicated resource working under the leadership of Valo Community Engagement Team.
5. Carrier Relations Analysis and Assessment is occurring.
6. Continue to build out contact lists and areas for investigation.
7. Data Compilation is beginning.
8. Mapping of the District and Learnings from January Electoral Director meeting.





# BAXTER FARMS

Bruce & Louise Baxter  
Box 114, Montney, BC V0C 1Y0  
Phone 250-827-3372 Cell 250-261-1721  
E-mail: [bbaxter@pris.ca](mailto:bbaxter@pris.ca)



January 14, 2020

Karen Goodings  
Director for Area B  
Peace River Regional District

Dear Karen

RE: MONTNEY FIRE PROTECTION

Since the disastrous fire season of 2016, it has become apparent that my community needs a minimum Fire Protection System. I have noted that Arras has such a system.

I am requesting that you undertake a community survey to determine if the local community would engage and support a Fire Protection System for the immediate Montney area.

Your efforts to investigate this need in early 2020 would be appreciated.

Yours truly

Bruce Baxter

From: Isabell Kameka <isabell.kameka@vincentcommunications.ca>  
Sent: Friday, February 7, 2020 11:44 AM  
To: Crystal Brown <Crystal.Brown@prrd.bc.ca>  
Subject: Broadband Connectivity

Hi Crystal,

Per our discussion earlier, we are planning on placing infrastructure in the northern B.C. region to support better internet access to the area, and would like to receive a letter of support for the project. Our current proposal is to build the transport network along the Alaska Highway towards the Kobes/Pink Mountain area. According to the National Coverage map there is very little to no coverage in the area. From the transport legs along the highway we would like to then connect to all the smaller communities in the area. We will also eventually be pushing further North towards Fort Nelson.

Our project name is Kobes/Jedney expansion and if we would have a support letter from the district that would help greatly.

Thank you for your time,  
Isabell

Received DC Office January 22, 2020



January 22, 2020

Crystal Brown, Electoral Area Manager  
 Peace River Regional District (PRRD)  
 Box 810,  
 Dawson Creek BC, V1G 4H8

**RE: Follow-up to UBCM 2019 regarding *Water Sustainability Act* related questions**

Dear Crystal Brown,

It is my pleasure to follow up on our call of November 25<sup>th</sup> with the following information in answer to your questions regarding groundwater licencing Community Halls, variance in definitions of domestic use, livestock watering policy, dugouts and streams.

During our call you flagged differences in definitions of “domestic” under the *Water Sustainability Act* (WSA) and the *Drinking Water Protection Act* (DWPA) and requested the definitions be aligned. This was raised in the context of applying for water rights for community halls supplied by groundwater and following conversation with a local drinking water officer.

We reached out to a Drinking Water officer and revisited the definitions of domestic under both enactments. I hope the following clarifications are helpful:

- "domestic purpose" as defined in [s. 2 of the WSA](#) means the use of water for household purposes by the occupants of ... one or more *private dwellings* (my italics).
- Under [s. 1 of the DWPA](#), "domestic purposes" means, in part, the use of water for (a) human consumption, food preparation or sanitation - but without the private dwelling distinction (please see the complete definition). Further, "domestic water system" under the DWPA means a system by which water is provided or offered for domestic purposes.
- Under the WSA, applicants apply to divert water directly from a surface or groundwater source for a given purpose.
  - Under [Schedule A](#) of the Water Sustainability Regulation, a community hall falls under “Industrial Water Use Purposes”, namely under "Camps and public facilities" defined in part as:
    - "The diversion and use of water for the operation of (a) a church, community hall, school, hospital or other public institution, ..."

.../2

Ministry of Environment  
and Climate Change  
Strategy

Water Protection & Sustainability  
Branch  
Environmental Sustainability and  
Strategic Policy Division

Mailing Address:  
4th Floor, 525 Superior  
Street, Victoria, B.C.

Telephone: 778 698-4061  
Website: [www.gov.bc.ca/env](http://www.gov.bc.ca/env)

- A community hall would not meet the test of a domestic purpose under the WSA by not being one or more private dwellings.

I acknowledge there is a slight difference in the definition of "domestic" under the WSA and DWPA. I also see your point that if a community hall is already regulated as a "domestic water system" under the DWPA based on the water use, then one might assume a community hall use is exempt from applying for a water licence under the WSA given domestic groundwater use is authorized by the law and does not require a licence.

Usually, water rights are obtained prior to the water use being regulated under the DWPA. With existing groundwater use being brought into the province's water regulation scheme February 29, 2016, we do have an exceptional circumstance where DWPA regulation pre-dates securing the water right to groundwater, making the slight difference in definition apparent. I regret that this has caused confusion.

The WSA definition of "domestic" purpose has been in play for many decades under the former *Water Act* and applied to surface water. Aligning the definitions of domestic under the WSA and DWPA would be a significant undertaking. While the need for alignment is not urgent and regrettably cannot be undertaken at this time, we will review our communications materials and seek to clarify the issue for the public and local authorities. I will also continue to monitor the issue and will keep the topic on our legislative amendments tracking log for future consideration.

By way of assistance, I see a possibility for efficiency in applying for water rights for community halls supplied by groundwater. PRRD may be able to submit one application for water rights with multiple points of diversion from the same source if information is available to suggest that different community halls are being supplied from the same groundwater source. The local WSA decision maker will ultimately make the final decision on how best to issue the water rights, but this approach might provide some front-end efficiency to you for the application process.

Regarding livestock watering, as you have heard, livestock watering under the former *Water Act* and now the WSA requires an authorization. For many years the ranching community has flagged differences across the province in how government is addressing their livestock water needs on grazing lands. Since 2016 ranchers have also raised concerns regarding the new requirement under the WSA to obtain water rights for non-domestic groundwater use as well as the complexity of the application process.

Government extended the existing groundwater user transition deadline to March 1, 2022 in part to provide time for government to further clarify policy regarding livestock watering and to allow time for any related groundwater applications, if still required, to be submitted in time to benefit from the transitional provisions. On October 9, 2019, a [What We Heard](#) document summarizing comments received in response to the February 2018 [intentions paper](#) on livestock watering was publicly posted on the [Water Sustainability Act engagement webpage](#). The What We Heard document is a summary of feedback received on the intentions paper with no additional information about the proposal, so feedback or comments were not requested.

Ministry staff from the ministries of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD), Environment and Climate Change Strategy (ENV) and Agriculture (AGRI) are continuing their work on a livestock watering policy and keeping in touch with key stakeholders such as BC Cattlemen's Association. We have communicated to the BC Cattlemen's Association that the plan is to complete the policy work and seek government's decision in time for ranchers to benefit from the transition provisions for groundwater, if applicable.

In the meantime, I continue to encourage existing non-domestic groundwater users to apply for a licence before the March 1, 2022 deadline to secure their water rights. That said, I appreciate that those using groundwater for livestock watering will understandably prefer to await completion of LWR policy work.

You also asked about dugouts being exempted from licensing requirements. I have attached the Water Policy Bulletin "[Authorization requirements for storage and use of water in dugouts](#)" posted for public information. The Bulletin clarifies that an authorization is required if any of the water in the dugout is groundwater from an aquifer (including seepage), or water from a "stream" as defined in the WSA (which includes a lake, pond, river, creek, spring or other natural watercourse). If the dugout is not filling with water from a stream and is not lined with clay or some other impermeable barrier it is most likely receiving the seepage of some groundwater and will need an authorization.

In some cases, the water in a dugout is entirely snow melt, rainwater or surface runoff that has not formed into a natural watercourse and has been prevented from flowing below the ground to form groundwater prior to entering the dugout. This water is not vested in the Province and an authorization is not required to use the water.

In the "What We Heard" document referenced above, many comments supported the proposals for dugouts "that licensing will not be required for existing livestock dugouts that meet the identified criteria (i.e., volume less than 2500 m<sup>3</sup>, berm less than 2m high, etc.) and the allowance to construct a new livestock dugout without an authorization provided the identified criteria are met (i.e., maximum volume threshold of 2,500 m<sup>3</sup>, etc.)." This was supported at the time of release by the BC Cattlemen's Association and remains under consideration as part of the livestock watering policy development.

I appreciate that different pieces of legislation using different definitions for certain terms or for seemingly similar things can be confusing. Examples include "stream" defined differently in the WSA and the Forest Planning and Practices Regulation, and "domestic purpose" or "domestic purposes" in the respective WSA and DWPA. While one piece of legislation will often reference another for consistency of definitions, it is also common for legislation to tailor definitions to the unique context and scope of the legislation. We advise the public to focus on the specific regulatory requirements of each enactment as it relates to the circumstances. Considered together, the different pieces of legislation are intended to provide a comprehensive approach to sustaining our water supplies for future generations and protecting human health and safety.

Thank you for your interest in these issues. If you have any further questions regarding these or other related matters, please feel free to contact me at (778) 698-4061 or [Julia.Berardinucci@gov.bc.ca](mailto:Julia.Berardinucci@gov.bc.ca).

Sincerely,

Julia Berardinucci  
Director, Water Strategies and Conservation  
Water Protection and Sustainability Branch  
Ministry of Environment and Climate Change Strategy

CC: Shawn Dahlen, Chief Administrative Officer

Attachments:

**Authorization requirements for storage and use of water in dugouts**, August 2017  
([https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/water-rights/info\\_bulletin\\_-\\_dugouts\\_livestock\\_-\\_aug\\_2017.pdf](https://www2.gov.bc.ca/assets/gov/environment/air-land-water/water/water-rights/info_bulletin_-_dugouts_livestock_-_aug_2017.pdf))





## PEACE RIVER REGIONAL DISTRICT

November 26, 2019

Mark Zacharias

Deputy Minister of Environment and Climate Change Strategy

PO Box 9339, Stn Prov Govt

Victoria, BC, V8W 9M1

Sent Via Email: [mark.zacharias@gov.bc.ca](mailto:mark.zacharias@gov.bc.ca)

Dear Deputy Minister Zacharias;

### **RE: 2019 UBCM Follow-up**

During the 2019 UBCM Ministry Meeting between the Ministry of Environment and Climate Change and the Peace River Regional District, there was discussion around the *Water Sustainability Act*. The Peace River Regional District requested that the Ministry exclude livestock watering from groundwater licensing requirements until the Livestock Watering Regulation is completed, and further, that the definitions of “stream” and “domestic use” be changed and are consistent among Ministries.

The *Water Sustainability Act* requires licensing of groundwater for livestock watering. The proposed Livestock Watering Regulation is intended to regulate when and how livestock watering will take place, and in some instance, allow for the diversion and use of water from a stream or aquifer without the requirement of authorization. This regulation has yet to be completed.

The process of licensing non-domestic groundwater is a very expensive, time consuming, and a complex process. Farmers in the North East do not wish to obtain a license until all of the applicable regulations are in place. Further, having different definitions of “stream” and “domestic use” in other legislation provides confusion among all residents in the region.

As a follow up to the meeting, on November 14, 2019, the Regional Board resolved to send a letter requesting clarification on the definition of a stream under the *Water Sustainability Act*. The Board would also like to receive follow up in regards to the Livestock Watering Regulation and the definition of domestic use.

Sincerely,

Chair Sperling

Peace River Regional District Board

- c. Mike Bernier, MLA, Peace River South, [mike.bernier.MLA@leg.bc.ca](mailto:mike.bernier.MLA@leg.bc.ca)  
 Dan Davies, MLA, Peace River North, [dan.davies.MLA@leg.bc.ca](mailto:dan.davies.MLA@leg.bc.ca)

diverse. vast. abundant.

#### PLEASE REPLY TO:

☒ Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (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 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: [prrd.fsj@prrd.bc.ca](mailto:prrd.fsj@prrd.bc.ca)

February 20, 2020

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## DIRECTORS' NOTICE OF NEW BUSINESS

To: Chair and Directors

Date: January 28, 2020

From: Chair Sperling

Subject: Regulation of Cannabis Retail Establishments in Rural Areas

### PURPOSE / ISSUE:

Cannabis related businesses are prohibited throughout all zones in PRRD zoning bylaws. Any location that is proposed for the distribution and/or sale of cannabis would be required to apply for and obtain a zoning bylaw amendment. Although the PRRD Cannabis-Related Business Policy directs that zoning amendments for the purpose of cannabis-related business will only be considered within commercial and industrial zones, it does not provide guidance for where cannabis-related businesses should be located, as it pertains to the protection of public health and safety, and proximity to schools, parks and churches.

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

That the Regional Board review potential guidelines for regulation of cannabis retail establishments in rural areas for inclusion in Regional District Zoning bylaws.

### BACKGROUND/RATIONALE:

'Cannabis Related Business Zoning Amendment Bylaw No. 2316, 2018' states that no parcel of land shall be used for a Cannabis-related business. Any location that is proposed for the distribution and/or sale of cannabis would be required to apply for and obtain a zoning bylaw amendment. Although Section 3.1 of the PRRD Cannabis-Related Business Policy states that:

*"Within all Zoning Bylaws, the Regional Board will only consider zoning amendments to allow for Cannabis-Related Businesses within commercial and industrial zones".*

it does not provide any criteria or guidance for where cannabis-related businesses should be located, should a zoning bylaw amendment be obtained.

Director:

Acknowledged for Agenda by CAO:

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PEACE RIVER REGIONAL DISTRICT

# REPORT

To: Committee of the Whole

Date: January 16, 2020

From: Kevan Sumner, General Manager of Development Services

**Subject: Temporary Use Permit Alternatives**

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

That the Committee of the Whole recommend that the Regional Board require a security deposit, in the form of an irrevocable letter of credit, prior to issuance of any Temporary Use Permits, for the cost of:

- a) Restoring the site, upon expiration of the permit, to a condition and at an estimated cost agreed on by the applicant and landowner; and
- b) The cost of completion of any other terms and conditions required as a condition of the issuance of the Temporary Use Permit by the Regional Board.

**BACKGROUND/RATIONALE:**

At the December 14, 2018 Peace River Regional District (PRRD) Board meeting, the following resolution was made with respect to Temporary Use Permits:

RD/18/12/20 (14)

That a security deposit to guarantee site remediation and/or the completion of any terms and conditions imposed by the terms of a Temporary Use Permit (TUP), be required for all TUP applications.

At the January 31, 2019 PRRD Board meeting, the following resolutions were made with respect to Temporary Use Permits:

RD/19/01/39 (31)

That the report titled “Temporary Use Permit Security Research – Northern Rockies Regional Municipality & Others” dated January 17, 2019 be received for information.

RD/19/01/40 (31)

That a discussion of Temporary Use Permits (renewals, securities, work camps) be scheduled for a Committee of the Whole meeting to provide the Board with an opportunity to articulate the mandate or desired outcomes of a Select Committee to review the issue.

RD/19/01/41 (31)

That the report titled “Temporary Use Permit Legislation” dated January 21, 2019 be received for information.

**Current Best Practice**

With respect to decisions regarding land uses, there are two options available with respect to addressing situations where a use is proposed for a site where it is not permitted:

1. Zoning amendment; or

Staff Initials:

Dept. Head: KS

CAO: 

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## 2. Temporary Use Permit.

In general, land use decision making processes should include a public hearing, as set out in the *Local Government Act*. This is a requirement of zoning amendments; however, the *Local Government Act* also identifies times where a public hearing is not required (when the proposed rezone complies with the Official Community Plan).

With regards to temporary land uses through the issuance of a Temporary Use Permit, it should be noted that because these are permits, they only require a public notice advising that the Regional Board intends to consider issuing a temporary use permit for a proposed application.

Development Services recommends the following approach to considering proposed land uses that are not permitted under the zoning of the proposed location:

1. For land uses that are proposed with the intent to locate and exist in a certain area permanently, then the applicant should put forward a zoning amendment proposal for consideration by the PRRD Board.
2. Temporary Use Permits should be considered when the proposed use is truly meant to be temporary:
  - A land use that would occur for less than 3 years = Temporary Use Permit
  - A land use that would occur for more than 3 years but less than 6 = Temporary Use Permit with the *opportunity* to apply for a renewal
  - The renewal of a Temporary Use Permit is never guaranteed; therefore, applicants should never apply expecting that they will be granted the Temporary Use Permit for the first 3 year term, and then automatically be given the second (up to) 3 year renewal.

These best practices that are well known to both staff and the public, are more easily administered and consistently applied. Consistent processes reduce the opportunity for confusion and mistakes for all parties. Improved tracking systems have been implemented to minimize renewal applications coming forward after the TUP has expired. All current holders of Temporary Use Permits are being notified in writing six months prior to expiration of their permits, with instructions on how to apply for a renewal.

### Alternative Approaches

With respect to determining alternative approaches to addressing land use, it was communicated that land use is addressed through zoning amendments or Temporary Use Permits. However, two alternative approaches are presented below for discussion purposes to address temporary land uses. Both approaches may be considered as alternatives to Temporary Use Permits, and both are a modification of a typical zoning amendment:

#### 1. Time Limited Zoning

This type of zoning is based on a typical zoning amendment; however, with time-limited constraints placed upon it which specify the length of a time a permitted use is allowed for. Time limited zoning can be combined with a Section 219 covenant, which would provide additional strength.

An example of time limited zoning: If the application was for a use for between 10-15 years (outside the confines of a TUP), a bylaw to allow the use for 15 years with a covenant with an approved provision (and therefore trigger point) for only 10 years could be used. Then the

proposed use would need approval/permission to continue for up to the additional 5 years as specified by bylaw.

## 2. Conditional Zoning

This type of zoning would only permit the use if it is proposed in conjunction with a permitted use. An example of this would be a residential/commercial mixed-use property, in which case the residential component of the mixed use is not permitted, unless the ground-floor commercial is in place first.

These two options are not commonplace, particularly in the north. They would provide flexibility but may result in decreased consistency in evaluation of TUP applications.

## Requirement for Security

Section 502 of the *Local Government Act* empowers the District to correct damage to the environment by requiring the landowner to demolish or remove a building or structure, and restore land to a condition and by a date specified in a Temporary Use Permit. If the landowner fails to comply with the conditions as set out in a Temporary Use Permit, the PRRD can carry out the removal, demolition, or restoration at the expense of the owner. Security may be required for the performance of these conditions.

In order to help ensure that any required removal, demolition, or restoration is carried out, since the Board passed Resolution RD/18/12/20 (14), the PRRD has required applicants to provide a security to guarantee the performance of the terms set out in the Temporary Use Permit. A Temporary Use Permit is not issued until the PRRD receives an irrevocable letter of credit for the value of the security required. The amount of security must be determined for the cost of reclaiming the site to either:

- a) pre-existing condition; or
- b) a level that is satisfactory to the landowner.

Please note that since these procedures have been in place for 13 months, no Temporary Use Permits issued under these procedures have expired, and staff have not had an opportunity to assess how well the site reclamation process will work in practice. Regardless of whether the site is fully or partially restored, the use of a site following expiration of a Temporary Use Permit must comply with the applicable zoning bylaw.

When the security requirement was originally implemented, Development Services staff required that an independent, third party, qualified professional, provide the estimate of remediation costs. In response to concerns raised by applicants that employ their own qualified professionals, this requirement has been relaxed to allow applicants to provide their own estimate.

If a Temporary Use Permit lapses due to no activity occurring within two years after the date it is issued, the PRRD must return any security provided.

## Security Alternatives

Some applicants have raised concerns regarding the requirement for an irrevocable letter of credit and/or the assessment to restore the site. Banks typically charge a fee for issuing a letter of credit, and landowners may wish to retain some or all of the property improvements.

Administratively, there is no guarantee that the restoration estimate will be sufficient to address any unanticipated damage to the natural environment or unsafe conditions that may result as a consequence of contravening the conditions of a permit.

The following may be considered as alternatives to the current securities procedures:

**1. Allowing the requirement for security to be waived in certain situations**

The Regional Board could consider waiving the security requirement in situations where the applicant and landowner are in agreement that the site improvements may be retained permanently following the expiration of the Temporary Use Permit, and the Regional Board does not make approval subject to any additional conditions that require security. Allowing site improvements to remain would not constitute permission for the temporary use to likewise remain on site following the expiration of the permit, and any improvements retained would need to conform with zoning. The PRRD would not have access to funds if any damage was caused to the environment or conditions were not met.

**2. Relaxing the requirement for an irrevocable letter of credit**

Alternatives to the irrevocable letter of credit, such as an insurance bond, a certified cheque, or a signed agreement to return the site to a specified state, offers applicants more flexibility but are less preferable for a variety of reasons. An irrevocable letter of credit guarantees the availability of funds in the event that remediation by the PRRD is required, and is relatively simple to administer, requiring minimal staff time and costs. Allowing consideration of alternatives will require additional staff time and potential legal costs for negotiating and reviewing alternative proposals. Some of the alternatives may not give the same level of assurance that funds will be available if required.

**3. Requiring all applicants to provide an estimate of the cost of reclaiming a site that is signed by a qualified professional.**

The benefit of this approach is that the PRRD would have the assurance of a qualified professional that the work and budget described would be sufficient to restore the site to the intended condition. Applicants will incur additional costs from employing the services of a qualified professional, and reclamation estimates may be higher than what the applicants believe it would cost them to reclaim the sites themselves.

Options 1 and 2 would remove restrictions that some applicants perceive as barriers to successfully obtaining a Temporary Use Permit, but would result in the potential for additional risk or cost to the PRRD if site improvements do result in environmental damage. Option 3 would provide greater assurance of the accuracy of restoration estimates at additional expense to applicants. None of these three options are recommended.

## **ALTERNATIVE OPTIONS:**

1. That the Committee of the Whole recommend that the Regional Board allow the requirement for a security deposit prior to issuance of a Temporary Use Permit to be waived in situations where the applicant and landowner agree that the site improvements will be retained permanently following the expiration of the Temporary Use Permit, and the Regional Board does not require security to guarantee the performance of any other terms of the permit.
2. That the Committee of the Whole recommend that the Regional Board require a security deposit, in a form satisfactory to the applicant and the PRRD, prior to issuance of any Temporary Use Permits, for the cost of:
  - a) Restoring the site, upon expiration of the permit, to a condition agreed on by the applicant and landowner; and

- b) The cost of completion of any other terms and conditions required as a condition of the issuance of the Temporary Use Permit by the Regional Board.
- 3. That the Committee of the Whole recommend that the Regional Board require a security deposit, in the form of an irrevocable letter of credit, prior to issuance of any Temporary Use Permits, for the cost of:
  - a) Restoring the site, upon expiration of the permit, to a condition agreed on by the applicant and the landowner and at a cost determined by a qualified professional; and
  - b) The completion of any other terms and conditions required as a condition for the issuance of the Temporary Use Permit by the Regional Board.
- 4. That the Committee of the Whole provide further direction.

### STRATEGIC PLAN RELEVANCE:

- ☒ Not Applicable to Strategic Plan.

### FINANCIAL CONSIDERATION(S):

None at this time.

### COMMUNICATIONS CONSIDERATION(S):

Any changes to the Temporary Use Permit process required as a result of the Regional Board's decision will be communicated to potential applicants through updates to printed application information and online resources.

### OTHER CONSIDERATION(S):

None.

#### Attachments:

1. *Local Government Act*, Part 14, Division 8 – Temporary Use Permits and Division 10 – Other Permits and Permit Matters
2. Sample Temporary Use Permit
3. Memo titled "Waiving of Security Requirements for Temporary Use Permits" dated February 6, 2020

#### External Links:

1. [Report titled "Temporary Use Permit Security Requirements" dated December 14, 2018](#)
2. [Report titled "Temporary Use Permit Security Research \(Northern Rockies Regional Municipality & Others\)" dated January 17, 2019](#)
3. [Report titled "Temporary Use Permit Legislation" dated January 21, 2019](#)

## Local Government Act, Part 14 – Planning and Land Use Management

### Division 8 — Temporary Use Permits

#### Designation of temporary use permit areas

- 492** For the purposes of section 493, an official community plan or a zoning bylaw may
- (a) designate areas where temporary uses may be allowed, and
  - (b) specify general conditions regarding the issue of temporary use permits in those areas.

#### Temporary use permits for designated areas and other areas

- 493** (1) On application by an owner of land, a local government may issue a temporary use permit as follows:
- (a) by resolution, in relation to land within an area designated under section 492;
  - (b) by bylaw, in relation to land within an area outside a municipality, if there is no official community plan in effect for the area.
- (2) A temporary use permit may do one or more of the following:
- (a) allow a use not permitted by a zoning bylaw;
  - (b) specify conditions under which the temporary use may be carried on;
  - (c) allow and regulate the construction of buildings or structures in respect of the use for which the permit is issued.
- (3) If a local government delegates the power to issue a temporary use permit under this section, the owner of land that is subject to the decision of the delegate is entitled to have the local government reconsider the matter.

#### Public notice and hearing requirements

- 494** (1) If a local government proposes to pass a resolution under section 493 (1) (a), it must give notice in accordance with subsections (2) to (4) of this section.
- (2) The notice must state
- (a) in general terms, the purpose of the proposed permit,
  - (b) the land or lands that are the subject of the proposed permit,
  - (c) the place where and the times and dates when copies of the proposed permit may be inspected, and
  - (d) the place where and the time and date when the resolution will be considered.



- (3) The notice must be published in a newspaper at least 3 days and not more than 14 days before the adoption of the resolution to issue the permit.
- (4) Section 466 (4) to (8) [specific requirements in relation to notice of public hearing] applies to the notice as if the resolution were a bylaw.
- (5) If a local government proposes to adopt a bylaw under section 493 (1) (b), the following sections apply:
  - (a) section 464 [requirement for public hearing];
  - (b) section 465 [public hearing procedures];
  - (c) section 466 [notice of public hearing];
  - (d) section 469 [delegating the holding of public hearings];
  - (e) section 470 [procedure after public hearing].

**Permit conditions: undertakings respecting land**

- 495** (1) **As a condition of issuing a temporary use permit, a local government may** require the owner of the land to give an undertaking to
- (a) demolish or remove a building or other structure, and
  - (b) restore land described in the permit to a condition specified in the permit by a date specified in the permit.
- (2) An undertaking under subsection (1) must be attached to and forms part of the permit.
- (3) If the owner of the land fails to comply with all of the undertakings given under subsection (1), the local government may enter on the land and carry out the demolition, removal or restoration at the expense of the owner.

**Permit conditions: additional security requirements**

- 496** (1) In addition to any security required under section 502, a local government may require, as a condition of issuing a temporary use permit, that the owner of the land give to the local government security to guarantee the performance of the terms of the permit.
- (2) If there is a requirement for security under subsection (1), the permit may provide for
- (a) the form of the security, and
  - (b) the means for determining
    - (i) when there is default under the permit, and
    - (ii) the amount of the security that forfeits to the local government in the event of default.

### **Term of permit and renewal of permit**

- 497** (1) The owner of land in respect of which a temporary use permit has been issued has the right to put the land to the use described in the permit until the earlier of the following:
- (a) the date that the permit expires;
  - (b) 3 years after the permit was issued.
- (2) A person to whom a temporary use permit has been issued may apply to have the permit renewed, subject to the restriction that a temporary use permit may be renewed only once.
- (3) Subsection (1) and sections 495 [permit conditions: undertaking respecting land] and 496 [permit conditions: additional security requirements] apply in relation to a renewal under subsection (2).

## **Division 10 — Other Permits and Permit Matters**

### **Tree cutting permits in relation to areas affected by flooding or other hazards**

- 500** (1) A board may, by bylaw, designate areas of land that it considers may be subject to flooding, erosion, land slip or avalanche as tree cutting permit areas.
- (2) A bylaw may, in respect of an area designated under subsection (1),
- (a) regulate or prohibit the cutting down of trees, and
  - (b) require an owner to obtain, on payment of a fee set by the bylaw, a permit before cutting down a tree.
- (3) The bylaw may allow the board, at its discretion, to require an applicant to provide a report in accordance with subsection (4) that the proposed cutting of trees will not create a danger from flooding or erosion.
- (4) A report required under subsection (3) must be
- (a) provided at the applicant's expense, and
  - (b) certified by a qualified person agreed on by the applicant and the board.

### **General land use permit matters**

- 501** (1) A local government may issue more than one land use permit for an area of land.
- (2) Land must be developed strictly in accordance with the land use permit or permits issued.
- (3) A land use permit is binding on the local government as well as on the holder of the permit.
- (4) A local government may, by bylaw, designate the form of land use permits.

### **Requirement for security as condition of land use permit**

- 502** (1) For the purposes only of subsections (2) and (3), a local government may, as a condition of the issue of a land use permit, require that the applicant for the permit provide security in an amount stated in the permit by whichever of the following the applicant chooses:
- (a) an irrevocable letter of credit;
  - (b) the deposit of securities in a form satisfactory to the local government.
- (2) Subsection (3) applies if a local government considers that any of the following applies:
- (a) a condition in a permit respecting landscaping has not been satisfied;
  - (b) an unsafe condition has resulted as a consequence of a contravention of a condition in a permit;
  - (c) damage to the natural environment has resulted as a consequence of a contravention of a condition in a permit.
- (3) In the circumstance referred to in subsection (2), the local government may
- (a) undertake, at the expense of the holder of the permit, the works, construction or other activities required to satisfy the landscaping condition, correct the unsafe condition or correct the damage to the environment, and
  - (b) apply the security under subsection (1) in payment of the cost of the works, construction or other activities, with any excess to be returned to the holder of the permit.
- (4) Interest earned on the security provided under subsection (1) accrues to the holder of the permit and must be paid to the holder immediately on return of the security or, on default, becomes part of the amount of the security.
- (5) If a local government delegates the power to require security under subsection (1), the delegation bylaw must include guidelines for the delegate as to how the amount of security is to be determined.

### **Notice of permit on land title**

- 503** (1) If a local government issues any of the following, it must file in the land title office a notice that the land described in the notice is subject to the permit:
- (a) a development permit;
  - (b) a temporary use permit;
  - (c) a development variance permit.
- (2) On filing of a notice under subsection (1), the registrar of land titles must make a note of the filing against the title to the land affected.

- (3) If a permit referred to in subsection (1) is amended or cancelled, the local government must file a notice of the amendment or cancellation in the manner prescribed by regulation of the Lieutenant Governor in Council, and, on filing, the registrar of land titles must make a note of the filing against the title to the land affected.
- (4) If a notice is filed under subsection (1) or (3), the terms of the permit or any amendment to it are binding on all persons who acquire an interest in the land affected by the permit.
- (5) In the event of any omission, mistake or misfeasance by the registrar of land titles or the employees of the registrar in relation to the making of a note of the filing under subsection (1) or (3) after the notice is received by the land title office,
  - (a) neither the registrar, nor the Provincial government nor the Land Title and Survey Authority of British Columbia is liable vicariously,
  - (b) the assurance fund or the Land Title and Survey Authority of British Columbia as a nominal defendant is not liable under Part 19.1 of the *Land Title Act*, and
  - (c) the assurance fund or the minister charged with the administration of the *Land Title Act* as a nominal defendant is not liable under Part 20 of the *Land Title Act*.
- (6) The Lieutenant Governor in Council may make regulations prescribing fees for the filing of notices under this section, and section 386 of the *Land Title Act* applies in respect of those fees.

**Permit lapses if relevant construction not substantially started**

**504** (1) Subject to the terms of the permit, if the holder of a land use permit does not substantially start any construction with respect to which the permit was issued within 2 years after the date it is issued, the permit lapses.

(2) Subject to

(a) section 496 *[additional security requirements in relation to temporary use permits]*, and

(b) section 502 (3) *[local government action to satisfy permit condition]*,

if a land use permit lapses, the local government must return any security provided under section 502 (1) *[requirement for security as condition of land use permit]* to the person who provided it.



## PEACE RIVER REGIONAL DISTRICT

### TEMPORARY USE PERMIT NO. 20-###

ISSUED TO:    Name:            [Insert Name]  
                  Address:        [Insert Address]

- A. 1.      Property affected: [Insert Legal Description]  
             PID: [Insert PID]
2.      Official Community Plan: [Insert OCP Bylaw and designation of property]
3.      Zoning Bylaw: [Insert Zoning Bylaw and zone of property]
- 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 ***[Insert date - 3 years from date of approval, or anticipated completion of use]***, 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.      **[Insert description of use]**
  3.      The conditions of the Temporary Use Permit are as follows:
    - i.      Permit to be posted on site for its duration.
    - ii.     Compliance with all statutory and by-law requirements.
    - iii.    The temporary use may occur on the noted area of the property as shown on Schedule 'A' attached to and forming a part of this permit.
    - iv.     Receipt of security to secure the condition of reclamation of the site in the amount of [\$ Insert site reclamation estimate] prior to issuance of the permit.
    - v.      Site photos to document site conditions existing prior to development as permitted by this permit, must be submitted to the Peace River Regional District (PRRD) prior to the issuance of this Temporary Use Permit (TUP).
    - vi.     Reclamation of the site to pre-TUP conditions, as per the photos submitted in accordance with v) above, or to a condition satisfactory to the owner and PRRD, must be completed within **90 days** of the expiration of the permit.
    - vii.    Failure to comply with vi) above authorizes the Peace River Regional District to enter on the land and carry out the reclamation at the expense of the owner.
    - viii.   The security is returned only after the PRRD receives a letter of approval from a qualified environmental professional that the remediation work has been completed as per vi) above.
    - ix.     Should the temporary use be required beyond the expiration date of this permit, a temporary use permit renewal application must be received by the Peace River Regional District 6 months prior to the expiration of this permit for consideration by the Regional Board.

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 noncompliance is not specifically permitted by this Temporary Use Permit.
5. THIS IS **NOT** A BUILDING PERMIT.

**Issued this [Insert date].**

This permit is authorized by Peace River Regional District Board Resolution No. [Insert Resolution #] passed on the [#<sup>th</sup> day of Month, 20##].

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Authorized Signatory

Schedule 'A' (Map) is attached to and forms part of the Temporary Use Permit.



## PEACE RIVER REGIONAL DISTRICT

## MEMORANDUM

TO: Committee of the Whole

FROM: Kevan Sumner, General Manager of Development Services

DATE: February 6, 2020

SUBJECT: Waiving of Security Requirement for Temporary Use Permits

Following the writing of the January 16, 2020 Committee of the Whole report on Temporary Use Permit Alternatives, I have had discussions with legal counsel regarding the procedure for allowing the requirement for security to be waived in certain situations (Option 1 under the Security Alternatives section).

Legal counsel has advised that if cases such as described under Option 1, if an applicant leases or otherwise has some right to use the land, then whether the owner wants the improvements removed or not is a matter between the owner and the applicant that does not involve the Regional District.

The Regional District could choose to require site restoration in situations where it is determined to be desirable, which would need to be determined on a case by case basis. In such cases, security could still be required. In such cases, legal counsel has recommended that we issue permits with the terms and conditions that have been included in the draft permit attached to the January 16, 2020 report, with the following addition:

3(vii), “and the Regional District may use the security to pay such expenses.”



# REPORT

To: Electoral Area Directors Committee

Date: February 11, 2020

From: Trish Morgan, General Manager of Community Services

Subject: Kelly Lake Design Study Report

## RECOMMENDATION:

That the Electoral Area Directors Committee receive the report entitled "Kelly Lake Design Study Report" dated February 11, 2020 for information.

## BACKGROUND/RATIONALE:

In early 2019 the Kelly Lake Community Centre (KLCC) was identified as requiring a facility condition assessment (completed and presented at the November 21 EADC meeting), and a design study in order to ensure that the facility is being used to its fullest capacity and that it will continue to be so into the future. The attached Kelly Lake Design Study makes recommendations on how to maximize and/or repurpose the existing facility. The Study provides options (including phasing) for future expansion and use, identifies current and existing gaps in the facility, and outlines costs for such upgrades at a Class 'D' level.

The KLCC is operated by the Kelly Lake Community Centre Society and is the only public facility in the Kelly Lake Community. The Community Centre was transferred to the Regional District from the Provincial government in November, 2010. Funds are requisitioned annually for the operation of the Centre, but the facility (built in 1977) is deteriorating and is in need of potential renovations to continue to be fit for public occupancy. An Operating Agreement is in place for this facility. In anticipation of applying to provincial and federal grant programs, a facility condition assessment and design project have now been completed.

Two options for renovation of the facility have been provided by Thinkspace Architecture. The first design option (Option A) makes use of the existing footprint of the facility, which is noted as being too small for the anticipated needs of the community. The second design option (Option B) sees an expansion of the centre, specifically in the gym and kitchen spaces. Staff engaged the Kelly Lake community on the preferred design option, with results coming back that overwhelmingly support the expansion.

No appropriate grants have yet been found to fund the expansion/renovation project, though staff will continue to explore opportunities as they arise. It is anticipated that if a grant is found for such a project that matching funds will be required, which could come from any capital reserves for the facility, from the requisition area, or from other sources of funding.

## ALTERNATIVE OPTIONS:

1. That the report entitled Kelly Lake Design Study Report be referred to the Rural Budgets Administration Committee.
2. That the Electoral Area Directors Committee provide further direction.

Staff Initials:

Dept. Head: 

CAO: 

Page 1 of 2



**STRATEGIC PLAN RELEVANCE:**

- ☒ Partnerships
- ☒ Collaboration with Local and First Nations governments

**FINANCIAL CONSIDERATION(S):**

The approximate (Class D) cost of the proposed renovation (Option A) is \$2.53 million dollars, which includes professional fees, soft costs, and contractor overhead and fees. Alternatively, the approximate (Class D) cost of the proposed expansion and renovation (Option B) is \$3.29 million dollars, including professional fees, soft costs, and contractor overhead and fees.

An engineered facility inspection was also completed alongside of this design study. The estimate for repair and maintenance for the next 20 years is approximately \$1.87 million, and some of these repairs and maintenance will be taken care of as part of the potential renovation/expansion projects.

**COMMUNICATIONS CONSIDERATION(S):**

None at this time. The design study has been distributed to the operating society for review.

**OTHER CONSIDERATION(S):**

None at this time.

**Attachments:**

1. Kelly Lake Community Centre Program and Concept Design



# PEACE RIVER REGIONAL DISTRICT

**KELLY LAKE COMMUNITY CENTRE PROGRAM AND CONCEPT DESIGN**

November 21, 2019



February 20, 2020





FCAPX was commissioned by the Peace River Regional District to provide building condition assessments for three community centres in their region. One of these centres was the Kelly Lake Community Centre located in Kelly Lake just west of the Alberta British Columbia border. The community centre itself is built on the northern edge of the lake. The views from this location to the lake are excellent and provides a unique and high quality context for the building itself.

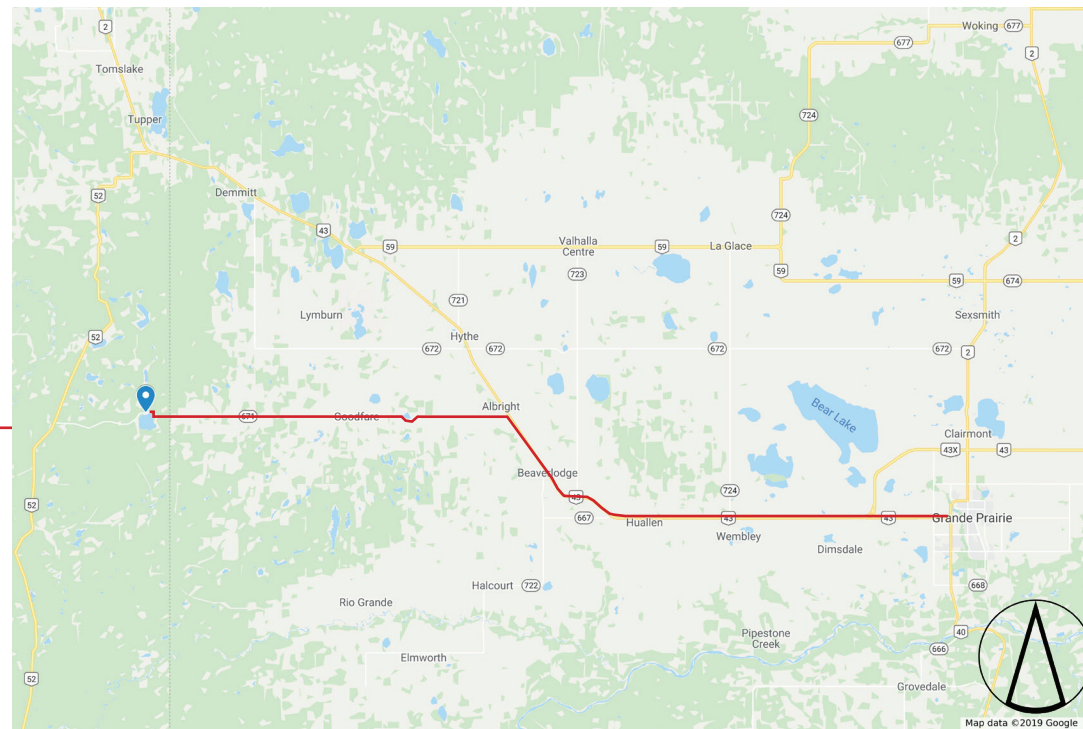
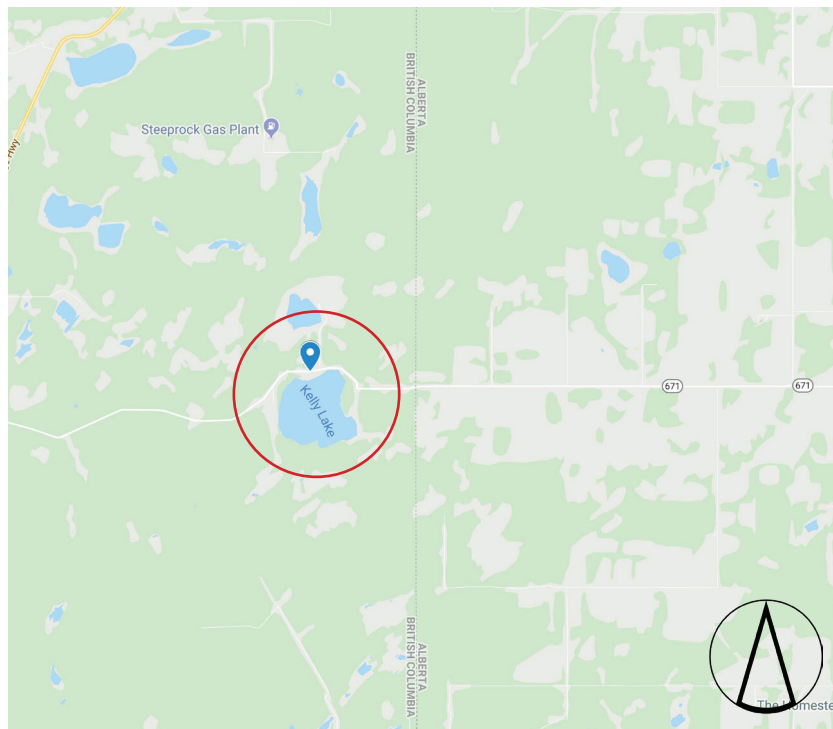
Thinkspace was brought to the project by FCAPX to address the needs requirements of the Kelly Lake Community Centre specifically providing both a program and ideas of how that program might be realized in the location.

Two trips were made to the facility. The first was on July 12, 2019. This workshop was a visioning and programming session to learn about the community and determine the space needs of the group.

The second trip was made on October 11, 2019 to present the outcome of architectural studies done to identify a possible solution to the program developed as a result of the workshop held



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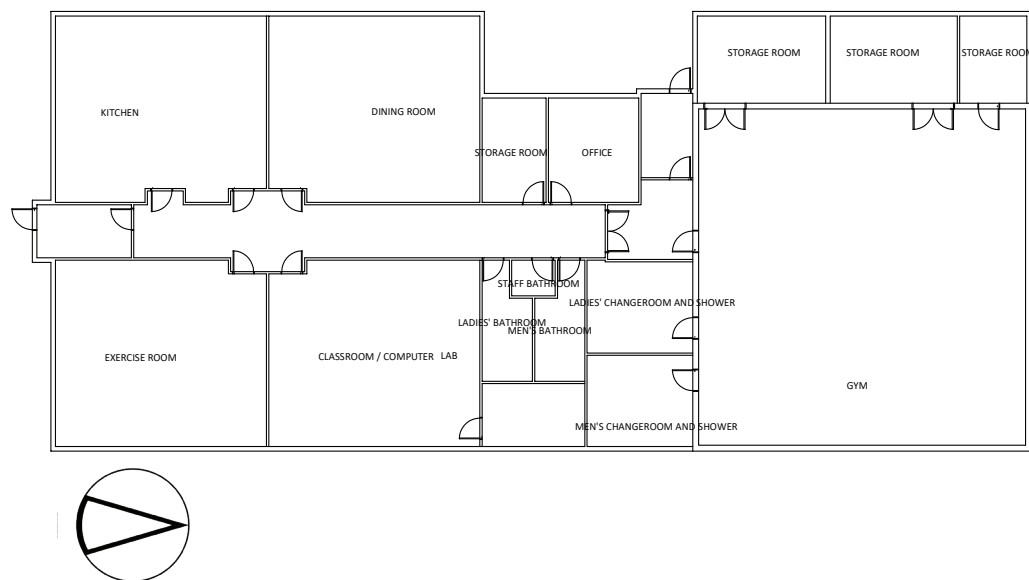


on July 12, 2019.

## The Building

Kelly lake Community Centre consists of two connected structures: the gymnasium, and the lower office and classroom area. The gym is constructed of load bearing concrete block with open web steel joists spanning the space. Metal deck spans the joists.

The lower portion of the building was originally part of a school and is a steel frame with open web steel joists spanning from the outside beam to a column and beam located on either side of the central corridor.





The exterior finishes are the concrete block painted and a profiled metal cladding well above the exit doors for the gym, and brick with the same profiled metal cladding at upper part of the lower building.

### Public Consultation

Before we describe the public consultations a short description of what we do might be useful. The intent of this first all day consultation was to establish two components that are required to assess the kind and extent of changes that might be suggested. These are:

- **The “Vision”:** This establishes what the consensus view of the future might look like. The tools we use to get to this are quite straight forward. We facilitate a discussion where everyone is free to speak about about how they see a future version of the Community Centre operating and what programs and services it will offer. Once that discussion is complete, we ask participants to vote on the top 3 goals that were identified. This is done one cards and with small green sticky dots.
- **Programming:** This is the term used by planners for the process of gathering information of the specific functions that must be included and ho much floor area each of this will require. The tool we use here is a spreadsheet where record the different types of rooms and capture the specific areas. The areas we use are based on benchmarking to similar spaes



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in other locations

### Consultations

The consultations were done with face-to-face workshops and questionnaires distributed to the community. The first round consisted of Workshop scheduled for July 12, 2019 with preliminary material sent to the Regional District and the community well ahead of the actual workshop date. The meeting occurred in the area designated as the “Dining Room” in the

community centre.

The group was extremely responsive and engaged as we discussed the community’s vision for how the community centre should function. The clear indication emerging from the workshop is that the community centre is a vital location and the centre of community life and enjoys use from across all areas of the community.

The second part of the workshop covered the functional needs of the facility and how they were related to one another.



Existing Gymnasium





Existing Kitchen



Weight Room and General Purpose



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Classroom and  
Child Care



## Results of the Workshop

The discussion revealed the basic vision of the facility as follows:

- Space that is clean and comfortable
- Available to all ages
- Designed with a sense of community
- Make the internal flow logical
- That it be warm in the winter
- That the facility have adequate power for assembly events
- That the centre be perceived as the centre of the community and be a landmark.
- Have adequate support for a business centre
- That there be a larger gymnasium

As can be seen in the photo to the right by the clustering of the green dots that mark the individual votes on the most important elements of the goals for the facility, the two most important elements were:

1. A gymnasium that was a more workable size - at least that of a typical elementary school
2. That there be the proper infrastructure for the facility in terms of electrical capacity, proper mechanical ventilation and heating, and gas service instead of the existing propane.





## Programming

The information gathered at the meeting of July 12, 2019 also provided what was required to prepare a program of the space needs. Once the functional uses were established, Thinkspace benchmarked the uses to similar facilities and placed calculated the net areas required for each one of the functions. This was also compared to the spaces now available. This information is captured in the area to the left on the spreadsheet.

The area of the spreadsheet that captures the room functions and sizes required is on the left of the spreadsheet - tinted light yellow here. The portion of the spreadsheet to the right captures the actual existing area of those functions - here tinted light red. The summary of the areas needed and existing is shown at the top of the following page.

The existing net program area available in the building is **594.10 SM** with a required net area of **749.0 SM**. That is a shortfall of **154.9 SM**. The approximate gross building area required to meet the program is **1,198.4 SM**. The gross area of the existing building is **816.49**. This suggests an addition of some **381.91 SM** is required.



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|                                          |                                       | Existing Requirements 2019 |            |            |           | AS FOUND                                |           |       |
|------------------------------------------|---------------------------------------|----------------------------|------------|------------|-----------|-----------------------------------------|-----------|-------|
| Ref No.                                  | ROOM NAME                             | No. of Staff               | Allow (sm) | Area (asm) | Room Type | AS FOUND LOCATION                       | Area (SM) | Ratio |
|                                          |                                       |                            |            |            |           |                                         |           |       |
| A-1.0 INDIVIDUAL AND SHARED OFFICE SPACE |                                       |                            |            |            |           |                                         |           |       |
| 1.1 KLCC                                 |                                       | PER                        | ALLOW      |            |           |                                         | AS FOUND  |       |
| 1.1.1                                    | Offices                               | 2                          | 6.5        | 13.0       |           | Front office                            | 18.6      | 0.7   |
| 1.1.2                                    | Front Entry                           |                            |            | 0.0        |           |                                         | 0.0       | 0.0   |
|                                          |                                       |                            |            | 13.0       |           |                                         | 18.6      | 0.7   |
| 1.2 (-----)                              |                                       | PER                        | ALLOW      |            |           |                                         | AS FOUND  |       |
| 1.2.1                                    |                                       |                            |            | 0.0        |           |                                         | 0.0       | 0.0   |
| 1.2.2                                    |                                       |                            |            | 0.0        |           |                                         | 0.0       | 0.0   |
| 1.2.3                                    |                                       |                            |            | 0.0        |           |                                         | 0.0       | 0.0   |
| 1.2.4                                    |                                       |                            |            | 0.0        |           |                                         | 0.0       | 0.0   |
|                                          |                                       |                            |            | 0.0        |           |                                         | 0.0       | 0.0   |
|                                          |                                       |                            |            | 13.0       |           |                                         | 18.6      |       |
| A-2.0 PROGRAM SPACE                      |                                       |                            |            |            |           |                                         |           |       |
| 2.1 Classrooms                           |                                       | PER                        | ALLOW      |            |           |                                         | AS FOUND  |       |
| 2.1.1                                    | General Purpose 1                     | 15                         | 2.2        | 33.0       |           | Shared classroom                        | 38.2      | 0.9   |
| 2.1.2                                    | General Purpose 2                     | 15                         | 2.2        | 33.0       |           | shared classroom                        | 38.2      | 0.9   |
| 2.1.3                                    | Dining Room                           | 30                         | 2.5        | 75.0       |           |                                         | 76.3      | 1.0   |
| 2.1.4                                    |                                       |                            |            | 0.0        |           |                                         | 0.0       | 0.0   |
|                                          |                                       |                            |            | 141.0      |           |                                         | 152.6     | 0.9   |
| 2.2 Gym                                  |                                       | PER                        | ALLOW      |            |           |                                         | AS FOUND  |       |
| 2.2.1                                    | Elementary Sized Gym                  | 1                          |            | 250.0      |           |                                         | 216.3     | 1.2   |
| 2.2.2                                    | Weight Room                           | 4                          | 8.0        | 32.0       |           | In multi-purpose room now               | 0.0       | 0.0   |
| 2.2.3                                    | Storage                               | 1                          | 60.0       | 60.0       |           |                                         | 55.2      | 1.1   |
| 2.2.4                                    |                                       |                            |            | 0.0        |           |                                         | 0.0       | 0.0   |
|                                          |                                       |                            |            | 342.0      |           |                                         | 271.5     | 1.3   |
| 2.3 Childcare                            |                                       | PER                        | ALLOW      |            |           |                                         | AS FOUND  |       |
| 2.3.1                                    | Childcare Space for Adults in Program | 5                          | 10.0       | 50.0       |           |                                         | 76.3      | 0.7   |
| 2.3.2                                    |                                       |                            |            | 0.0        |           |                                         | 0.0       | 0.0   |
|                                          |                                       |                            |            | 50.0       |           |                                         | 76.3      | 0.7   |
|                                          |                                       |                            |            | 533.0      |           |                                         | 500.4     |       |
| A-3.0 SUPPORT SPECIALTY SPACE            |                                       |                            |            |            |           |                                         |           |       |
| 3.1 Commercial Kitchen                   |                                       | PER/UNIT                   | ALLOW      |            |           |                                         | AS FOUND  |       |
| 3.1.1                                    | Kitchen with Loading Zone             | 1                          | 60.0       | 60.0       |           | Existing kitchen                        | 75.2      | 0.8   |
| 3.1.2                                    | Gathering                             | 20                         | 2.2        | 44.0       |           | None                                    | 0.0       | 0.0   |
| 3.1.1                                    |                                       |                            |            | 0.0        |           |                                         | 0.0       | 0.0   |
|                                          |                                       |                            |            | 104.0      |           |                                         | 75.2      | 1.4   |
| 3.2 Others                               |                                       | PER                        | ALLOW      |            |           |                                         | AS FOUND  |       |
| 3.1.1                                    | First Aid                             | 1                          | 15.0       | 15.0       |           | None                                    | 0.0       | 0.0   |
| 3.1.2                                    | Elders                                | 6                          | 3.0        | 18.0       |           | None                                    | 0.0       | 0.0   |
| 3.1.1                                    | Business Centre                       | 3                          | 4.0        | 12.0       |           | None                                    | 0.0       | 0.0   |
| 3.1.2                                    | Printer Space                         | 1                          | 4.0        | 4.0        |           |                                         | 0.0       | 0.0   |
| 3.1.1                                    | Exterior Event Space                  | 30                         | 2.2        | 66.0       |           | Not defined                             | 0.0       | 0.0   |
| 3.1.2                                    | Exterior Storage                      | 1                          | 10.0       | 10.0       |           | None                                    | 0.0       | 0.0   |
| 3.1.1                                    | Interior Storage                      | 1                          | 10.0       | 10.0       |           | One area - the remainder is gym storage | 13.1      | 0.8   |
| 3.1.2                                    | Event Space                           | 10                         | 4.0        | 40.0       |           | Gym used for events currently           | 0.0       | 0.0   |
|                                          |                                       |                            |            | 175.0      |           |                                         | 0.0       | 0.0   |
|                                          |                                       |                            |            | 279.0      |           |                                         | 75.2      |       |



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|                                          |       |  |       |
|------------------------------------------|-------|--|-------|
| A-1.0 INDIVIDUAL AND SHARED OFFICE SPACE | 13.0  |  | 18.6  |
| A-2.0 PROGRAM SPACE                      | 533.0 |  | 500.4 |
| A-3.0 SUPPORT SPECIALTY SPACE            | 279.0 |  | 75.2  |

|                                                |        |                                |                           |
|------------------------------------------------|--------|--------------------------------|---------------------------|
| TOTAL SPACE NEEDED                             | 825.0  | 594.10                         | Existing Net Program Area |
| TOTAL NET SPACE REQUIRED (Less Exterior Needs) | 749.0  | Total Building Net Area 765.77 | Area Inadequate for Need  |
| APPROXIMATE TOTAL GROSS AREA NEEDED.           | 1198.4 | Existing Gross Area 816.49     |                           |

## Adjacencies

The spreadsheet has an area that captures the adjacencies for the room functions. By adjacency we mean the space that needs to be the closest physically to the one being viewed. For example, if you are looking at room "A" and you indicated that room "B" needs to be the closest, then you would plan the floor to ensure that A was as close to B as possible. The adjacencies for the Program Space portion of the spreadsheet is shown to the right. The adjacency column is tinted light red.

A description of the adjacencies required of the project allows us to begin planning a possible solution. The adjacencies are expressed in a chord diagram that captures the adjacencies identified in the spreadsheet above.

In order to better understand the relationships that emerge from the spreadsheet, we take the information and create what is called a "chord" diagram. The diagram puts all of the functions for which an adjacency has been given on the outermost edge of a circle. It sizes the segments of the circle based on how many times the adjacency has been given to a par-

| A-2.0 PROGRAM SPACE |                                       |     |       |       |              |  |
|---------------------|---------------------------------------|-----|-------|-------|--------------|--|
| 2.1 Classrooms      |                                       |     |       |       |              |  |
|                     |                                       | PER | ALLOW |       |              |  |
| 2.1.1               | General Purpose 1                     | 15  | 2.2   | 33.0  | GATHERING    |  |
| 2.1.2               | General Purpose 2                     | 15  | 2.2   | 33.0  | GATHERING    |  |
| 2.1.3               | Dining Room                           | 30  | 2.5   | 75.0  | GATHERING    |  |
| 2.1.4               |                                       |     |       | 0.0   |              |  |
|                     |                                       |     |       | 141.0 |              |  |
| 2.2 Gym             |                                       |     |       |       |              |  |
|                     |                                       | PER | ALLOW |       |              |  |
| 2.1.1               | Elementary Sized Gym                  | 1   | 250.0 | 250.0 | GATHERING    |  |
| 2.1.2               | Weight Room                           | 4   | 8.0   | 32.0  | GYM          |  |
| 2.1.3               | Storage                               | 1   | 60.0  | 60.0  | FRONT OFFICE |  |
| 2.1.4               |                                       |     |       | 0.0   |              |  |
|                     |                                       |     |       | 342.0 |              |  |
| 2.3 Childcare       |                                       |     |       |       |              |  |
|                     |                                       | PER | ALLOW |       |              |  |
| 2.1.1               | Childcare Space for Adults in Program | 5   | 10.0  | 50.0  | GATHERING    |  |
| 2.1.2               |                                       |     |       | 0.0   |              |  |
|                     |                                       |     |       | 50.0  |              |  |
|                     |                                       |     |       | 533.0 |              |  |

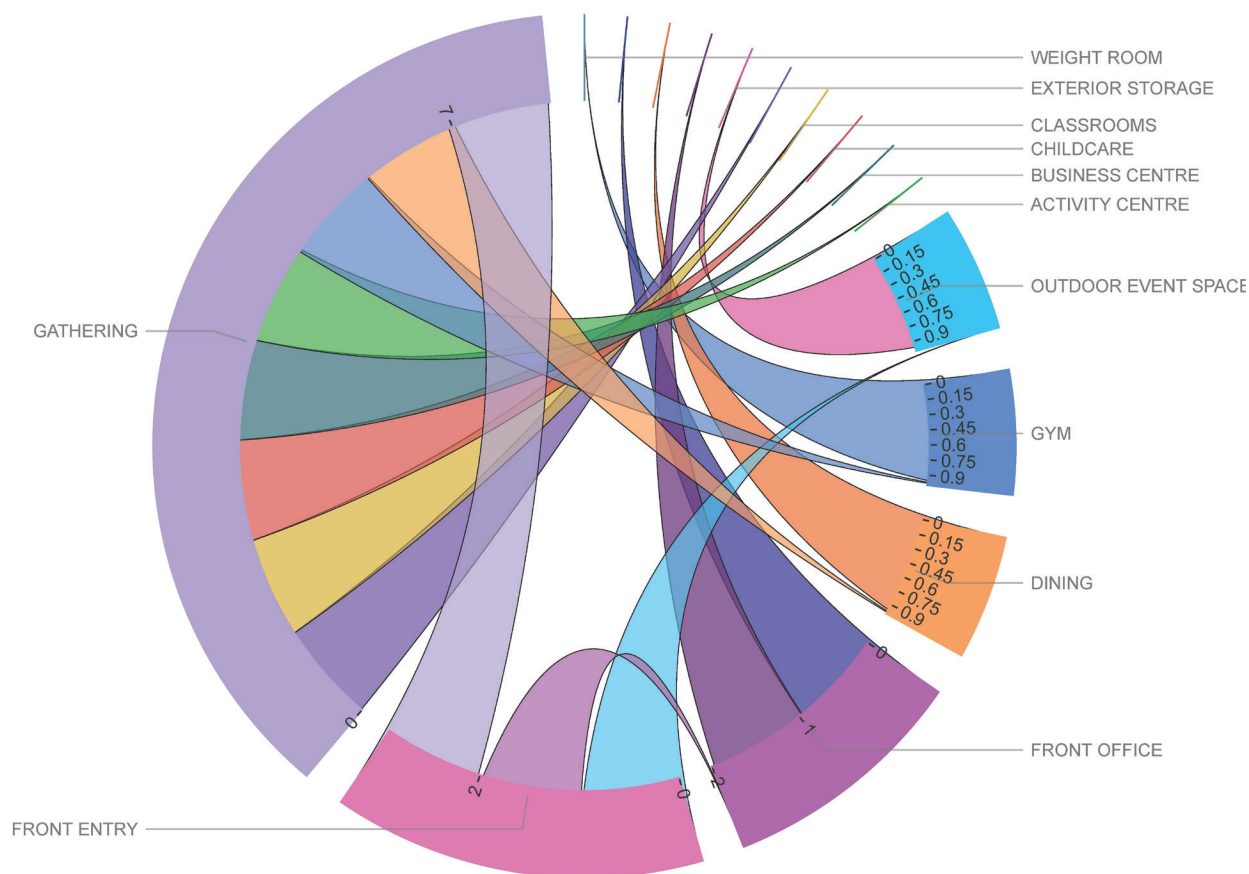
ticular function. The result is a series of coloured connections between the adjacent functions that expresses the frequency and the function to which that adjacency is required.

In the diagram generated for our spreadsheet, the space marked “Gathering” has the most frequent indication of a required adjacency and therefore is the largest. That is followed by the “Front Entry”, then “Front Office” and so forth.

### Connections

The outer circle then connects functions together. In the diagram, the “Gathering” function has eight connections to other functions with the heaviest of these connections to the “Front Entry” function. You can trace through the adjacencies by following the connections between functions. The relative sizes of the functions and the connections are again based on the number of times the adjacency is indicated.

The chord diagram clearly shows the importance of the gathering space identified in the program. All public functions are marshaled around this key location. Any solution to the program would require a central



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area for this gathering function that in turn leads to all of the other principal functions within the facility that is shown in the connections in the chord diagram. This immediately identifies a key problem with the existing building: it does not have a gathering area and the functions are strung out along a corridor.

### Developing a Solution

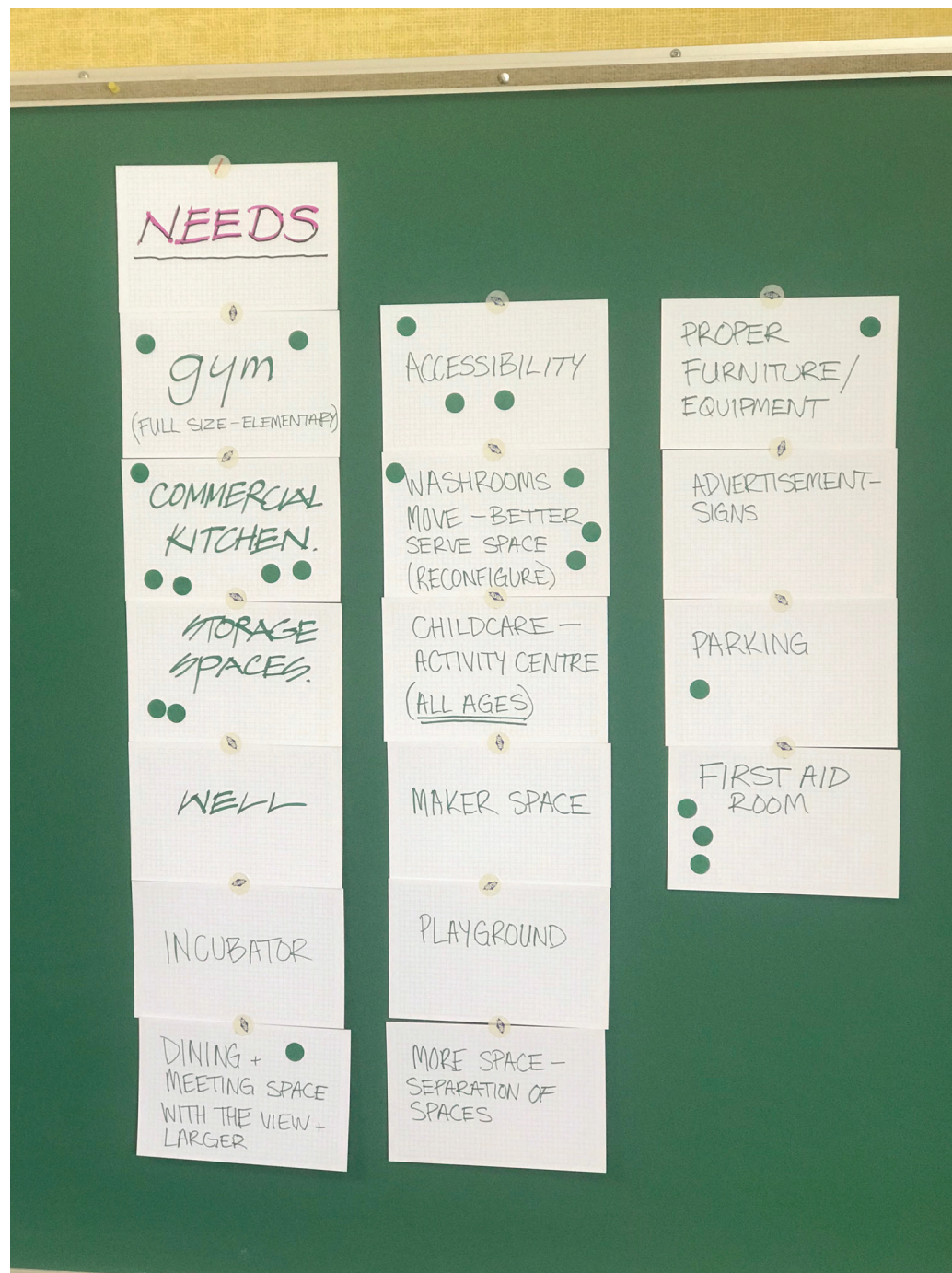
The Thinkspace architectural team worked with the programming document and the chord diagram to develop an approach to the building that could meet the program and yet work with the existing building in a positive and optimal way.

The original scope of this study was to include three alternative approaches. The Peace River Regional District later advised us that two approaches would suffice provided that one alternative considered what could be achieved within the existing envelope and the second looking at the implications of the full program allowing expansion beyond the existing envelope.

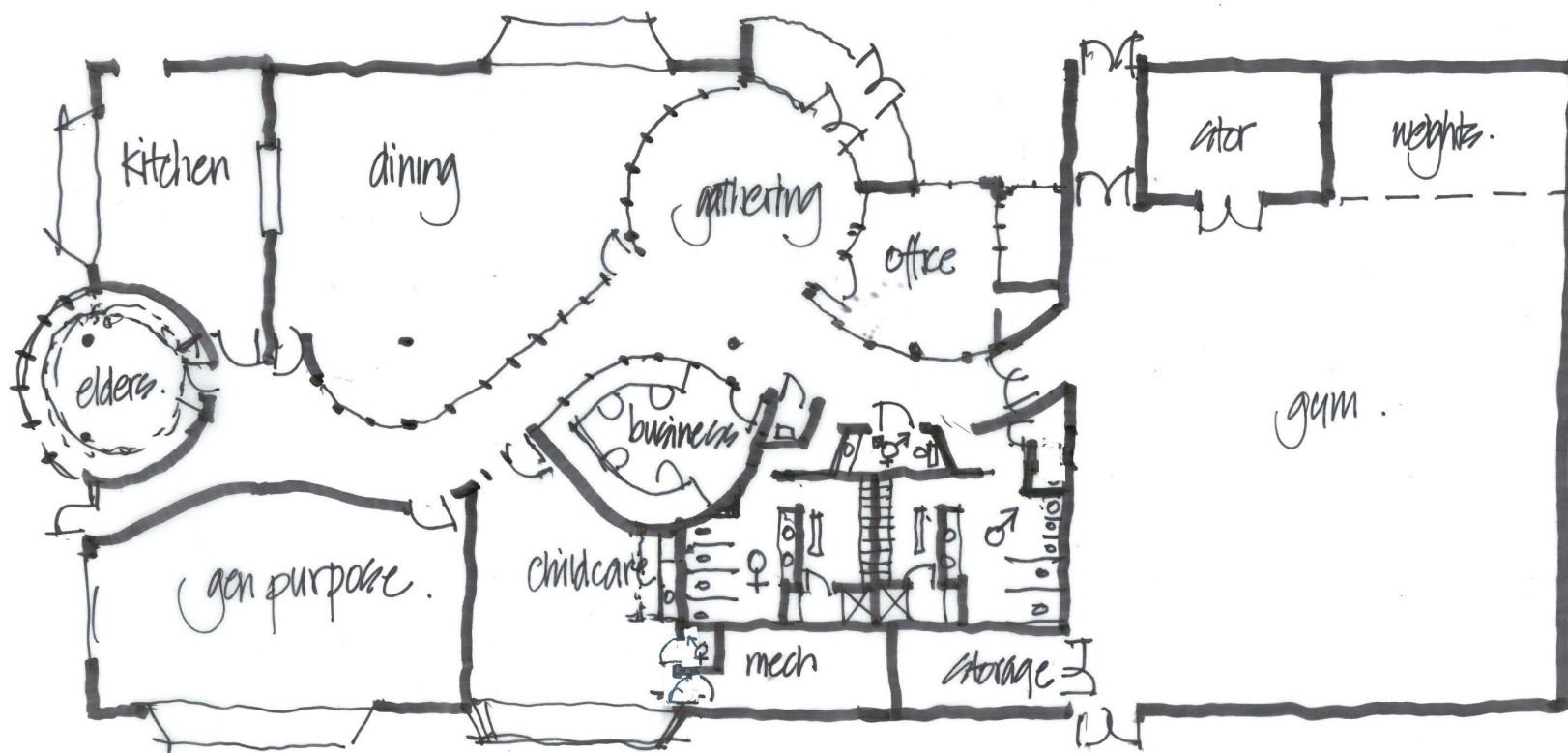
### Objectives of the Alternative Schemes

The two alternatives that are presented here have several commonalities based on the siting of the existing building. These include:

- The need for clear visibility from the administrative offices to both the entry and the internal circulation
- Ability of users to see and understand what is occurring within the building. This is intended to make the experience of the Community Centre more inclusive and functioning clear



- Areas should take advantage of the stunning view to the lake and make that view part of the internal experience of the building
- The building classification under the BC Building Code is A2 - Assembly. This applies to the entire building and all occupancy calculations must adhere to that classification



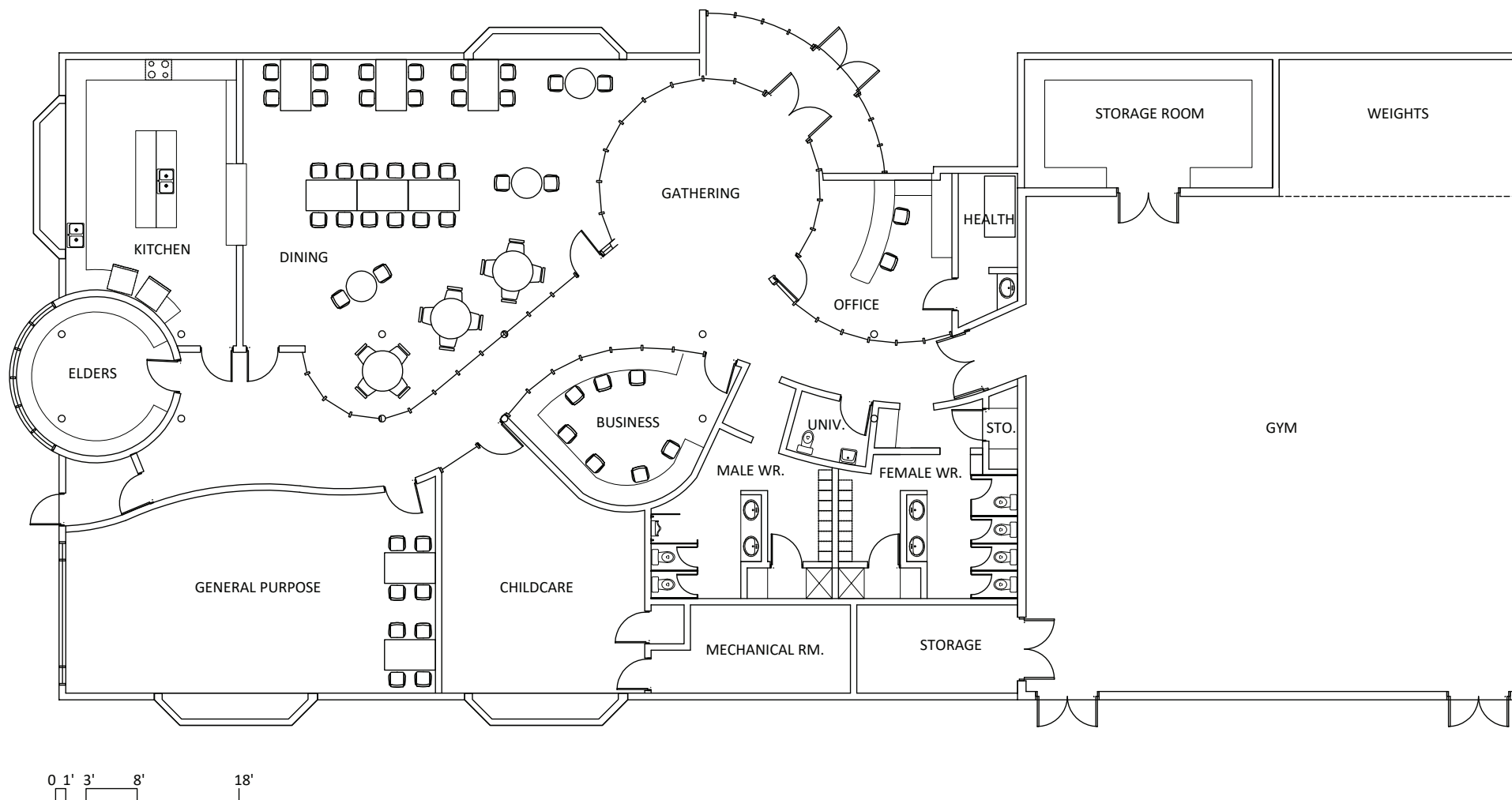
## Kelly Lake Community Centre Trial Plan

August 30, 2019

thinkspace



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### Concepts - Alternative 1

This alternative is developed to reuse the existing shell with minimal external changes except for the replacement of windows which is required due to their condition. For a fuller description of the building condition, please refer to the building condition assessment done FCAPX.

The first sketch plan is illustrated above. The key features are:

- The interior is organized around the gathering space at the entry



- Circulation allows visibility into most areas
- The washrooms and change areas for the gym are consolidated into a single area where locker/shower access can be restricted when not required
- Elders room is given a lake-side view

The scaled layout in AutoCAD shows the final Alternative 1. The only portions of this scheme that extend beyond the existing envelope are the front entry and the elders area. These extensions are minimal. We also did not relocate the kitchen from its current position, but given the view to the lake, the dining room would benefit from being in the position the kitchen now has. Flipping the arrangement is explored a bit more in Alternative 2.



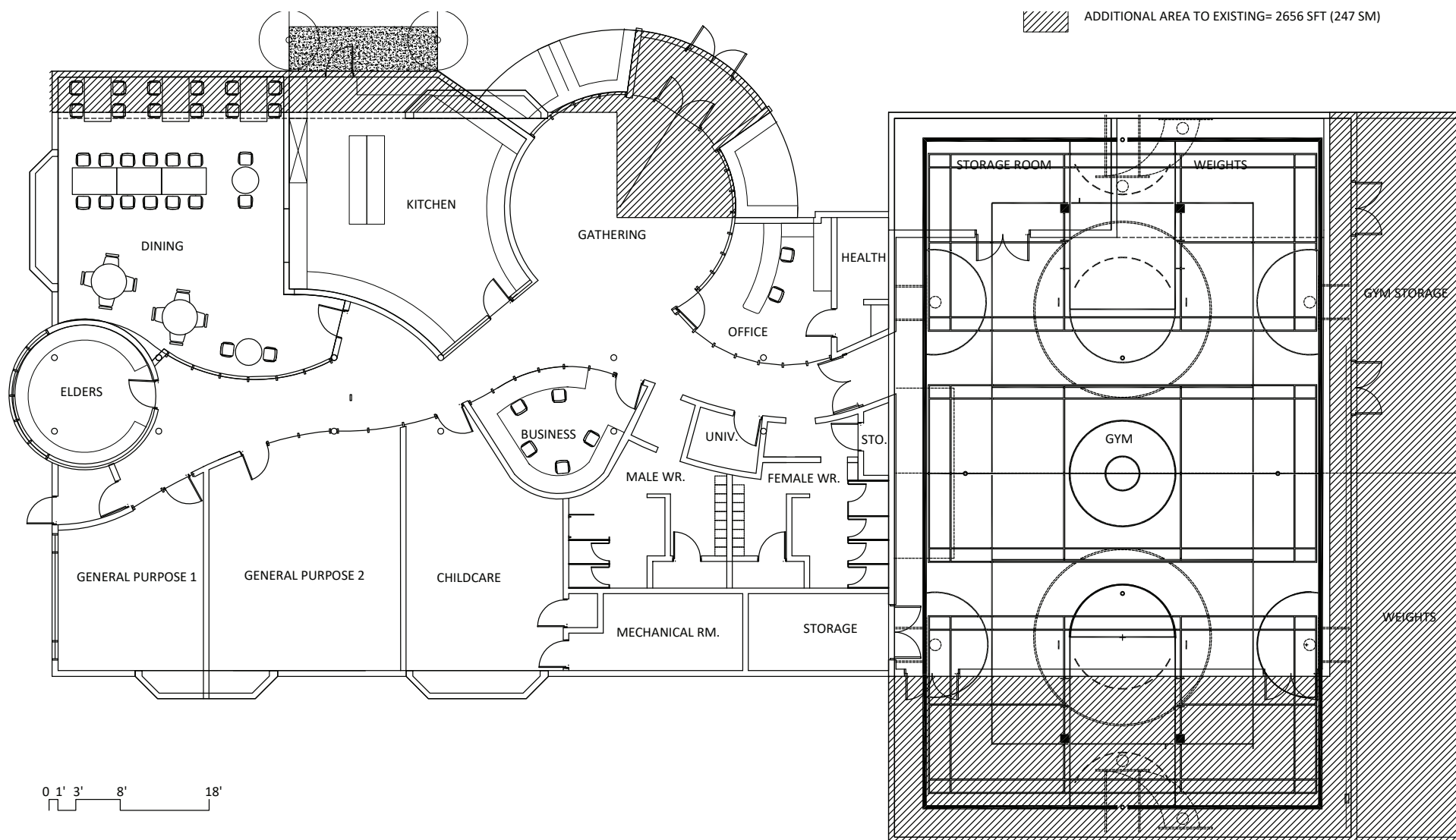
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The area for Alternative 1 is below that required by the program as a result of keeping the building envelope intact.

## Concepts - Alternative 2

Alternative 2 pursues the entire scope as described in the program document. This necessitates a major expansion mostly centred on the gymnasium where the size of both the gym itself and its storage are much greater than what is currently there.

There is also an expansion to the kitchen dining area to meet the area requirements. All other uses are essentially the same. The two variants studies here are the flipping of the kitchen/dining room arrangement and having two multi-purpose rooms





and child care on the east side. The approach to the interior space remains unchanged.

We should note that the structure of the lower portion of the building in both Alternative 1 and 2 are untouched. **Follow-Up**

The two alternatives were reviewed with stakeholders at a workshop held at the Kelly Lake Community Centre on October 11,



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2019. In addition, a questionnaire was sent out with illustrations of the alternatives prior to the event. A short presentation was made taking the participants through the process beginning with the previous workshop and stepping through the process of programming and developing the alternatives. Knowing that most people have difficulty understanding plans, we created a number of three dimensional imagery including renderings of the interior to provide the group with as cogent an idea of what the changes might look like as we could.

The three dimensional images solicited the most comment. After some further questions and discussion, it was very clearly to us that the group favoured Alternative 2 as the one the community would like to have constructed.



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| KELLY LAKE COMMUNITY CENTRE - ELEMENTAL COST SUMMARY |              |                      |           |                    | OPTION 1       |                               |          |
|------------------------------------------------------|--------------|----------------------|-----------|--------------------|----------------|-------------------------------|----------|
| Element                                              | Ratio to GFA | Elemental Cost       |           |                    | Total Cost     | Rate per gross m <sup>2</sup> |          |
|                                                      |              | Quantity             | Unit Rate | Sub Total          |                | Sub-Total                     | Total %  |
| <b>SUBSTRUCTURE</b>                                  |              |                      |           |                    | \$4,412.41     | \$5.18                        | 0.174%   |
| Normal foundations                                   | 0.025        | 21.11 m <sup>2</sup> | 162.12    | \$3,422.35         |                | \$4.01                        |          |
| Earthwork for Building                               | 0.025        | 21.11 m <sup>3</sup> | 46.90     | \$990.06           |                | \$1.16                        |          |
| Special Conditions                                   | 0.000        |                      | -         |                    |                | \$0.00                        |          |
| <b>STRUCTURE</b>                                     |              |                      |           |                    | \$15,087.53    | \$17.70                       | 0.596%   |
| Slab on Grade                                        | 0.025        | 21.11                | 68.01     | \$1,435.69         |                | \$1.68                        |          |
| Suspended Floor Construction                         | 0.025        | 21.11                | 300.79    | \$6,349.68         |                | \$7.45                        |          |
| Roof Construction                                    | 0.025        | 21.11                | 345.91    | \$7,302.16         |                | \$8.57                        |          |
| Structural Walls                                     | 0.000        |                      | 290.69    |                    |                | \$0.00                        |          |
| <b>EXTERIOR CLADDING</b>                             |              |                      |           |                    | \$653,269.93   | \$766.33                      | 25.790%  |
| Roof Finish                                          | 0.02         | 21.11 m <sup>2</sup> | 231.91    | \$4,895.62         |                | \$5.74                        |          |
| Walls Below Ground Floor                             | 0.04         | 33 m <sup>2</sup>    | 125.00    | \$4,125.00         |                | \$4.84                        |          |
| Walls Above Ground Floor                             | 0            | 0 m <sup>2</sup>     | 810.32    | \$0.00             |                | \$0.00                        |          |
| Windows                                              | 0.14         | 119 m <sup>2</sup>   | 4,809.49  | \$572,329.31       |                | \$671.38                      |          |
| Exterior Doors and Screens                           |              | 4 No                 | 17,980.00 | \$71,920.00        |                | \$84.37                       |          |
| Window Shutters                                      | 0.00         | 0 m <sup>2</sup>     | -         | \$0.00             |                | \$0.00                        |          |
| Sunshades                                            | 0.00         | 0 m <sup>2</sup>     |           | \$0.00             |                | \$0.00                        |          |
| Balcony and Projections                              | 0.00         | 0 m <sup>2</sup>     | 230.79    | \$0.00             |                | \$0.00                        |          |
| <b>INTERIOR PARTITIONS</b>                           |              |                      |           |                    | \$188,933.11   | \$221.63                      | 7.459%   |
| Permanent Partitions                                 | 0.45         | 385.6 m <sup>2</sup> | 173.79    | \$67,013.42        |                | \$78.61                       |          |
| Interior Windows                                     | 0.13         | 112 m <sup>2</sup>   | 750.00    | \$84,000.00        |                | \$98.54                       |          |
| Operable Walls - Solid Acoustic                      |              | 0                    |           | \$0.00             |                | \$0.00                        |          |
| Operable Glazed Walls                                |              | 0                    | 16,764.29 | \$0.00             |                | \$0.00                        |          |
| Gym Divider Curtain                                  |              | 0                    |           | \$0.00             |                | \$0.00                        |          |
| Interior Doors                                       |              | 17 Lvs               | 1,410.74  | \$23,982.58        |                | \$28.13                       |          |
| Hardware                                             |              | 17 Lvs               | 819.83    | \$13,937.11        |                | \$16.35                       |          |
| <b>VERTICAL MOVEMENT</b>                             |              |                      |           |                    | \$0.00         | \$0.00                        | 0.000%   |
| Stairs                                               |              |                      | -         |                    |                | \$0.00                        |          |
| Elevator                                             |              |                      | -         |                    |                | \$0.00                        |          |
| Ramps and Steps                                      |              |                      | -         |                    |                | \$0.00                        |          |
| <b>INTERIOR FINISHES</b>                             |              |                      |           |                    | \$100,056.96   | \$117.37                      | 3.950%   |
| Floor Finishes                                       | 0.61         | 522 m <sup>2</sup>   | 80.32     | \$41,927.04        |                | \$49.18                       |          |
| Ceiling Finishes                                     | 0.61         | 522 m <sup>2</sup>   | 79.57     | \$41,535.54        |                | \$48.72                       |          |
| Wall Finishes                                        | 0.61         | 522 m <sup>2</sup>   | 31.79     | \$16,594.38        |                | \$19.47                       |          |
| <b>FITTINGS AND EQUIPMENT</b>                        |              |                      |           |                    | \$97,239.46    | \$114.07                      | 3.839%   |
| Millwork                                             | 0.29         | 250 m <sup>2</sup>   | 81.43     | \$20,357.50        |                | \$23.88                       |          |
| Whiteboards/Tackboards                               | 0.61         | 522 m <sup>2</sup>   | 7.43      | \$3,878.46         |                | \$4.55                        |          |
| Miscellaneous Specialties                            | 0.61         | 522 m <sup>2</sup>   | 0.32      | \$167.04           |                | \$0.20                        |          |
| Miscellaneous Metals                                 | 0.61         | 522 m <sup>2</sup>   | 9.66      | \$5,042.52         |                | \$5.92                        |          |
| WC Access and Partitions                             | 0.61         | 522 m <sup>2</sup>   | 11.77     | \$6,143.94         |                | \$7.21                        |          |
| HC Lift                                              |              |                      |           |                    |                | \$0.00                        |          |
| Counter Grills                                       |              |                      |           |                    |                | \$0.00                        |          |
| Walk Off Mats                                        |              |                      |           |                    |                | \$0.00                        |          |
| Signage                                              |              |                      |           | \$1,500.00         |                | \$1.76                        |          |
| Mirrors                                              |              |                      |           | \$950.00           |                | \$1.11                        |          |
| Rough Carpentry, Caulking, Fire Proofing             |              |                      |           | \$3,000.00         |                | \$3.52                        |          |
| Kitchen Equipment (Commercial)                       |              |                      |           | \$45,000.00        |                | \$52.79                       |          |
| Gym Equipment                                        |              |                      |           | \$10,000.00        |                | \$11.73                       |          |
| Sealants and Firestopping                            |              |                      |           | \$1,200.00         |                | \$1.41                        |          |
| <b>ELECTRICAL</b>                                    |              |                      |           |                    | \$131,538.78   | \$154.30                      | 5.193%   |
| Services and Distribution                            | 0.61         | 522 m <sup>2</sup>   | 62.00     | \$32,364.00        |                | \$37.96                       |          |
| Lighting                                             | 0.61         | 522 m <sup>2</sup>   | 98.00     | \$51,156.00        |                | \$60.01                       |          |
| Power                                                | 0.61         | 522 m <sup>2</sup>   | 38.00     | \$19,836.00        |                | \$23.27                       |          |
| Fire Alarm                                           | 0.61         | 522 m <sup>2</sup>   | 13.00     | \$6,786.00         |                | \$7.96                        |          |
| Tel/Data                                             | 0.61         | 522 m <sup>2</sup>   | 20.99     | \$10,956.78        |                | \$12.85                       |          |
| Security                                             | 0.61         | 522 m <sup>2</sup>   | 13.00     | \$6,786.00         |                | \$7.96                        |          |
| PA and Ancillary Systems                             | 0.61         | 522 m <sup>2</sup>   | 7.00      | \$3,654.00         |                | \$4.29                        |          |
| <b>MECHANICAL</b>                                    |              |                      |           |                    | \$243,064.08   | \$285.13                      | 9.596%   |
| Plumbing and Drainage                                | 0.61         | 522 m <sup>2</sup>   | 90.11     | \$47,037.42        |                | \$55.18                       |          |
| Fire Protection                                      | 0.61         | 522 m <sup>2</sup>   | 32.53     | \$16,980.66        |                | \$19.92                       |          |
| HVAC                                                 | 0.61         | 522 m <sup>2</sup>   | 298.00    | \$155,556.00       |                | \$182.48                      |          |
| Controls                                             | 0.61         | 522 m <sup>2</sup>   | 45.00     | \$23,490.00        |                | \$27.56                       |          |
| <b>OVERHEAD AND PROFIT, GC FEE</b>                   |              |                      |           |                    | \$221,995.39   | 275.21                        | 8.764%   |
| <b>SOFT COSTS</b>                                    |              |                      |           |                    | \$463,567.34   |                               | 18.301%  |
| <b>DESIGN CONTINGENCY</b>                            |              |                      |           |                    | \$413,899.41   |                               | 16.340%  |
| <b>NET BUILDING COST</b>                             |              |                      |           |                    | \$2,533,064.42 |                               | 100.000% |
| Gross Floor Area                                     | 852.47       |                      |           | DESIGN CONTINGENCY | 15%            |                               |          |

## Costs

### Alternative 1

The costs of each option were developed to a class D level using current costs for a more remote location. The closest major centre is Grande Prairie which is about a one hour drive from the western edge of the city. The cost of the demolition and rebuilding of the interior is approximately **\$2.53 million**. This includes design contingency, soft costs and contractor overhead, profit, and fees.

## Alternative 2

The second alternative totally rebuilds the gymnasium which requires more excavation and foundation work. Below grade work is also required on the west side of the lower building to meet area requirements. The cost of this alternative is **\$3.29 million** including design contingency, soft costs, and overhead profit and fees.

| KELLY LAKE COMMUNITY CENTRE - ELEMENTAL COST SUMMARY |              |                       |           |              |                | OPTION 2                      |          |          |
|------------------------------------------------------|--------------|-----------------------|-----------|--------------|----------------|-------------------------------|----------|----------|
| Element                                              | Ratio to GFA | Elemental Cost        |           |              | Total Cost     | Rate per gross m <sup>2</sup> |          |          |
|                                                      |              | Quantity              | Unit Rate | Sub Total    |                | Sub-Total                     | Total    | %        |
| <b>SUBSTRUCTURE</b>                                  |              |                       |           |              | \$51,552.69    |                               |          | 1.567%   |
| Normal foundations                                   | 0.236        | 246.64 m <sup>2</sup> | 162.12    | \$39,985.28  |                | \$38.26                       |          |          |
| Earthwork for Building                               | 0.236        | 246.64 m <sup>3</sup> | 46.90     | \$11,567.42  |                | \$11.07                       |          |          |
| Special Conditions                                   | 0.000        |                       | -         |              |                | \$0.00                        |          |          |
| <b>STRUCTURE</b>                                     |              |                       |           |              | \$176,276.07   |                               | \$168.69 | 5.359%   |
| Slab on Grade                                        | 0.236        | 246.64                | 68.01     | \$16,773.99  |                | \$16.05                       |          |          |
| Suspended Floor Construction                         | 0.236        | 246.64                | 300.79    | \$74,186.85  |                | \$70.99                       |          |          |
| Roof Construction                                    | 0.236        | 246.64                | 345.91    | \$85,315.24  |                | \$81.64                       |          |          |
| Structural Walls                                     | 0.000        |                       | 290.69    |              |                | \$0.00                        |          |          |
| <b>EXTERIOR CLADDING</b>                             |              |                       |           |              | \$730,648.84   |                               | \$699.19 | 22.213%  |
| Roof Finish                                          | 0.236        | 246.64 m <sup>2</sup> | 231.91    | \$57,198.28  |                | \$54.74                       |          |          |
| Walls Below Ground Floor                             |              | 233.61 m <sup>2</sup> | 125.00    | \$29,201.25  |                | \$27.94                       |          |          |
| Walls Above Ground Floor                             |              | 0 m <sup>2</sup>      | 810.32    | \$0.00       |                | \$0.00                        |          |          |
| Windows                                              |              | 119 m <sup>2</sup>    | 4,809.49  | \$572,329.31 |                | \$547.68                      |          |          |
| Exterior Doors and Screens                           |              | 4 No                  | 17,980.00 | \$71,920.00  |                | \$68.82                       |          |          |
| Window Shutters                                      |              | 0 m <sup>2</sup>      | -         | \$0.00       |                | \$0.00                        |          |          |
| Sunshades                                            |              | 0 m <sup>2</sup>      |           | \$0.00       |                | \$0.00                        |          |          |
| Balcony and Projections                              |              | 0 m <sup>2</sup>      | 230.79    | \$0.00       |                | \$0.00                        |          |          |
| <b>INTERIOR PARTITIONS</b>                           |              |                       |           |              | \$188,933.11   |                               | \$180.80 | 5.744%   |
| Permanent Partitions                                 |              | 385.6 m <sup>2</sup>  | 173.79    | \$67,013.42  |                | \$64.13                       |          |          |
| Interior Windows                                     |              | 112 m <sup>2</sup>    | 750.00    | \$84,000.00  |                | \$80.38                       |          |          |
| Operable Walls - Solid Acoustic                      |              | 0                     |           | \$0.00       |                | \$0.00                        |          |          |
| Operable Glazed Walls                                |              | 0                     | 16,764.29 | \$0.00       |                | \$0.00                        |          |          |
| Gym Divider Curtain                                  |              | 0                     |           | \$0.00       |                | \$0.00                        |          |          |
| Interior Doors                                       |              | 17 Lvs                | 1,410.74  | \$23,982.58  |                | \$22.95                       |          |          |
| Hardware                                             |              | 17 Lvs                | 819.83    | \$13,937.11  |                | \$13.34                       |          |          |
| <b>VERTICAL MOVEMENT</b>                             |              |                       |           |              | \$0.00         |                               | \$0.00   | 0.000%   |
| Stairs                                               |              |                       | -         |              |                | \$0.00                        |          |          |
| Elevator                                             |              |                       | -         |              |                | \$0.00                        |          |          |
| Ramps and Steps                                      |              |                       | -         |              |                | \$0.00                        |          |          |
| <b>INTERIOR FINISHES</b>                             |              |                       |           |              | \$117,988.19   |                               | \$112.91 | 3.587%   |
| Floor Finishes                                       |              | 799.56 m <sup>2</sup> | 80.32     | \$64,220.66  |                | \$61.46                       |          |          |
| Ceiling Finishes                                     |              | 521.91 m <sup>2</sup> | 79.57     | \$41,528.38  |                | \$39.74                       |          |          |
| Wall Finishes                                        |              | 385.00 m <sup>2</sup> | 31.79     | \$12,239.15  |                | \$11.71                       |          |          |
| <b>FITTINGS AND EQUIPMENT</b>                        |              |                       |           |              | \$127,424.66   |                               | \$121.94 | 3.874%   |
| Millwork                                             |              | 450.00 m <sup>2</sup> | 81.43     | \$36,643.50  |                | \$35.07                       |          |          |
| Whiteboards/Tackboards                               |              | 799.56 m <sup>2</sup> | 7.43      | \$5,940.73   |                | \$5.68                        |          |          |
| Miscellaneous Specialties                            |              | 799.56 m <sup>2</sup> | 0.32      | \$255.86     |                | \$0.24                        |          |          |
| Miscellaneous Metals                                 |              | 799.56 m <sup>2</sup> | 9.66      | \$7,723.75   |                | \$7.39                        |          |          |
| WC Access and Partitions                             |              | 799.56 m <sup>2</sup> | 11.77     | \$9,410.82   |                | \$9.01                        |          |          |
| HC Lift                                              |              |                       |           |              |                | \$0.00                        |          |          |
| Counter Grills                                       |              |                       |           |              |                | \$0.00                        |          |          |
| Walk Off Mats                                        |              |                       |           |              |                | \$0.00                        |          |          |
| Signage                                              |              |                       |           | \$1,500.00   |                | \$1.44                        |          |          |
| Mirrors                                              |              |                       |           | \$950.00     |                | \$0.91                        |          |          |
| Rough Carpentry, Caulking, Fire Proofing             |              |                       |           | \$3,000.00   |                | \$2.87                        |          |          |
| Kitchen Equipment (Commercial)                       |              |                       |           | \$45,000.00  |                | \$43.06                       |          |          |
| Gym Equipment                                        |              |                       |           | \$15,000.00  |                | \$14.35                       |          |          |
| Sealants and Firestopping                            |              |                       |           | \$2,000.00   |                | \$1.91                        |          |          |
| <b>ELECTRICAL</b>                                    |              |                       |           |              | \$248,112.27   |                               | \$237.43 | 7.543%   |
| Services and Distribution                            |              | 799.56 m <sup>2</sup> | 62.00     | \$49,572.72  |                | \$47.44                       |          |          |
| Lighting                                             |              | 1045 m <sup>2</sup>   | 98.00     | \$102,410.00 |                | \$98.00                       |          |          |
| Power                                                |              | 1045 m <sup>2</sup>   | 38.00     | \$39,710.00  |                | \$38.00                       |          |          |
| Fire Alarm                                           |              | 1045 m <sup>2</sup>   | 13.00     | \$13,585.00  |                | \$13.00                       |          |          |
| Tel/Data                                             |              | 1045 m <sup>2</sup>   | 20.99     | \$21,934.55  |                | \$20.99                       |          |          |
| Security                                             |              | 1045 m <sup>2</sup>   | 13.00     | \$13,585.00  |                | \$13.00                       |          |          |
| PA and Ancillary Systems                             |              | 1045 m <sup>2</sup>   | 7.00      | \$7,315.00   |                | \$7.00                        |          |          |
| <b>MECHANICAL</b>                                    |              |                       |           |              | \$486,593.80   |                               | \$465.64 | 14.793%  |
| Plumbing and Drainage                                |              | 1045 m <sup>2</sup>   | 90.11     | \$94,164.95  |                | \$90.11                       |          |          |
| Fire Protection                                      |              | 1045 m <sup>2</sup>   | 32.53     | \$33,993.85  |                | \$32.53                       |          |          |
| HVAC                                                 |              | 1045 m <sup>2</sup>   | 298.00    | \$311,410.00 |                | \$298.00                      |          |          |
| Controls                                             |              | 1045 m <sup>2</sup>   | 45.00     | \$47,025.00  |                | \$45.00                       |          |          |
| <b>OVERHEAD AND PROFIT, GC FEE</b>                   |              |                       |           |              | \$221,995.39   |                               | 275.21   | 6.749%   |
| <b>SOFT COSTS</b>                                    |              |                       |           |              | \$657,867.01   |                               |          | 20.000%  |
| <b>DESIGN CONTINGENCY</b>                            |              |                       |           |              | \$281,943.00   |                               |          | 8.571%   |
| <b>NET BUILDING COST</b>                             |              |                       |           |              | \$3,289,335.05 |                               |          | 100.000% |



| Ref No. | ROOM NAME | Existing Requirements 2019 |             |            |           | AS FOUND LOCATION | AS FOUND   |       | Adjacency 1 | Adjacency 2 | Adjacency 3 | COMMENTS |
|---------|-----------|----------------------------|-------------|------------|-----------|-------------------|------------|-------|-------------|-------------|-------------|----------|
|         |           | No. of Staff               | Allow (sqm) | Area (sqm) | Room Type |                   | Area (sqm) | Ratio |             |             |             |          |

|                                          |             |     |       |      |              |          |      |     |             |  |  |  |
|------------------------------------------|-------------|-----|-------|------|--------------|----------|------|-----|-------------|--|--|--|
| A-1.0 INDIVIDUAL AND SHARED OFFICE SPACE |             |     |       |      |              |          |      |     |             |  |  |  |
| 1.1 KLCC                                 |             |     |       |      |              |          |      |     |             |  |  |  |
| 1.1.1                                    | Offices     | 2   | 6.5   | 13.0 | Front office | AS FOUND | 18.6 | 0.7 | FRONT ENTRY |  |  |  |
| 1.1.2                                    | Front Entry |     |       | 0.0  |              |          | 0.0  | 0.0 | GATHERING   |  |  |  |
|                                          |             |     |       | 13.0 |              |          | 18.6 | 0.7 |             |  |  |  |
| 1.2 (-----)                              |             |     |       |      |              |          |      |     |             |  |  |  |
| 1.2.1                                    |             | PER | ALLOW | 0.0  |              | AS FOUND | 0.0  | 0.0 |             |  |  |  |
| 1.2.2                                    |             |     |       | 0.0  |              |          | 0.0  | 0.0 |             |  |  |  |
| 1.2.3                                    |             |     |       | 0.0  |              |          | 0.0  | 0.0 |             |  |  |  |
| 1.2.4                                    |             |     |       | 0.0  |              |          | 0.0  | 0.0 |             |  |  |  |
|                                          |             |     |       | 0.0  |              |          | 0.0  | 0.0 |             |  |  |  |
|                                          |             |     |       | 13.0 |              |          | 18.6 |     |             |  |  |  |

|                     |                                       |    |       |       |                           |          |       |     |              |  |  |  |
|---------------------|---------------------------------------|----|-------|-------|---------------------------|----------|-------|-----|--------------|--|--|--|
| A-2.0 PROGRAM SPACE |                                       |    |       |       |                           |          |       |     |              |  |  |  |
| 2.1 Classrooms      |                                       |    |       |       |                           |          |       |     |              |  |  |  |
| 2.1.1               | General Purpose 1                     | 15 | 2.2   | 33.0  | Shared classroom          | AS FOUND | 38.2  | 0.9 | GATHERING    |  |  |  |
| 2.1.2               | General Purpose 2                     | 15 | 2.2   | 33.0  | shared classroom          |          | 38.2  | 0.9 | GATHERING    |  |  |  |
| 2.1.3               | Dining Room                           | 30 | 2.5   | 75.0  |                           |          | 76.3  | 1.0 | GATHERING    |  |  |  |
| 2.1.4               |                                       |    |       | 0.0   |                           |          | 0.0   | 0.0 |              |  |  |  |
|                     |                                       |    |       | 141.0 |                           |          | 152.6 | 0.9 |              |  |  |  |
| 2.2 Gym             |                                       |    |       |       |                           |          |       |     |              |  |  |  |
| 2.2.1               | Elementary Sized Gym                  | 1  | 250.0 | 250.0 |                           | AS FOUND | 216.3 | 1.2 | GATHERING    |  |  |  |
| 2.2.2               | Weight Room                           | 4  | 8.0   | 32.0  | In multi-purpose room now |          | 0.0   | 0.0 | GYM          |  |  |  |
| 2.2.3               | Storage                               | 1  | 60.0  | 60.0  |                           |          | 55.2  | 1.1 | FRONT OFFICE |  |  |  |
| 2.2.4               |                                       |    |       | 0.0   |                           |          | 0.0   | 0.0 |              |  |  |  |
|                     |                                       |    |       | 342.0 |                           |          | 271.5 | 1.3 |              |  |  |  |
| 2.3 Childcare       |                                       |    |       |       |                           |          |       |     |              |  |  |  |
| 2.3.1               | Childcare Space for Adults in Program | 5  | 10.0  | 50.0  |                           | AS FOUND | 76.3  | 0.7 | GATHERING    |  |  |  |
| 2.3.2               |                                       |    |       | 0.0   |                           |          | 0.0   | 0.0 |              |  |  |  |
|                     |                                       |    |       | 50.0  |                           |          | 76.3  | 0.7 |              |  |  |  |
|                     |                                       |    |       | 533.0 |                           |          | 500.4 |     |              |  |  |  |

|                               |                           |    |      |       |                                         |          |      |     |                 |  |  |                                              |
|-------------------------------|---------------------------|----|------|-------|-----------------------------------------|----------|------|-----|-----------------|--|--|----------------------------------------------|
| A-3.0 SUPPORT SPECIALTY SPACE |                           |    |      |       |                                         |          |      |     |                 |  |  |                                              |
| 3.1 Commercial Kitchen        |                           |    |      |       |                                         |          |      |     |                 |  |  |                                              |
| 3.1.1                         | Kitchen with Loading Zone | 1  | 60.0 | 60.0  | Existing kitchen                        | AS FOUND | 75.2 | 0.8 | DINING          |  |  | Residential style similar to high school lab |
| 3.1.2                         | Gathering                 | 20 | 2.2  | 44.0  | None                                    |          | 0.0  | 0.0 | FRONT ENTRY     |  |  |                                              |
| 3.1.1                         |                           |    |      | 0.0   |                                         |          | 0.0  | 0.0 |                 |  |  |                                              |
|                               |                           |    |      | 104.0 |                                         |          | 75.2 | 1.4 |                 |  |  |                                              |
| 3.2 Others                    |                           |    |      |       |                                         |          |      |     |                 |  |  |                                              |
| 3.1.1                         | First Aid                 | 1  | 15.0 | 15.0  | None                                    | AS FOUND | 0.0  | 0.0 | FRONT OFFICE    |  |  |                                              |
| 3.1.2                         | Elders                    | 6  | 3.0  | 18.0  | None                                    |          | 0.0  | 0.0 | GATHERING       |  |  |                                              |
| 3.1.1                         | Business Centre           | 3  | 4.0  | 12.0  | None                                    |          | 0.0  | 0.0 | GATHERING       |  |  |                                              |
| 3.1.2                         | Printer Space             | 1  | 4.0  | 4.0   |                                         |          | 0.0  | 0.0 | BUSINESS CENTRE |  |  |                                              |
| 3.1.1                         | Exterior Event Space      | 30 | 2.2  | 66.0  | Not defined                             |          | 0.0  | 0.0 | FRONT ENTRY     |  |  |                                              |
| 3.1.2                         | Exterior Storage          | 1  | 10.0 | 10.0  | None                                    |          | 0.0  | 0.0 | OUTDOOR EVENT   |  |  |                                              |
| 3.1.1                         | Interior Storage          | 1  | 10.0 | 10.0  | One area - the remainder is gym storage |          | 13.1 | 0.8 | FRONT OFFICE    |  |  |                                              |
| 3.1.2                         | Event Space               | 10 | 4.0  | 40.0  | Gym used for events currently           |          | 0.0  | 0.0 | GATHERING       |  |  |                                              |
|                               |                           |    |      | 175.0 |                                         |          | 0.0  | 0.0 |                 |  |  |                                              |
|                               |                           |    |      | 279.0 |                                         |          | 75.2 |     |                 |  |  |                                              |

|                                                |  |  |  |        |        |                           |
|------------------------------------------------|--|--|--|--------|--------|---------------------------|
| A-1.0 INDIVIDUAL AND SHARED OFFICE SPACE       |  |  |  | 13.0   |        | 18.6                      |
| A-2.0 PROGRAM SPACE                            |  |  |  | 533.0  |        | 500.4                     |
| A-3.0 SUPPORT SPECIALTY SPACE                  |  |  |  | 279.0  |        | 75.2                      |
| TOTAL SPACE NEEDED                             |  |  |  | 825.0  | 594.10 | Existing Net Program Area |
| TOTAL NET SPACE REQUIRED (Less Exterior Needs) |  |  |  | 749.0  | 765.77 | adequate fit              |
| APPROXIMATE TOTAL GROSS AREA NEEDED.           |  |  |  | 1198.4 | 816.49 |                           |
| SHORTFALL                                      |  |  |  | 381.9  |        |                           |



PEACE RIVER REGIONAL DISTRICT

## DIRECTORS' NOTICE OF NEW BUSINESS

To: Chair and Directors

Date: February 11, 2020

From: Director Sperling

Subject: Area C Community Event Days

### PURPOSE / ISSUE:

To discuss options for hosting two Area C community event days in conjunction with the Fire Smart presentations.

### RECOMMENDATION / ACTION:

That the Electoral Area Directors Committee discuss options for hosting community event days in Area C in conjunction with the Fire Smart presentations.

### BACKGROUND/RATIONALE:

The Peace River Regional District will be hosting two Fire Smart workshops in Area C. I would like to host two community event days in Area C in conjunction with the Fire Smart presentations. These days could include participants from non-profits, industry, Charlie Lake Fire Department, a food truck or BBQ, the Super Park and PRRD departments.

The following tentative dates have been discussed:

- Saturday, May 2 in Baldonnel
- Saturday, May 23 in Charlie Lake

Director:

Acknowledged for Agenda by CAO:

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# REPORT

To: Electoral Area Directors Committee

Date: Feb 10, 2020

From: Paulo Eichelberger, General Manager of Environmental Services

Subject: **Rose Prairie Water Station Update – Alternative Water Source**

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## RECOMMENDATION:

That the Electoral Area Directors Committee approve investigation of a new water source for the Rose Prairie water station by drilling a new well within the PRRD right of way in lieu of accessing existing abandoned wells.

## BACKGROUND/RATIONALE:

The Rose Prairie potable water station remains unopen to the public due to the measurements of turbidity not meeting Northern Health standards.

On December 19, 2019, the Electoral Area Directors Committee (EADC) authorized staff to test the water at a second water well, located in Rose Prairie, as an alternative option for the existing Rose Prairie potable water station.

According to records provided, there are three existing wells within metres of each other, located in the vicinity of the existing well house. These wells are capped two metres below surface and completely full of grout as part of the well abandonment process. Based on the information provided, it is unknown which well to investigate. As such it is likely that each of the 3 wells would have to be exposed to test for water production and quality. Challenges arise in that the cost for this investigation could triple with no guarantee of improved water quality. Based on this new information, staff are recommending drilling and testing a new well rather than pursuing one or more of the abandoned wells.

Staff suggests that since water aquifers are clearly present in the immediate area, it makes sense to drill a new well within the established statutory right of way, closer to the existing well house. This would minimize well costs and, provided that tests pass, further minimize capital requirements to connect into the water treatment system (Refer to map in "Other Considerations").

To that end, staff is recommending pursuit of the alternate water source via drilling of a new well in the PRRD's established Right of Way.

## ALTERNATIVE OPTIONS:

1. That the Electoral Area Directors Committee provide alternative direction.

## STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

Staff Initials:

Dept. Head: 

CAO: 

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**FINANCIAL CONSIDERATION(S):**

The cost for drilling and testing a well is \$70,000, as shown below:

| Options | Re-Open Abandoned Well (Each)                                | Drill New Well in SRW                                  |
|---------|--------------------------------------------------------------|--------------------------------------------------------|
| Cost    | \$70,000 (est.) - \$40,000 to re-excavate, \$30,000 to test. | \$70,000 (est.) - \$40,000 to drill, \$30,000 to test. |

The cost for this work is accounted for in the draft 2020 Financial Plan, Area B Water Function.

**COMMUNICATIONS CONSIDERATION(S):**

An update on the Rose Prairie water station status was posted to the PRRD website on January 31, 2020, advising that both alternate treatment of the existing source and alternate sources are being explored.

**OTHER CONSIDERATION(S):**



## **Cleanfarms Puts Feet on the Ground in Alberta with New Lethbridge Office**

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Cleanfarms, a Canada-wide stewardship organization best known for its ag-plastics recycling programs for pesticide and fertilizer jugs and totes and grain bags has opened an Alberta office in Lethbridge.

“Alberta’s importance as an executive hub for agricultural industry is growing. That combined with its position as a Prairie powerhouse for agriculture in Canada, points to the need for Cleanfarms to have feet on the ground in the province, too,” said General Manager Barry Friesen.

Cleanfarms currently has offices in Quebec, Ontario and Saskatchewan.

The Lethbridge office will be staffed by Davin Johnson, an environmental scientist who grew up in Alberta and has worked for the past decade in the province’s oil and gas, academic, government and agricultural sectors. He holds a Bachelor of Science in Geography from the University of Lethbridge.



Already familiar with Cleanfarms programs, Davin has helped to organize Cleanfarms' Unwanted Pesticide and Livestock/Equine Medication Collection program, which collects old and obsolete pesticides and animal health medications from farmers for safe disposal, and the newly launched '**Alberta Ag-plastic. Recycle it!**' pilot program that has commissioned 20 locations throughout the province to collect grain bags and twine for recycling. Cleanfarms operates the pilot on behalf of the Alberta-based Agricultural Plastics Recycling Group.

"With the grain bag and twine recycling program now underway in a progressive province that is evolving waste management and producer responsibility programs, it's a logical and important next step for Cleanfarms to have an Alberta-based office," Friesen said.

Cleanfarms, which is celebrating its 10<sup>th</sup> anniversary this year, is the only industry funded organization working across Canada that develops and operates waste product and packaging stewardship for the agricultural community. It utilizes a vast network of industry distributors, ag-retailers and in Alberta and Manitoba, municipalities, to operate collection sites where farmers can take ag-waste plastics and other non-organic, ag-waste materials for recycling or proper disposal.

Cleanfarms was established specifically to run the successful small jug recycling program originally created in 1989. The jug recycling program is Cleanfarms' signature national agricultural recycling program with a 65% recovery rate. Other ag-waste management programs include:

- Empty pesticide and fertilizer containers for large containers, e.g., totes and barrels, operated nationally
- Unwanted and old pesticide and livestock/equine medication collection, operated nationally
- Empty seed and pesticide bags collected in eastern Canada with pilot programs underway in the Prairies, and
- Empty grain bag collection now in its third year of operation in Saskatchewan.

### About Cleanfarms

Cleanfarms is a non-profit industry stewardship organization committed to environmental responsibility through the proper management of agricultural plastic packaging and product waste. Recycled agricultural plastics are made into new products such as farm drainage tile, flexible irrigation pipe and plastic bags. [Cleanfarms.ca](https://www.cleanfarms.ca)

**Media Contact:** Barbara McConnell | 416-452-2373 |  
[bmccconnell@cleanfarms.ca](mailto:bmccconnell@cleanfarms.ca)

Cleanfarms, Canada's leading agricultural stewardship organization, is best known for its empty container recycling program & unwanted pesticides and animal medications collection campaign.

Visit: <https://cleanfarms.ca> | <https://agrirecup.ca>





# ELECTORAL AREA DIRECTORS' COMMITTEE

## DIARY ITEMS

| <u>Topic</u>                                                                                                                              | <u>Notes</u>                                                                     | <u>Added/Updated</u>                 |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------|
| 1. Cell Towers within the Region                                                                                                          | Investigate partnership opportunities                                            | May 27, 2019                         |
| 2. Electoral Area D Referendum                                                                                                            | Water (service areas) in 2020                                                    | October 16, 2018                     |
| 3. Don Nearhood Museum                                                                                                                    | As the Peace Canyon building is closed, a new location for the display is needed | November 13, 2018                    |
| 4. Oil and Gas Working Groups<br>A. Template                                                                                              | Provide updates from each meeting                                                | January 18, 2019<br>October 17, 2019 |
| 5. Natural Gas                                                                                                                            | Expansion of services to rural areas                                             | May 27, 2019                         |
| 6. Section 381(Cost sharing for services under Part 14<br><i>[Planning and Land Use Management]</i> of the <i>Local Government Act</i> .) |                                                                                  | August 15, 2019                      |
| 7. Volunteer Recognition                                                                                                                  |                                                                                  | November 21, 2019                    |