



## **DISTRICT OF HUDSON'S HOPE AGENDA**

Council Chambers

Monday September 24, 2018 at 6:00 PM

**1. Call to Order:**

**2. Delegations:**

**3. Notice of New Business:**

Mayor's List

Councillors Additions

CAO's Additions

**4. Adoption of Agenda by Consensus:**

**5. Declaration of Conflict of Interest:**

**6. Adoption of Minutes:**

M1 August 27, 2018 Regular Council Meeting Minutes

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**7. Business Arising From the Minutes:**

**8. Public Hearing:**

**9. Staff Reports:**

SR1 Campground End Report

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SR2 Surplus sale

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SR3 Casual Recreation Assistant

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SR4 Recreation and Events Update

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SR5 Protective Services Action and Updates

Page 27

**10. Committee Meeting Reports:**

**11. Bylaws:**

**12. Correspondence**

C1 NCLGA

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| C2 | Site C Traffic and Pavement Monitoring Report        | Page 30  |
| C3 | Green Communities Climate Action Recognition Program | Page 99  |
| C4 | PRRD 2019 Economic Development Budget                | Page 102 |
| C5 | Site C Information Update                            | Page 104 |
| C6 | Foundation Search                                    | Page 109 |
| C7 | BC Natural Resources Forum                           | Page 113 |
| C8 | Northeast Roundtable Meeting                         | Page 117 |
| C9 | Waste to Energy Gasification                         | Page 118 |
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- 13. Reports by Mayor & Council on Meetings and Liaison Responsibilities**
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| CR1 | Mayor's Report to Council       | Page 119 |
| CR2 | UBCM Report- Councillor Heiberg | Page 125 |
| CR3 | UBCM Report- Councillor Miller  | Page 126 |
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- 14. Old Business:**
- |     |  |          |
|-----|--|----------|
| OB1 | Maintenance plan- Virginia Creeper Vines | Page 128 |
| OB2 | Municipal Participation in planning-PRRD | Page 129 |
- 
- 15. New Business:**
- 
- 16. Public Inquiries:**
- 
- 17. Adjournment:**



**REGULAR COUNCIL MEETING**  
**August 27<sup>th</sup>, 2018**  
**6:00 P.M.**  
**Council Chambers**

**Present Council:** Councillor Dave Heiberg  
Councillor Caroline Beam  
Councillor Kelly Miller  
Councillor Mattias Gibbs

**Absent:** Mayor Gwen Johansson  
Councillor Travous Quibell  
Councillor Heather Middleton

**Staff:** CAO, Chris Cvik  
Corporate Officer, Tammy McKeown  
Pool Supervisor, Larissa Ianson

**Other:** 2 in gallery

2. **DELEGATIONS:**  
D1 **Ministry of Transportation, Nicola Hogg, Operations Manager,**  
**North Peace: Pedestrian traffic, water flow issues, signage on**  
**Highway 29**

- Discussion in regard to the corridor study; expected completion by the end of 2018; presentation by the end of fiscal.
- Long term planning in regard to realignment, passing lanes, alignment. BC Hydro is addressing realignment issue but this does not address the maintenance issue nor the signage issue. [These issues are to be brought back to the follow-up meeting.](#)
- [Water flow issues are to be brought to follow-up meeting](#)
- Council thanked the Ministry for the work completed on the road to the transfer station; grass is possible mowed only once a year.
- Councillor Heiberg presented Councillor Middleton's concerns in regard to the expected increase in traffic on the Beryl Prairie road; request for additional signage to be erected in areas where children are playing such as the Beryl Prairie playground. CAO Chris Cvik explained that residents are placing homemade traffic signs in the area. Ministry of Transportation suggested trailer signage or speed readers be placed on the road. [Council to identify areas that would benefit from additional signage.](#)
- Councillor Beam expressed concern about the corner on Highway 29 where the last major Motor Vehicle Incident occurred; 4 industrial incidents and at least 6 other incidents have occurred at this location. Request made for additional signage. Ministry stated that it appears there is adequate signage in place, suggested possibly installing larger signs or reflective signs.
- Request made for some form of barrier to be installed on both sides of the road by location of paving by Ardill's.

- Staff to schedule follow-up meeting with specific agenda based on Ministry of Transportation's availability. Ministry requested time to investigate information provide at this meeting, suggested to set meeting within a few weeks.

1. **CALL TO ORDER:**

The meeting called to order at 6:10 p.m. with Councillor Dave Heiberg presiding.

3. **NOTICE OF NEW BUSINESS:**

**Mayors Additions:**

**Councillors Additions: CM1- Museum**

**Staff Additions: SR5**

4. **ADOPTION OF AGENDA AS AMENDED BY CONSENSUS:**

5. **DECLARATION OF CONFLICT OF INTEREST:**

6. **ADOPTION OF MINUTES:**

M1	<p><b>August 13<sup>th</sup>, 2018 Regular Council Meeting</b></p> <p><i>RESOLUTION NO. 147/18</i></p> <p><i>M/S Councillors Miller/Gibbs</i></p> <p><i>That</i></p> <p><i>"The minutes of the August 13<sup>th</sup>, 2018 Regular Council Meeting be adopted as presented"</i></p> <p><i>CARRIED</i></p>	0550-01
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7. **BUSINESS ARISING OUT OF THE MINUTES:**

BA1	<p><b>C5 BC Hydro Site C Construction update</b></p> <ul style="list-style-type: none"> <li>• The next Community Engagement Committee will be held on October 2<sup>nd</sup>, 2018. Concerns identified at the August 13, 2018 Regular Council Meeting will be brought forward. The purpose of the meeting will to be to identify the next steps necessary.</li> </ul>	6660-20
BA2	<p><b>BA7 SR1-2018 Financial Plan –Check In</b></p> <ul style="list-style-type: none"> <li>• Review of discussion regarding Grant application for the Beattie Lift station.</li> <li>• Urban System had been retained to prepare the grant application; application is due on August 29<sup>th</sup>.</li> <li>• Resolution made in regard to budget is due to Council previously approving hiring Urban Systems to prepare the plan and to prepare the Grant application. The project itself has not been approved; cost of the project must be considered in the 2019 budget.</li> </ul>	5340-01 1700-01



8. **STAFF REPORTS:**

- SR1 **Pool Year End Report** **0810-20**
- Pool supervisor Larissa Ianson presented the pool year-end report to Council.
  - Maintenance items- recommendations to be presented to Public Works to action.
  - Pool liner- suggested to have a 3-5 year replacement plan in place.
  - Pool cover-if have one in place it would assist with the time required for preparing for opening of pool as it would keep the pool clean of leaves and debris.
  - Chlorination system- Public Works has a plan in place.
  - Front desk-request to have the counter lowered.
  - Drains in change rooms- need lowered for better drainage; increased cleanliness.
  - Electrical-some concern in regard to amount and location of wiring.
  - Fees- suggestion to amend the Bylaw to only include the day rates as most people who leave and return are season pass holders. The side gate is now open for people to go outside the pool to eat.
  - Family Definition- confirm that the definition is properly stated in the pool Policy/Bylaw.
  - [Pool Policy/Bylaw to be reviewed by the Recreation Committee. Suggested amendments to be presented in a report to Council.](#)
  - Budget items to be brought forward to the next budget meeting.
  - Councillor Beam informed the pool supervisor that the pool looks more professional this year and that the community has been providing a lot of positive feedback.
  - Tracking system- [Staff to look into possible systems that would be better for our facility.](#) Issue with the tracking system not interacting with other computer programs; require a dedicated laptop for the scanner system. Discussion in regard to needing better information from our scanning tool.
- SR2 **Capital Planning Tools** **1705-00**  
**6430-01**
- Discussion about utilizing this tool and tying it into budgeting
  - Tool will assist with prioritization; necessary to not only consider the cost of the item but also the maintenance and the lifetime expectancy.
  - Will utilize the tool for the 2019 budget process; matrix will be tried; if any changes required, will bring back to Council.
  - First step in building a long term asset management plan.
- RESOLUTION NO. 148/18**  
**M/S Councillors Gibbs/Miller**  
**That**  
**"Staff will utilize the capital planning tool for the 2019 budget process."**  
**CARRIED**

SR3	<b>Road Use Agreement</b> <ul style="list-style-type: none"> <li>• CAO presented background information in regard to the Road Use Agreement with TransCanada.</li> <li>• The agreement is a little vague but covers the intent that any damages to the road caused by TransCanada will be repaired by them.</li> </ul> <p><b>RESOLUTION NO. 149/18</b>  <b>M/S Councillors Beam/Gibbs</b>  <b>That</b>  <b>"That Council approve the Road Use Agreement with TransCanada in respect of pipe that is to be removed from the Beryl Prairie laydown yard off Drew Road."</b>  <b>CARRIED</b></p>	<b>6660-20</b> <b>1660-00</b>
SR4	<b>Travel Report-Andrea Martin</b> FOR INFORMATION	<b>2810-01</b>
SR5	<b>CAO Action and Updates</b> <b>Lucas Subdivision</b> <ul style="list-style-type: none"> <li>• Meeting was held this week between CAO, Director of Public Works, Public Works lead hand, Councillor Miller and Councillor Heiberg regarding the Lucas subdivision deficiencies list; staff reviewing list to determine if items have been resolved or if they are still outstanding; there is approximately \$130,000 remaining to deal with any remaining deficiencies.</li> <li>• Concerns had been voiced by the Director or Public Works in regard to the asbestos pipe; reviewing the engineer drawings to see if they are what had been presented.</li> <li>• Councillor Gibbs asked if the BC Hydro house being built will be affected by the deficiencies; the BC Hydro lots were the first ones that were actioned; there are two covenants on the properties, one in regard to the asbestos and the second in regard to not allowing the properties to tie into the Main highway.</li> </ul> <p><b>BC Emergency Health Services Meeting- Rick Loucks, Manager, Patient Care Delivery- Northeast District</b></p> <ul style="list-style-type: none"> <li>• Meeting was to gather background information for UBCM meeting and to get a better understanding of the BC Ambulance staff scheduling. Some people had stated that there was scheduling issues which caused some attendants to leave. Mr. Loucks has stated he will perform an audit.</li> <li>• Scheduling system is automated; people submit availability by the 15<sup>th</sup> of each month; a follow-up is conducted over the phone to attempt to fill any vacant spots.</li> <li>• Special staffing requests can be forwarded directly to Mr. Loucks, for example request to drive only and not become an Emergency Medical Responder.</li> <li>• Mr. Loucks is the point of contact for anyone interested in applying to BC Ambulance Service for Hudson's Hope.</li> </ul>	<b>3320-01</b>  <b>0400-30</b>
9. CM1	<b>COMMITTEE MEETING REPORTS:</b> Museum committee meeting to be held on August 30 <sup>th</sup> . Councillor Miller to send invitations to CAO and to Councillor Heiberg.	<b>0360-01</b>

10. **BYLAWS:**
11. **CORRESPONDENCE:**
- C1 **Canadian Association of Medical Cannabis Dispensaries** **0340-01**  
FOR INFORMATION
- C2 **Section 17 Land Act application Chowade** **0400-20**  
FOR INFORMATION
- C3 **UBCM Newsletter** **0400-01**  
FOR INFORMATION
- C4 **Request for support UBCM- Resource Works** **0400-01**  
FOR INFORMATION
- C5 **Welcome to Hudson's Hope signs** **5330-01**
  - CAO had directed Public Works to remove the vine.
  - Director of Public Works had stated they would require specialized equipment to trim the vine.
    - Discussion in regard to choices; Groundskeeper to prepare a report outlining suggestions in regard to managing the vines. Lannie Rhymer, member of the public, explained that removal of the Virginia creeper vine is not feasible. She suggested cutting the vine about ½ way up at the beginning of the season.

**RESOLUTION NO. 150/18**  
**M/S Councillors Beam/Gibbs**  
**THAT:**  
**"Virginia creeper maintenance plan to be created by Groundskeeper. Plan to outline safety issues, maintenance time and possible alternatives".**  
**Carried**
- C6 **Request for support UBCM- Boating BC Association** **0400-01**  
FOR INFORMATION
12. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES**
- CR1 **Pink Mountain- Mayor Johansson** **0540-20**
  - Had been brought up at Peace River Regional District meeting. Located within Electoral Area 'B'.

**RESOLUTION NO. 151/18**  
**M/S Councillors Beam/Miller**  
**THAT:**  
**"The District of Hudson's Hope support protection of a section (minimum 2.2 kilometers) of the Pink Mountain plateau for research and preservation of rare species of plants, insects, and animals."**  
**Carried**

13. **OLD BUSINESS:**

14. **NEW BUSINESS:**

15. **PUBLIC INQUIRIES:**

16. **ADJOURNMENT:**

**0560-00**

7:21pm motion to move in camera.

**RESOLUTION NO. 152/18**

**M/S Councillors Gibbs/Beam**

**THAT:**

**"Council close the meeting Pursuant to the Community Charter under Section 90 1 (a), (c), (e) and (k)".**

**Carried**

Councillor Dave Heiberg declared the meeting adjourned at 8:10pm

**DIARY**

***Diarized***

***Conventions/Conferences/Holidays***

*Beryl Prairie Septic Field*

*07/25/16*

*School Gymnasium agreement*

*02/26/18*

*Budget items*

*07/09/18*

Certified Correct:

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Chair/Councillor Dave Heiberg

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Corporate Officer, Tammy McKeown

## **Campground Report - September 6, 2018 (Lori Kelly) & Sept 12, 2018 (Allan Edgar)**

Thank you for all you have done to improve campgrounds this year.

### **Dinosaur Lake (Peace Canyon):**

- Gravel and graded all roads and parking lots.
- Gravel road access portion from pavement to main park entrance sign requires more regular grading, as this receives more potholes.
- It also requires brushing of the shoulder vegetation to keep branches from scratching camping units.
- The gravel access road immediately in front of the upper (north) campsites would benefit campers with a dust control application at the same time as the main lake access gravel road.
- The large boater's parking lot had the old gravel (round rock) removed and replaced with crush gravel late in the season which greatly enhanced a smoother gravel surface to park vehicles and boat trailers.
- Several larger rocks were originally placed as a border to prevent vehicles from parking on the grass from the gravel parking areas. There are a couple of gaps in the heavy rock border that need larger rocks replaced to prevent vehicles from parking on the grass area.
- Put up RULES & REGS sign. This sign should be placed at the lakeside of the concrete pad, at the lower pit toilet buildings, where all park users will be able to see and read the sign.
- More directional signage from Hwy 29N to park boat launch would help first time park users.
- Signage identifying the tent camping area, on the west side of the foot bridge, as per the main park advertising brochure, should be installed.
- There is a sign at the entrance to the BC Hydro boat dock advising of the liability release on the use the dock. A similar sign should be placed at the boat launching pad.
- Made access to washrooms safer.
- The 4 wood frame structures on the pit toilet concrete pads require refurbishing inside & out, or replaced with a new wood frame structure. Sky lights in roof would provide for a brighter interior. Existing interior requires sanding and a fresh coat of paint.
- Put out more picnic tables (well used). Older tables require inspection for repairs. Wood is rotting in areas not noticeable.
- Most picnic tables should have a cast iron fire pit installed in the ground near them, as the rules & regs advertise NO OPEN FIRES ALLOWED.
- The old fire pits (on stands) should be removed as they no longer accommodate the current camping traditions.
- There is no designed camping sites for the overflow of campers at this campground. There is however an open area just west of the park yellow gate, and north of the park gravel access road, that can be used, and has been used by some campers, but the District did not collect a camping fee from them. The District recently posted a sign advertising that all fees will apply to all campers. A picnic table (borrowed from the "day use" area) and a ground cast iron fire pit (borrowed from site B2) were placed into this open camping area, and fees were collected. This area should be included into the CHECKFRONT registration system with a new "overflow" campsite. Currently any camper registration for this site was shown in the TENT area of the CheckFront system. A cast iron fire pit needs to be replaced at site B2.

- A playground area, similar to Cameron Lake, would benefit campers with children.

#### Cameron Lake:

- Culvert finely put in. Ditch has been cleaned out by hand. Should be great drainage now.
- The inlet end of the new culvert should be cut at a 45 degree angle to prevent vehicles from running over the end, and damaging it, to reduce effective water flow, especially during the spring runoff.
- Cut out all deadfall from last year and removed.
- Pre-season cleanup of all windfall and dead tree vegetation should be removed immediately to prevent the stockpiling of debris in the campground which can be a fire hazard, safety hazard and unsightly esthetics for campers when left for the end of the season removal.
- This campground is a natural breeding ground for Canada Geese. While the birds are a beautiful attraction, they also create an unwelcome mess along the shoreline campsites, and other open campground areas.
- The gravel road sections within this campground need additional crush gravel, with grading to remove pot holes, low areas, and provide a smoother surface for RV mobility.
- Some campsites require additional backfill & landscaping to provide level ground for campers and RVs; ie. Campsite # 20 and access trail to most southerly pit toilet.
- The remoteness to potable water source is an issue. It would be convenient to install a potable water station at this campground.

#### Alwin Holland

- Weed-eated downhill to river. The foot trail to the Peace River is very uneven and requires levelling for safe walking mobility.
- There was a new picnic table added to the north side of the old open area off the trail, but the old stand-type fire pit needs to be replaced with a new cast iron ground fir pit. The south site also needs a picnic table and the old fire pit stand removed and a new cast iron fir e pit added.
- The river view site locations are open and unprotected to visitors, which lends itself to easy situations for people falling into the fast & frigid current of the Peace River, which is a huge liability to the District. A fence should be considered to help with this safety hazard.
- Vegetation control and maintenance areas and campsites is poorly maintained. The vegetation is thick and needs weeding out to provide adequate campsite space for safe & convenient use.
- Put out picnic tables (well used). Site #7 requires a picnic table.
- Painted outhouses. The pit toilet buildings were painted this spring and need a second coat to cover blemishes.
- The steep gravel road access, especially at the 90 degree corner entering the park, requires regular grading to remove continual wash boarding. The shoulder could be widened at this point to have 27" high concrete guardrail installed to help prevent camping vehicles from running off the road and into the steep terrain.
- A private resident (Ken MacDonald) lives at the west end of the campground road. A sign should be installed at the end of his driveway advertising private property to campground users.

### King Gething

- Pressure washed washroom building. The wood exterior of the building needs refurbishing as it deteriorates from the weather elements.
- Pressure washed gazebo. The wood exterior of the building needs refurbishing as it deteriorates from the weather elements. The existing wood stove should be replaced with a shorter one, as interior debris builds up and renders the longer style stove useless due to debris build up at the base of the flu.
- The plastic picnic table in the gazebo has a top that becomes loose and needs constant attention. It should be removed and a new wood picnic table installed.
- The rock masonry cover for the potable water stand is falling apart and could be a safety issue. Review and replace as necessary.
- A new subdivision development has been recently completed south of this campground. A fence should be installed along the south campground boundary to prevent unwanted traffic from interrupting campers.
- Hwy 29N traffic runs fairly close to the north boundary causing noise pollution for campers. A barrier should be erected along the park boundary to help reduce unwanted traffic noise.
- The east area of the park consists of a low swampy ground. It could be backfilled with District earth projects, to help reduce insect and pests affecting campers. It will also provide opportunity for additional camp sites.
- The park could increase revenue and occupancy with the addition of water & power hookups to each campsite. The utilities are immediate for easy installation.
- 

We did a total audit of all the campgrounds this, Al and myself did separate ones to have different views in the audit.

Still to do:

- Have more tables for all campgrounds out of town, i.e., for picnic and day use areas.
- Move fire pit in site E5 at Dinosaur Lake to a more practical spot.
- Replace outhouse roof at A1 area at Dinosaur, its leaking, (there is one like it at old shop)
- Order and replace 2 outhouses at Cameron Lake, middle area.
- Build a bridge for access to the trail at Dinosaur Lake-D1

In the spring:

- Pre to open campgrounds.
- Make assessment of each park, how are they, do they need repair, painting, cleaning, setup ex.

### GENERAL – All Campgrounds

- The existing wooden campsite identification posts need to be taller & larger for easier recognition. The bottom of the post should be protected to prevent damage from the grass trimmers.
- All campgrounds should post an address sign at the entrance for electronic device direction, and emergency response location identification.
- All exits from the campgrounds should have a stop sign at highway intersections, to help avoid vehicle accidents, and District liabilities.
- Most tree cage protectors can be removed to help in easier grass maintenance.
- All campgrounds should be inspected for noxious weeds as they are more noticeable of late.
- Covered, & locked, bulletin boards should be installed to advertise important information related to the campground; i.e. fire bans, RCMP alerts, Ministry of Environment wildlife warnings, wasp problems and control methods, fishing regulations, campground walking trails, emergency contact information, etc.
- All pit toilets need to be cleaned with pressure washer, once a month, or as necessary, to keep building safe and sanitary.
- All grass maintenance must be done on a regular basis to help control fire hazards, litter & debris entrapment, insect nuisances, and provide camper mobility convenience.
- Dog bag stations are available, but instructions on the metal box dispenser is unreadable due to the weather elements eradicating the signage. A new signage sample (made by Alcan Ventures) was posted at King Gething campground and is showing good durability.
- All pit toilet buildings should have signs posted to help in providing easy cleaning of the pit with the vacuum truck. Sign should read NO DUMPING OF METAL & PLASTIC CANS, GLASS & PLASTIC BOTTLES, DIAPERS, OR OTHER PLASTIC PRODUCTS.

### Summary:

I've heard good comments from many travellers on the exceptional quality of our campgrounds. Folks normally attending other campgrounds, including BC & Alberta Provincial campgrounds, have discovered the uniqueness and are beginning to visit our parks more often. From my two years working as campground attendant serving these travellers, I would like to offer the following to help improve their camping experience and increase revenue.

- a) Have one campground director (Mon to Fri - 8 am to 4 pm) to organize and administer campground systems, regulations, schedules, and operations.
- b) This person will supervise three campground attendants (7 day week – noon to 8 pm) and two groundskeepers (Mon to Fri - 8 am to 4 pm) on a regular basis.

Thank you.

Allan

### **Camper Comment Cards from all the campgrounds – Sep 11, 2018 (Cindy Edgar)**



There were a lot of positive comments and a couple of written notes to the campground attendants. Some saying they were very friendly and helpful, grounds were kept very clean. One young lady thought the wood guy was sexy. Lori was thanked numerous times on her helpfulness and friendliness. Lori and Al had a special thank you for their great friendly customer service and great greeting and they would defiantly be back.

There was a lot of suggestions to improve the campgrounds, a dock at Cameron Lake would benefit swimmers and small boats/kayaks.

A few people thought 50% off for seniors discounts. Provincial parks do this from opening to June 15<sup>th</sup>.

A locked box for self-check in, people that come in late.

The Reserved Signs need to be bigger or in a better location.

Better Signage on highway, a lot of campers missed the turn off to Cameron and Dinosaur.

A well or potable water source.

Allowing their quest to use their passes.

More first come first serve sites.

Handrails in the outhouses for the handicap and lower toilets.

The biggest complete was the noise at night and the traffic going through the parks at night. One couple complained of a party lasting until 3:00 am. Campers are wondering why the RCMP don't come through the parks more often, not once in 5 days did they see the RCMP. Generators running all night was another complaint. Motor bikes in the campgrounds. Speeding vehicles going through the campsites. Campers chasing water fowl. And of course the wasps.

There was a lot of complaints about the grass not being cut. Over hanging branches on the road, hard for the big camping units to go through without damaging something. Many complained about the goose poop on the beach, and suggested it be raked daily.

One complaint of garbage in the fire pits, and increase the time the restrooms get cleaned. Bring in the honey truck before the long weekend rush.

One couple came in at 3:00pm Friday afternoon and didn't see a campground attendant until 4:00 on Saturday.

Audit Assessment King Gething- June						
	Fire Pit	Tables	Landscape	# Post		
Site 1	Fair	Fair		All number post could be taller		Washrooms
						Garbage Cans
						Right wash basin to be fixed-cold water runs continually. Light fixture in left stall needs to be fixed
Site 2	Fair	Fair		"		Could use on single can @ gazebo(cook house)
						Recycle Cans
Site 3	Fair	Fair				Boat Launch
						Existing large recycle bin replaced with proper blue recycle bins
Site 4	Fair	Fair		"		N/A
						Parking Lot
Site 5	Fair	Fair		"		Signs
						existing road be wider to accommodate longer Rv's and Trailers pulling in as well for the Sani-dump
Site 6	Fair	Fair		"		Property address should be erected for identification for emergency crews and travelers
Site 7	Fair	Fair		"		Playground
						Beach
Site 8	Fair	Fair		"		N/A
						Could usse a play ground area with equipment
Site 9	Fair	Fair		"		Roads
						Culverts
Site 10	Fair	Fair		"		
						Both East & West campgrounds accesses should have stop signs erected @ Hwy 29
Site 11	Fair	Fair		"		N/A
Additional Comments:						

Audit Assessment Alwin Holland- June							
	Fire Pit	Tables	Landscape	# Post		Washrooms	Garbage Cans
Site 1	Fair	Fair		All number post could be taller		Both washrooms fair condition	Could use 1 single can @ Riverside area
Site 2	Fair	Fair		"			
						Recycle Cans	Boat Launch
Site 3	Fair	Fair		"		Existing LG recycle bin could be replaced with proper blue bin	N/A
Site 4	Fair	Fair		"			
						Parking Lot	Signs
Site 5	Fair	Fair		"		Fair	Rural address to be reposted for emergencies identification
Site 6	Fair	Fair		"			
Site 7	Fair	Fair		"		Playground	Beach
						No room	N/A
Site 8	Fair	Fair		"			
Site 9	Fair	Fair		"			
						Roads	Culverts
Site 10	Fair	Fair		"		North & only access could use no-post concrete barrier @ 90 degree corner below hilltop	N/A
Additional Comments:							

Audit Assessment Dinosaur Lake- June							
	Fire Pit	Tables	Landscape	# Post		Washrooms	Garbage Cans
Site 1	Fair	Fair	Check condition of old water pump stations	All number post could be taller			
Site 2	Removed Old Firepit Stands	Fair				Fair	Good
Site B1	Removed Old Firepit Stands	Fair	Removed protective wire from trees			Recycle Cans	Boat Launch
Site B2	Removed Old Firepit Stands	Fair				Good	Good- maintained by BC Hydro/Dock also BC Hydro
Site B3	Removed Old Firepit Stands	Fair				Parking Lot	Signs
Site B4	Removed Old Firepit Stands	Fair				LG parking lot to have gravel removed & crush added	Need rules & regulations sign in stand. Need address for emerg. crews
Site C1	Removed Old Firepit Stands	Fair				Playground	Beach
Site C2	Removed Old Firepit Stands	Fair					
Site C3	Removed Old Firepit Stands	Fair				Could use a play ground in the open tent area	Wood debris to be removed by BC Hydro
Site C4	Removed Old Firepit Stands	Fair				Roads	Culverts
Site D1	Removed Old Firepit Stands	Fair				Good- recently graded & calciumed. 2nd campsite road could use calcium	N/A
Site D2	Removed Old Firepit Stands	Fair					
Site D3	Removed Old Firepit Stands	Fair					
Site E1	Removed Old Firepit Stands	Fair					
Site E2	Removed Old Firepit Stands	Fair					
Site E3	Removed Old Firepit Stands	Fair					
Site E4	Removed Old Firepit Stands	Fair					
Site E5	Firepit could be lowered						
Additional Comments: Determine campground boundaries . Add more picnic tables in day use and tent area							

Audit Assessment Cameron Lake-June							
	Fire Pit	Tables	Landscape	# Post		Washrooms	Garbage Cans
Site 1	OK	Fair	Routine grass trimming & mowing	All number post could be taller		Older pit toilet opposite site #5 has unstable foundation	Good
Site 2			Some minor low spot need filling				
						Recycle Cans	Boat Launch
Site 3			Low hanging tree branches need trimming			Good	N/A
Site 4							
						Parking Lot	Signs
Site 5						Adequate	Rural address to be reposted for emergencies identification
Site 6							
Site 7						Playground	Beach
Site 8						New	Clean & unobstructed grass. Substantial goose poop removed
Site 9							
						Roads	Culverts
Site 10						Some portion needs reshaping & fresh crush gravel	Site 10 need's repairs to help drainage sreing flooding of Site 9 & 10
Could use 2 pinic tables @ lakeside day use area opposite #10							
Site 11							
Site 12							
Site 13							
Site 14						Danger tree to be removed	
Site 15							
Additional Comments: Further review of Firepits need ID. To derermine grates to be rewelded. Suggested to have a sani-dump. Dog poop dag dispenser							

Audit Assessment King Gething-July							
	Fire Pit	Tables	Landscape	# Post		Washrooms	Garbage Cans
Site 1	Dug in	New	walking is up & down through Site 7			Good fixtures light	Good
Site 2	Filled in on Outside	New	Filled in tree roots				
Site 3	Dug in 4" more	New				Recycle Cans	Boat Launch
Site 4	Dug in 6" more	New				Good	N/A
Site 5	Good	New				Parking Lot	Signs
Site 6	Good	New				Weeds in gravel	Peeling on back
Site 7	Good	Old				Playground	Beach
Site 8	Good	New				Gasebo: refreshing on stain	N/A
Site 9	Good	Old- 2 Tone Brown paint				Roads	Culverts
Site 10	Good	New				Potholes	Squished down
Site 11	Good	New		Rough shape			
Additional Comments:							

Audit Assessment Alwin Holland-July						
	Fire Pit	Tables	Landscape	# Post		
Site 1	Good	Good	Needs new gravel to level it	Can't see		Washrooms Touch up White side Garbage Cans Good
Site 2	Good	2 Tone Brown	Pad needs gravel to level it			
Site 3	Good	Good	Good	Could move to Access road		Recycle Cans 1 Boat Launch N/A
Site 4	Good	Good	Good	Could move to Access road		
Site 5	Grill, managable	Good	Good	Could move to Access road		Parking Lot Signs Needs gravel to tent area Peeling on back of Rule sign
Site 6	Good	Good	Hole in road on inside corner	Could move to Access road		
Site 7	Good	No	Access steep	Could move to Access road		Playground Beach
Site 8	Good	Needs new paint	level out	Hard to see		River Path Rocky- Fossils
Site 9	Good	Good	Access steep	Hard to see		
Site 10	Good	Good	Driveway Easy needs gravel	Hard to see		Roads Only for smaller Units & Trucks Culverts Full of old Deadfull & Trees cut down last year
Tent Area	No	No	Needs some	No		
				Could be a lot taller		
Additional Comments:						

Audit Assessment Dinosaur Lake-July							
	Fire Pit	Tables	Landscape	# Post		Washrooms	Garbage Cans
Site 1	Good- Grill Squished	Good		Hard to see		Need paint inside	6 cans Good
Site 2	Good	Good		Hard to see			
						Recycle Cans	Boat Launch
Site B1	Good	Good		Hard to see		4 Bins	
Site B2	Good	Good		Hard to see			
						Parking Lot	Signs
Site B3	Good	Good		Hard to see		People doing donuts has left this very bumpy.	No rules sign. Put up between main road and campsite road between the trees across C2 & C3
Site B4	Good	Need touch up		Hard to see			
Site C1	Good	Good		Hard to see		Playground	Beach
						Need on	
Site C2		Good		Hard to see			
Site C3	Good	New		Hard to see			
						Roads	Culverts
Site C4	Good	Good		Hard to see		Washboards	
Site D1	Good		Bridge access is gone	Hard to see			
Site D2	Good	Needs touch up		Hard to see			
Site D3	Good	Good	Thick Grass	Hard to see			
Site E1	Good- No Grill	Needs touch ups	Sites E1 to E5 needs to be leveled out to drain right , pits dug in	Hard to see			
Site E2	Good - No Grill	Good		Hard to see			
Site E3	Good- Grill Warped	Good		Hard to see			
Site E4	Good			Hard to see			
Site E5	Too Big	Needs touch up		Hard to see			
Tent Area	Piles of Rock, Needs a Firepit	Needs touch up	Good	No Sign			
Day Area	Rocks	Good & new	Good	No Sign			

Additional Comments: Paint tables, Paint bridge to tent area and day area green, mark trail head sign.



Audit Assessment Cameron Lake-July							
	Fire Pit	Tables	Landscape	# Post		Washrooms	Garbage Cans
Site 1	Good	Needs paint	Lumpy use more grass	Good		1 to be replaced, 2 touched up, 1 short and sturdy	9 cans, good
Site 2	Good	Needs paint	Drainage for road off highway	Good		Recycle Cans	Boat Launch
Site 3	Good	Needs paint	Drainage for road off highway	Good		5 Good	Sign Ppost
Site 4	Good	Needs paint	Drainage for road off highway	Good		Parking Lot	Signs
Site 5	Good	Needs paint	Drainage for road off highway	Good		Used for campers	Well posted at entrance
Site 6	Good	Needs paint	Drainage for road off highway	Good			
Site 7	Good	Needs paint	Slopes to lake	Good		Playground	Beach
						Good- new	Natural access
Site 8	Good	Needs Paint	Slopes to Lake	Good			
						Roads	Culverts
Site 9	Good	Good	Wet spot needs gravel	Good			
						Good	Needs to be replaced-lack of drainage floods 2 campsites 9 & 10 every year
Site 10	Good	Good	Wet spot needs gravel	Good			
Site 11	Good	Good	Wet spot needs gravel level,dirt,grass seed	Good			
Site 12	Good	Needs Paint	Wet spot needs gravel level,dirt,grass seed,needs danger ree removed	Good			
Site 13	Huge, No Grill	Good	Good	Good			
Site 14	Huge Firepit	Good	Good	Good			
Site 15	Good	Needs Paint	A lot of roots & dirt. Needs top soil and grass	Good			
Site 16	Good	Needs Paint	Good	Good			
Site 17	Good	Good	Roots and rough	Good			
Site 18	Good	Needs paint	Uneven, rocky	Good			
Additional Comments: Would like to see a row of trees along Sites 17 & 18 to cut down highway noise and windbreak.							

# THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** MAYOR AND COUNCIL

**DATE:** SEPTEMBER 13, 2018

**FROM:** Chris Cvik, CAO

**SUBJECT:** SURPLUS SALE

## RECOMMENDATION

"That Council accept the bid for the following item, listed below and authorize staff to prepare and execute the transfer documents required for sale:

**1990 INTERNATIONAL VAC TRUCK**

**\$1,000.00**

<b>Year</b> 1990	<b>Make</b> International
<b>Model</b>	
<b>Odometer Working</b> 67,212 km	
<b>VIN</b> 1HTSHTVR7LH241265	
<b>Engine</b> Navistar inline 6	
<b>Trans</b> Standard	
<b>Condition</b> Fair	
<b>Tire size</b> 11R/22.5/14	
<b>Colour</b> White	
<b>Engine Hours</b> 9495.8	

The bids for the purchase of the Surplus Property closed at 4:00 pm, September 5, 2018.

The following is the highest bid that were received for the following items:

**21990 INTERNATIONAL VAC TRUCK**

**\$1,000.00**

The other bids that were unsuccessful can be seen at the office.

Report prepared by:



Chris Cvik, CAO



**HUDSON'S  
HOPE**

PLAYGROUND OF THE PEACE

Box 330  
9904 Dudley Drive  
Hudson's Hope BC V0C 1V0  
Telephone 250-783-9901  
Fax: 250-783-5741

## SURPLUS EQUIPMENT SALE

The District of Hudson's Hope has a **1990 INTERNATIONAL VAC TRUCK** for Sale by sealed bid "as is, where is". Bids must be received at the District Office by 4:00 PM, Wednesday, September 5, 2018.

Drop off sealed bids at the District Office, 9904 Dudley Drive or mail to Box 330, Hudson's Hope, BC V0C 1V0. Call (250) 783-9901 for a bid form or for an appointment to view the item. The highest or any bid may not necessarily be accepted. The District of Hudson's Hope reserves the right to refuse any and all bids.

The items are for sale "as is, where is." The highest or any bid may not necessarily be accepted. The District of Hudson's Hope reserves the right in its sole discretion to reject any or all bids, or to accept a bid which is considered to be in the best interests of the District of Hudson's Hope. The District of Hudson's Hope may, but is not required to, waive any informality in a bid or to accept an irregular or incomplete bid.

More information on each item can be viewed on our website at:  
<http://hudsonshope.ca/business/tenders/> or at the District Office.

		Bid Price
1	1990 INTERNATIONAL VAC TRUCK	1,000.00.

JOHN McKEOWN

Name (Please Print)

250 783 3303

Telephone Number

BOX 487

Box Number, Street Address

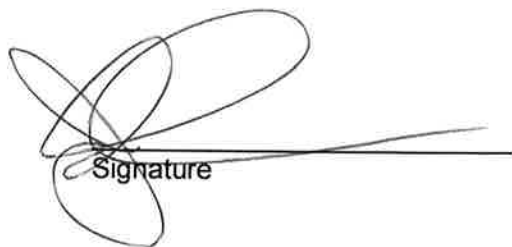
HUDSON'S HOPE BC

Town

Prov

V0C 1V0

Postal Code



Signature

SEPT 4/18

Date

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: September 20, 2018</b>
<b>Meeting#:</b>	<b>Originator: Kaitlyn Atkinson</b>
<b>RFD TITLE: Casual Recreation Assistant</b>	

### BACKGROUND:

Council approved the hiring of a Summer Recreation Assistant from funding of \$3,945.55 set aside in the budget. Her term has now ended. With the upcoming events, recreation and especially Pro-D camps I am looking to hire a student to assist casually until mid- December with the funding left over.

### DISCUSSION:

Best practice when working with children of at minimum kindergarten age is an 8:1 child to leader ratio. The Pro-D camps currently have a maximum of 8 in the morning and 16 in the afternoon due to the RSEC working alone for her portion of the camp. To allow for greater registration and impact in the community, assistance is needed. This same idea applies to on ice programs being offered this fall- though the urgency is less as programs include a parent or are geared to adults.

Possible tasks for the student would be:

- Scorekeeping the women's rec games
- Assist as leader during Pro-D camps
- Assist on ice for parent and tot and adult lessons
- Assist with special events such as Frightful Frolics, Remembrance Day, and the Christmas parade
- Assist with the afterschool and before school program being offered at the school in collaboration with Hope for Health.

All suggestions being dependant on the student's schedule, though Pro-D availability will be crucial. Hours will be allotted based on remaining budget.

### ADMINISTRATOR COMMENTS:

Report Approved by:

  
 \_\_\_\_\_  
 Chris Cvik, Interim CAO

**BUDGET:**

The initial budget amount of \$3,945.55 has over \$2,500 left for use. If a student works 6 hours per week at \$14.61 from mid October till mid December, this amounts to \$877 plus the mandatory employer related costs which falls well within the amount of \$2,500 left for use.

**RECOMMENDATION / RESOLUTION:**

That council approve the hiring of a Casual Recreation Assistant-Student to work with the Recreation and Special Events Coordinator until year end using funds in the budget and allotted to the hiring of a Recreation Assistant.



Kaitlyn Atkinson, Recreation and Special Events Coordinator

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Recreation and Events Update

**DATE:** September 20, 2018

**FROM:** Kaitlyn Atkinson, Recreation and Special Events Coordinator (RSEC)

---

### Staff Travel

*October 3. Negligence and Risk Management: Recreation Specific. Dawson Creek*

*October 4. Northern BC Recreation Association: Regional Meeting. Dawson Creek*

*October 15-19. Canadian Playground Safety Inspection: Part 1 and 2. Edmonton*

Apart from one last hike to go, all summer recreation programs have ended. Below is a summary of attendance.

### Recreation

#### *Summer Hike Series*

Total Participants on hikes to date: **59**

#### *Arena Drop Ins*

Held Thursday morning from 10am-noon (not scheduled when coordinator is away). All ages welcome, under 6 needs a parent. Ball hockey, bouncy castle, roller blading, crafts and games are all possible activities.

Total Participants: **23**

#### *Play in the Park*

This program occurs at two locations. Tuesday from 3-6pm at Beattie Park along with the farmers market and Thursday from 1-3pm at the pool park. Bocce, colouring, bubbles, scavenger hunts, playground games, painting, and crafts are possible activities.

Total Participants: **60**

#### *Day Camps*

Total Participants: **31**

#### *Yoga in the Park*

4 sessions were planned and two were cancelled due to weather.

Total Participants: **16**

#### *Library Summer Reading Program: Active Play component*

Total participants: **64**

***Grand Total of participants in all programs: 253***

**Project Updates**

*Beryl Prairie Playground*

Scheduled to arrive the first week of October.

*Trails Grant*

McElhanney in Fort St. John is working with us to have all deliverables submitted by October 12, 2018.

**Grants and Donations**

Peace River Hydro Partners

\$5000 for recreation equipment and supplies

**Events**

*Fall Sign up Night/ Garage Sale*

This year the event was held in the Arena, allowing for more space for parents, clubs and the kids to play. Happening at the same time was the sale of the recreation society assets, all items were at garage sale prices and many were free. Revenues amounted to \$35. The new venue for sign up night allowed the bouncy castle to be utilized by kids as their parents completed registrations. One complaint that was heard was that it was cool in the arena, though this could also be due to the negative temperature and snow we received that evening.

**General**

*Recreation Society Assets*

Any items that were not sold or taken for free were removed from the arena September 12 and taken to the share shed, we retained a ping pong table for use at the arena as well as miscellaneous craft supplies. Two bean bag chairs were donated to the Hudson's Hope Thrift Store.

**Upcoming Events**

*That Dam Run- September 23*

I will be at this event starting at 8am, per councils grant of assistance which includes my time on the day.

*Remembrance Day- November 11*

The grads of 2019 have been confirmed to again assist with this event. Waiting to hear from the Junior Rangers if they will be participating in the running of the tea.

*Frightful Frolics- October 26*

Held again at the arena, Cindy has taken the lead on this event. I will assist with planning and setup as required and be on site the day of the event. Cindy has made a great start with activities and planning!

*Winter Carnival-January*

Although not the most immediate event it is a time consuming one. Sponsorship and donation request letters will be completed and sent out this month.

**Proposed event dates:**

Friday January 25-Monday January 28 (Friday and Monday are both non-instructional days)

Thursday January 24- Sunday January 27

## **Upcoming Recreation**

*Parent and Tot Skating Session- Tuesday 9am and Thursday 2pm, starting in October for walking-3yrs.*

An informal on ice session in which both parents and tots can wear skates or shoes- their choice and dependant on their comfort level. Instructor will be on ice to greet attendees, engage with them and show the parent the available activities. These will include: Toys and games that encourage movement, practicing falling and getting up, symbols and “mazes” drawn on the ice with an action such as turning in a circle, walking sideways, small jump, or touching toes. The purpose of this session is to get the tot comfortable with the ice and the movements required for skating. The skating club has been consulted and is on board with this program. Free Program.

*Adult Skating Lessons-Tentatively Sunday evenings*

The skating club does a great job with progressive skating lessons. These lessons are primarily geared to children and teens. Registration of adults while not unwelcome-is uncommon as the age difference is so great. A partnership is being discussed with the skating club to offer these sessions geared to adults. Sets would be 5 weeks long and one would run in the fall and again in the new year. Cost associated.

*Non-Instructional Day Camps- Sep 21 and 24, Oct 19, Nov 30, Feb 25 and May 10*

The above list is not every non-instructional day in the school calendar but is the ones that do not fall with a long weekend. These camps are offered in partnership with the library. The RSEC will lead the morning session from 9am-12:30pm lunch will be from 12:30pm-1pm at the library after which the library takes charge from 1pm-4:30pm. Camps will be culturally themed with a focus on sport history of that culture, games and play in the morning and crafts, science, and indoor activities in the afternoon.

First themes are Inuit and Swiss.

*Women's Rec Hockey- Tuesdays 7:30-8:45, starting on October*

This program would be a registered program running for 5 weeks at a time. Costs would be minimal intended to only cover ice costs.

*Guided Snowshoes- 3/month, same format as the hikes, starting in November weather dependant.*

A posting looking for those qualified and interested in running the snowshoes via contract will go out in October. Some gear will be available for use, looking to partner with Cameron Lake Outdoor Education Center for use of space and rentals from time to time.

*Before and After School Program- Starting Late September or Early October. 75-minute sessions*

One morning and one afternoon session will be offered each week. This program is being organized by Hope for Health with grant funding and is a continuation of the afterschool program that ran last Spring which the RSEC assisted with. When time permits the RSEC will assist with this program, assistance is often needed due to the high demand for the program and the number of participants each day.



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Gwen Johansson and Council

**SUBJECT:** Protective Services Action and Updates

**DATE:** 24 September 2018

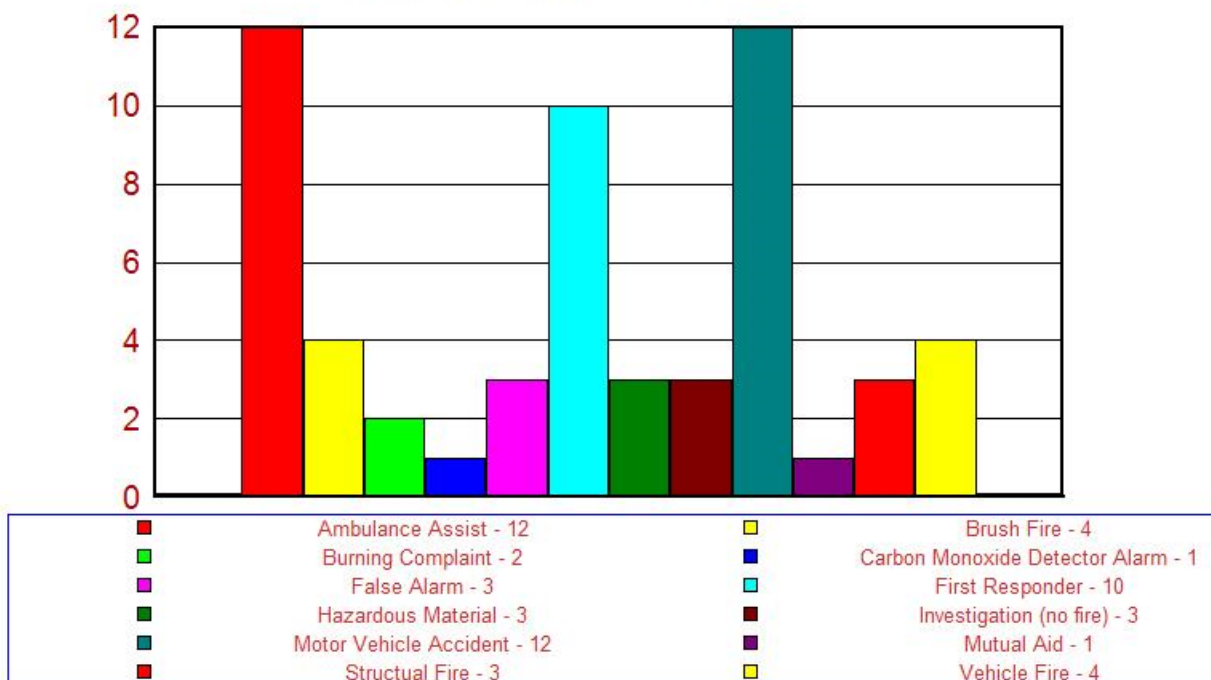
**FROM:** Robert Norton Director of Protective Services

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### Fire Department Operations

Hudson's Hope Fire Rescue has responded to 58 calls for service to date in 2018. There were 54 calls for service in 2017.

### Hudson's Hope Fire Rescue Call for Service Year to Date



As part of the BC Office of the Fire Commissioner's Command Staff I was deployed to the Babine Fire Complex in the Burn's Lake area from 13 August 2018 to 26 August 2018. During this deployment I was assigned as part of the structural suppression and protection activities that were occurring at the Verdun Fire south of Francois Lake.

In a variety of roles, I was afforded the opportunity to take part in this large scale urban interface event, and operationally I have come away with a number of new experiences, strategies, and techniques that will be invaluable in the event that our community were to face a similar wildfire threat.

Hudson's Hope Fire Rescue and Hudson's Hope Elementary Secondary School will once again be partnering to offer the Junior Fire Fighter program to grades 10-12. This will be the 14<sup>th</sup> year of the program which allows local high school students the opportunity to work with the department in a safe and controlled environment and learn of the department's roles and contributions to the community.

### Emergency Management

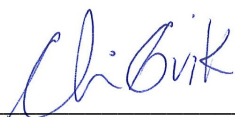
District Staff are continuing with implementation training and system set up for the Everbridge mass notification system that will be utilized by the various communities within the region. The next meeting for stakeholders will be 26 September 2018 in Dawson Creek to continue with implementation preparations as well as discuss the communication plan to disseminate information regarding the system to our respective communities. The use of a common communication plan will result in consistent messaging to the various communities and will give the program a seamless appearance between jurisdictions.

TDB Consulting is currently working on the completion of the fuel fire treatment project in Beryl Prairie and populating the final reporting requirements associated with the grant project. All major project work had been accomplished earlier in the year, and this final work includes completing the debris removal component that was on hold due to high fire danger indexes. Final reporting deadline is 28 September 2018.



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Robert Norton  
Director of Protective Services



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Chris Cvik  
Interim CAO



August 30, 2018

Dear Member Communities

This year's wildfire season is now the second worst in the history of British Columbia. With more than 550 fires burning across the province and the most notable in the province's southeast, northwest and interior regions, I, on behalf of the North Central Local Government Association would like to express our sympathies to all the communities affected by this year's wildfires. Although the fires are more geographically dispersed and the total area burned is lower than last year, many people and their communities have been profoundly affected. Thousands of residents have been forced to evacuate to Prince George while others remain on alert or even refuse to leave in the hopes of saving their homes. You are all in our thoughts.

We would like to thank the City of Prince George for opening its doors once again for evacuees and helping in this hour of need. We would also like to express our deepest appreciation to those who are stepping up to assist in fighting fires, providing emergency operations support and aircraft that are supporting ground crews. We are grateful to the global community, in particular New Zealand, Australia and Mexico and any others who have sent firefighting personnel to our region.

On August 22<sup>nd</sup>, B.C. Premier, John Horgan, accompanied by the Minister of National Defense, Harjit Sajjan, visited PREOC in Prince George. They were briefed alongside local Mayors and First Nation leaders about the current state of the region's wildfires. Their support is appreciated.

We also very much appreciate the visit by Prime Minister Justin Trudeau, who visited Prince George on August 23rd to talk to firefighters, Provincial Regional Emergency Operation Centre (PREOC) staff, Indigenous leaders and volunteers. He also offered acknowledgement to displaced residents of how difficult the wildfire season has been.

The NCLGA will remain in contact with the Province regarding wildfire status. In addition, we will meet with Emergency Management BC during the UBCM Convention in September to express concerns and explore potential strategies for the prevention, mitigation, and improved response to wildfires in the future. We must learn from our experiences and use that knowledge to inform our approach moving forward.

Finally, I hope that everyone stays safe during this time. Please update us regarding the status of your community, as you are able. The NCLGA will stay in contact.

Sincerely,  
Gord Klassen  
President, NCLGA

**From:** [Chris Cvik](#)  
**To:** [Tammy McKeown](#)  
**Cc:** [Dave Heiberg](#)  
**Subject:** FW: Site C Traffic and Pavement Monitoring Report - Year 2  
**Date:** Tuesday, September 04, 2018 9:27:24 AM  
**Attachments:** [20180831 Traffic and Pavement Monitoring Report Year 2 Updated.pdf](#)

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Next agenda item please for consent agenda.

**Chris Cvik, Interim CAO**

District of Hudson's Hope  
Cell: 250-783-0942

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**From:** Pepper, Nancy <Nancy.Pepper@bchydro.com>  
**Sent:** September 3, 2018 11:33 AM  
**To:** Chris Cvik <cao@hudsonshope.ca>  
**Cc:** Dave Heiberg <dave@hudsonshope.ca>; Kelly Miller <kelly@hudsonshope.ca>  
**Subject:** RE: Site C Traffic and Pavement Monitoring Report - Year 2

Hello Chris,

We finally received the information referenced below from ICBC in August and we have updated the attached report (Section 3 and Appendix B) with the results of the road safety analysis.

I am not sure how Tom was sharing it internally in the past so I have included all three of you. Please let me know if you would like me to change that in the future. The next report will come out in January 2019.

The updated analysis does not include the intersections in Hudson's Hope as those intersections are only part of the intersection performance monitoring. They weren't included in the other monitoring program due to the level of estimated traffic related to Site C in Hudson's Hope.

Regards,

Nancy

---

**From:** Pepper, Nancy  
**Sent:** 2018, January 19 4:22 PM  
**To:** Tom Matus ([cao@hudsonshope.ca](mailto:cao@hudsonshope.ca))  
**Subject:** Site C Traffic and Pavement Monitoring Report - Year 2

Good afternoon,

Please find attached the Traffic and Pavement Monitoring Report – Year 2 (attached).

In accordance with the Traffic Monitoring and Mitigation Plan, collision data was requested from

ICBC in November 2017 to allow BC Hydro's traffic contractor, WSP, to complete the road safety monitoring program for Year 2. As of January 19, 2018, the collision data has not be received by WSP. BC Hydro will submit an updated Year 2 report with the results of the road safety program within 30 days of receiving the collision data from ICBC.

I have spoken to ICBC and they told me that we are near the top of the queue to receive our requested data.

Please don't hesitate to contact me, if you have any questions.

Regards,

Nancy

Nancy Pepper | Community and Social Mitigation Manager, Site C

P 604 699 7202  
M 604 202 4572  
E [Nancy.Pepper@bchydro.com](mailto:Nancy.Pepper@bchydro.com)

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# Traffic and Pavement Monitoring Report – Year 2

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*Prepared in accordance with*

*Construction Safety Management Plan: Section 5.4.12 Traffic and Pavement  
Monitoring*

*and*

*Appendix B: Traffic Monitoring and Mitigation Plan – Fort St. John and North  
Bank Area Roads*

*Site C Clean Energy Project*

*August 31, 2018*

Traffic and Pavement Monitoring Report – Year 2 - Updated  
Construction Safety Management Plan  
Site C Clean Energy Project

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Appendix A Year 2 Traffic Performance Monitoring Program

Appendix B Year 2 Road Safety Monitoring Program

Traffic and Pavement Monitoring Report – Year 2 - Updated  
 Construction Safety Management Plan  
 Site C Clean Energy Project

## 1.0 Background

### 1.1 Site C Clean Energy Project

The Site C Clean Energy Project (the Project) is a hydroelectric dam and generating station under construction in northeast B.C. Construction started in July 2015 and will be in service in 2024. The Project will help meet future electricity needs by providing 1,100 megawatts of dependable capacity, and producing about 5,100 gigawatt hours of energy each year — enough to power the equivalent of 450,000 homes per year. Once built, the Project will be a source of clean, reliable and cost-effective electricity in B.C. for more than 100 years.

The key components of the Project are:

- Access roads and a temporary construction bridge across the river, at the dam site.
- Worker accommodation at the dam site.
- Upgrades to 240, 269, 271 and Old Fort roads.
- The realignment of six segments of Highway 29.
- Two temporary cofferdams across the river to allow for construction of the earthfill dam.
- Two new 500 kilovolt transmission lines connecting Site C to the Peace Canyon Substation, within an existing right-of-way.
- Shoreline protection at Hudson's Hope, including upgrades to DA Thomas Road.
- An 800-metre roller-compacted-concrete buttress to enhance seismic protection.
- An earthfill dam, approximately 1,050 metres long and 60 metres high above the riverbed.
- A generating station with six generating units.
- An 83-kilometre-long reservoir that will be, on average, two to three times the width of the current river

### 1.2 Traffic Assessment

The Site C Clean Energy Project (Project) Environmental Assessment assessed how Project traffic might affect both road safety and potential delays on the local road network by segment (BC Hydro 2013a). The assessment quantified the forecasted impact of the peak year traffic for major Project components in addition to forecasted base case traffic (BC Hydro 2013b). The assessment and all associated data are found in Volume 4, Section 31 Transportation and Volume 4, Appendix B Project Traffic Analysis Report of the Site C Clean Energy Project Environmental Impact Statement.

Traffic forecasts are affected by the planned location and schedule of the Project construction activities, and results illustrate that Project traffic patterns will be different between seasons, between years and in different parts of the region due to the location and schedule of Project activities. Examples include:

- the majority of Project traffic is associated with construction and commuter traffic entering the dam site construction area on the north bank;



Traffic and Pavement Monitoring Report – Year 2 - Updated  
 Construction Safety Management Plan  
 Site C Clean Energy Project

- there is generally expected be more Project traffic in summer than winter due to the requirement to schedule some work outside of winter conditions, resulting in a larger summer workforce commuting in to the site on north bank roads;
- Project traffic in the vicinity of Hudson's Hope will not change for several years, however during years with construction in this area local area traffic will increase seasonally during months in which construction activities for shoreline protection works and Highway 29 realignment works;
- Project contractors will have the option to access the dam site from the north or south bank over the temporary construction bridge across the Peace River within the dam site
- Private vehicles are not permitted within the dam site or over the temporary construction bridge across the Peace River, therefore no changes to public traffic patterns are forecast as a result of the Project.
- Project plan changes since the assessment with potential impacts on road use:
  - Peace River Hydro Partners has decided that a majority of the riprap from West Pine Quarry will be transported by rail and as such, large scale road mitigation measures including the Project Access Road are unnecessary
  - Materials and equipment transport for the worker accommodation will come from the north bank roads

### 1.3 Traffic Monitoring

Traffic monitoring is described in two locations in the Construction Safety Management Plan:

- Construction Safety Management Plan: Section 5.4.12 Traffic and Pavement Monitoring and
- Appendix B: Traffic Monitoring and Mitigation Plan – Fort St. John and North Bank Area Roads (TMMP)

The schedule for traffic monitoring during Year 2 of Project construction is shown in Table 2.3.

The TMMP was developed by BC Hydro with the City of Fort St. John (City) to describe monitoring that will occur within and near the City, conditions that may trigger the need for additional mitigation measures, and to assess potential mitigation measures. In addition to monitoring seven locations forecast to be used by Project traffic, BC Hydro is also providing raw count data for one additional intersection of interest to the City at 100<sup>th</sup> Ave at West Bypass Rd. The data for these two intersections is directly provided to the City for their purposes and is not included further in this report. Section 4.1.2 of the TMMP describes that in the first 12 months of the Project, turning movement counts at the intersections listed below would occur quarterly to provide seasonal traffic information useful for future construction years. Future years would include annual monitoring until the year before the anticipated peak year of traffic when quarterly monitoring would begin again.

BC Hydro also collected pre-construction baseline intersection data in 2014-2015. The methodology and results of this data collection were provided in the Traffic and Pavement Monitoring Report (January 22, 2016).

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## 1.4 Pavement Monitoring

Pavement monitoring is described in the Construction Safety Management Plan: section 5.4.12 Traffic and Pavement Monitoring. Pre-construction baseline pavement monitoring was conducted in summer 2014 by the Ministry of Transportation and Infrastructure (MoTI). The first construction phase pavement monitoring was completed in summer/fall 2016 by MoTI. The next pavement monitoring period will be approximately two years later in 2018. The results of the monitoring are retained by MoTI and are not included in the results of this report.

BC Hydro and MoTI have an agreement for BC Hydro to pay the reasonable costs associated with pavement surveys that are in addition to MoTI's normal monitoring program.

## 1.5 Project Activities During Monitoring Period

Year 2 of Project construction: dam site site preparation activities continued, including mitigation road works on north bank roads.

The following Project activities occurred during Year 2 of construction at or in the vicinity of the dam site:

1. The project surpassed 2,000 workers in March 2017, with over 1,700 workers from B.C. As of July 2017, 1,678 British Columbians were working on the project — that's 78% of the workforce (2,549).
2. The Site C worker accommodation lodge was completed in October 2016 with a total of 1,600 rooms. The lodge opened with 300 beds in February 2016 and added 900 rooms in July 2016.
3. The main civil works contractor continued to mobilize crews, materials and equipment and continued physical work at the site.
4. Clearing occurred in the lower and eastern reservoir areas and in the Moberly River valley, with logs being processed and transported to local mills. Clearing began along the transmission line right-of-way between the Site C dam site and just west of Jackfish Lake Road.
5. Public road improvements to 240 Road (1.6 km) and 269 Road (0.9 km) were substantially completed in fall 2016. Upgrades to Old Fort Road (5.6 km) and 271 Road (3.0 km) continued through summer 2017.
6. Construction of a viewpoint on the north bank was completed in summer 2017 and opened to the public.
7. The turbines and generators contractor, Voith Hydro, mobilized to site in spring 2017 and began excavation and foundation preparation for their temporary on-site manufacturing facility.

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### 1.5.1 Project Workforce

BC Hydro collected workforce information since the start of the Project, workforce information regarding the number of PRRD residents was captured beginning in May. Based on the data available, the Project has a high number of local hires (e.g. workers who are primary residents of the PRRD). While local workers may commute daily to the site, because they are predominately existing PRRD residents, they are likely people who would be on the road to work in the region anyway. Their route may have changed but the volume of traffic would not have increased along main routes such as Highway 97 due to the Project.

Reporting Period (Month)	Total Workforce	Construction and Environmental Contractors Workforce Numbers (Onsite Workforce)	# of PRRD Primary Residents of Onsite Workforce	% of PRRD Primary Residents of Onsite Workforce
August 2016	1,816	1,401	665	47%
September 2016	1,750	1,345	600	45%
October 2016	1,868	1,466	713	49%
November 2016	1,796	1,382	648	47%
December 2016	1,916	1,531	690	45%
January 2017	2,124	1,671	677	41%
February 2017	2,211	1,786	749	42%
March 2017	2,252	1,779	709	40%
April 2017	2,212	1,811	648	36%
May 2017	2,522	2,115	736	35%
June 2017	2,633	2,224	771	35%
July 2017	2,549	2,145	703	33%

Source: BC Hydro 2016-2017 <https://www.sitecproject.com/document-library/employment-statistics>

Note: Based on survey samples in fall 2017, approximately 71% of workers who are residents of the PRRD were existing residents prior to taking up work on the Project. As these workers were pre-existing residents, their employment on the Project has not resulted in a change in regional population.

## 2.0 Traffic Performance Monitoring

### 2.1 Monitoring Period and Locations

The Construction Safety Management Plan and the TMMP identify the intersections and frequency for traffic data collection. In accordance with the Plans, Table 2.2 and Table 2.3 show the data collection schedule for Year 1 and 2 of Project construction. Project “Years” start on July 27<sup>th</sup> and continue until July 26<sup>th</sup> of the following year.

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Within each monitoring period, data collection dates are selected to avoid holiday weeks, weekends or short term road works to avoid their possible influences on normal traffic patterns.

**Table 2.1 Quarterly Monitoring Periods**

Q1	January - February
Q2	April - May
Q3	July - August
Q4	October - November

**Table 2.2 Quarterly Traffic Performance Monitoring Schedule (Year 1, Year Prior to Peak, and Peak Year)**

Road Corridor	Intersection	Project Year 1			
		Q4	Q1	Q2	Q3
Hwy 29	Canyon Drive/Beattie (Hwy 29)			1	
Hwy 29	Hwy 29(Canyon Dr)/Clarke			1	
Hwy 97	Hwy 97/269 Rd (Year 1 Only) <sup>1</sup>			1	
Hwy 97 N	Hwy 97/Old Fort Road	1	1	1	1
Hwy 97 N	Hwy 97/100 Street	1	1	1	1
Hwy 97 N	Hwy 97/85th Avenue	1	1	1	1
Hwy 97 S	Hwy 97/Hwy 29 (Chetwynd)			1	
Jackfish Lake Road	Hwy 97/Jackfish Lake Road			1	
NB Roads	Old Fort Road/85 Avenue	1	1	1	1
NB Roads	85th Avenue/100 Street	1	1	1	1
NB Roads	Dam Site Entrance – Gate B	1	1	1	1
NB Roads	Dam Site Entrance – Gate D <sup>2</sup>	1	1	1	1
NB Roads	Hwy 97/86th Street	1	1	1	1
NB Roads	100th Ave/West Bypass	1	1	1	1

Note 1: In addition to the intersections listed in the TMMP, data was also captured for Highway 97 at 269 Rd in April because of road improvements on the other north bank roads leading to the dam site Gate D. These improvements were completed summer 2017 and this intersection is not anticipated to be included in the Year 2 monitoring program.

Note 2: Gate A was renamed to Gate D in 2016.

Note 3: Count station 14-011 was removed from the monitoring locations as it is a temporary MoTI station which does not capture intersection data.

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**Table 2.3 - Project Year 2 Intersection Function Monitoring Schedule**

Road Corridor	Intersection	Project Year 2			
		Q4	Q1	Q2	Q3
Hwy 29	Canyon Drive/Beattie (Hwy 29)			1	
Hwy 29	Hwy 29(Canyon Dr)/Clarke			1	
Hwy 97 N	Hwy 97/Old Fort Road			1	
Hwy 97 N	Hwy 97/100 Street			1	
Hwy 97 N	Hwy 97/85th Avenue			1	
Hwy 97 S	Hwy 97/Hwy 29 (Chetwynd)			1	
Jackfish Lake Road	Hwy 97/Jackfish Lake Road			1	
NB Roads	Old Fort Road/85 Avenue			1	
NB Roads	85th Avenue/100 Street			1	
NB Roads	Dam Site Entrance – Gate B	1	1	1	1
NB Roads	Dam Site Entrance – Gate D <sup>1</sup>	1	1	1	1
NB Roads	100th Ave/West Bypass			1	

Note 1: Gate A was renamed to Gate D in 2016

Note 2: Hwy 97 at 86<sup>th</sup> Ave intersection function data gathering ceased after Year 1 of construction as traffic lights have been installed at the intersection.

## 2.2 Summary of Results

Please see Appendix A for the full Year 2 traffic performance monitoring program methodology and results completed in accordance with section 4.1.2 of the TMMP. Traffic performance monitoring is carried out for all intersections identified in the TMMP and the four regional intersections in Hudson's Hope and Chetwynd.

### Summary and Conclusion

In light of the findings of this study, the following is concluded:

- None of the thresholds identified in the TMMP have been exceeded and as such no mitigation measures are recommended.

### Year 2 Traffic Volumes

- Hudson's Hope Intersections |
  - The increase in traffic volumes compared to the baseline ranges between 20% and 40%. In addition, there was an increase when comparing the total volumes in April 2016 and May 2017 traffic data.
  - However, it was identified that there was minimal work completed for Site C project in May 2017 in the surrounding area. As such, the increased in traffic volumes due to Site C project is expected to be minimal, if any.
- Chetwynd Intersections |

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- Traffic volumes at the Highway 97 and Highway 29 intersection have generally increased during both peak hours when compared to the 2017 baseline volumes as well as the April 2016 volumes with construction traffic. This coincides with increased mining activity in the area after the reopening of the Brule and Wolverine mines.
- Traffic volumes at the Highway 29 and Jackfish Lake Road intersection have seen an increase during the morning peak hour but decrease during the afternoon peak hour when compared to the 2017 baseline volumes.
- However, the changes in traffic volumes were negligible between April 2016 and May 2017 volumes.
- Fort St. John Intersections |
  - Traffic volumes at the study intersections along Highway 97 were lower than the 2017 baseline volumes during the morning peak hour but were higher during the afternoon peak hour.
  - However, traffic volumes at the 85 Avenue and 100 Street intersection have increased during the morning peak and negligible change during the afternoon peak hour.
  - It was observed that there was an increase in traffic volumes at the 85 Avenue and Old Fort Road intersection during both peak hours.
  - Traffic volumes at the study intersections in Fort St. John have seen a general increase when comparing the April 2016 and the May 2017 volumes.

### Study Intersection Peak Hours

#### Morning Peak Hour

- Construction traffic and commuter traffic peak at different times except the 85 Avenue and Old Fort Road intersection.
- It was observed that commuter traffic volumes peaked between 7:45 a.m. and 8:45 a.m. while construction traffic at Gate B and Gate D peaked between 6:00 a.m. and 7:00 a.m. during the morning peak hour.

#### Afternoon Peak Hour

- Majority of the construction traffic and commuter traffic peak at different times.
- Although construction volumes at Gate B appeared to coincide with commuter traffic volumes, it was observed that average construction traffic volumes are less than 10 vehicles-per-hour during the afternoon peak hour.
- Commuter traffic volumes peaked between 4:30 p.m. and 5:30 p.m. while construction traffic at Gate B and Gate D peaked between 5:15 p.m. and 6:15 p.m.

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### Traffic Operational Analysis

- No physical improvements to the road network are recommended as the study area intersections do not exceed the thresholds at which mitigation measures would need to be considered for implementation, where:
  - None of the left and right turn queue lengths exceed the available storage;
  - None of the study intersections degrade two or more LOS when compared to the Year 2 Background traffic conditions; and
  - All study area intersections operated satisfactorily (LOS C or better) during the monitoring periods in Year 2 Project Construction.

## 3.0 Road Safety Monitoring Program

In accordance with the TMMP, collision data was requested from ICBC in November 2017 to allow WSP to completed the road safety monitoring program for Year 2. As of January 12, 2018, the collision data has not be received by WSP in time to include the data in the January 19, 2018 report. BC Hydro received the data from ICBC on August 2, 2018. BC Hydro submitted this updated Year 2 report with the results of the road safety program within 30 days of receiving the collision data from ICBC as committed.

### 3.1 Monitoring Period and Locations

Study years:

- Year 2 Construction collision review from August 1, 2016 to July 31, 2017;
- Year 1 Construction collision review from August 1, 2015 to July 31, 2016
- Previous collision history August 1, 2010 to July 31, 2015

Study intersections in Fort St. John:

- 85th Avenue and Old Fort Road,
- Highway 97 and Old Fort Road,
- Highway 97 and 100th Street,
- Highway 97 and 85th Avenue, and
- 85th Avenue and 100th Street.

### 3.2 Summary of Results

Please see Appendix B for the full Year 2 road safety monitoring program methodology and results completed in accordance with section 4.2.2 of the TMMP. Road safety monitoring is carried out for the intersections identified in the TMMP as they would be the most likely to experience a change due to the Project due to their proximity to the dam site and anticipated vehicle routings. It is not completed for the four regional intersections in Hudson's Hope and

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Chetwynd due to their distance from the Project and the results of the environmental assessment.

The results from the road safety monitoring program are summarized below:

1. During the 2014 – 2015 year of the pre-construction period, at the intersection of Highway 97 and 85th Avenue an additional severe collision was included in the Year 2 collision dataset from ICBC. The number of collisions reported in the pre-construction period is not expected to change given that the two-year ICBC reporting period for collisions ending on July 31, 2015 has now expired.
2. Two intersections recorded differences in the collision frequencies that were reported in the 2015 - 2016 Year 1 collision data obtained for the Year 2 Road Safety Review. They were:
  - a. Highway 97 and Old Fort Road; and
  - b. Highway 97 and 100th Street

The number of collisions increased at both intersections. The intersection of Highway 97 and 100th Street, added two new collisions increasing the total Year 1 collisions from 22 to 24. Even with the increased number of collisions recorded at this intersection for Year 1 it was still less than the final year of the pre-construction period when 29 collisions were recorded.
3. Collision frequency was less than or equal the pre-construction average for both total collisions and severe collisions at the following intersections during Year 2 of the Project
  - a. Highway 97 and Old Fort Road; and
  - b. 85th Avenue and Old Fort Road.
4. Collision frequency was higher than the pre-construction average at three intersections during Year 2 of the Project, which are:
  - a. Highway 97 and 85th Avenue, severe collisions increased to 4 col/yr, which is two more severe collisions than was recorded during Year 1 while traffic volumes increased between 4 and 7 during the morning and afternoon peak periods. The average number of severe collisions during the pre-construction period was 1.2 col/yr.
  - b. Highway 97 and 100th Street, severe collisions increased from a pre-construction annual average of five severe collisions to seven severe collisions in Year 2. As this location is a busy, signalized intersection, the increase in collision frequency cannot be attributed to a single incident nor can the collision frequency increase be attributed to an increase in intersection traffic volumes or heavy truck collisions. While the number of severe collisions in Year 2 was higher than the pre-construction average, it is lower than it was in Year 1.
  - c. 85th Avenue and 100th Street, total collisions increased from a pre-construction period average of 1.2 col/yr to four collisions observed at this location during Year 2. This was an increase from one collision recorded in Year 1 and it may be greater than the peak number of severe collisions recorded in 2013 – 2014. Traffic volumes increased 41% in the morning peak and 28% during the afternoon peak during Year 2 when compared with Year 1 of the Project. It is



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unclear from the collision data whether two collision claims were made from a single incident during Year 2. Side impact collisions appear to be the pre-dominant collision type during the pre-construction period and the project construction period.

Based on our review of the collision data for Year 2 of the Project, WSP has the following recommendations relating to the collision monitoring for the project.

1. Continue to monitor collisions throughout the study area. As the Project becomes busier and more traffic is generated by the Project construction, more construction related collisions might occur.
2. Collisions from the ICBC claims database will be reviewed annually for previously reported years so that collisions that are reported near the end of the two-year reporting period or after the previous road safety monitoring report are included in the road safety analysis for this Project.
3. Continue to monitor collision frequency at the intersection of Highway 97 and 100th Street annually. While collision frequency has dropped during Year 2 of the Project when compared with Year 1 and the year immediately before the Project began, the number of severe collisions remains above the average during the pre-construction period. Year 2 of the project is the third year in a row that collision frequency has been higher than the pre-construction average. Therefore, it is possible that some component of the increased collision frequency is due to an operational concern such as driver or other road user behaviour, road environment, geometric issues or traffic operation issues. Additional study of this intersection would be warranted if collision frequency continues to remain higher than the pre-construction average.
4. Continue to monitor collisions at the intersection of 85th Avenue and 100th Street as side impact collisions appear to be the predominant collision type during the pre-construction period and the first two years of the Project. While collision history during the Project for this location have not been consistently above the pre-construction period average, it is notable that the side impact collisions comprise approximately 50% of all collisions. It may be worthwhile for the local road authorities to review mitigation options for side impact collisions at this intersection as they may prove to be beneficial both during the Project and after the Project has been completed.

## 4.0 Road Safety Mitigation – Road Safety Audits

Under section 5.2 of the TMMP it states, “BC Hydro proposes to complete an in-service road safety audit after road upgrades are complete at the intersections of:

1. 85th Avenue and Old Fort Road
2. 240 Road and 269 Road
3. 85th Avenue and 100th Street

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Public road improvements to 240 Road and 269 Road were substantially completed in fall 2016. Upgrades to Old Fort Road and 271 Road continued through summer 2017. BC Hydro will confirm the locations and timing of the road safety audits at the Traffic Technical Working Group meeting held in 2018.

## **5.0 Program Next Steps**

### **5.1 Traffic Technical Working Group**

BC Hydro will invite representatives from MoTI, Fort St. John and the PRRD to participate in a Traffic Technical Working Group to review the results of the Year 2 monitoring program now that the updated report is available. This meeting is planned to take place by the end of October 2018. The meeting to discuss the Year 1 monitoring program was held on April 6, 2017.

### **5.2 Data collection**

Quarterly data collection at the dam site gates for Year 3 is progress. Annual data collection for intersections took place during April-May 2018 and the annual report for Year 3 is anticipated to be submitted in January 2019.

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## 6.0 References

BC Hydro. 2013a. *Site C Clean Energy Project Environmental Impact Statement: Section 31 Transportation*. Vancouver, BC.

BC Hydro. 2013b. *Site C Clean Energy Project Environmental Impact Statement: Volume 4, Appendix B: Project Traffic Analysis*. Vancouver, BC.

BC Hydro. 2017a. *Construction Safety Management Plan: Section 5.4 Traffic Management Plan*. Vancouver, BC.

BC Hydro. 2017b. *Construction Safety Management Plan, Appendix B: Traffic Monitoring and Mitigation Plan – Fort St. John and North Bank Area Roads*. Vancouver, BC.

BC Hydro 2016-2017. Employment Statistics. Vancouver BC. Available at:  
<https://www.sitecproject.com/document-library/employment-statistics>. Accessed.  
January 15, 2017.

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## **Appendix A. Year 2 Traffic Performance Monitoring Program**

2018-01-17

Confidential

**File:** 5016237-001

Site C Clean Energy Project  
BC Hydro & Power Authority

**Attention:** Ms. Nancy Pepper, Community and Social Mitigation Manager

Dear Ms. Pepper,

**Reference:** Year 2 Traffic Performance Monitoring Program – Transportation Review Site C Clean Energy Project – Fort St. John, BC

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## INTRODUCTION

As part of the Site C Clean Energy Project's Environmental Impact Statement (EIS), BC Hydro developed the Construction Safety Management Plan: Section 5.4.12 Traffic and Pavement Monitoring and the Traffic Monitoring and Mitigation Plan (TMMP) that form the framework for studying the potential effects that an increase in vehicle traffic during construction on the regional road network may have on traffic performance.

As part of the Traffic Monitoring and Mitigation Plan (TMMP) program, BC Hydro committed to providing on-going traffic performance monitoring efforts at the defined intersections in Chetwynd, Hudson's Hope, Fort St. John, and the Peace River Regional District (PRRD) at regular periods throughout Project construction. The data collection program is scheduled to be completed quarterly for the dam site at Gate B and Gate D and annually for typical construction years at the defined intersections while the following years were proposed to be conducted quarterly for the intersections:

- First year (Construction Year 1);
- The year prior to the peak year (Construction Year 4); and,
- The peak year of construction (Construction Year 5).

In accordance with the TMMP, one intersection data collection program and four gate counts were conducted for Year 2 construction. The letter report summarizes the results of the Year 2 Construction

Traffic Performance Monitoring Program identifying characteristics and operations of traffic patterns at the study intersections between August 2016 and July 2017.

## **METHODOLOGY**

In order to satisfy the monitoring program, WSP (formerly MMM Group Limited) completed the following work program:

- Study Horizon Year:
  - (1) Year 2 Construction (August 2016 to July 2017)
- Study Scenarios:
  - (1) May 2017 (intersections only)
  - (2) October 2016, February, May and July 2017 (Gate B and Gate D only)
- Study Periods:
  - (1) Weekday morning peak (6:00 a.m. to 9:00 a.m.)
  - (2) Weekday afternoon peak (15:30 p.m. to 18:30 p.m.)
  - (3) 24 hours (Gate B and Gate D only)
- Study Area Intersections:
  - (1) Canyon Drive / Highway 29 / Beattie Drive – Hudson’s Hope
  - (2) Highway 29 and Clarke Avenue – Hudson’s Hope
  - (3) Highway 97 and Highway 29 – Chetwynd
  - (4) Highway 29 and Jackfish Lake Road – Chetwynd
  - (5) Highway 97 and Old Fort Road – Fort St. John
  - (6) Highway 97 and 100 Street – Fort St. John
  - (7) Highway 97 and 85 Avenue – Fort St. John
  - (8) 85 Avenue and Old Fort Road – Fort St. John
  - (9) 85 Avenue and 100 Street – Fort St. John
  - (10) Site Access Gate D – PRRD
  - (11) Site Access Gate B – PRRD
- Reviewed traffic data provided by BC Hydro
- Reviewed the signal timing plans for the signalized study intersections from the BC Ministry of Transportation (Ministry).
- Assessed traffic operations:
  - (1) Reviewed existing transportation network and identified changes, if any;
  - (2) Analyzed intersection operations for Background Forecast scenarios (no construction) based on 2016 baseline volumes projected to 2017;
  - (3) Analyzed intersection operating conditions for Total Forecast scenarios (Site C construction) based on the traffic data provided, using Synchro 9.0 to evaluate operating parameters, including level of service (LOS), volume-to-capacity ratio (v/c ratio), and queuing (95<sup>th</sup> percentile queues) at the study intersections.

- (4) The results of the traffic analysis were compared against thresholds at which mitigation measures could be considered for implementation. As indicated in the TMMP, the thresholds are:
- (a) Left- and right-turn queue lengths that exceed the available storage; and
  - (b) Delays that result in vehicles experiencing a degradation of two levels of service (relative to service levels associated with no project traffic).

If these thresholds are exceeded, then additional traffic observations or counts would be taken at the location(s) of concern to confirm that the reduction in traffic performance extends is frequent and continuous, and not just periodic.

Intersections that experience traffic performance that reaches / exceeds these thresholds would be considered for mitigation and mitigation measures will be proposed.

## FINDINGS

### *Study Road Network*

Traffic data at the study area intersections in Hudson's Hope, Chetwynd, Fort St. John and the PRRD was collected using Miovision Scout video collection units during the weekday morning peak (6:00 a.m. – 9:00 a.m.) and afternoon peak (3:30 p.m. – 6:30 p.m.) periods. **Table 1** identifies the gate counts, study intersections and traffic data collection periods for Year 2 of the Project construction.

**Table 2** describes the study road network. **Figure 1**, **Figure 2**, and **Figure 3** illustrate the laning configuration of the study roadway network.

Table 1 | Year 2 Traffic Count Locations and Data Collection Periods

Intersection	Year 1				Year 2			
	November 2015	February 2016	April 2016	July 2016	October 2016	February 2017	May 2017	July 2017
Canyon Drive / Highway 29 / Beattie Drive (Hudson's Hope)	--	--	✓	--	--	--	✓	--
Highway 29 / Clarke Avenue (Hudson's Hope)	--	--	✓	--	--	--	✓	--
Highway 97 / Highway 29 (Chetwynd)	--	--	✓	--	--	--	✓	--
Highway 29 / Jackfish Lake Road (Chetwynd)	--	--	✓	--	--	--	✓	--
Highway 97 / Old Fort Road (Fort St. John)	✓	✓	✓	✓	--	--	✓	--
Highway 97 / 100 Street (Fort St. John)	✓	✓	✓	✓	--	--	✓	--
Highway 97 / 85 Avenue (Fort St. John)	✓	✓	✓	✓	--	--	✓	--
85 Avenue / Old Fort Road (Fort St. John)	✓	✓	✓	✓	--	--	✓	--
85 Avenue / 100 Street (Fort St. John)	✓	✓	✓	✓	--	--	✓	--
Site Access Gate D (PRRD)	✓	✓	✓	✓	✓	✓	✓	✓
Site Access Gate B (PRRD)	✓	✓	✓	✓	✓	✓	✓	✓



Table 2 | Road Network Characteristics

Street	Street Classification	Function	Laning	Land Access
<b>Highway 29 (Hudson's Hope)</b>	Highway	Carries regional traffic connecting surrounding communities	North of Canyon Drive: 2 lanes undivided; unsignalized control South of Canyon Drive: 4 lanes divided; unsignalized control	- Primarily serves industrial areas with connection to road systems that serve the general community, and residential and commercial areas. - Direct vehicle access is provided.
<b>Highway 97 (Chetwynd)</b>	Highway	Carries regional traffic connecting surrounding communities	2 lanes undivided; signal control at most major intersections	- Primarily serves industrial areas. - Direct vehicle access is limited.
<b>Highway 29 (Chetwynd)</b>	Highway	Carries regional traffic connecting surrounding communities	2 lanes undivided; signal control at most major intersections	- Primarily serves industrial areas with connection to road systems that serve the general community, and residential, and commercial areas. - Direct vehicle access is limited.
<b>Highway 97 (Fort St. John)</b>	Highway	Carries regional traffic connecting surrounding communities	4 lanes with isolated raised medians and turning lanes at most intersections; signal control at most major intersections	- Primarily serves service commercial and light industrial areas. - Direct vehicle access is limited.
<b>Old Fort Road</b>	Collector	Serves both traffic mobility and land service; Provides connection between local and major roadways	2 lanes; unsignalized control	- Primarily serves service commercial and light industrial areas. - Direct vehicle access is provided.
<b>100 Street</b>	Arterial	Accommodates medium to high traffic demands for local and regional traffic; connects between neighbourhoods and community to regional thoroughfares; limited access	<u>North of Highway 97</u> : 4 lanes with turning lanes and parking on both sides of the road; signal control at major intersections. <u>South of Highway 97</u> : 2 lanes; unsignalized control	- Primarily serves service commercial and light industrial areas. - Direct vehicle access is provided.
<b>85 Avenue</b>	Collector	Serves both traffic mobility and land service; Provides connection between local and major roadways	2 lanes; unsignalized control	- Primarily serves service commercial and light industrial areas. - Direct vehicle access is provided.

Figure 1 | Laning Configuration (Fort St. John)

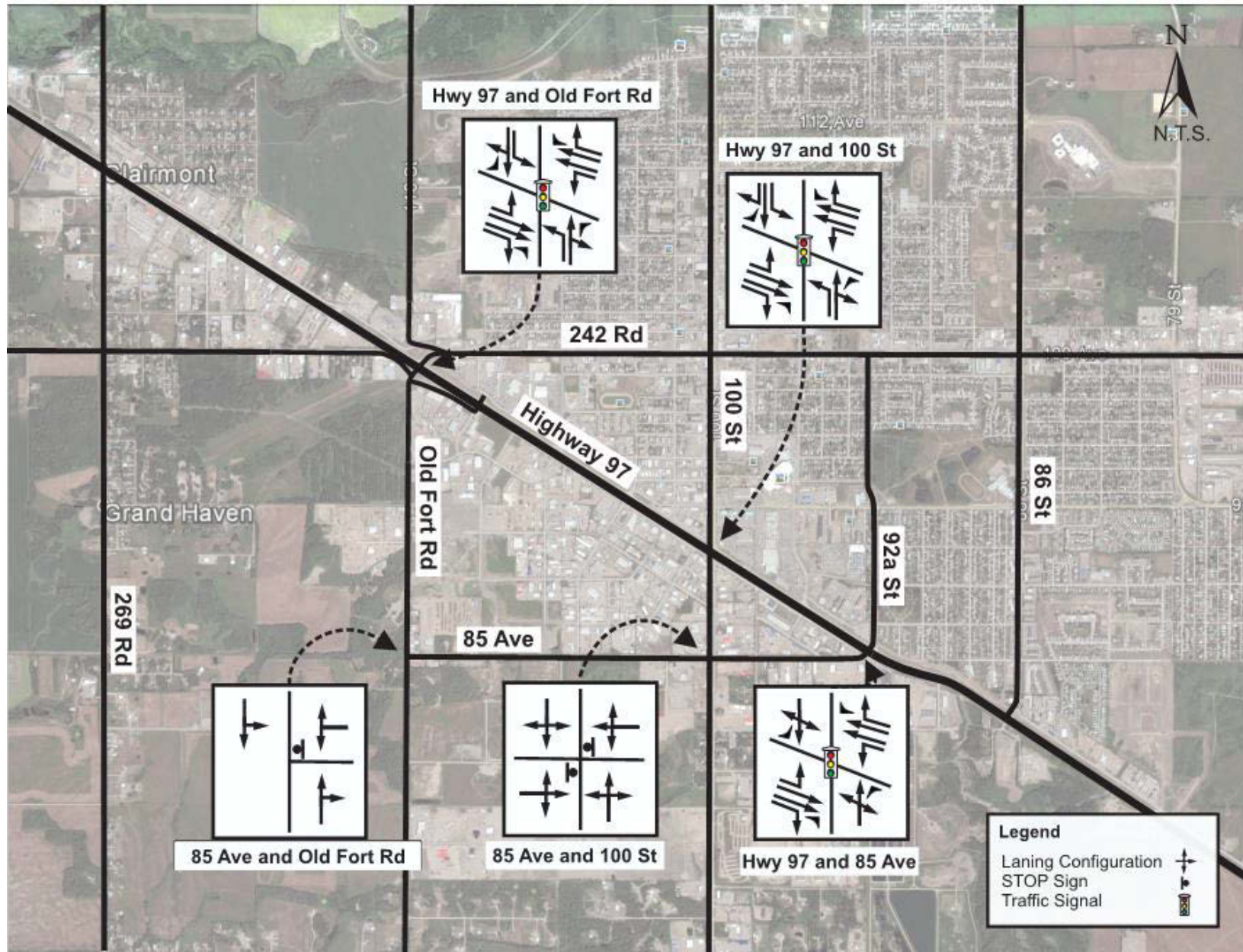




Figure 2 | Laning Configuration (Hudson's Hope)

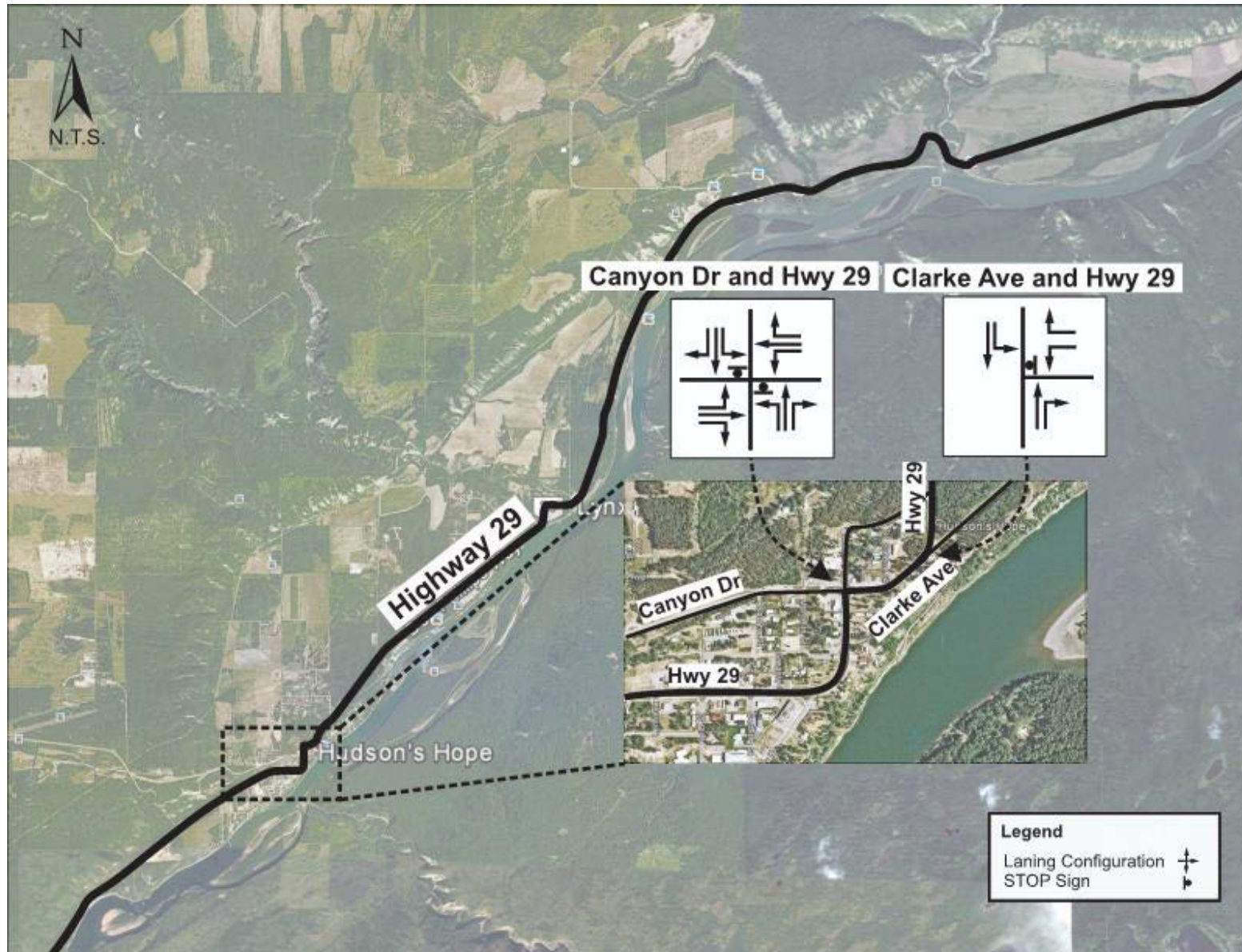
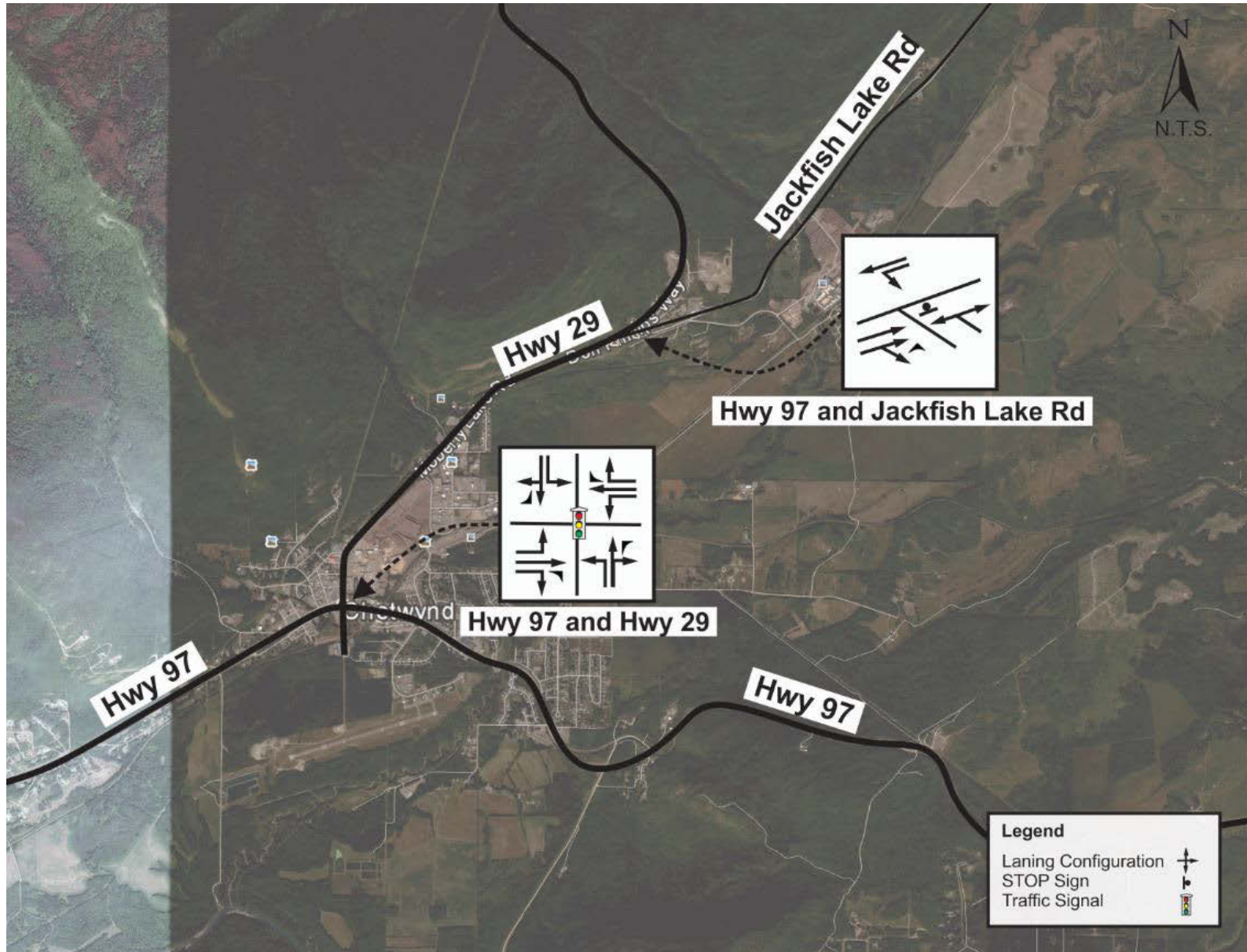


Figure 3 | Laning Configuration (Chetwynd)



## YEAR 2 TRAFFIC VOLUMES

The following sections summarize the traffic volumes and travel patterns observed in Year 2 of Project construction.

### *Background Traffic Volumes*

A comparison between 2016 and 2017 average volumes by day was conducted to identify the changes in traffic volumes, using the Ministry permanent count station data (P-44-1NS – NY). It should be noted that the station is located on Highway 97 North, approximately 60 km north of Fort St. John. Due to the absence of data, no analysis was completed for other locations (P43-2NS on Highway 97 approximately 100 km south of Chetwynd). A summary of the comparison is attached in **Appendix A**.

It was identified that there was a general increase in traffic volumes in 2017, based on the permanent count data. The percent change in average weekday traffic volumes between 2016 and 2017 is approximately +17%. The 1.5% annual growth rate suggested in the EIS for traffic along Highway 97 (based on Year 1 Report) was used for conservative estimates.

Assuming there was no Site C Project construction (i.e. no construction traffic), the 2017 Background / Baseline volumes were determined by applying a 1.5% growth rate to the 2016 background traffic volumes (Year 1 Report). The 2017 background volumes were calculated to develop a baseline comparison for the Year 2 (2017) Site C Construction traffic volumes to determine potential impacts to the adjacent road network, if any.

### *Existing Traffic Volumes with Year 2 Construction Traffic*

Year 2 (2017) Construction traffic volumes were collected during the morning and afternoon peak periods in May 2017. As noted above, traffic volumes were collected once at the study intersections while the volumes at Gate B and Gate D were collected quarterly for Year 2 construction. **Table 3** and **Table 4** present the comparison between 2017 Baseline / Background traffic volumes and the 2017 Year 2 Construction traffic volumes. In addition, the traffic data provided insights to changes in construction traffic volumes between Year 1 (shown in grey) Construction and Year 2 Construction traffic.

Key findings include:

- Although there was a general increase in traffic volumes at most of the study intersections, it was identified that some of these growth may be a general growth rather than solely due to Site C project, as identified in the above section.
- October 2016 appeared to be the busiest quarter for construction traffic through the gates for Year 2 construction.

### **Hudson's Hope Intersections |**

- The increase in traffic volumes compared to the baseline ranges between 20% and 40%. In addition, there was an increase when comparing the total volumes in April 2016 and May 2017 traffic data.
- However, it was identified that there was minimal work completed for the Site C project in May 2017 in the surrounding area. As such, the increased in traffic volumes due to Site C project is expected to be minimal, if any.

### **Chetwynd Intersections |**

- Traffic volumes at the Highway 97 and Highway 29 intersection have generally increased during both peak hours when compared to the 2017 baseline volumes as well as the April 2016 volumes with construction traffic. This coincides with increased mining activity in the area after the reopening of two local mines.
- Traffic volumes at the Highway 29 and Jackfish Lake Road intersection have seen an increase during the morning peak hour but decrease during the afternoon peak hour when compared to the 2017 baseline volumes.
- However, the changes in traffic volumes were negligible between April 2016 and May 2017 volumes.

### **Fort St. John Intersections |**

- Traffic volumes at the study intersections along Highway 97 were lower than the 2017 baseline volumes during the morning peak hour but were higher during the afternoon peak hour.
- However, traffic volumes at the 85 Avenue and 100 Street intersection increased during the morning peak and negligible change during the afternoon peak hour.
- It was observed that there was an increase in traffic volumes at the 85 Avenue and Old Fort Road intersection during both peak hours.
- Traffic volumes at the study intersections in Fort St. John have seen a general increase when comparing the April 2016 and the May 2017 volumes.



Table 3 | Year 2 Intersection Traffic Comparison – AM Peak

Intersection	2017 - AM Baseline	2015 November	2016 February	2016 April	2016 July	2017 May
Canyon Drive / Highway 29 / Beattie Drive (Hudson's Hope)	106	-	-	124	-	149 40%
Highway 29 / Clarke Avenue (Hudson's Hope)	87	-	-	85	-	110 26%
Highway 97 / Highway 29 (Chetwynd)	592	-	-	701	-	802 35%
Highway 29 / Jackfish Lake Road (Chetwynd)	183	-	-	211	-	204 11%
Highway 97 / Old Fort Road (Fort St. John)	1789	1804	1722	1701	1521	1728 -3%
Highway 97 / 100 Street (Fort St. John)	1782	1766	1692	1629	1635	1739 -2%
Highway 97 / 85 Avenue (Fort St. John)	1544	1629	1339	1338	1411	1506 -2%
85 Avenue / Old Fort Road (Fort St. John)	164	168	119	111	197	285 74%
85 Avenue / 100 Street (Fort St. John)	307	350	267	263	253	359 17%

Table 4 | Year 2 Intersection Traffic Comparison – PM Peak

Intersection	2017 - PM Baseline	2015 November	2016 February	2016 April	2016 July	2017 May
Canyon Drive / Highway 29 / Beattie Drive (Hudson's Hope)	196	-	-	222	-	259 32%
Highway 29 / Clarke Avenue (Hudson's Hope)	133	-	-	137	-	170 28%
Highway 97 / Highway 29 (Chetwynd)	895	-	-	944	-	1027 15%
Highway 29 / Jackfish Lake Road (Chetwynd)	262	-	-	241	-	243 -7%
Highway 97 / Old Fort Road (Fort St. John)	2018	2056	1857	1941	1958	2233 11%
Highway 97 / 100 Street (Fort St. John)	2299	2416	2040	2126	2190	2354 2%
Highway 97 / 85 Avenue (Fort St. John)	1588	1779	1527	1530	1815	1903 20%
85 Avenue / Old Fort Road (Fort St. John)	163	209	181	178	187	266 63%
85 Avenue / 100 Street (Fort St. John)	362	329	328	245	282	362 0%

**Figure 4** and **Figure 5** illustrate the morning and afternoon peak hour traffic volumes at the study intersections. It should be noted that one data collection program was conducted for the study intersections and four conducted for the gates, as required. Traffic distribution of the area for all four quarters is illustrated in **Appendix B**.



Figure 4 | Year 2 Peak Hour Entering Traffic Comparison – AM

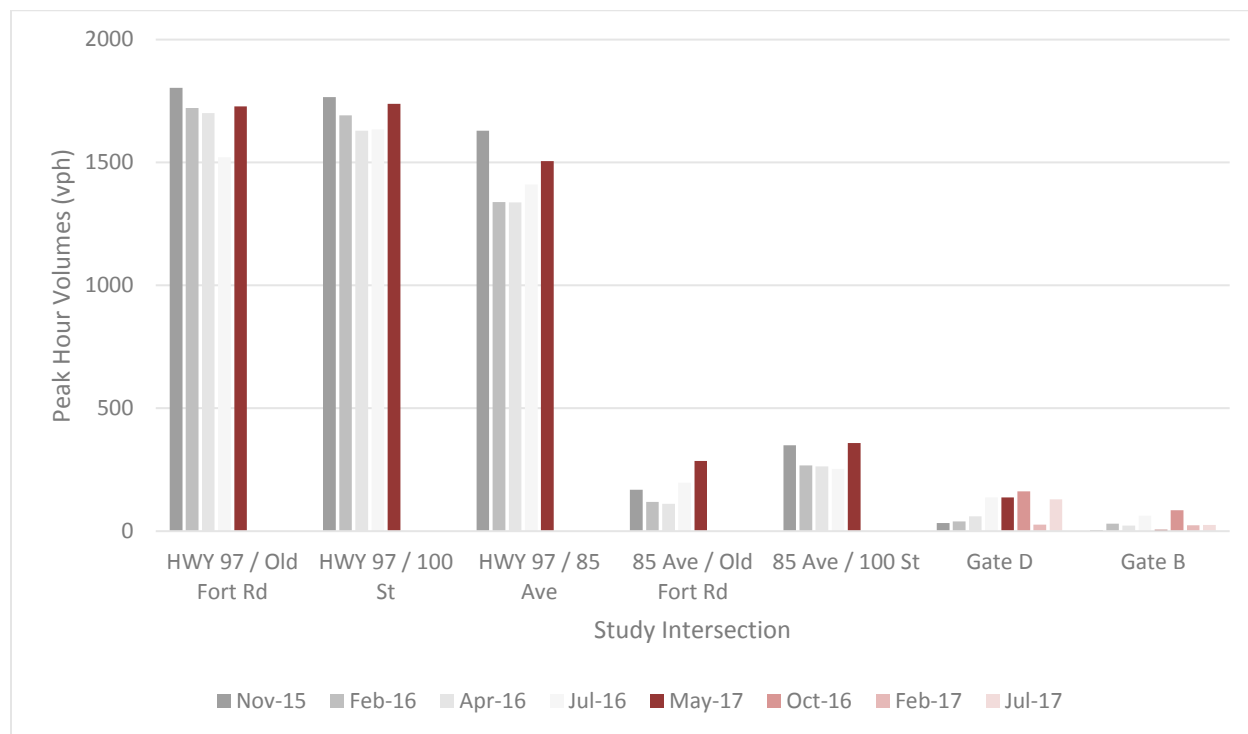
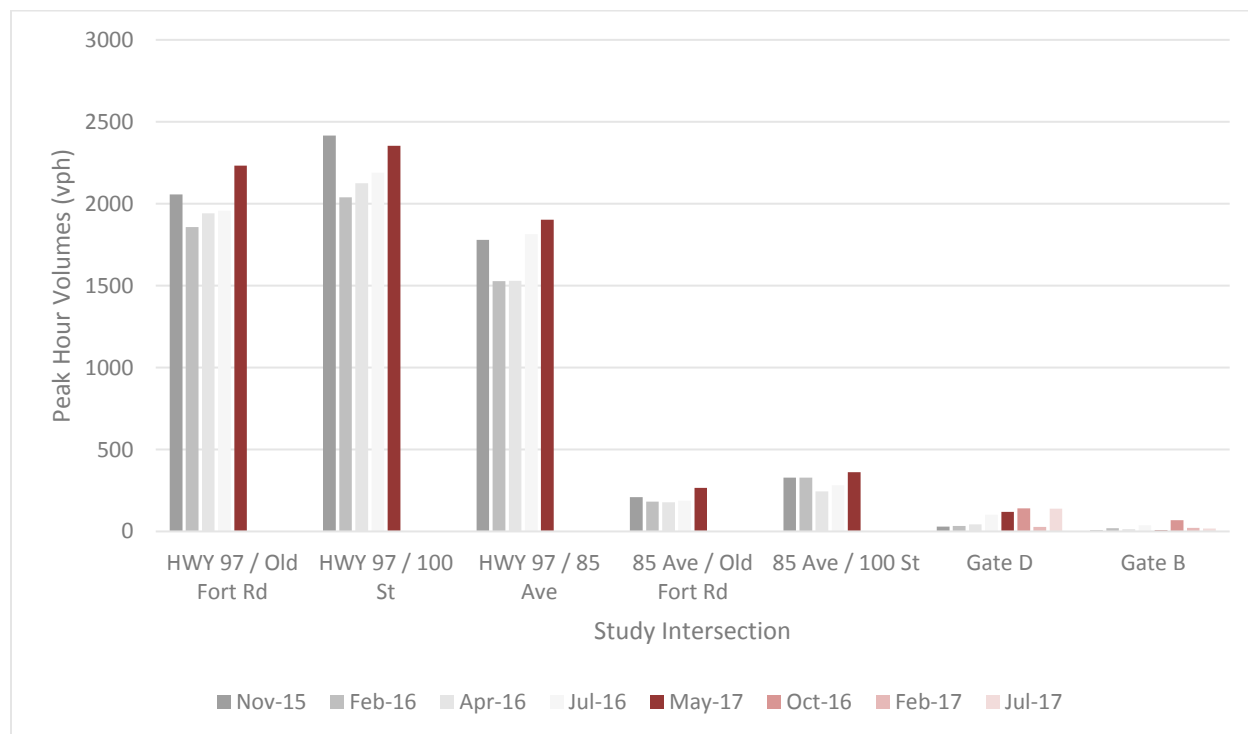


Figure 5 | Year 2 Peak Hour Entering Traffic Comparison – PM



*Study Intersection Peak Hours*

**Figure 6** and **Figure 7** illustrate the percentage of hourly intersection volumes compared against the peak hour volume at the same intersection at the morning and afternoon peak periods at the study intersections. Key findings include:

**Morning Peak Hour |**

- Construction traffic and commuter traffic peak at different times except the 85 Avenue and Old Fort Road intersection.
- It was observed that commuter traffic volumes (blue lines) peaked between 7:45 a.m. and 8:45 a.m. while construction traffic (red lines) at Gate B and Gate D peaked between 6:00 a.m. and 7:00 a.m. during the morning peak hour.

**Afternoon Peak Hour |**

- Majority of the construction traffic and commuter traffic peaked at different times. Although construction volumes at Gate B (red line) appeared to coincide with commuter traffic volumes, it was observed that average construction traffic volumes are less than 10 vehicles-per-hour during the afternoon peak period.
- Commuter traffic volumes (blue lines) peaked between 4:30 p.m. and 5:30 p.m. while construction traffic (red lines) at Gate B and Gate D peaked between 5:15 p.m. and 6:15 p.m.

Figure 6 | Hourly Intersection Traffic Comparison - AM

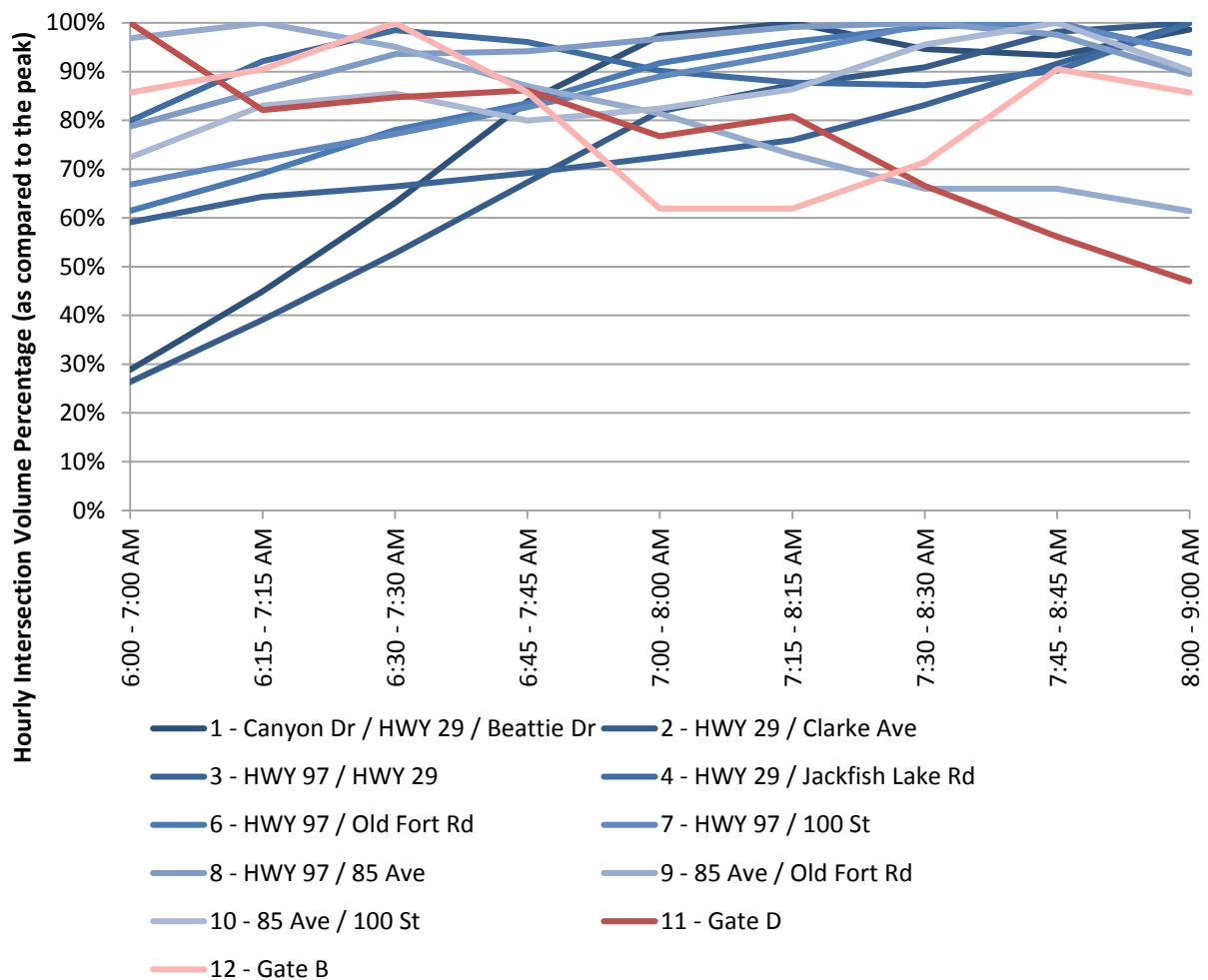
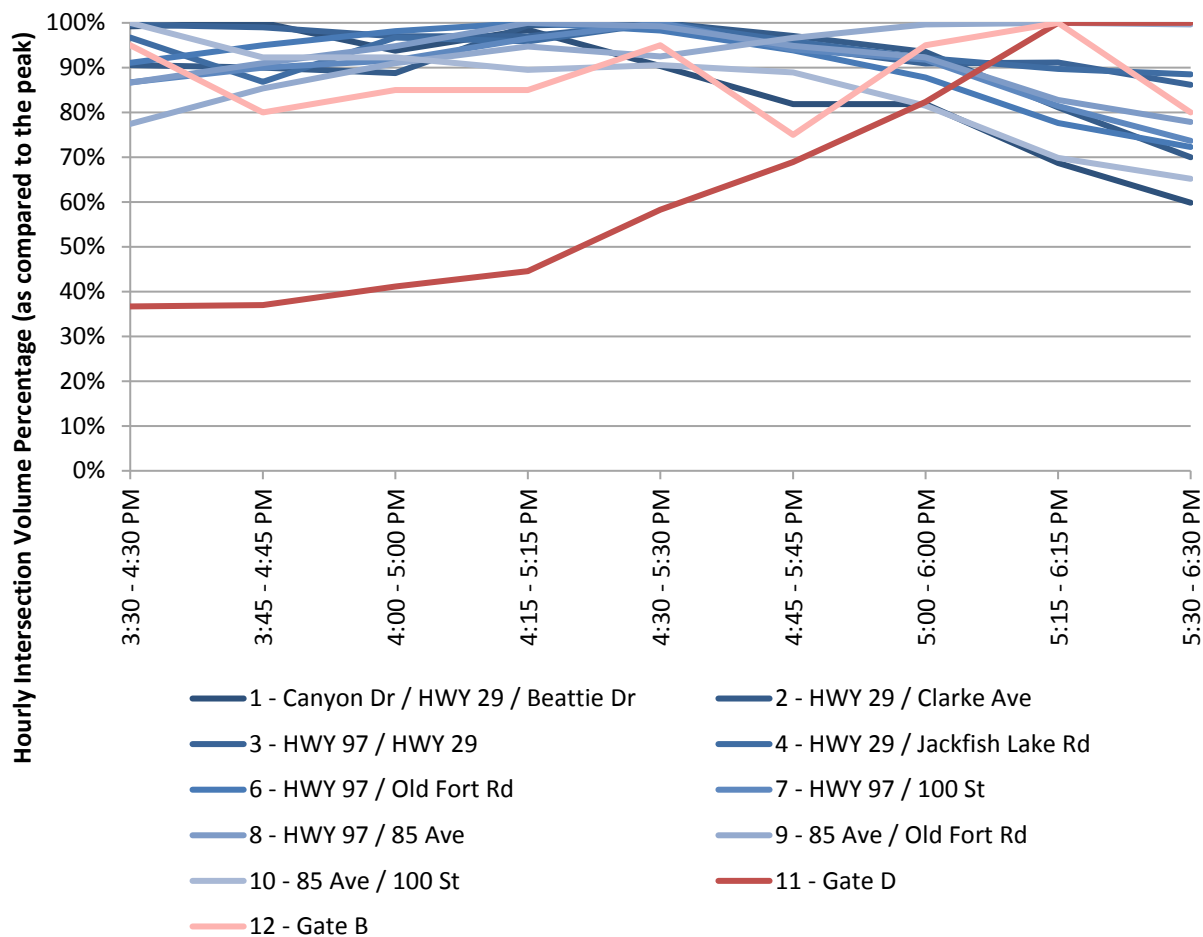


Figure 7 | Hourly Intersection Traffic Comparison - PM



## TRAFFIC OPERATIONAL ANALYSIS

Synchro (Version 9) software was used to evaluate the performance of intersections in the study area for the study scenarios during both morning and afternoon peak hour. All results are based upon the Transportation Research Board's Highway Capacity Manual (Washington DC: Transportation Research Board, 2010) intersection capacity reports generated by the software. Reported measures of traffic performance include volume to capacity (v/c) ratio and a delay-based traffic Level of Service (LOS) indicator ranging from LOS A (ideal) to LOS F (over-saturated) conditions. As a rule, LOS E and F indicate congested operations.

The results of the traffic analysis were compared against thresholds at which mitigation measures could be considered for implementation. As indicated in the TMMP, the thresholds are:

- Left and right turn queue lengths that exceed the available storage; and,
- Delays that result in vehicles experiencing a degradation in two LOS (relative to service levels associated with no Project traffic)

If these thresholds are exceeded, then additional traffic observations or counts would be taken at the location(s) of concern to confirm that the reduction in traffic performance extends and is frequent and continuous, not just periodic.

Intersections that experience traffic performance that encroaches upon or reaches/exceeds these thresholds would be considered for mitigation.

**Table 5** and **Table 6** summarize the capacity analysis results for the 2017 background and total scenarios during the morning and afternoon peak hour.

Key findings include:

- None of the left- and right-turn queue lengths exceed the available storage;
- None of the study intersections degraded two or more levels of service when compared to the Year 2 (2017) Background traffic conditions; and,
- All study intersections operate at acceptable conditions at LOS C or better during both the morning and afternoon peak hour in Year 2 Construction.

Table 5 | Operational Analysis Result – May 2017 (AM)

Location	Movement	Background 2017 AM Peak Hour					Total May 2017 AM Peak Hour				
		LOS	Delay (s)	V/C Ratio	Queue – 95 <sup>th</sup> (m)	Storage (m)	LOS	Delay (s)	V/C Ratio	Queue – 95 <sup>th</sup> (m)	Storage (m)
Canyon Drive / Highway 29 / Beattie Drive	EB L/T/R	A	1	0	0	>100	A	1	0	0	>100
	WB L/T/R	A	6	0.03	1	>100	A	5	0.04	1	>100
	NB L/T/R	A	9	0.06	1	>100	A	10	0.09	2	>100
	SB L/T/R	B	10	0.02	0	>100	A	10	0.01	0	>100
Highway 29 and Clarke Avenue	WB L/R	A	9	0.03	1	>100	A	9	0.02	1	>100
	NB T/R	A	0	0.03	0	>100	A	0	0.04	0	>100
	SB L/T	A	1	0	0	>100	A	0	0	0	>100
Highway 97 and Highway 29	EB L	A	8	0.06	5	95	A	9	0.11	7	95
	EB T	A	8	0.16	15	>100	A	10	0.24	18	>100
	EB R	A	2	0.02	1	85	A	3	0.04	2	85
	WB L	A	8	0.03	3	55	A	9	0.1	7	55
	WB T	A	9	0.2	18	>100	B	10	0.29	20	>100
	WB R	A	3	0.13	5	50	A	3	0.19	5	50
	NB L	A	8	0.02	2	50	A	9	0.08	5	50
	NB T/R	A	6	0.1	6	>100	A	6	0.13	8	>100
	SB L	B	10	0.25	9	100	B	13	0.39	14	100
	SB T/R	A	6	0.14	5	>100	A	6	0.19	6	>100
Highway 29 and Jackfish Lake Road	WB L/R	A	9	0.06	1	>100	A	10	0.08	2	>100
	NB T	A	0	0.01	0	>100	A	0	0.02	0	>100
	NBR	A	0	0.01	0	50	A	0	0.02	0	50
	SB L	A	0	0.06	0	50	A	0	0.02	0	50
	SB T	A	7	0.02	0	>100	A	7	0.04	0	>100
Highway 97 and Old Fort Road	NB L	C	24	0.13	7	30	C	27	0.35	16	30
	NB T/R	B	18	0.37	31	>200	B	19	0.41	32	>200
	SB L	C	26	0.36	21	50	C	24	0.38	19	50
	SB T/R	C	29	0.77	49	>200	C	25	0.72	39	>200
	NWB L	B	10	0.25	12	115	A	10	0.21	10	115
	NWB T	C	27	0.7	47	>200	C	25	0.62	38	>200
	NWB R	A	2	0.2	2	80	A	1	0.18	0	80
	SEB L	B	12	0.53	30	140	B	11	0.49	31	140
	SEB T	B	16	0.35	31	>200	B	16	0.4	35	>200
	SEB R	A	0	0.03	0	80	A	0	0.05	0	80

Location	Movement	Background 2017 AM Peak Hour					Total May 2017 AM Peak Hour				
		LOS	Delay (s)	V/C Ratio	Queue – 95 <sup>th</sup> (m)	Storage (m)	LOS	Delay (s)	V/C Ratio	Queue – 95 <sup>th</sup> (m)	Storage (m)
<b>Highway 97 and 100 Street</b>	NB L	C	21	0.26	15	20	C	20	0.2	12	20
	NB T	B	20	0.21	17	>200	B	20	0.22	17	>200
	NB R	A	2	0.16	2	30	A	1	0.13	1	30
	SB L	C	25	0.44	20	50	C	22	0.33	16	50
	SB T	C	21	0.33	20	>200	C	22	0.37	22	>200
	SB R	A	6	0.33	7	25	A	5	0.26	5	25
	NWB L	B	18	0.26	19	105	B	17	0.21	17	105
	NWB T	C	21	0.68	55	>200	B	18	0.54	54	>200
	NWB R	A	4	0.27	8	95	A	4	0.21	7	95
	SEB L	A	8	0.26	14	105	A	7	0.21	14	105
	SEB T	A	7	0.22	20	>200	A	7	0.23	25	>200
	SEB R	A	3	0.08	5	85	A	3	0.04	4	85
<b>Highway 97 and 85 Avenue</b>	EB L/T/R	A	9	0.41	14	>200	A	7	0.25	10	>200
	WB L/T/R	C	20	0.71	30	>200	C	21	0.73	32	>200
	NWB L	B	14	0.33	17	95	B	14	0.26	14	95
	NWB T	C	20	0.77	48	>200	C	21	0.78	49	>200
	NWB R	A	3	0.04	2	75	A	2	0.04	1	75
	SEB L	B	14	0.15	7	105	B	15	0.17	8	105
	SEB T	B	12	0.3	23	>200	B	12	0.33	25	>200
	SEB R	A	2	0.04	2	95	A	4	0.05	4	95
<b>85 Avenue and 100 Street</b>	EB L/T/R	B	11	0.08	2	>200	B	12	0.14	4	>200
	WB L/T/R	B	11	0.17	5	>200	B	12	0.22	6	>200
	NB L/T/R	A	0	0	0	>200	A	1	0.01	0	>200
	SB L/T/R	A	2	0.03	1	>200	A	2	0.03	1	>200
<b>85 Avenue and Old Fort Road</b>	WB L/R	A	10	0.06	2	>200	B	11	0.03	2	>200
	NB T/R	A	0	0.06	0	>200	A	0	0.11	0	>200
	SB L/T	A	2	0.02	0	>200	A	0	0	0	>200

Note: NB = Northbound, etc.; NBT = Northbound through, etc.; NBT/R = Northbound through and right, etc.  
LOS = Level of Service; v/c Ratio = volume to capacity ratio; Queue = 95th percentile queue in metres

Table 6 | Operational Analysis Result – May 2017 (PM)

Location	Movement	Background 2017 PM Peak Hour					Total May 2017PM Peak Hour				
		LOS	Delay (s)	V/C Ratio	Queue – 95 <sup>th</sup> (m)	Storage (m)	LOS	Delay (s)	V/C Ratio	Queue – 95 <sup>th</sup> (m)	Storage (m)
Canyon Drive / Highway 29 / Beattie Drive	EB L/T/R	A	2	0.01	0	>100	A	1	0.01	0	>100
	WB L/T/R	A	7	0.04	1	>100	A	6	0.05	1	>100
	NB L/T/R	B	10	0.11	3	>100	B	10	0.14	4	>100
	SB L/T/R	B	10	0.04	1	>100	B	11	0.04	1	>100
Highway 29 and Clarke Avenue	WB L/R	A	9	0.01	0	>100	A	10	0	0	>100
	NB T/R	A	0	0.05	0	>100	A	0	0.07	0	>100
	SB L/T	A	0	0	0	>100	A	0	0	0	>100
Highway 97 and Highway 29	EB L	B	10	0.11	8	95	B	11	0.17	9	95
	EB T	B	11	0.21	18	>100	B	13	0.36	23	>100
	EB R	A	5	0.05	4	85	A	5	0.07	4	85
	WB L	A	10	0.07	7	55	B	10	0.12	8	55
	WB T	B	10	0.16	14	>100	B	11	0.26	17	>100
	WB R	A	4	0.21	8	50	A	4	0.25	8	50
	NB L	A	8	0.11	6	50	A	9	0.16	8	50
	NB T/R	A	6	0.21	9	>100	A	5	0.2	8	>100
	SB L	B	15	0.51	23	100	B	16	0.56	26	100
	SB T/R	A	6	0.21	10	>100	A	6	0.26	12	>100
Highway 29 and Jackfish Lake Road	WB L/R	B	10	0.17	5	>100	B	10	0.08	2	>100
	NB T	A	0	0.02	0	>100	A	0	0.02	0	>100
	NBR	A	0	0.02	0	50	A	0	0.02	0	50
	SB L	A	0	0.03	0	50	A	0	0.03	0	50
	SB T	A	7	0.05	0	>100	A	7	0.08	0	>100
Highway 97 and Old Fort Road	NB L	C	23	0.2	11	30	C	27	0.36	19	30
	NB T/R	C	21	0.55	41	>200	C	23	0.61	57	>200
	SB L	C	30	0.51	29	50	C	33	0.57	33	50
	SB T/R	B	18	0.63	43	>200	C	21	0.66	57	>200
	NWB L	A	9	0.21	12	115	B	11	0.26	13	115
	NWB T	C	24	0.65	50	>200	C	26	0.65	47	>200
	NWB R	A	1	0.17	2	80	A	1	0.17	1	80
	SEB L	B	10	0.47	29	140	B	12	0.51	31	140
	SEB T	B	15	0.42	38	>200	B	18	0.53	47	>200
	SEB R	A	0	0.03	0	80	A	0	0.03	0	80



Location	Movement	Background 2017 PM Peak Hour					Total May 2017 PM Peak Hour				
		LOS	Delay (s)	V/C Ratio	Queue – 95 <sup>th</sup> (m)	Storage (m)	LOS	Delay (s)	V/C Ratio	Queue – 95 <sup>th</sup> (m)	Storage (m)
Highway 97 and 100 Street	NB L	C	21	0.26	16	20	C	22	0.3	18	20
	NB T	C	22	0.44	34	>200	C	24	0.5	37	>200
	NB R	A	6	0.29	9	30	A	6	0.3	9	30
	SB L	C	31	0.64	37	50	C	30	0.59	32	50
	SB T	C	20	0.3	25	>200	B	20	0.24	20	>200
	SB R	A	6	0.29	10	25	A	6	0.26	9	25
	NWB L	B	20	0.15	10	105	C	24	0.36	19	105
	NWB T	C	25	0.71	52	>200	C	25	0.72	54	>200
	NWB R	A	5	0.29	12	95	A	5	0.26	11	95
	SEB L	B	12	0.5	29	105	B	11	0.49	28	105
	SEB T	A	10	0.41	37	>200	A	10	0.45	41	>200
	SEB R	A	3	0.05	4	85	A	3	0.05	4	85
Highway 97 and 85 Avenue	EB L/T/R	B	14	0.57	23	>200	B	16	0.62	27	>200
	WB L/T/R	B	14	0.48	25	>200	B	13	0.51	25	>200
	NWB L	B	13	0.26	12	95	B	15	0.31	14	95
	NWB T	B	11	0.45	28	>200	B	13	0.58	38	>200
	NWB R	A	4	0.06	4	75	A	4	0.06	4	75
	SEB L	B	12	0.24	12	105	B	15	0.38	17	105
	SEB T	B	14	0.64	38	>200	B	15	0.69	44	>200
	SEB R	A	1	0.02	0	95	A	4	0.06	4	95
85 Avenue and 100 Street	EB L/T/R	B	12	0.16	5	>200	B	13	0.19	5	>200
	WB L/T/R	B	12	0.14	4	>200	B	12	0.15	4	>200
	NB L/T/R	A	1	0.01	0	>200	A	1	0.02	0	>200
	SB L/T/R	A	3	0.03	1	>200	A	3	0.03	1	>200
85 Avenue and Old Fort Road	WB L/R	A	9	0.09	2	>200	B	10	0.11	3	>200
	NB T/R	A	0	0.05	0	>200	A	0	0.08	0	>200
	SB L/T	A	3	0.01	0	>200	A	2	0.02	0	>200

Note: NB = Northbound, etc.; NBT = Northbound through, etc.; NBT/R = Northbound through and right, etc.  
LOS = Level of Service; v/c Ratio = volume to capacity ratio; Queue = 95th percentile queue in metres

## CONCLUSIONS

In light of the findings of this study, the following is concluded:

- None of the thresholds identified in the TMMP have been exceeded and as such no mitigation measures are required.

## SUMMARY AND CONCLUSION

### *Conclusions*

In light of the findings of this study, the following is concluded:

- None of the thresholds identified in the TMMP have been exceeded and as such no mitigation measures are recommended.

### *Year 2 Traffic Volumes*

#### **Hudson's Hope Intersections |**

- The increase in traffic volumes compared to the baseline ranges between 20% and 40%. In addition, there was an increase when comparing the total volumes in April 2016 and May 2017 traffic data.
- However, it was identified that there was minimal work completed for Site C project in May 2017 in the surrounding area. As such, the increased in traffic volumes due to Site C project is expected to be minimal, if any.

#### **Chetwynd Intersections |**

- Traffic volumes at the Highway 97 and Highway 29 intersection have generally increased during both peak hours when compared to the 2017 baseline volumes as well as the April 2016 volumes with construction traffic. This coincides with increased mining activity in the area after the reopening of the Brule and Wolverine mines.
- Traffic volumes at the Highway 29 and Jackfish Lake Road intersection have seen an increase during the morning peak hour but decrease during the afternoon peak hour when compared to the 2017 baseline volumes.
- However, the changes in traffic volumes were negligible between April 2016 and May 2017 volumes.

#### **Fort St. John Intersections |**

- Traffic volumes at the study intersections along Highway 97 were lower than the 2017 baseline volumes during the morning peak hour but were higher during the afternoon peak hour.
- However, traffic volumes at the 85 Avenue and 100 Street intersection have increased during the morning peak and negligible change during the afternoon peak hour.
- It was observed that there was an increase in traffic volumes at the 85 Avenue and Old Fort Road intersection during both peak hours.
- Traffic volumes at the study intersections in Fort St. John have seen a general increase when comparing the April 2016 and the May 2017 volumes.



### *Study Intersection Peak Hours*

#### **Morning Peak Hour |**

- Construction traffic and commuter traffic peak at different times except the 85 Avenue and Old Fort Road intersection.
- It was observed that commuter traffic volumes peaked between 7:45 a.m. and 8:45 a.m. while construction traffic at Gate B and Gate D peaked between 6:00 a.m. and 7:00 a.m. during the morning peak hour.

#### **Afternoon Peak Hour |**

- Majority of the construction traffic and commuter traffic peaked at different times.
- Although construction volumes at Gate B appeared to coincide with commuter traffic volumes, it was observed that average construction traffic volumes at Gate B are less than 10 vehicles-per-hour during the afternoon peak hour.
- Commuter traffic volumes peaked between 4:30 p.m. and 5:30 p.m. while construction traffic at Gate B and Gate D peaked between 5:15 p.m. and 6:15 p.m.

### *Traffic Operational Analysis*

No physical improvements to the road network are recommended as the study intersections do need exceed the thresholds at which mitigation measures would need to be considered for implementation, where:

- No left- and right-turn queue lengths exceed the available storage;
- No operational capacity degraded two or more level of service when compared to the Year 2 Baseline traffic conditions; and,
- All intersections operate at acceptable conditions and queuing at LOS C or better during both peak hours for Year 2 Construction Traffic.

\* \* \* \* \*

We trust that this review has been completed to your satisfaction. If you have any questions, please contact me at [Mark.Merlo@wsp.com](mailto:Mark.Merlo@wsp.com) or 604-631-9560.

Yours sincerely,



*Jan. 17, 2018*

Mark Merlo, M.Sc., P.Eng., PTOE  
Manager, Transportation Planning BC

MM/at

Appendix A – 2016 vs. 2017 Annual Average Daily Traffic Comparisons  
Appendix B – Traffic Movement Diagrams

# A 2016 VS. 2017 ANNUAL AVERAGE DAILY TRAFFIC COMPARISONS

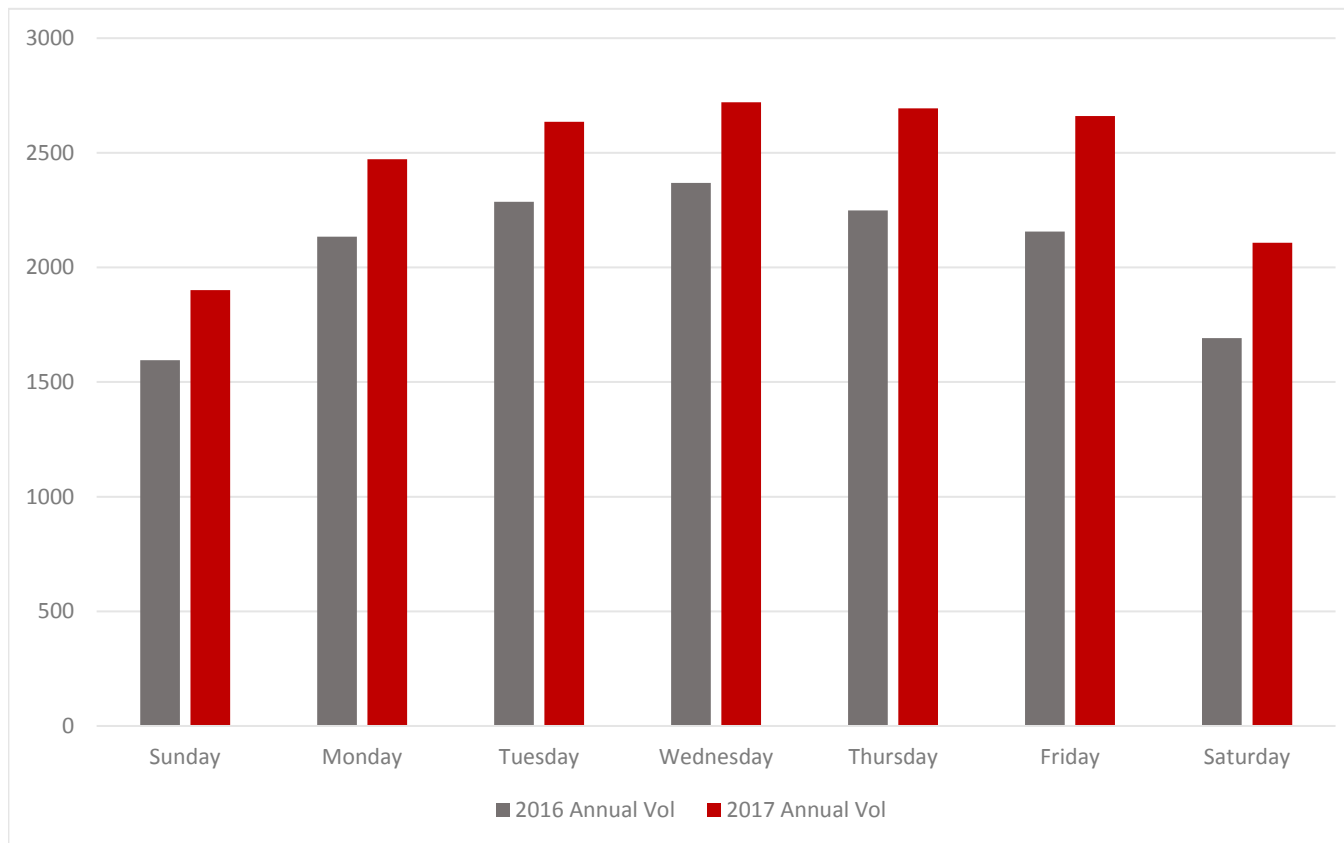
Year: 2016 vs. 2017

Station: Inga Lake P-44-1NS-NY

Location: Route 97, 2.4 km south of Inga Lake Compressor Road, south of Wonowon

Appendix A: 2016 vs 2017 Annual Average Daily Traffic Comparisons

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
2016 Annual Vol	1596	2134	2287	2368	2248	2157	1692	2,301
2017 Annual Vol	1901	2472	2635	2720	2694	2660	2107	2,683
<b>%CHANGE</b>	<b>19%</b>	<b>16%</b>	<b>15%</b>	<b>15%</b>	<b>20%</b>	<b>23%</b>	<b>25%</b>	<b>17%</b>



# B TRAFFIC MOVEMENT DIAGRAMS



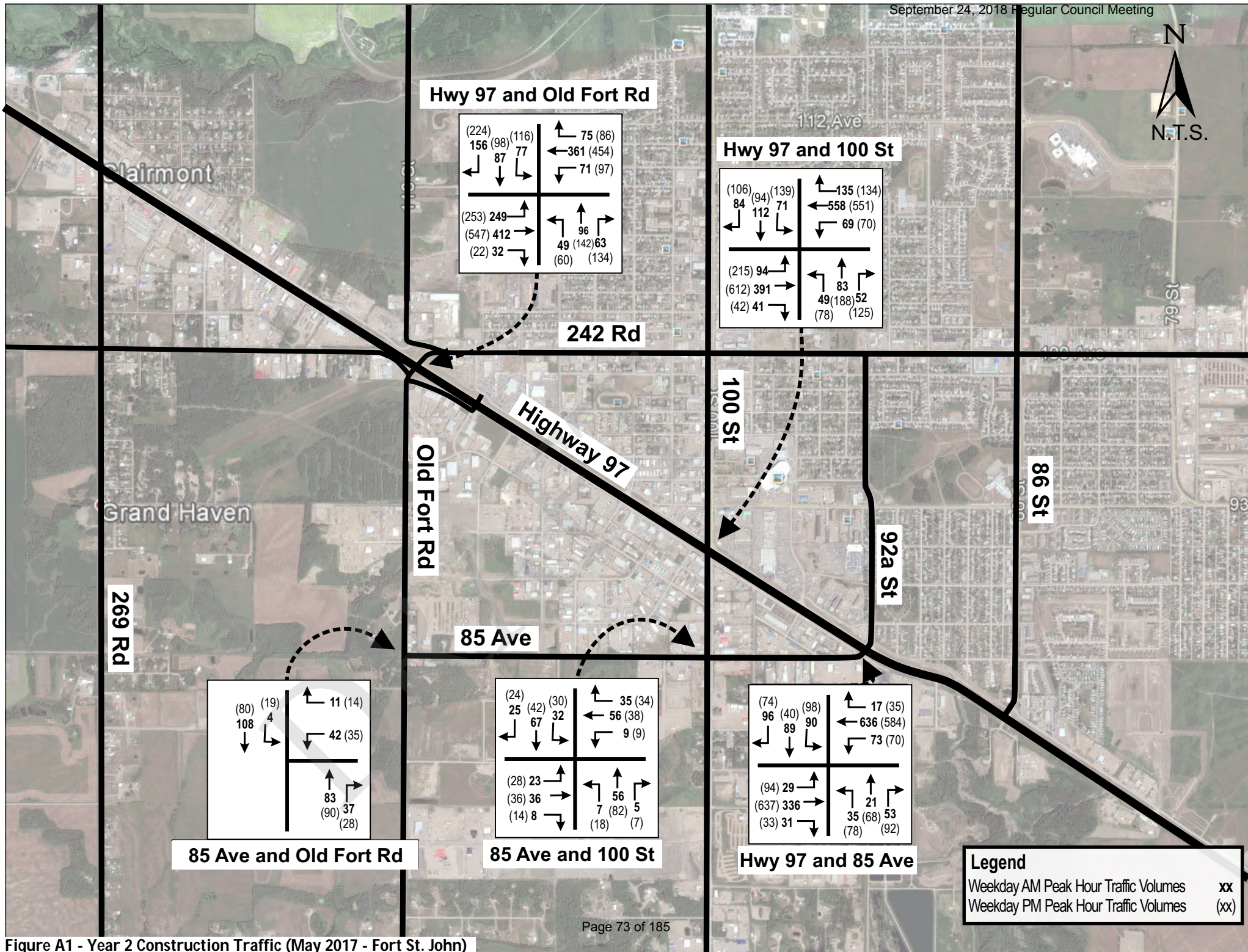


Figure A1 - Year 2 Construction Traffic (May 2017 - Fort St. John)



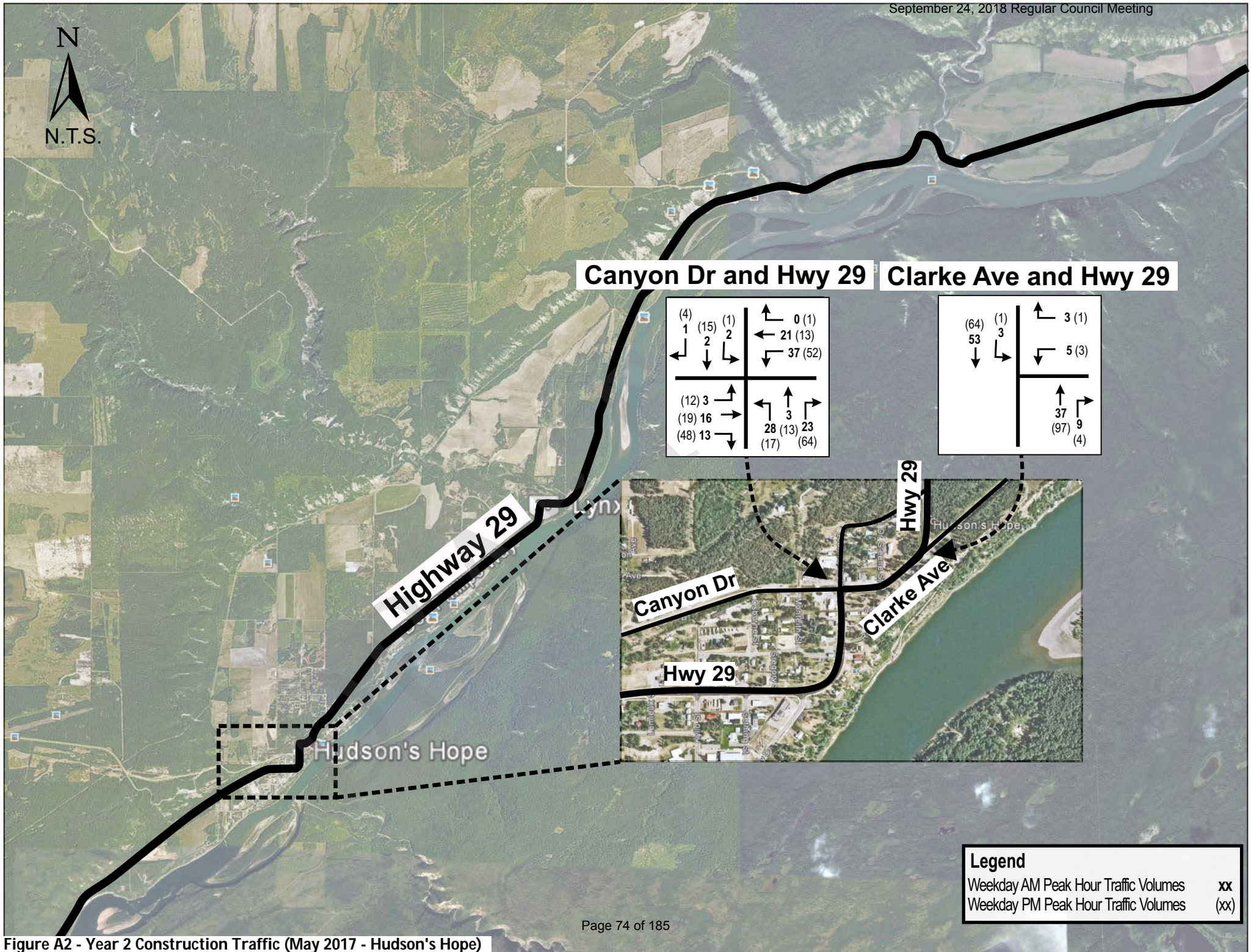


Figure A2 - Year 2 Construction Traffic (May 2017 - Hudson's Hope)



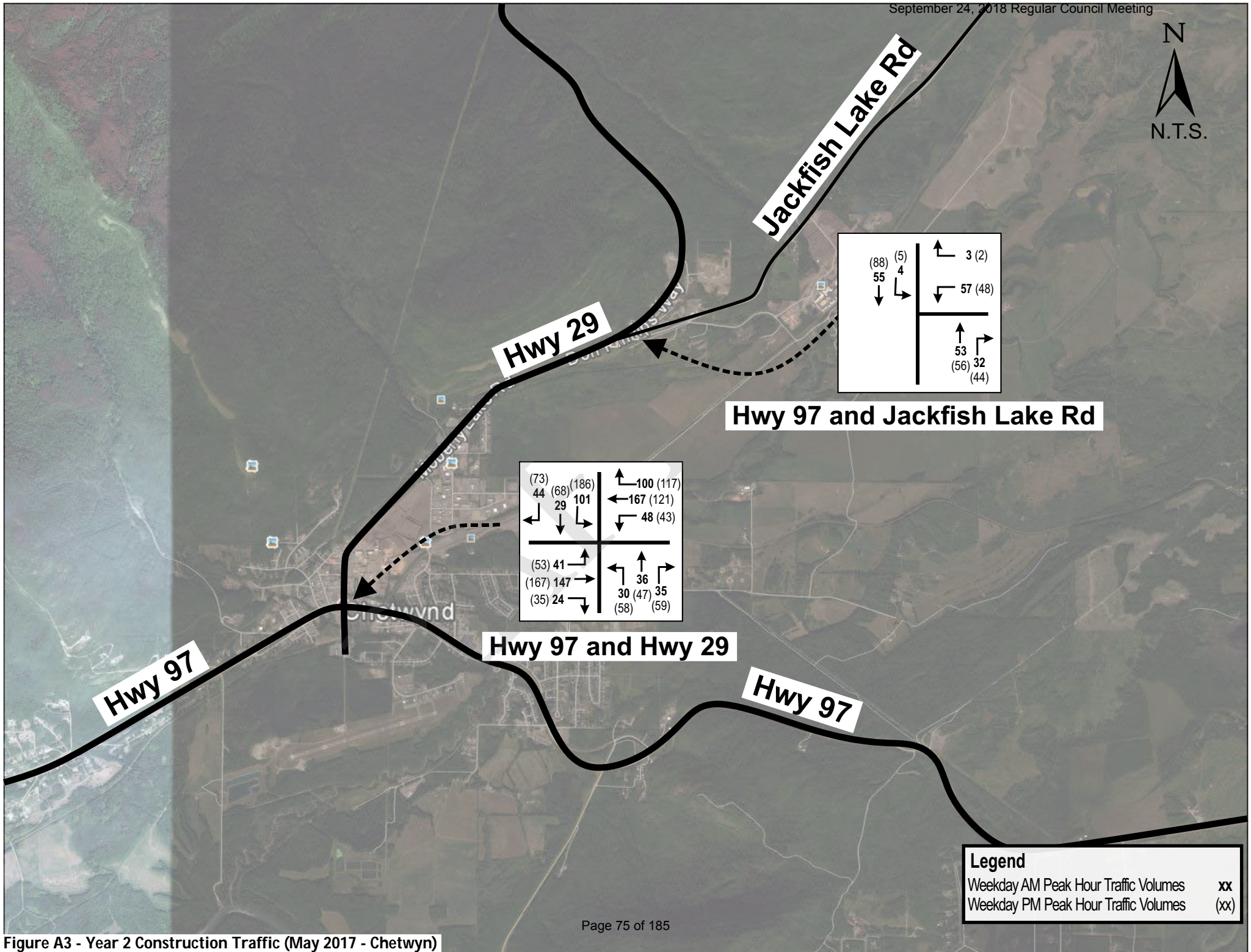


Figure A3 - Year 2 Construction Traffic (May 2017 - Chetwyn)



Oct-2016

September 24, 2018 Regular Council Meeting

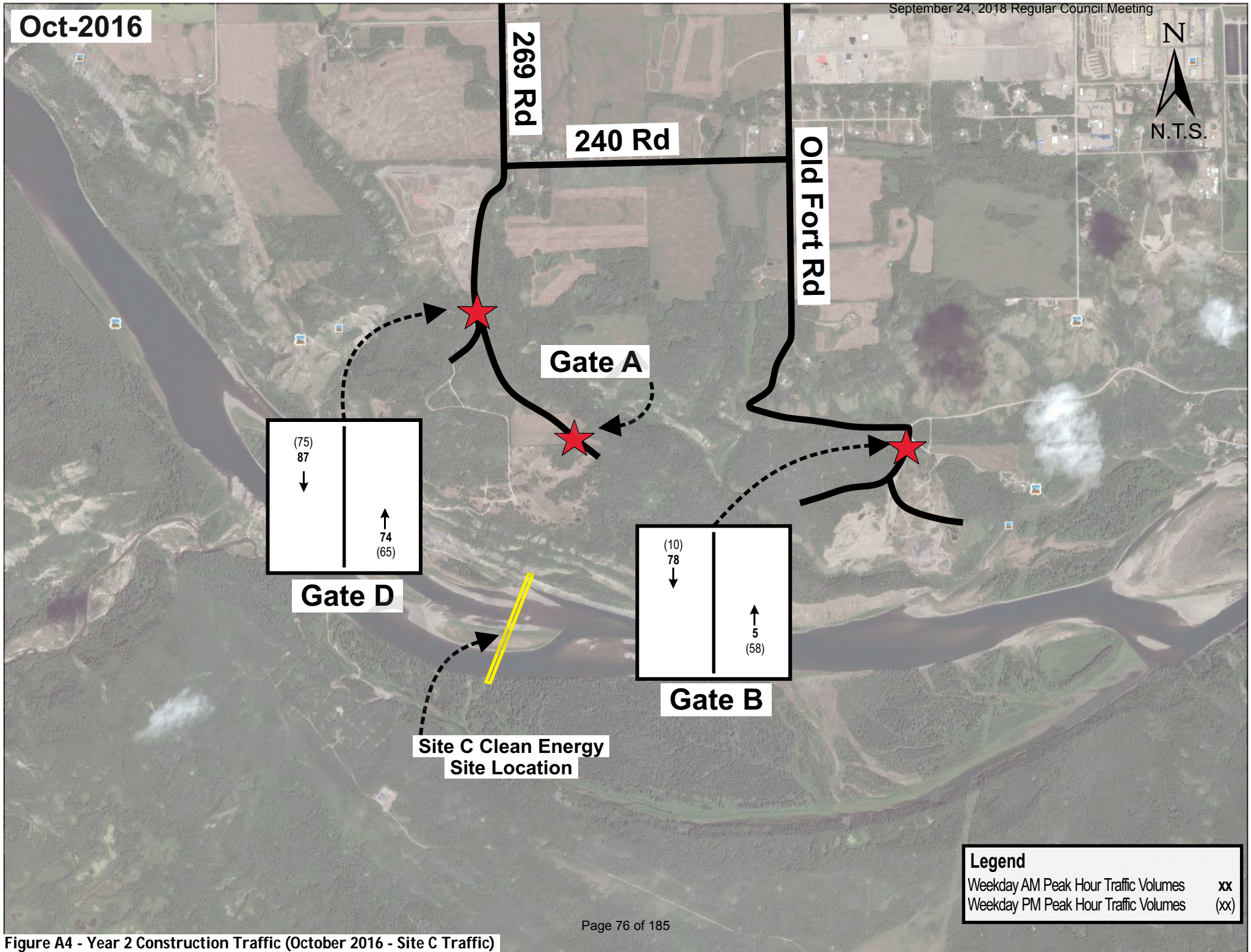


Figure A4 - Year 2 Construction Traffic (October 2016 - Site C Traffic)



Feb-2017

September 24, 2018 Regular Council Meeting

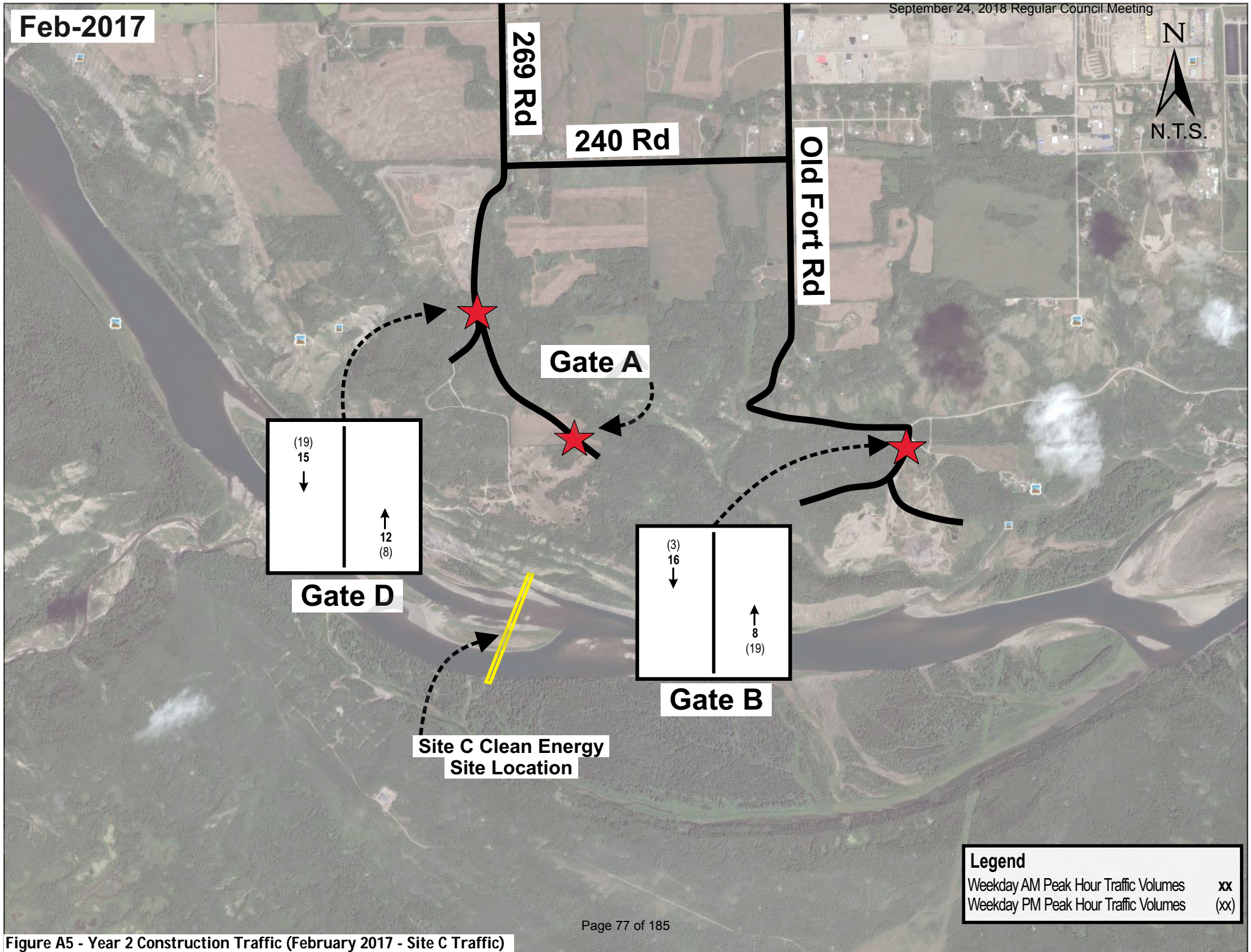
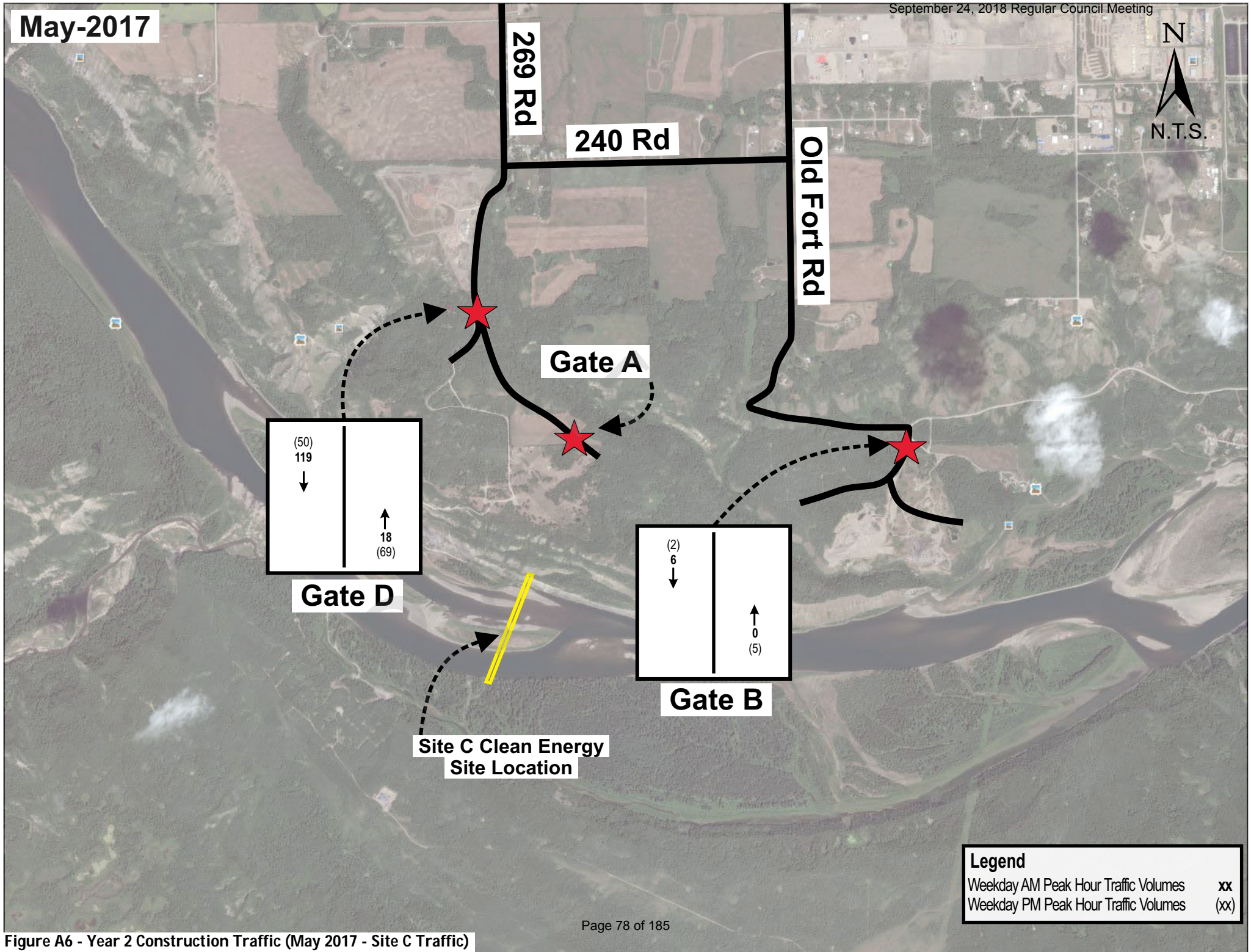


Figure A5 - Year 2 Construction Traffic (February 2017 - Site C Traffic)



May-2017

September 24, 2018 Regular Council Meeting



Legend	
Weekday AM Peak Hour Traffic Volumes	xx
Weekday PM Peak Hour Traffic Volumes	(xx)

Figure A6 - Year 2 Construction Traffic (May 2017 - Site C Traffic)



Jul-2017

September 24, 2018 Regular Council Meeting

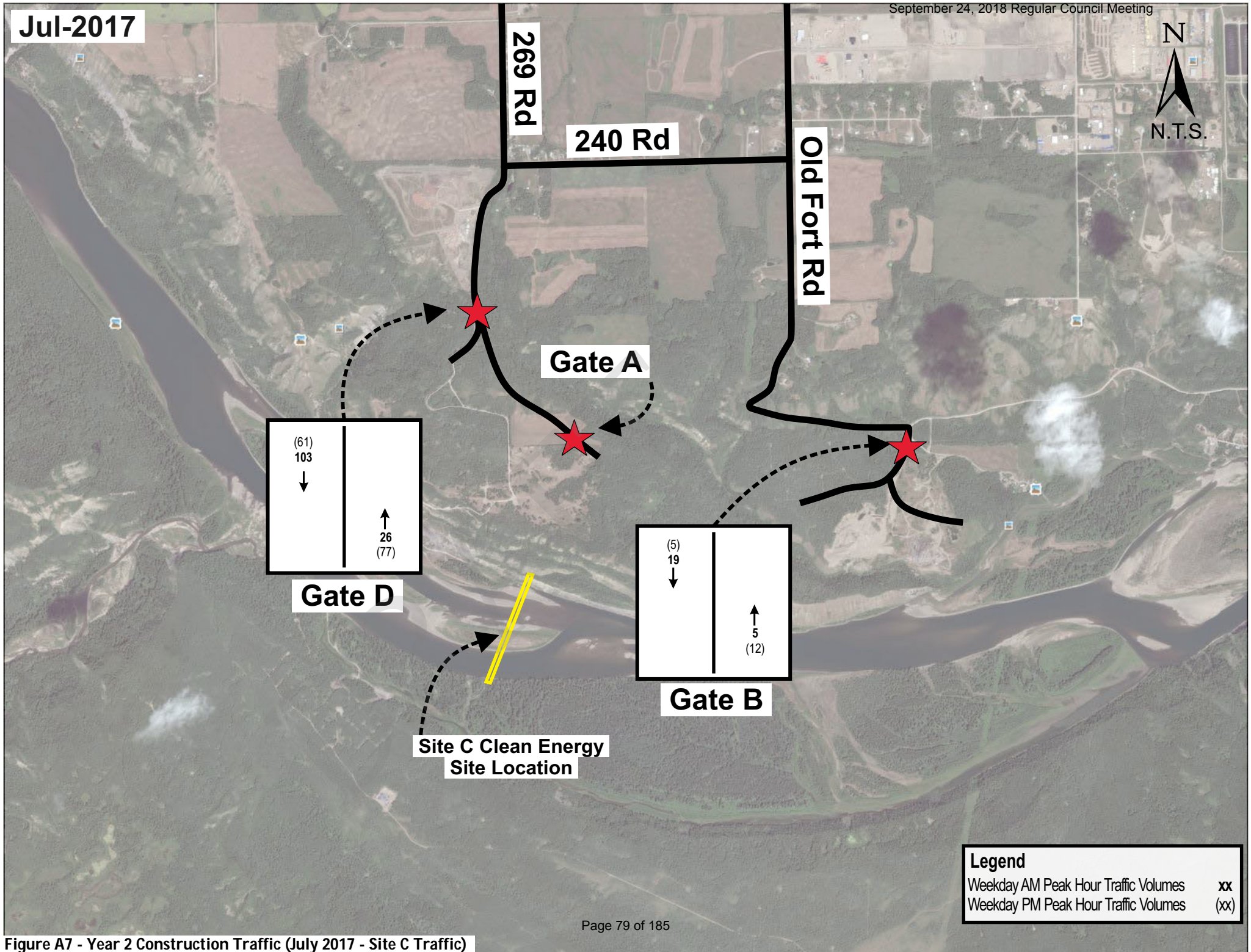


Figure A7 - Year 2 Construction Traffic (July 2017 - Site C Traffic)

Traffic and Pavement Monitoring Report – Year 2 - Updated  
Construction Safety Management Plan  
Site C Clean Energy Project

## **Appendix B. Year 2 Road Safety Monitoring Program**

2018-08-29

Ms. Nancy Pepper, Community and Social Mitigation Manager  
BC Hydro & Power Authority  
Site C Clean Energy Project

**Subject: Year 2 Road Safety Monitoring Program – Transportation DRAFT Review  
Site C Clean Energy Project – Fort St. John, BC**

Dear Ms. Pepper:

WSP Canada Group Limited (WSP) formerly the MMM Group Limited is pleased to provide the following letter report outlining the results and findings for the Year 2 (2017) Road Safety Monitoring Program, which is part of BC Hydro's overall Construction Traffic Monitoring Program for the Site C Clean Energy Project (the Project). Construction started in July 2015 and is expected to be completed in 2024.

## 1 INTRODUCTION

As part of the Site C Clean Energy Project's Environmental Impact Statement (EIS), BC Hydro developed a Traffic Monitoring and Mitigation Plan (TMMP) that forms the framework for studying the potential effects that the forecasted increase in vehicle traffic during construction on the regional road network may have on traffic operations and road safety.

As such, BC Hydro is committed to providing on-going road safety monitoring efforts at defined intersections in Fort St. John and the Peace River Regional District (PRRD) at regular periods throughout Project construction. A review of the collision statistics at the study intersections are to be undertaken annually, quarterly reviews may be proposed for periods when construction traffic and baseline traffic are both anticipated to be high such as during the peak year of construction.

This letter report summarizes the results of the Year 2 Construction Traffic Monitoring Program, which identifies road safety frequency and potential concerns at the study intersections between August 1, 2016 and July 31, 2017.

## 2 METHODOLOGY

In order to satisfy BC Hydro's road safety monitoring requirements for Year 2, WSP completed the following work program:

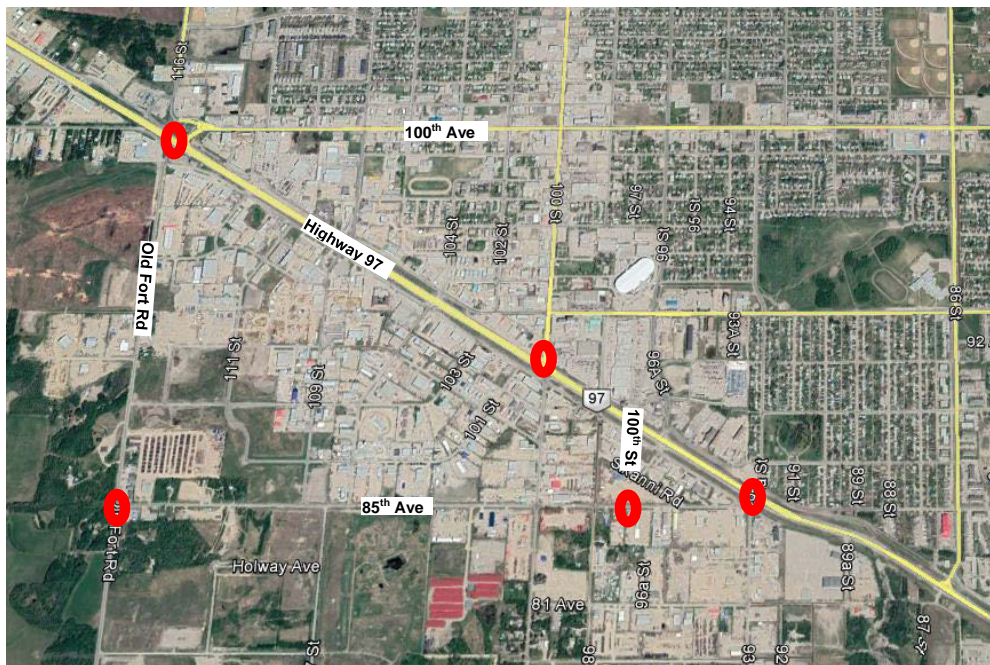
- Confirm study parameters:



- Study year
  - Year 2 Construction collision review from August 1, 2016 to July 31, 2017;
  - Previous collision history for the pre-construction period from August 1, 2010 to July 31, 2015
- Year 2 study intersections in Fort St. John:
  - 85<sup>th</sup> Avenue and Old Fort Road;
  - Highway 97 and Old Fort Road;
  - Highway 97 and 100<sup>th</sup> Street;
  - Highway 97 and 85<sup>th</sup> Avenue; and
  - 85<sup>th</sup> Avenue and 100<sup>th</sup> Street.

The intersection of Highway 97 and 269 Road was not in the original TMMP; however, this intersection was analyzed in Year 1 of the Project because of the road works on 240 Road and Old Fort Road, which may have transferred Project traffic to 269 Road. This intersection has not been included in the Year 2 analysis. Figure 1 below shows the location of the intersections with a red ring that are part of the collision monitoring program for Year 2 of the Project construction in Fort St. John.

Figure 1: Study Area for Road Safety Monitoring Program



Aerial Photography Source: Google screen shot capture

- Review the claims-based collision data received from the Insurance Corporation of British Columbia (ICBC) for:
  - Collision frequency at each intersection including:
    - Total collisions, which is the sum of property damage only (PDO) collisions and severe collisions; and
    - Severe collisions, which are collisions that involve at least one person with an injury or fatal injury.



- Unlike the traffic-volume monitoring program for the Project, the TMMP does not prescribe explicit thresholds at which road safety improvements are required. Instead, the TMMP says that:

*“Additional mitigation and improvements, with the view to improving road safety, would be implemented by BC Hydro if the road safety performance monitoring at a location reaches a level when BC Hydro, MOTI, the PRRD and/or the City determine that improvements are necessary. This deterioration in safety performance must be due, substantively, to Project traffic. Other road authorities may also, independent of BC Hydro, undertake road upgrades on monitored routes based on their own planning and requirements.”<sup>1</sup>*

### 3 COLLISION REVIEW

Claims based collision data was obtained from ICBC for the period from January 1, 2007 to December 31, 2017. People involved in a collision have two years from the date of the collision to report their claim to ICBC. As such, the number of collisions reported in this report from October 31, 2015 (two years before the data request) to July 31, 2017 may change in the future collision reviews for the Project if more people come forward to submit their claims within their two-year time limit. It has been estimated by ICBC that roughly 75% of people submit their claims to ICBC within three months of the collision.<sup>2</sup>

WSP made a data request to ICBC on November 20, 2017<sup>3</sup> to obtain collision data for this project. Therefore, it is expected that most of the collision claims for the period of October 31, 2015 to July 31, 2017 were already made by the date of our data request. The data included collisions reported through December 2017.

Collision data was obtained from ICBC for the intersections in Fort St. John noted below.

- Old Fort Road at 85th Avenue;
- Highway 97 at Old Fort Road;
- Highway 97 at 100th Street;
- Highway 97 at 85th Avenue; and
- 85th Avenue at 100th Street.

A collision frequency review was undertaken to determine how closely the Construction Year collision frequency was to the collision frequency in previous years this review is described in subsequent sections of the report.

### 3.1 COLLISION FREQUENCY REVIEW

#### 3.1.1 PRE-CONSTRUCTION PERIOD COLLISION REVIEW

Table 1 shows the collision frequency each year, the total five-year collision frequency and the annual collision frequency at each intersection location in the five-year pre-construction period during the Year 1 Road Safety Review. Table 2 shows the same information as Table 1 but it was generated using the data provided by ICBC from the Year 2 Road Safety Review.

<sup>1</sup> BC Hydro, *Traffic Monitoring and Mitigation Plan – Fort St. John and North Bank Area Roads*, October 29, 2015, pg. 13

<sup>2</sup> Personal telephone communication with Paul de Leur, August 2016

<sup>3</sup> WSP Canada Group Limited, email from L. Richl to Mr. Doug MacDonald of ICBC.

**Table 1: Collision Frequency Pre-Construction Period from Year 1 Review**

Intersection	2010 - 2011		2011 - 2012		2012 - 2013		2013 - 2014		2014 - 2015		Five Year Collision Frequency (col /5 yr)		Average Collision Frequency (col/yr)	
	Severe	Total	Severe	Total	Severe	Total	Severe	Total	Severe	Total	Severe	Total	Severe	Total
Highway 97 / Old Fort Road	4	11	8	16	7	21	7	19	11	29	37	96	7.4	19.2
Old Fort Road / 85 <sup>th</sup> Avenue	0	0	0	1	0	1	0	0	0	0	0	2	0.0	0.4
Highway 97 / 100 <sup>th</sup> Street	5	14	4	20	3	9	4	17	9	28	25	88	5.0	17.6
Highway 97 / 85 <sup>th</sup> Avenue	1	3	0	1	0	5	2	3	2	12	5	24	1.0	4.8
85 <sup>th</sup> Avenue / 100 <sup>th</sup> Street	0	0	1	1	0	1	1	3	1	1	3	6	0.6	1.2

Source: ICBC collision data provided for the Year 1 Collision Review November 25, 2016

Note: 1. Collision data noted for each year are for collisions that occurred between August 1 to July 31 of the subsequent year.

**Table 2: Collision Frequency Pre-Construction Period from Year 2 Review**

Intersection	2010 - 2011		2011 - 2012		2012 - 2013		2013 - 2014		2014 - 2015		Five Year Collision Frequency (col /5 yr)		Average Collision Frequency (col/yr)	
	Severe	Total	Severe	Total	Severe	Total	Severe	Total	Severe	Total	Severe	Total	Severe	Total
Highway 97 / Old Fort Road	4	11	8	16	7	21	7	19	11	29	37	96	7.4	19.2
Old Fort Road / 85 <sup>th</sup> Avenue	0	0	0	1	0	1	0	0	0	0	0	2	0.0	0.4
Highway 97 / 100 <sup>th</sup> Street	5	14	4	20	3	9	4	17	9	28	25	88	5.0	17.6
Highway 97 / 85 <sup>th</sup> Avenue	1	3	0	1	0	5	2	3	<b>3</b>	<b>13</b>	<b>6</b>	<b>25</b>	<b>1.2</b>	<b>5.0</b>
85 <sup>th</sup> Avenue / 100 <sup>th</sup> Street	0	0	1	1	0	1	1	3	1	1	3	6	0.6	1.2

Source: ICBC collision data provided for the Year 2 Collision Review August 2, 2018

Note: 1. Collision data noted for each year are for collisions that occurred between August 1 to July 31 of the subsequent year.

2. The bold numbers in Table 2 indicate the values that changed between the Year 1 analysis and the Year 2 analysis.

At the intersection of Highway 97 and 85<sup>th</sup> Avenue a difference was recorded in the pre-construction collision frequency between the Year 1 and the Year 2 Safety Reviews. The Year 2 analysis indicated that there were three severe collisions and 13 total collisions that occurred at the intersection of Highway 97 and 85<sup>th</sup> Avenue rather than two severe collisions and 12 total collisions that were reported in the Year 1 analysis. All other intersections reported the same number of total and severe collisions in the pre-construction period. The number of collisions reported in the pre-construction period is not expected to change in the future given that the two-year ICBC reporting period for collisions ending on July 31, 2015 has now expired.

The information shown in Tables 1 and 2 indicate that collision frequency can vary significantly at the same intersection from year to year. At some locations, the difference in collision frequency could be as much as a factor of three. For example, the total collision frequency at Highway 97 and 100<sup>th</sup> Street varied from a low of 9 col/yr to a high of 28 col/yr in the five-year period before the beginning of the Project. Collision frequency variation can be due to several factors including:

- The rare and random nature of collisions;

- Changes in traffic volumes;
- Changes to road construction and maintenance locations; and
- Year to year differences in weather and road conditions.

These variations are why collision data representing a short period can be less reliable, which is why it is preferable to have several years of collision data prior to determining whether a location is collision prone.

### 3.1.2 CONSTRUCTION PERIOD COLLISION REVIEW

Table 3 compares the Year 1 collision frequency calculated from the 2016 ICBC data and 2018 ICBC data.

*Table 3: Collision Frequency Year 1 and Year 2 Collision Dataset Comparison*

INTERSECTION	YEAR 1 COLLISION DATASET YEAR 1 - 2015 - 2016		YEAR 2 COLLISION DATASET YEAR 1 - 2015 - 2016		DIFFERENCE IN COLLISION FREQUENCY (col/yr)	
	SEVERE	TOTAL	SEVERE	TOTAL	SEVERE	TOTAL
Highway 97 / Old Fort Road	2	8	1	10	-1	+2
Old Fort Road / 85 <sup>th</sup> Avenue	0	2	0	2	0	0
Highway 97 / 100 <sup>th</sup> Street	10	22	11	24	+1	+2
Highway 97 / 85 <sup>th</sup> Avenue	2	5	2	5	0	0
85 <sup>th</sup> Avenue / 100 <sup>th</sup> Street	0	1	0	1	0	0

*Sources: ICBC collision data provided for the Year 1 Collision Review received November 25, 2016 and Year 2 Collision Review received August 2, 2018*

*Note: Collision data noted for each year are for collisions that occurred between August 1 to July 31 of the subsequent year.*

Table 3 confirms that there were some changes in the Year 1 collision data at two of the study intersections. At the intersection of Old Fort Road with Highway 97, the number of severe collisions decreased from two to one and the total number of collisions increased from eight to ten. These differences would not have changed the results of the initial collision review as the total number of collisions was still well below the five-year average annual total collision frequency of 19.2 col/yr at this intersection. The intersection of Highway 97 and 100<sup>th</sup> Street had an increase in the number of collisions reported. One more severe collision and one more PDO collision was recorded at this intersection. Both the severe and total collisions were flagged during the Year 1 collision review as being higher than the five-year average at this intersection. The additional collisions simply make the flagged problem more severe.

Table 4 compares the average pre-construction collision frequency to the collision frequency for Years 1 and 2 of the Project at each intersection. All data used in Table 4 is from the 2018 collision dataset provided by ICBC and values that changed from the Year 1 analysis are shown in bold text.

**Table 4: Collision Frequency for Year 1 and Year 2 Construction Period**

Intersection	YEAR 1 2015 - 2016		YEAR 2 2016 - 2017		Pre-Construction Average Collision Frequency (col/yr)		Year 1 & Pre-Construction Difference (col/yr)		Year 2 & Pre-Construction Difference (col/yr)		Maximum Targeted Difference from the Average (col/yr)		Year 2 Collision Flag	
	Severe	Total	Severe	Total	Severe	Total	Severe	Total	Severe	Total	Severe	Total	Severe	Total
Highway 97 / Old Fort Road	<b>1</b>	<b>10</b>	6	13	7.4	19.2	-6.4	9.2	-1.4	-9.2	0.74	1.92		
Old Fort Road / 85 <sup>th</sup> Avenue	0	2	0	0	0.0	0.4	0.0	1.6	0.0	-0.4	0.0	0.04		
Highway 97 / 100 <sup>th</sup> Street	<b>11</b>	<b>24</b>	7	17	5.0	17.6	<b>6.0</b>	<b>6.4</b>	2.0	-0.6	0.5	1.76	✓	
Highway 97 / 85 <sup>th</sup> Avenue	2	5	4	5	<b>1.2</b>	<b>5.0</b>	<b>0.8</b>	<b>0.0</b>	2.8	0.0	0.12	<b>0.5</b>	✓	
85 <sup>th</sup> Avenue / 100 <sup>th</sup> Street	0	1	0	4	0.6	1.2	-0.6	-0.2	-0.6	2.8	0.06	0.12		✓

Source: ICBC collision data provided for the Year 2 Collision Review August 2, 2018

Notes: 1. Collision data noted for each year are for collisions that occurred between August 1 to July 31 of the subsequent year.  
 2. The bold numbers indicate a change in this value between the Year 1 data received and Year 2 data received.  
 3. Collision flag indicates an increase in the number of collisions compared with the five-year average number of collisions per year during the pre-construction period.

In Year 2, the collision frequency for both severe and total collisions was lower than or equal to the pre-construction average at two of the study intersections:

- Highway 97 / Old Fort Road; and
- Old Fort Road / 85<sup>th</sup> Avenue.

At the other three intersections, either the total or severe collision frequencies were higher than the five-year pre-construction average collision frequency for that intersection.

The lower than the pre-construction collision frequency average at two of the study intersections in Year 2 is good news. Traffic volumes throughout the study area generally increased over 2016 levels but traffic growth in Fort St. John has not been uniform<sup>4</sup>. However, as the collision data used in this analysis is from claims data, it is possible that some people have not yet made their claim to ICBC and over time, the collision frequency may creep upwards. The comparison of the Year 1 collision frequency datasets found that there were two locations where collision frequency increased from the earlier dataset.

The TMMP indicated that collision frequency was expected to increase based on the additional construction traffic in the area. It was expected that the increase in collision frequency would be limited to an increase less than 10% from the yearly collision frequency average in the pre-construction period. Several locations were flagged in the TMMP as having the potential for higher than a 10% increase, which included the following intersections:

- 100<sup>th</sup> Street and 85<sup>th</sup> Avenue;
- 85<sup>th</sup> Avenue and Old Fort Road; and
- 240 Road and 269 Road (not included in the Year 1 or Year 2 road safety study area intersections).<sup>5</sup>

<sup>4</sup> WSP Canada Group Limited, Year 2 Traffic Performance Monitoring Program, January 17, 2018

<sup>5</sup> BC Hydro., Traffic Monitoring and Mitigation Plan – Fort St. John and North Bank Area Roads, October 29, 2015, pg. 10

However, the Year 1 and Year 2 analysis has not found that the observed collisions at the intersections of 100<sup>th</sup> Street and 85<sup>th</sup> Avenue and 85<sup>th</sup> Avenue and Old Fort Road have not consistently increased over the pre-construction period average for each year and for severe and total collisions.

### 3.1.3 DETAILED COLLISION ANALYSIS FOR COLLISION FLAGGED LOCATIONS

The collision data for the three locations with collision frequency increases were reviewed as part of the Year 2 road safety monitoring to determine if there are specific collision trends at these locations that may help to explain the increase in collisions. These locations were

- Highway 97 and 100<sup>th</sup> Street for severe collisions;
- Highway 97 and 85<sup>th</sup> Avenue for severe collisions; and
- 85<sup>th</sup> Avenue and 100<sup>th</sup> Street for total collisions.

A review of the collision patterns was conducted for these intersections for the types of collisions that were higher than the pre-construction period average. During the Year 1 Safety Review, a more detailed review of the collision patterns was completed at the intersections where the Year 1 collision frequency was higher than the pre-construction period average collision frequency. In Year 1, the additional review for collision patterns was completed at locations where both total and severe collisions were greater than the pre-construction period average. In Year 2, each of the three intersections had either severe or total collisions greater than the pre-construction average and as such we have reviewed the subset of collision severity at each intersection that was over the pre-construction average.

During the Year 2 collision analysis, these three intersections were higher in collision frequency than the pre-construction period collision frequency. When traffic volumes change, collision frequency often will as well as there is a relationship between traffic volumes and collision frequency, although this relationship is not linear. Typically, as traffic volumes increase at a location, the frequency of crashes does not increase as quickly as the volume of traffic.<sup>6</sup>

Often the characteristics of the collisions such as severity, crash type, number of vehicles involved in each collision remain similar at an intersection over time even with changes in traffic volumes. This analysis is to show the types of collisions that have been occurring at these three locations.

#### Highway 97 and 100<sup>th</sup> Street

This is the second year that the intersection of Highway 97 and 100<sup>th</sup> Street has been flagged as having collision frequencies in excess of the pre-construction average. However, in Year 2 only the severe collisions were two collisions higher than the pre-construction average; whereas in Year 1 total collisions were 4.4 collisions higher and severe collisions were five collisions higher than the pre-construction average. Traffic volumes at this intersection were higher in Year 2 than those recorded in Year 1. In the morning peak hour, the volume of entering vehicles was approximately 6.8% higher during May 2017 when compared with the traffic in April 2016 and in the afternoon peak, the volume of entering vehicles was about 10.7% higher in May 2017 when compared to April 2016 traffic volumes.<sup>7</sup>

<sup>6</sup> American Association of State Highway and Transportation Officials (AASHTO), *Highway Safety Manual, 1<sup>st</sup> Edition, Volume I*, AASHTO, Washington, DC, 2010, pp 3-14

<sup>7</sup> WSP Canada Group Limited, *Year 2 Traffic Performance Monitoring Program*, January 17, 2018

A short review of the severe collisions was completed to determine the severe collision patterns at this intersection. Figure 2 below shows the variation in collision frequency during the first two years of the Project and the pre-construction period.

*Figure 2: Collision Frequency by Year at Highway 97 and 100<sup>th</sup> Street*

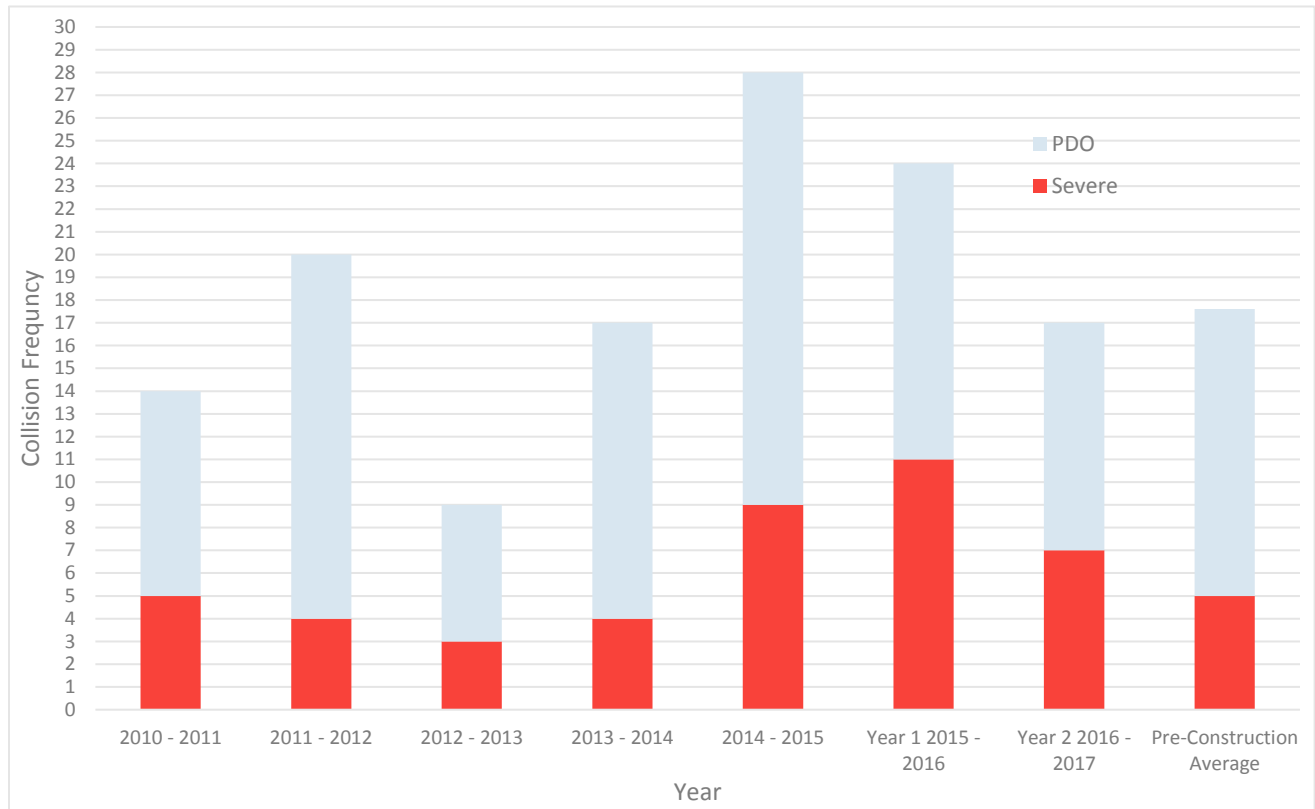


Table 5 compares the number of severe collisions in Year 2 with the pre-construction period average.

*Table 5: Year 2 Severe Collisions at Highway 97 and 100<sup>th</sup> Street*

MONTH	YEAR 2 OBSERVED SEVERE COLLISIONS	PRE-CONSTRUCTION PERIOD AVERAGE SEVERE COLLISIONS
August	1	0.4
September	1	0.8
October	1	0.2
November	1	0.0
December	1	1.0
January	1	0.4
February	0	0.2
March	0	0.6
April	0	0.2
May	1	0.0
June	0	0.6
July	0	0.6
<b>Totals</b>	<b>7</b>	<b>5</b>

Table 5 shows that there was a severe collision recorded every month from August through to January during Year 2 and one severe collision was recorded in May. In contrast, the severe collisions during the pre-construction period were more spread out throughout the year.

A review of the collision descriptions and other characteristics finds:

- There were two heavy vehicle-related collisions that occurred during Year 2 of the Project, which is more than Year 1 and some of the previous pre-construction years. However, the Year 2 heavy vehicle collisions are less than the peak record of five heavy vehicle related collisions, as shown in the Table 6 below.

*Table 6: Heavy Vehicle Collisions at Highway 97 and 100<sup>th</sup> Street*

YEAR	HEAVY VEHICLE COLLISION FREQUENCY
2010 – 2011	1
2011 – 2012	5
2012 – 2013	1
2014 – 2015	1
Year 1 2015 – 2016	1
Year 2 2016 – 2017	2

- Vulnerable road user related collisions (i.e. pedestrian, cyclist and motorcyclist) were not recorded at this intersection;
- The collision types that were for the severe collisions recorded in Year 2 of the Project are shown in the Table 7 below.

*Table 7: Year 2 Severe Collision Types at Highway 97 and 100<sup>th</sup> Street*

SEVERE COLLISION TYPE	YEAR 2	PRE-CONSTRUCTION PERIOD
Head On	0%	0%
Rear End	13%	32%
Side Impact	29%	28%
Side Swipe - Same Direction	0%	8%
Single Vehicle	0%	0%
Conflicted	29%	24%
Other	29%	8%
<b>Totals</b>	<b>100%</b>	<b>100%</b>

In Year 2, nearly all the observed severe collisions were recorded as conflicted collisions, single vehicle and other collisions. Conflicted collisions are collisions in which there is a dispute between the parties as to what has occurred. In Year 2, there was an increase in the other collision type and a decrease in the rear end collisions when compared to the pre-construction period.

- Collision days that severe collisions were recorded on were analyzed for Year 2. Table 8 on the following page shows the percentages of collisions that occurred during Year 2 and the pre-construction period.

*Table 8: Year 2 Severe Collision Days at Highway 97 and 100<sup>th</sup> Street*

COLLISION DAY	YEAR 2	PRE-CONSTRUCTION PERIOD
Monday	29%	16%
Tuesday	14%	20%
Wednesday	14%	8%
Thursday	0%	20%
Friday	29%	36%
Saturday	14%	0%
Sunday	0%	0%
<b>Totals</b>	<b>100%</b>	<b>100%</b>

Noticeable differences in the collision days during Year 2 included an increase of collisions on Mondays and Saturdays. There was a small decrease in collisions on Tuesdays and Fridays when compared to the pre-construction period.

- Collision times for Year 2 were analyzed. Table 9 below shows the percentage of collisions that occurred for each period for Year 1 of the Project and the pre-construction period.

*Table 9: Year 2 Severe Collision Times at Highway 97 and 100<sup>th</sup> Street*

COLLISION TIME PERIOD	YEAR 2	PRE-CONSTRUCTION PERIOD
0:01 - 3:00	0%	0%
3:01 - 6:00	0%	4%
6:01 - 9:00	0%	8%
9:01 - 12:00	0%	12%
12:01 - 15:00	14%	36%
15:01 - 18:00	14%	20%
18:01 - 21:00	72%	16%
21:01 - 24:00	0%	4%
<b>Totals</b>	<b>100%</b>	<b>100%</b>

Changes in the collision times between Year 2 and the pre-construction period included a significant increase of early evening collisions. Over 70% of all severe collisions reported during Year 2 occurred between 6:00 pm and 9:00 pm. There was a decrease in morning, early afternoon and afternoon peak collisions during Year 2 when compared with the pre-construction period.

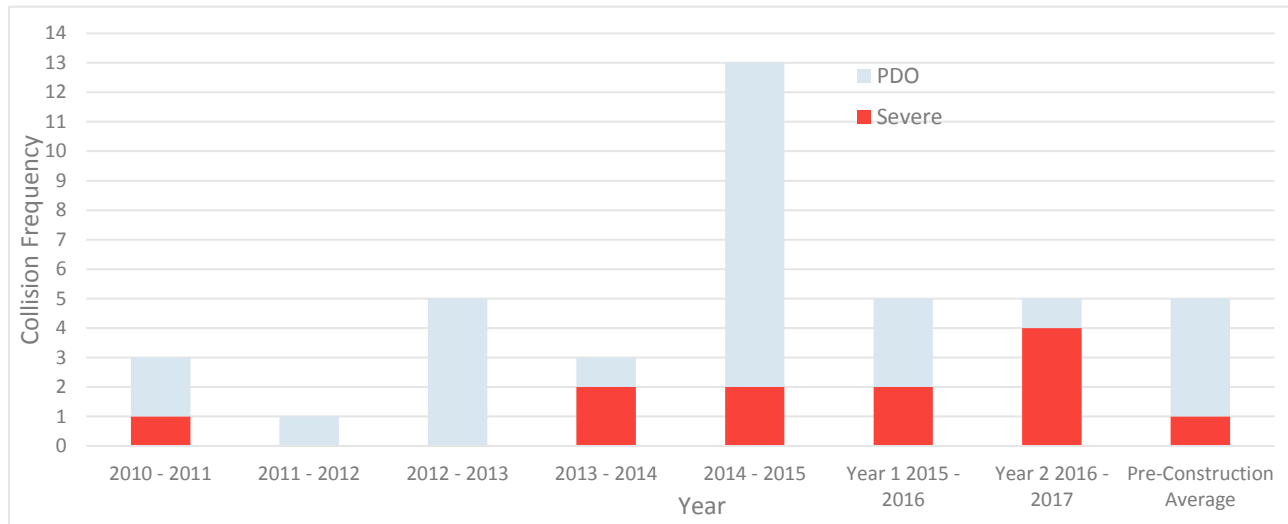
### Highway 97 and 85<sup>th</sup> Avenue

This is the second year that the intersection of Highway 97 and 85<sup>th</sup> Avenue has been flagged as having collision frequencies that are higher than the pre-construction period five-year average. Four severe collisions were reported at this intersection, which is higher than the five-year average of one collision per year. For comparison in Year 1 two severe collisions were reported at this intersection. The total number of collisions reported in Year 2 was five collisions, which is the same as the five-year average. A review of the collision characteristics was completed and is summarized in the paragraphs below. In May 2017, entering traffic volumes at this intersection were 6.7% higher in the morning peak and were 4.8% higher during the afternoon peak period when compared with the July 2016 traffic



volumes.<sup>8</sup> Figure 3 shows the collision frequency and severity during the pre-construction period and the first two years of the Project.

*Figure 3: Collision Frequency by Year at Highway 97 and 85<sup>th</sup> Avenue*



The table below shows the number of severe collisions that occurred each month during Year 2 of the Project and the average severe collisions over a five-year period during the pre-construction period. During Year 2, severe collisions were more frequent than the average year in the pre-construction period in the months of October, January and March. October 2016 was a particularly bad month when two severe collisions were recorded. During the other months of Year 2, collisions occurred less often or with the same frequency when compared to the pre-construction period.

*Table 10: Year 2 Severe Collision Months at Highway 97 and 85<sup>th</sup> Avenue*

MONTH	YEAR 2 OBSERVED SEVERE COLLISIONS	PRECONSTRUCTION PERIOD AVERAGE SEVERE COLLISIONS
August	0	0
September	0	0.4
October	2	0
November	0	0.2
December	0	0
January	1	0
February	0	0.4
March	1	0
April	0	0
May	0	0
June	0	0
July	0	0.2
<b>Totals</b>	<b>4</b>	<b>1.2</b>

A review of the collision descriptions and other characteristics finds:

<sup>8</sup> WSP Canada Group Limited, *Year 2 Traffic Performance Monitoring Program*, January 17, 2018

- One heavy vehicle-related collision occurred during Year 2 of the Project, which is same as some of the previous years, as shown on the table below;

*Table 11: Heavy Vehicle Collision at Highway 97 and 85<sup>th</sup> Avenue*

YEAR	HEAVY VEHICLE COLLISION FREQUENCY
2010 – 2011	0
2011 – 2012	1
2012 – 2013	1
2014 – 2015	0
Year 1 2015 - 2016	0
Year 2 2016 - 2017	1

- Vulnerable road user related collisions (i.e. pedestrian, cyclist and motorcyclist) were not recorded at this intersection;
- Collision types were for the severe collisions recorded in Year 2 of the Project are shown in Table 12 below.

*Table 12: Year 2 Severe Collision Types at Highway 97 and 85<sup>th</sup> Avenue*

SEVERE COLLISION TYPE	YEAR 2	PRE-CONSTRUCTION PERIOD
Head On	0%	0%
Side Impact	0%	0%
Rear End	0%	50%
Side Swipe - Same Direction	0%	0%
Rear to Rear	0%	0%
Conflicted	100%	33%
Other	0%	17%
<b>Totals</b>	<b>100%</b>	<b>100%</b>

In Year 2 all the observed severe collisions were recorded as conflicted collisions. This percentage is higher than in the pre-constructed period, which recorded about 33% conflicted collisions.

- Collision days that severe collisions were recorded on were analyzed for Year 2. Table 13 below shows the percentages of collisions that occurred during Year 2 and the pre-construction period.

*Table 13: Year 2 Severe Collision Days at Highway 97 and 85<sup>th</sup> Avenue*

COLLISION DAY	YEAR 2	PRE-CONSTRUCTION PERIOD
Monday	25%	33%
Tuesday	50%	17%
Wednesday	25%	17%
Thursday	0%	0%
Friday	0%	33%
Saturday	0%	0%
Sunday	0%	0%
<b>Totals</b>	<b>100%</b>	<b>100%</b>

Noticeable differences in the collision days during Year 2 included an increase of collisions on Tuesdays. There was a noticeable decrease in collisions on Friday when compared to the pre-construction period.

- Collision times for Year 2 were analyzed. Table 14 below shows the percentage of collisions that occurred for each period for Year 2 of the Project and the pre-construction period.

**Table 14: Year 2 Severe Collision Times at Highway 97 and 85<sup>th</sup> Avenue**

COLLISION TIME PERIOD	YEAR 2	PRE-CONSTRUCTION PERIOD
0:01 - 3:00	0%	0%
3:01 - 6:00	0%	0%
6:01 - 9:00	50%	17%
9:01 - 12:00	0%	17%
12:01 - 15:00	0%	17%
15:01 - 18:00	25%	50%
18:01 - 21:00	25%	0%
21:01 - 24:00	0%	0%
<b>Totals</b>	<b>100%</b>	<b>100%</b>

Changes in the collision times between Year 2 and the pre-construction period included an increase during daytime collisions especially during the morning peak period and early evening collisions. A decrease in late morning and afternoon peak also occurred.

### **85<sup>th</sup> Avenue and 100<sup>th</sup> Street**

During Year 2 of the project, four collisions were reported at the intersection of 85<sup>th</sup> Avenue and 100<sup>th</sup> Street, which is higher than the one reported collision during Year 1. The average number of collisions at this intersection during the pre-construction period was 1.2 col/yr. It appears that two claims were made for the same collision that occurred at 12 noon on July 31, 2017. It is unclear from the collision descriptions provided in the dataset why two collision claims were reported to ICBC for incidents that occurred at the same time and at the same place. All the analysis completed for this report assumes that the two claims made for incidents that occurred at this same time on the same day are two separate incidents.

In May 2017, the number of entering vehicles at this intersection increased approximately 41% during the morning peak and 28% during the afternoon peak when compared with July 2016 traffic volumes.<sup>9</sup>

Figure 4 shows the number of severe and PDO collisions at this intersection during both the pre-construction period and the first two years of the Project.

<sup>9</sup> WSP Canada Group Limited, *Year 2 Traffic Performance Monitoring Program*, January 17, 2018

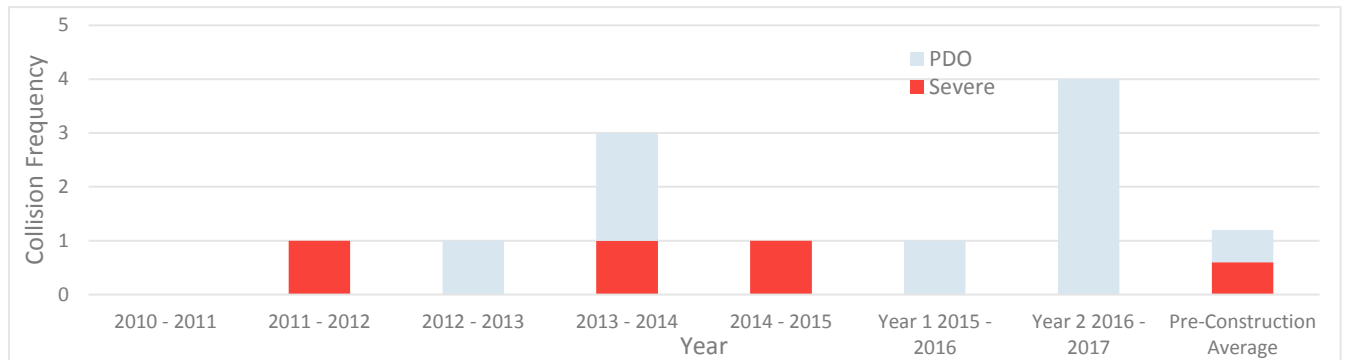
Figure 4: Collision Frequency by Year at 85<sup>th</sup> Avenue and 100<sup>th</sup> Street

Table 15 below shows the number of collisions that occurred each month during Year 2 of the Project and the average collisions over a five-year period during the pre-construction period. During Year 2, collisions were observed more frequently than the average year in the pre-construction period in the months of June, July and November. As noted previously, it is unknown whether this was one collision or two collisions.

Table 15: Year 2 Total Collision Months at 85<sup>th</sup> Avenue and 100<sup>th</sup> Street

MONTH	YEAR 2 OBSERVED TOTAL COLLISIONS	PRECONSTRUCTION PERIOD AVERAGE TOTAL COLLISIONS
August	0	0.0
September	0	0.0
October	0	0.0
November	1	0.0
December	0	0.2
January	0	0.0
February	0	0.4
March	0	0.2
April	0	0.0
May	0	0.2
June	1	0.0
July	2	0.2
<b>Totals</b>	<b>4</b>	<b>1.2</b>

A review of the collision descriptions and other characteristics finds:

- No heavy vehicle-related collisions occurred during Year 2 of the Project, which is same as some of the previous years, as shown on the table on the following page;

*Table 16: Year 2 Heavy Vehicle Collision at 85<sup>th</sup> Avenue and 100<sup>th</sup> Street*

YEAR	HEAVY VEHICLE COLLISION FREQUENCY
2010 - 2011	0
2011 - 2012	0
2012 - 2013	0
2014 - 2015	1
Year 1 2015 - 2016	0
Year 2 2016 - 2017	0

- Vulnerable road user related collisions (i.e. pedestrian, cyclist and motorcyclist) were not recorded at this intersection during the pre-construction period or the first two years of the Project.
- The types of severe collisions recorded in Year 2 of the Project are shown in Table 17 below.

*Table 17: Year 2 Total Collision Types at 85<sup>th</sup> Avenue and 100<sup>th</sup> Street*

SEVERE COLLISION TYPE	YEAR 2	PRE-CONSTRUCTION PERIOD
Head On	0%	0%
Side Impact	50%	50%
Rear End	0%	17%
Side Swipe - Same Direction	0%	0%
Single Vehicle	25%	0%
Conflicted	25%	0%
Other	0%	33%
<b>Totals</b>	<b>100%</b>	<b>100%</b>

In Year 2, half of the observed severe collisions were recorded as side impact collisions, which is the same percentage that occurred during the pre-construction period. There was also an increase in single vehicle and conflicted collisions when compared with the pre-construction period. However, rear end and other collisions declined when compared to the pre-construction period.

Side impact collisions seem to be the predominant collision type at this intersection based on the collision data during both the pre-construction and Year 2 construction periods. Side impact collisions can be a very severe collision particularly in urban areas; however, it has been fortunate that during Year 2, the two side impact collisions resulted in property damage only.

- Collision days that severe collisions were recorded on were analyzed for Year 2. Table 18 on the following page shows the percentages of collisions that occurred during Year 2 and the pre-construction period.

*Table 18: Year 2 Total Collision Days at 85<sup>th</sup> Avenue and 100<sup>th</sup> Street*

COLLISION DAY	YEAR 2	PRE-CONSTRUCTION PERIOD
Monday	25%	33%
Tuesday	50%	0%
Wednesday	25%	33%
Thursday	0%	17%
Friday	0%	17%
Saturday	0%	0%
Sunday	0%	0%
<b>Totals</b>	<b>100%</b>	<b>100%</b>

Noticeable differences in the collision days during Year 2 included an increase of collisions on Tuesdays. There was a noticeable decrease in collisions on Thursdays and Fridays when compared to the pre-construction period.

- Collision times for Year 2 were analyzed. Table 19 below shows the percentage of collisions that occurred for each period for Year 2 of the Project and the pre-construction period.

*Table 19: Year 2 Total Collision Times at 85<sup>th</sup> Avenue and 100<sup>th</sup> Street*

COLLISION TIME PERIOD	YEAR 2	PRE-CONSTRUCTION PERIOD
0:01 - 3:00	0%	0%
3:01 - 6:00	0%	0%
6:01 - 9:00	25%	50%
9:01 - 12:00	75%	0%
12:01 - 15:00	0%	17%
15:01 - 18:00	0%	33%
18:01 - 21:00	0%	0%
21:01 - 24:00	0%	0%
<b>Totals</b>	<b>100%</b>	<b>100%</b>

Changes in the collision times between Year 2 and the pre-construction period included an increase in late morning collisions. A decrease in the morning peak and afternoon peak collisions also occurred.

## 4 CONCLUSIONS AND RECOMMENDATIONS

### 4.1 CONCLUSIONS

Based on our analysis of the Year 2 collision data from ICBC, WSP has the following conclusions:

- 1 During the 2014 – 2015 year of the pre-construction period, at the intersection of Highway 97 and 85<sup>th</sup> Avenue an additional severe collision was included in the Year 2 collision dataset from ICBC. The number of collisions reported in the pre-construction period is not expected to change given that the two-year ICBC reporting period for collisions ending on July 31, 2015 has now expired.
- 2 Two intersections recorded differences in the collision frequencies that were reported in the 2015 - 2016 Year 1 collision data obtained for the Year 2 Road Safety Review. They were:

- Highway 97 and Old Fort Road; and
- Highway 97 and 100<sup>th</sup> Street

The number of collisions increased at both intersections. The intersection of Highway 97 and 100<sup>th</sup> Street, added two new collisions increasing the total Year 1 collisions from 22 to 24. Even with the increased number of collisions recorded at this intersection for Year 1 it was still less than the final year of the pre-construction period when 29 collisions were recorded.

- 3 Collision frequency was less than or equal the pre-construction average for both total collisions and severe collisions at the following intersections during Year 2 of the Project
  - Highway 97 and Old Fort Road; and
  - 85<sup>th</sup> Avenue and Old Fort Road.
- 4 Collision frequency was higher than the pre-construction average at three intersections during Year 2 of the Project, which are:
  - Highway 97 and 85<sup>th</sup> Avenue, severe collisions increased to 4 col/yr, which is two more severe collisions than was recorded during Year 1 while traffic volumes increased between 4 and 7% during the morning and afternoon peak periods. The average number of severe collisions during the pre-construction period was 1.2 col/yr.
  - Highway 97 and 100<sup>th</sup> Street, severe collisions increased from a pre-construction annual average of five severe collisions to seven severe collisions in Year 2. As this location is a busy, signalized intersection, the increase in collision frequency cannot be attributed to a single incident nor can the collision frequency increase be attributed to an increase in intersection traffic volumes or heavy truck collisions. While the number of severe collisions in Year 2 was higher than the pre-construction average, it is lower than it was in Year 1.
  - 85<sup>th</sup> Avenue and 100<sup>th</sup> Street, total collisions increased from a pre-construction period average of 1.2 col/yr to four collisions observed at this location during Year 2. This was an increase from one collision recorded in Year 1 and it may be greater than the peak number of severe collisions recorded in 2013 – 2014. Traffic volumes increased 41% in the morning peak and 28% during the afternoon peak during Year 2 when compared with Year 1 of the Project. It is unclear from the collision data whether two collision claims were made from a single incident during Year 2. Side impact collisions appear to be the pre-dominant collision type during the pre-construction period and the project construction period.

## 4.2 RECOMMENDATIONS

Based on our review of the collision data for Year 2 of the Project, WSP has the following recommendations relating to the collision monitoring for the project.

- 1 Continue to monitor collisions throughout the study area. As the Project becomes busier and more traffic is generated by the Project construction, more construction related collisions might occur.
- 2 Collisions from the ICBC claims database will be reviewed annually for previously reported years so that collisions that are reported near the end of the two-year reporting period or after the previous road safety monitoring report are included in the road safety analysis for this Project.
- 3 Continue to monitor collision frequency at the intersection of Highway 97 and 100<sup>th</sup> Street annually. While collision frequency has dropped during Year 2 of the Project when compared with Year 1 and the year immediately before the Project began, the number of severe collisions remains above the average during the pre-construction period. Year 2 of the project is the third year in a row that collision frequency has been higher than the pre-construction average. Therefore, it is possible that some component of the increased collision frequency is due to an operational concern such as driver or other road user behaviour, road environment,



geometric issues or traffic operation issues. Additional study of this intersection would be warranted if collision frequency continues to remain higher than the pre-construction average.

- 4 Continue to monitor collisions at the intersection of 85<sup>th</sup> Avenue and 100<sup>th</sup> Street as side impact collisions appear to be the predominant collision type during the pre-construction period and the first two years of the Project. While collision history during the Project for this location have not been consistently above the pre-construction period average, it is notable that the side impact collisions comprise approximately 50% of all collisions. It may be worthwhile for the local road authorities to review mitigation options for side impact collisions at this intersection as they may prove to be beneficial both during the Project and after the Project has been completed.

If you have any questions regarding this report, please contact the undersigned.

Yours truly,

**WSP Canada Group Limited**

Laurel Richl, M.A.Sc., P.Eng., PTOE  
Senior Project Manager



LAR/



**From:** [Chris Cvik](#)  
**To:** [Tammy McKeown](#)  
**Subject:** FW: Green Communities Climate Action Recognition Program - Electronic Logo File Level 2 Measuring GHG Emissions - Logo Attached  
**Date:** Friday, August 31, 2018 9:21:15 AM

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**From:** Lahtinen, Eleanor MAH:EX <Eleanor.Lahtinen@gov.bc.ca>  
**Sent:** August 31, 2018 8:52 AM  
**Subject:** Green Communities Climate Action Recognition Program - Electronic Logo File Level 2 Measuring GHG Emissions - Logo Attached

This message is sent by Eleanor Lahtinen, Administrative Assistant, on behalf of Jessica Brooks, Executive Director, Planning and Land Use Management, Ministry of Municipal Affairs and Housing. The electronic version of the logo is attached.

Dear Chief Administrative Officer:

As a signatory to the Climate Action Charter (Charter), your local government has demonstrated its commitment to work with the Province and the Union of BC Municipalities (UBCM) to take action on climate change and to reduce greenhouse gas emissions in your corporate operations and the broader community.

As you may already be aware, the joint Provincial-UBCM Green Communities Committee (GCC) has established the multi-level [Climate Action Recognition Program](#) as a way of acknowledging the progress and efforts being taken by local government leaders as they work to achieve their climate goals.

As a Charter signatory who has achieved Level 1 recognition and additionally completed a corporate carbon inventory for the 2017 reporting year and demonstrated familiarity with your community's community energy and emissions inventory, you have been awarded Level 2 recognition – 'Measuring GHG Emissions.'

A formal letter of recognition has been sent to your Council/Board acknowledging this accomplishment. The GCC is also very pleased to provide you with 'green community' branding for use on official websites and letter heads. An electronic file with this logo is attached to this email.

If you have any questions about the use of the file or about your Charter commitments more generally, please contact Jennifer Hill, Director, Planning and Land Use Policy by email at: [Jennifer.Hill@gov.bc.ca](mailto:Jennifer.Hill@gov.bc.ca) or by telephone at: 778-698-3402.

On behalf of the GCC, I would like to extend our congratulations to your local government for its efforts to reduce greenhouse gas emissions over the 2017 reporting year and to wish your community continued success in its ongoing progress.

*Jessica Brooks,*

Executive Director  
Planning and Land Use Management  
Ministry of Municipal Affairs and Housing  
Phone: 778-698-3483  
<mailto:Jessica.Brooks@gov.bc.ca>



**BC CLIMATE ACTION  
COMMUNITY 2017**

**From:** [Chris Cvik](#)  
**To:** [Tammy McKeown](#)  
**Subject:** Fwd: PRRD 2019 Economic Development budget  
**Date:** Tuesday, September 11, 2018 3:15:24 PM

---

More background

Sent from my iPhone

Begin forwarded message:

**From:** Lyle Smith <[Lyle.Smith@prrd.bc.ca](mailto:Lyle.Smith@prrd.bc.ca)>  
**Date:** September 11, 2018 at 3:11:48 PM PDT  
**To:** Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>  
**Subject: Re: PRRD 2019 Economic Development budget**

Hi Chris,

Good to hear from you. How all is well!

At this stage I'm really just looking for a list of potential projects that your council would like to see put forward as well as a potential budget number and scope description for each project.

I'm anticipating that details like who's in our out will be refined throughout the process and as projects are supported or dropped.

Thank you,

Lyle Smith, H.B. Com, CPA, CGA  
Chief Financial Officer  
Peace River Regional District  
250 784 3221

Sent from my Samsung Galaxy smartphone.

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

**From:** Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>  
**Date:** 2018-09-11 4:39 PM (GMT-06:00)  
**To:** Lyle Smith <[Lyle.Smith@prrd.bc.ca](mailto:Lyle.Smith@prrd.bc.ca)>  
**Subject:** RE: PRRD 2019 Economic Development budget

Hi Lyle, please clarify what type of *"information from each of you with respect to the PRRD's Economic Development budget"* you are looking for. Thanks.

Chris

---

**From:** Lyle Smith <[Lyle.Smith@prrd.bc.ca](mailto:Lyle.Smith@prrd.bc.ca)>  
**Sent:** September 7, 2018 2:38 PM  
**To:** [cnewsom@gochetwynd.com](mailto:cnewsom@gochetwynd.com); Duncan Redfearn <[dredfearn@dawsoncreek.ca](mailto:dredfearn@dawsoncreek.ca)>; [dhunter@fortstjohn.ca](mailto:dhunter@fortstjohn.ca); Chris Cvik <[cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)>; [cleggett@poucecoupe.ca](mailto:cleggett@poucecoupe.ca); [mmcphail@districtoftaylor.com](mailto:mmcphail@districtoftaylor.com); [jwall@dtr.ca](mailto:jwall@dtr.ca)  
**Cc:** Shawn Dahlen <[Shawn.Dahlen@prrd.bc.ca](mailto:Shawn.Dahlen@prrd.bc.ca)>; Crystal Brown <[Crystal.Brown@prrd.bc.ca](mailto:Crystal.Brown@prrd.bc.ca)>

**Subject:** PRRD 2019 Economic Development budget

Good afternoon,

In the interest of preparing for the PRRD's 2019 Budget process I'd like to request information from each of you with respect to the PRRD's Economic Development budget. As per the recently approved PRRD grant policy, external requests for Economic Development funding are due to the RD by October 15<sup>th</sup>, 2018. With this deadline in mind I would like to request that you please submit your councils individual project ideas by this date as well in order to keep the process moving forward.

During the PRRD's 2019 budget process the Economic Development projects will be discussed and further refined. This refined budget, along with all other draft budgets will be brought to committee/commission meetings in the new year for further discussion before coming to the Committee of the Whole for a final review.

FYI, the PRRD has issued a RFP for a consultant to develop an Economic Development strategy. It remains to be seen how/if the final strategy will impact the 2019 Economic Development budget but it is the intent that the strategy will be incorporated where feasible and practical.

If you have any questions or concerns with this approach or any of the information in this e-mail please let me know and I will be happy to address them.

Thank you,

**Lyle Smith, H.B.Com, CPA, CGA** | Chief Financial Officer

**Direct: 250-784-3221** | [lyle.smith@prrd.bc.ca](mailto:lyle.smith@prrd.bc.ca)



PEACE RIVER REGIONAL DISTRICT

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

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

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**From:** [Chris Cvik](#)  
**To:** [Caroline Beam](#); [Dave Heiberg](#); [Gwen Johansson \(gjohan@pris.ca\)](#); [Heather Middleton](#); [Kelly Miller](#); [Mattias Gibbs](#); [Gwen Johansson](#); [Travous Quibell](#)  
**Cc:** [Tammy McKeown](#)  
**Subject:** FW: Site C Information Update - Upcoming Investigative Work at Cache Creek/Bear Flat  
**Date:** Friday, September 07, 2018 11:14:44 AM

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fyi

**Chris Cvik, Interim CAO**

District of Hudson's Hope  
Cell: 250-783-0942

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**From:** Conway, David <Dave.Conway@bchydro.com>  
**Sent:** September 7, 2018 9:51 AM  
**Cc:** Conway, David <Dave.Conway@bchydro.com>  
**Subject:** Site C Information Update - Upcoming Investigative Work at Cache Creek/Bear Flat

Good morning,

Further to the email that I provided earlier this week on the new alignment for [Highway 29 at Cache Creek/Bear Flat](#), I wanted to ensure that you are aware that BC Hydro will be continuing work for this portion of the alignment, including geotechnical and archaeological investigations. This investigative work is required to advance designs for this portion of the Highway 29 realignment.

The work will begin during the week of September 10 in the Cache Creek/Bear Flat area, and will continue for approximately four weeks. The geotechnical contractor will be working six days per week, typically between the hours of 7:00 a.m. to 5:00 p.m. The archaeological contractor will be working five days per week with similar hours. Work will require drilling and test pits.

During this time there may be minor traffic impacts, including single lane alternating traffic. Please watch for signs and flag personnel. Information about this work will be included in the Site C construction bulletin.

Full construction for this segment of highway realignment is expected to be underway by spring/summer 2020.

Best regards,  
Dave Conway

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**David Conway**  
Community Relations Manager  
Site C Clean Energy Project

**BC Hydro**

3333 - 22nd Avenue  
Prince George, BC V2N 1B4

Office: 250.561.4849  
Mobile: 250.612.9143  
Fax: 250.561.4990  
Email: [dave.conway@bchydro.com](mailto:dave.conway@bchydro.com)

Web: [www.sitecproject.com](http://www.sitecproject.com)

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**From:** [Chris Cvik](#)  
**To:** [Caroline Beam](#); [Dave Heiberg](#); [Gwen Johansson \(gjohan@pris.ca\)](#); [Heather Middleton](#); [Kelly Miller](#); [Mattias Gibbs](#); [Gwen Johansson](#); [Travous Quibell](#)  
**Cc:** [Tammy McKeown](#)  
**Subject:** FW: BC Hydro Site C Project selects new alignment for Highway 29 redesign  
**Date:** Wednesday, September 05, 2018 7:29:18 AM  
**Attachments:** [CacheCr Hwy29 Realignment Options Map \(Sept. 4\).pdf](#)

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If you have not already received.

Chris

**Chris Cvik, Interim CAO**

District of Hudson's Hope  
Cell: 250-783-0942

---

**From:** Conway, David <Dave.Conway@bchydro.com>  
**Sent:** September 4, 2018 10:02 AM  
**Cc:** Conway, David <Dave.Conway@bchydro.com>  
**Subject:** BC Hydro Site C Project selects new alignment for Highway 29 redesign

Good morning,

This morning BC Hydro announced the [new alignment for Highway 29](#) at Cache Creek/Bear Flat. As you may be aware, we have been consulting with Indigenous groups and local property owners on this redesign since January 2018. The route that was selected was developed through the consultation. Please see the information bulletin below for more information.

Construction activities for the western four kilometres of the highway realignment at Cache Creek/Bear Flat, which is not affected by the alternate realignment options that were studied for the eastern section of this segment, will begin at the end of September 2018. We will provide more information about that work in mid-September. We will also detail all upcoming work in the Site C [construction bulletins](#).

Please let me know if you have any questions.

Best,  
Dave Conway

## **BC Hydro selects new alignment for Highway 29 redesign**

FORT ST. JOHN: BC Hydro has selected a new realignment for Highway 29 at Cache Creek/Bear Flat, following an extensive consultation process with Indigenous groups and local property owners.

In December 2017, the Province of B.C. asked BC Hydro and the Ministry of Transportation and Infrastructure to work with Treaty 8 First Nations and local property owners to redesign the Highway 29 realignment at Cache Creek/Bear Flat to reduce the effects on potential burial sites and First Nation



identified areas of cultural importance.

The selected realignment option – which was developed through consultation – is located north of the original route and is approximately 240 metres away from a potential burial site and 370 metres from an area identified to be of cultural importance. This option is the second shortest route of the three considered, meets provincial design and safety requirements, and includes a longer bridge at the Cache Creek crossing.

Compared to the two other options that were considered, the selected route:

- has similar or lower impacts to archaeological and heritage sites, and
- has lower impacts to private lands and agricultural lands than the most northern route evaluated.

BC Hydro will be continuing work for this portion of the realignment, including geotechnical investigations and drilling. Full construction for this segment of highway realignment is expected to be underway by spring/summer 2020.

Construction activities for the western four kilometres of the highway realignment at Cache Creek/Bear Flat, which is not affected by the alternate realignment options that were studied for the eastern section of this segment, will begin at the end of September 2018.

Highway 29 connects Hudson's Hope to Fort St. John and runs along the north side of the Peace River. The creation of the Site C reservoir will require six segments of Highway 29 to be realigned over a total distance of about 30 kilometres.

For more information on the Site C project, please visit [sitecproject.com](http://sitecproject.com).

---

**David Conway**

Community Relations Manager  
Site C Clean Energy Project

**BC Hydro**

3333 - 22nd Avenue  
Prince George, BC V2N 1B4

Office: 250.561.4849

Mobile: 250.612.9143

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Email: [dave.conway@bchydro.com](mailto:dave.conway@bchydro.com)

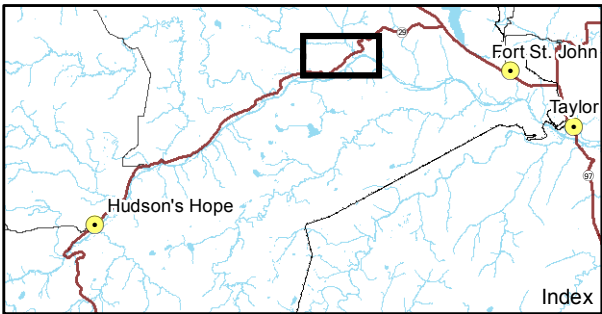
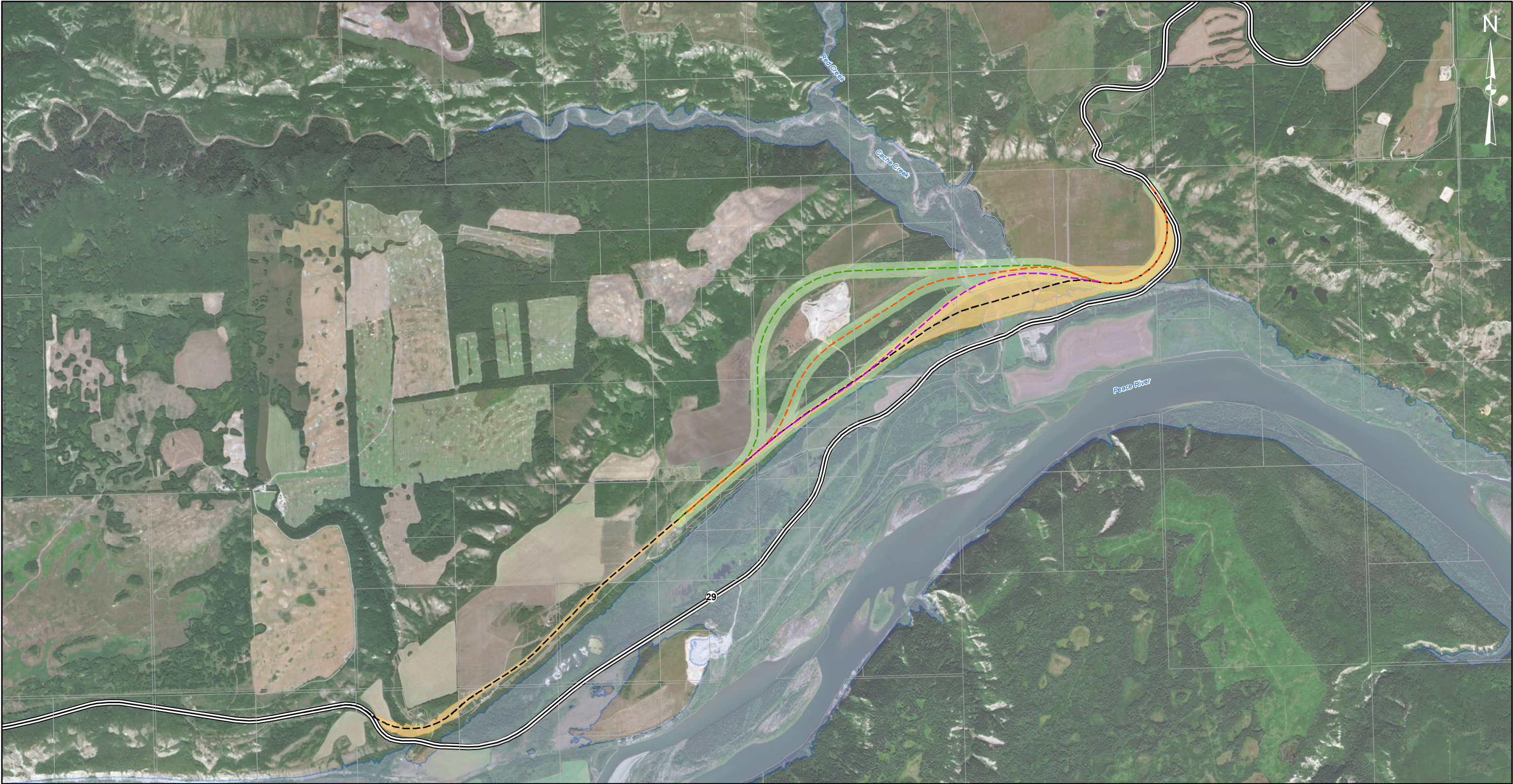
Web: [www.sitecproject.com](http://www.sitecproject.com)

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Path: X:\ArcGIS\Projects\Public Affairs\CacheCr\_Hwy29\_Realignment\Options\_1016\_N11\_00074-1.mxd



Map Notes:  
1. Datum: NAD83  
2. Projection: UTM Zone 10N  
3. Base Data: Province of B.C.  
4. Imagery based on ESRI ArcGIS Online Maps.  
5. Proposed reservoir area (461.8m maximum normal elevation) from Digital Elevation Models (DEM) generated from LIDAR data acquired July/August, 2006.

- 2017 Alignment Centerline
- Potential Alignment within EIS Corridor (Option 1)
- Potential North Alignment (Option 2)
- Selected Alignment (Option 3)
- Approximate Area for Highway Assessment
- EIS Corridor/Right-of-Way
- Parcel Boundaries
- Proposed Reservoir
- Existing Highway 29

1:30,000 0 1,500 m



**Cache Creek / Bear Flats  
Highway 29 Realignment Options**

Date	Sep 4, 2018	DWG NO	1016-N11-00074-1	R 1
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Construction of the Site C Clean Energy Project is subject to required regulatory and permitting approvals.



**From:** [Gwen Johansson](#)  
**To:** [Tammy McKeown](#)  
**Subject:** Fwd: County,Town, District, and City Funding  
**Date:** Monday, September 17, 2018 1:44:56 PM  
**Attachments:** [FoundationSearch Canada 2016.pdf](#)  
[ATT00001.htm](#)

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For agenda please  
Thanks

Mayor Gwen Johansson  
Sent from my iPhone

Begin forwarded message:

**From:** Fiona Barry <[fbarry@foundationsearch.com](mailto:fbarry@foundationsearch.com)>  
**Date:** September 17, 2018 at 11:49:22 AM MST  
**To:** "'[mayor@hudsonshope.ca](mailto:mayor@hudsonshope.ca)'" <[mayor@hudsonshope.ca](mailto:mayor@hudsonshope.ca)>  
**Subject:** County,Town, District, and City Funding

Mayor,

When would be a good day and time to show you Foundation Search online for half an hour with no obligation.. We have **3 grants** in Foundation Search that your non profit received in recent years and many more prospects.

**With a subscription to Foundation Search you will receive the CFRE Course on Fundraising, Bigonline, the database for Corporate giving, Director Connections, and My Best Prospects where we will do the research for you.**

**Capital Area Recreation  
Municipal District of Bonnyville  
Cowichan Valley Regional District  
Regional District of Bulkley-Nechako  
Thompson-Nicola Regional District  
Municipality of Neebing  
Township of Centre Wellington  
Parks and Recreation Ontario  
County of St Paul  
County of Lambton  
City of Markham  
City of Mississauga (Sponsorship and Corporate Development)  
City of St Catharines  
City of Red Deer  
City of Quinte West  
City of Swift Current  
City of White Rock  
Town of Petawawa**

**Town of Peace River**  
**Town of Deer Lake**  
**The Corporation of the Town of Petrolia**  
**Town of Nokomis**  
**Town of Spiritwood**  
**Town of Saltcoats**  
**Town of Viking**  
**Northern Village Of Umiujaq**  
**Northern Village of Puvirnituq**  
**Incorporated Hamlet of Tuktoyaktuk**  
**The District Municipality of Muskoka**  
**District of Powell River Leisure Services**  
**District of Tumbler Ridge**  
**Tri-City Transitions**  
**Town of Midland**  
**Capital Regional District**

Regards,

Fiona

**Fiona Barry**

Senior Account Manager

**Metasoft Systems**

phone: 604-683-6711

toll free: 888-638-2763

FAX: 604-357-1417

e-mail: [fbarry@foundationsearch.com](mailto:fbarry@foundationsearch.com)

The Source for Funding Information

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

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

# FOUNDATION Search

*North America's Leading Source of Foundation Funding Information and Management for Non-Profits*

*provided by Metasoft Systems Inc.*



## FoundationSearch Highlights

- Generate a ranked list of the best prospects for your fundraising project (**My Best Prospects**)
- Manage, track, and report on your fundraising progress with each of your prospects (**My Prospect Manager**)
- Review detailed funder contact information, including websites and email addresses (**FoundationSearch**)
- Search more than **1 million** Canadian foundation grants (**Grant Analyzer**)
- Scan thousands of foundation news headlines from over 4,500 news sources (**FoundationNews Search**)
- View geographical distribution of grants and foundations (**Grant Visualizer** and **Foundation Visualizer**)

FoundationSearch is the premier, fully searchable, online database of foundations for the serious prospect researcher, containing vital information about the funding history, preferences and contacts of more than 11,000 Canadian foundations. It provides the specific information you need to approach the most qualified prospects with compelling reasons why your project fits their vision. FoundationSearch is the only solution available that enables users to automatically generate a list of the best possible prospects for a project, and to manage their fundraising efforts with those prospects, all in the same product!

## FoundationSearch Benefits

- **Automated: save time and effort** – Within FoundationSearch, My Best Prospects automatically generates a ranked list of the best prospects for your specific fundraising project, saving you time and effort looking for appropriate funders. Why spend hours, days, weeks, even months researching prospects, when you can let the intelligent algorithm in My Best Prospects do the work for you.
- **Integrated: find and manage prospects in the same product** – FoundationSearch has a fully integrated prospect management system, My Prospect Manager, which allows you to take prospects you have found in FoundationSearch using My Best Prospects, add them to project folders, and manage, track, and report on your fundraising progress with each one.

## My Best Prospects

Within FoundationSearch, **My Best Prospects** uses an advanced algorithm combined with critical grant- and foundation-related funding criteria to generate a ranked list of the best potential funders for a project. The criteria include:

- Project match
- Project location
- Grant size
- "New vs. old" recipient funding ratio
- Giving trends
- Giving Interests

My Best Prospects analyzes each of the more than 11,000 Canadian foundations in the FoundationSearch database and gives each a score, based on its actual granting history, examining category, province, number of grants, dollar amount of grants, giving interests, recipient status (new versus old recipient giving ratio), and giving trends (increasing, decreasing, or flat). The top 250 prospects are then ranked by total score; better prospects will score higher, and rank higher on the list.

In addition to finding the best prospects for your project, My Best Prospects also:

- Provides **detailed funder prospect score reports** that allow you to understand exactly why a prospect ranked as it did
- Calculates **recommended ask amounts** for each funder, taking the guesswork out of determining how much to ask from each foundation prospect

With My Best Prospects, you can quickly and easily find the best prospects, so that you can focus your efforts on reaching out to the funders most likely to fund your project.

## FOUNDATION *Search*

### My Prospect Manager

The fully integrated prospect management solution in FoundationSearch, **My Prospect Manager**, allows you to easily take the next logical step in fundraising: after finding the best prospects, you can manage them all in My Prospect Manager. My Prospect Manager makes it easy for you to track and manage your fundraising progress with each of your prospects. My Prospect Manager features:

- Built-in **last step/next step tracking**, which can help guide you through the steps and activities you need to take with your prospects to successfully raise funds
- Pre-calculated “**probable grants**” amount, based on funding probability and amount requested
- A quick **project summary**, including total funding needed, total probable grants in progress, and total grants received to date

No need to export prospect lists to messy Excel spreadsheets when you have prospect management capabilities at your fingertips, all in the same product, with My Prospect Manager.

With My Best Prospect and My Prospect Manager in FoundationSearch, fundraising research and prospect management have never been easier, or more efficient!

### Other Supporting Features

**Search modules:** To support and supplement your research, you can search through any of several extensive databases, including FoundationSearch (11 thousand granting organizations), Grant Analyzer (1 million grants), Global Grant Analyzer, and FoundationNews Search, as well as more specific searches, such as deadline search and new foundation search.

**Reporting functions:** With My Reports, you can easily generate custom reports on the projects and prospects you’re managing in My Prospect Manager. My Alerts (foundation alerts, newly registered foundation alerts, grants in the news alerts) provide you with timely updates on prospects you’re interested in, sent straight to your FoundationSearch alert inbox or your personal email.

**Customized data and searches:** Prospect Import/Prospect Screen allow you to import your own funder prospects into My Prospect Manager so you can manage them alongside all your fundraising projects. You can then screen those leads against multiple databases to discover more information about them. Plus, create your own custom tags to mark foundations to focus on or exclude from My Best Prospect searches using My Tags.

**Customer Support:** FoundationSearch delivers step-by-step tutorials and help on how to use the product, and our professional and responsive support team is always ready to assist, either by email or phone. And all of this support is included with your membership—there are no additional support fees to pay.

For more information on FoundationSearch or to schedule your free, no obligation online tour, contact us **toll free at 1.888.638.2763** or email us at **info@foundationsearch.ca**.

**Don’t miss  
another funding  
opportunity!**

**Contact us today  
for your free,  
‘no obligation’  
online tour,  
toll free at  
1.888.638.2763**

#### **Metasoft Systems Inc.**

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Toll Free: 1.888.638.2763

info@foundationsearch.ca

www.foundationsearch.ca



## **16th Annual BC Natural Resources Forum**

**January 22-24, 2019 - Prince George, BC**

### **Registration for the 16th Annual Forum Now Open!**

Don't miss the opportunity to be a part of the latest news, trends and perspectives about the resource sector in BC at this exciting and dynamic event, the largest Resource Forum in Western Canada. The Forum will feature the popular banquet, amazing keynote lunches, the Ministers' Breakfast, two exciting networking receptions and a line-up of talented speakers during the 3 days January 22nd-24th, 2019.

*Early Bird pricing is in effect until November 16th.*

**Register Now**



### **Premier Horgan Confirmed as Keynote Lunch Speaker**

We are honoured to announce that BC Premier John Horgan will deliver the Keynote Luncheon address on Wednesday, January 23rd. Seating at this event is limited and sells out every year. Avoid disappointment, register early.

[\[Read more about the Premier\]](#)



## Prominent Speakers from Across Canada will Discuss Innovation

The overall theme of the Forum this year is innovation and technology, and how it is influencing the resource sector. Please visit

[www.bcnaturalresourcesforum.com](http://www.bcnaturalresourcesforum.com) to view our preliminary program and the bios of our confirmed speakers to date, such as the following selection of incredible women making significant strides in the field of innovation and natural resources:



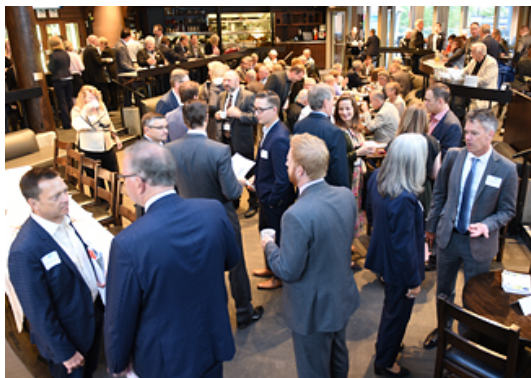
## 5th Annual Resource Breakfast Series a Huge Success!

The 5th Annual Resource Breakfasts were hosted in Whistler, BC last week. We welcomed over 15 Ministers and MLAs, and 85+ Mayors, Councillors, CAOs and Regional Directors, and industry representatives from over 70 regions across BC. We were also very pleased to have special guest, Premier John Horgan, attend both the Mining and Forestry Breakfasts. In all, we greeted over 150 registrants at each of the three breakfasts to participate in the discussions about the future of mining, energy and forestry development in BC. At each breakfast, panelists highlighted the opportunities and challenges for their respective resource sector with presentations and a Q&A. One fantastic highlight was the Mining Association of BC's release of their iTotem study, data confirming the financial benefit that communities throughout BC receive from a strong mining sector – "all communities are mining communities".



Check out their video on the announcement filmed at the breakfast.

Save the date for next year's 6th Annual Resource Breakfast Series, to be hosted at the Terminal City Club in Vancouver, BC, September 24-26, 2019.



## How will your company participate?

A range of sponsorship options remain available including several newly created opportunities such as Auditorium Sponsor, Online Q&A Sponsor, Charging Station Sponsor and more! Full details are available on our [Sponsors webpage](#) and you can contact us to discuss how your company would like to be profiled. A handful of tradeshow booths associated with sponsorships at the Silver and higher levels are still available, and we have a waitlist for booths in Auditorium 103. Please [email](#) us to be added to the waitlist.

**Thank you to all our sponsors that have confirmed to-date.**

This event would not be possible without your support!

# RioTinto



*We are pleased to share the proceeds of this event with the Mining for Miracles Campaign, in support of the BC Children's Hospital Foundation, as well as the Outland Youth Employment Program for indigenous youth in Western Canada.*



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You are receiving this email based on past participation or interest in the BCNRF.

#### Our WEBSITE:

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

#### Our mailing address:

BC Natural Resources Forum  
408-688 West Hastings St | Vancouver, BC V6B 1P1  
[Add us to your address book](#)

**From:** Simard, Renee IRR:EX  
**Cc:** [Morgan, Dale IRR:EX](#)  
**Subject:** NE Roundtable Meeting  
**Date:** Thursday, September 13, 2018 2:51:47 PM

---

Good Afternoon,

In an effort to ensure representation from interested parties, please let me know if you plan to attend the NE Roundtable by September 17th at 4:00 PM. We have a list of individuals and organizations who have already identified their interest in attending; however, we need to finalize our numbers so we can ensure we have the appropriate venue for the meeting. Our first Roundtable is on September 26th, if individuals do not reply by September 17th, we cannot guarantee there will be space for additional participants.

Thank you in advance for your reply.

Dale Morgan

## Waste to Energy Gasification

I was contacted by Nigel Carvalho from Global Site Solutions and I had him e mail me some information on Waste to Energy Gasification. This unit costs \$345,000.00 and will pay for itself in about three years. It will heat up to six building with a fan that can be attached to any air forced heating system. Of course there would be the cost of installing the underground insulated piping needed to plump into the buildings. Only 7 litres of diesel is needed to get the unit going and the garbage keeps it fueled after that.

Here is the information he gave me:

As discussed, I am writing to introduce a Waste to Energy Gasification technology called MAGS™, (Micro Auto Gasification System) which is a compact energy generating device fuelled by waste (solid waste, food waste, used oils, rags, plastic, wood, cardboard, paper and bio-medical).

MAGS™ will treat on average of 1 Ton/day of Village/Town waste, and is ideal for remote communities.

As units are compact, multiple systems can be decentralized in various areas to take advantage of the thermal energy produced.

All waste is treated on-site resulting in a long-term beneficial solution that will lead to cost savings from neutralized waste, and transportation of waste, while generating energy.

The waste produces the energy to operate the system, which also provides 120kW of thermal energy in the form of hot water for central heating, showers, laundry, kitchens and sanitary purposes, or space heating, reducing overall energy costs.

MAGS™ advantages are:

1. Produce 120kW of energy generation in the form of hot water.
2. Emissions comply with all air emission regulations.
3. Approximately 5% of waste treated is Bio-Char, which is a carbon sequester and soil amendment.
4. MAGS™ is a net energy provider.
5. Small compact foot print of 9' x 5.9' x 6.6'
6. Self-fueled using the garbage energy content to sustain the gasification process.
7. Will operate anywhere since only a 4 inch pipe is required to exhaust (40°C) gas.
8. Much cleaner air emissions and offers CO2 carbon tax credit.
9. Eliminates waste transportation and land filling.

Cindy Edgar



2017/18 Activities to Date

- 1. Nov/Dec 2017—prepared a gap analysis to determine if there was value in reviving the initiative
- 2. Jan/Feb 2018—developed and delivered a report to the Ministry of Transportation and Infrastructure
- 3. PRRD Board funded the initiative for 2018
- 4. Established a Facebook page to encourage road user input
- 5. Developed a stakeholder list for communications and to solicit participants for the Rural Roads Task Force

What is Next?

Ministers Tour

The Honorable Claire Trevena, Minister of Transportation and Infrastructure has been invited for a tour of the North Peace Region. It is anticipated that the tour will take place in the summer or early fall of 2018.

Task Force Establishment

All interested in a seat on the task force are asked to let Jackie know **by July 11th** at [jackie@jksolutions.ca](mailto:jackie@jksolutions.ca).

The selected task force members will be notified July 16 and we will hold the first meeting on July 30 in Fort St. John.

Change doesn't happen overnight... but it can happen if we work together.

121 Montney Road when RRTF started in 1997



The same location in 2005



Meet the Consulting Team

Jackie Kjos, JK Solutions Ltd. is the lead consultant for the initiative. Jackie supported RRTF and RTAC as well as developing the recommendations for the Oil and Gas Initiative II which invested \$100 million in public roads in Northeast BC. Jackie has been consulting for 20 years and spent most of her life in Northeastern BC. She currently resides in the Sherwood Park area.

Bruce MacKay, B Mackay Consulting knows the North Peace rural roads as well as anyone. He was formerly the District Manager for the Ministry of Transportation and then the Manager of YRB. Bruce was very instrumental in the success of the previous RRTF and we are happy to have him on the team, this time as an independent consultant residing in Dawson Creek.

Steve Nicol, Lions Gate Consulting Inc. is one of BC's leading economic development consultants. He has worked extensively in Northeast BC with all levels of government. Jackie and Steve have collaborated on projects for nearly twenty years and Steve is well connected and experienced to help develop our business case. Steve runs his successful consulting practice from Vancouver.

Contact: Jackie Kjos—JK Solutions Ltd. (250) 262-5510 or [jackie@jksolutions.ca](mailto:jackie@jksolutions.ca)

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PEACE RIVER REGIONAL DISTRICT

North Peace Rural Roads Initiative

Stakeholder Newsletter

The Peace River Regional District has been advocating for improvements on rural roads since 1987 and we are pleased to share the first edition of the NPRR Stakeholder Newsletter. We will use this brief format to keep rural road users updated on our activities and expect to publish a newsletter at least quarterly, or more often if required.

History

The Rural Roads Task Force (RRTF) was established through the North Peace Economic Development Commission (NPEDC) and lobbied for rural road improvements between 1997 and 2003. In 2003 the BC Ministry of Transportation (MoT) established Regional Transportation Advisory Committees (RTACs) throughout the province, based in large part of the success of the RRTF and the millions of dollars in transportation investment that was a direct result of the task forces activities. RTAC's continued under the direction of the MoT though the fiscal 2007/08.

The RRTF was extremely successful as it demonstrated the benefits to government and the return on investment for infrastructure spending by creating certainty for industry, shortening travel cycle times, reducing the duration of annual load restrictions, increasing the competitiveness of the region and making it an attractive area for private industry investment. That investment translated to increased royalties for government, more jobs for workers and a strong economy for the region and the province.

In the fall of 2017, the Peace River Regional District (PRRD) revived and provided funding for this project on the recommendation from Electoral Area Directors of Area "B" and "C" and the Mayors of Taylor and Hudson's Hope.

Purpose

To develop, facilitate and sustain a Rural Roads process that will demonstrate to the provincial government the social and economic importance of safe and reliable rural roads that are upgraded and maintained to a condition suitable for the type and volume of traffic that rely on them.

Objective

To ensure a collaborative, unified, consistent and well supported message from the region, the NPRR will engage rural residents, industry (individuals and associations) and elected officials to participate and provide input to the process and priorities to be delivered to the provincial government.

Scope

The initiative scope includes roads and related infrastructure (e.g. bridges, culverts, ditches) managed and maintained under the direction of the MoT that meet the following criteria:

- located in the North Peace area of the PRRD;
- primarily serve rural residents and industry (e.g. agriculture, forestry, energy and oil and gas)

Excluded from the scope are:

- non-provincial roads within municipalities boundaries
- subdivision roads
- numbered highways (Hwy 97 and 29)
- industry roads (Petroleum Development Roads or Forest Service Roads)

CR1

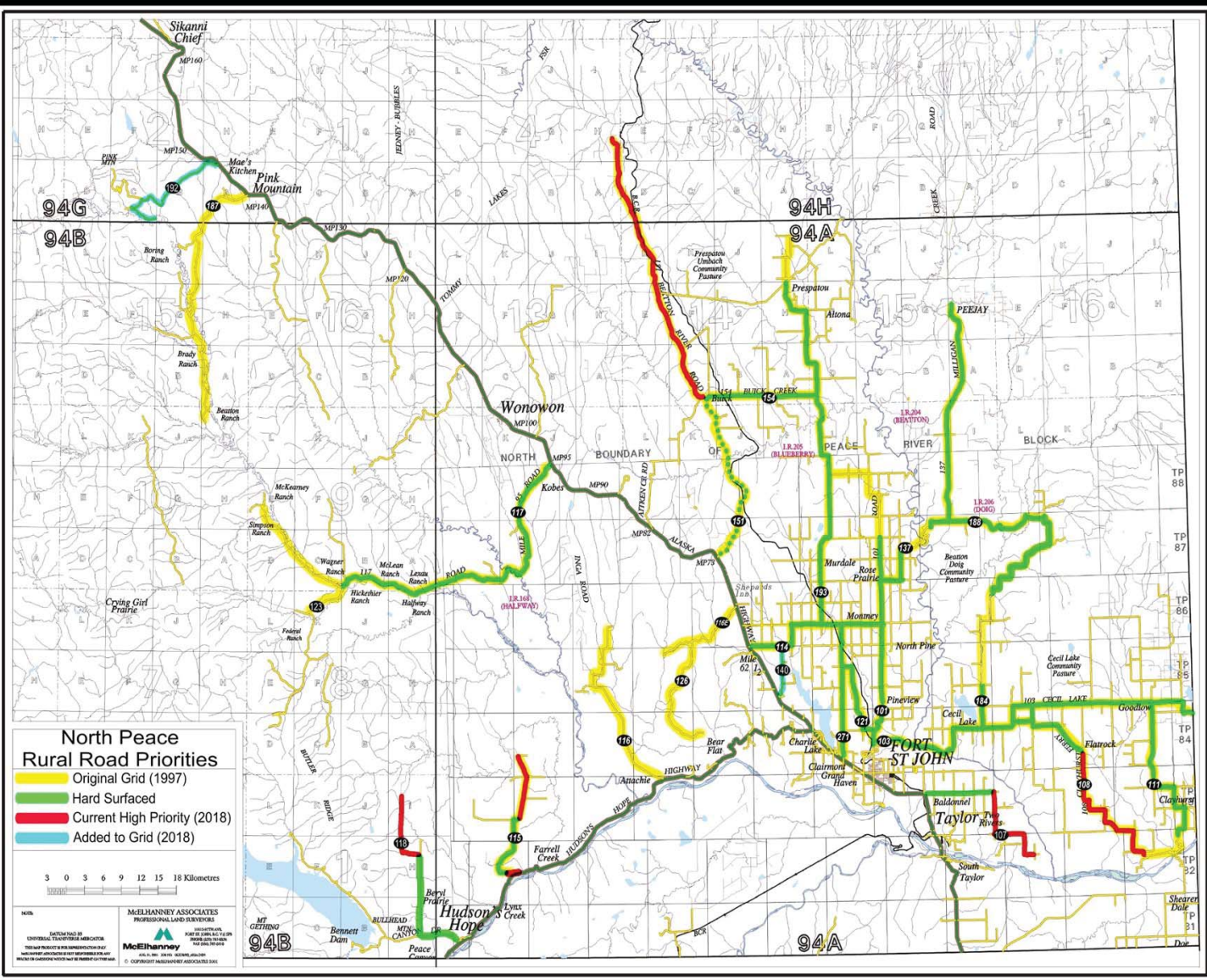
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North Peace Rural Roads Priorities 2017/18

Between November 2017 and February 2018, the PRRD Board revived the initiative, retained the former consultant and brought together a good portion of the previous Rural Roads Task Force to verify the current challenges and identify priorities. Those priorities were included in a report delivered to the Ministry of Transportation in February.

The roads identified on the map below are the original grid that the RRTF developed in 1997 when the initiative began. While many of the roads have been hard surfaced, there are still key corridors that are not upgraded to a level appropriate for the type and volume of traffic. The roads in red are those that were identified as priorities for the 2018 report.



The priorities will be reviewed when a new task force is established in 2018, but the two roads that the local Ministry of Transportation and Infrastructure are most aligned with our priorities are the Baldonnel and Farrell Creek roads.

PRRD Directors

The North Peace Rural Roads initiative is funded by the Peace River Regional District and work will be directed by :

- Director Karen Goodings— PRRD Area ‘B’
- Director Brad Sperling—PRRD Area ‘C’
- Mayor Rob Fraser— District of Taylor
- Mayor Gwen Johansson—District of Hudson’s Hope

Director Goodings will chair the initiative and the task force to be established.

How to get involved

1. Become a Stakeholder. This will open up communication lines directly to/from the Directors, Task Force and the consulting team. If you are interested, we invite you to be on the Stakeholder list. Send your email address to [jackie@jksolutions.ca](mailto:jackie@jksolutions.ca)
2. Volunteer to take a seat at the table by joining the Rural Roads Task Force. The terms of reference are below and we need to know **by July 11th** who is interested in a seat at the table. Contact Jackie at (250) 262-5510 or email [jackie@jksolutions.ca](mailto:jackie@jksolutions.ca)
3. Friend and follow us on Facebook at: <https://www.facebook.com/NorthPeaceRuralRoads/>

Task Force Terms of Reference

The Directors will solicit volunteers to establish a task force to identify impacts, provide sector specific input and determine overall strategies for the message to be delivered to government regarding North Peace rural roads.

Membership

Membership will be sought from the following groups:

- rural residents or their elected representatives (regional/provincial)
- agriculture industry
- forest industry
- oil and gas industry
- trucking/transportation industry
- other as determined by the Directors

The task force membership should reflect the geographic areas of the North Peace. Where practical, a task force member would be able to represent more than one sector and/or geographical area.

All decisions regarding membership to the task force will be made by the Directors. There will be no reimbursement for time on the task force, but where travel out of town (e.g.

Victoria) is required by a task force member, it may be pre-approved by the Directors and covered by the initiative.

Size

The Directors will determine the number of task force members, ideally selecting between 7-12 members, based on annual priorities.

Duration

Task force members shall be appointed for a term of the fiscal year associated with PRRD funding. Annually, the Directors will review task force membership and make changes at that time if necessary. If a member leaves the task force during the year, the Directors may choose to select a replacement or continue the year with the vacancy.

Meetings

Meetings will only be held when there is a specific purpose, need or value identified. The process will rely when possible on remote communication (email, telephone, conference calls, Skype, etc.). Task force members should expect 3-4 meetings per year. Roberts Rules of Order apply.

Location

Meetings will generally take place in Fort St. John unless there is a specific value in

an alternate location (e.g. as part of a specific area tour). Meetings will generally be held in the evening and limited to a maximum of 3 hours.

Alternates

Every effort will be made to select times when all task force members are available for meetings. Due to the progressive nature of the content and decision making of the task force, alternates will not be used if a member is unable to attend a meeting.

Decision Making

The goal with decision making is to reach consensus, but where that can not be achieved in a reasonable time frame, simple majority will prevail. In the event of a split decision, the Chair will cast an additional and final vote. Staff and consultants do not vote.

Quorum

A task force meeting quorum will be the Chair plus 4 task force members.

Agenda and Minutes

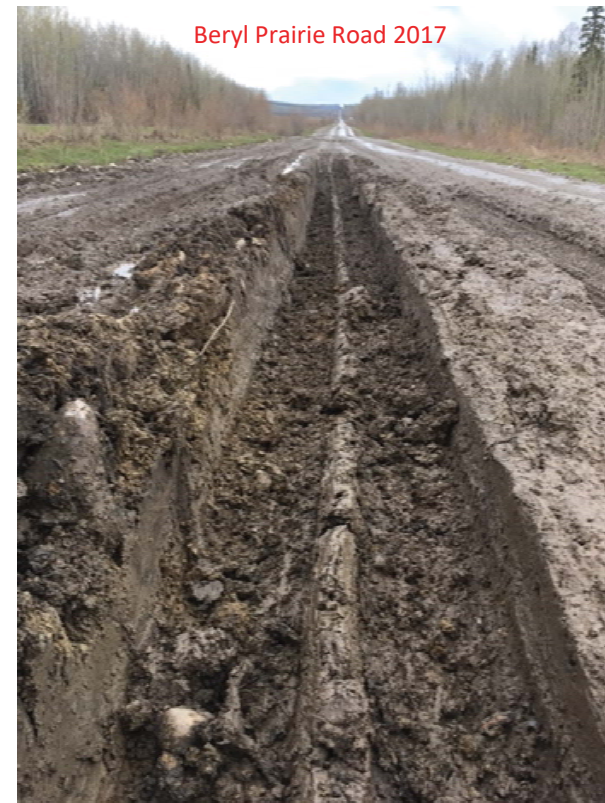
Agendas will be developed prior to meetings and minutes of key discussions and decisions will be kept.



## The Missing Piece

Despite much appreciated infrastructure investment starting in 1997/98 the rural roads can not safely handle existing traffic impact, much less the projected increase. North Peace rural roads:

- built by and for rural residents and the agriculture industry
- poor road building materials and prone to slides
- scarce gravel resources
- not strong enough to withstand current industry loads
- subject to seasonal load restrictions which negatively impact all industries



If infrastructure investment does not **get and stay ahead of industry**, the road network will collapse as it did in 1996 leading to:

- negative impacts for **rural residents and Indigenous communities**
- **increased costs for BC** to maintain roads
- increased cycle time/**cost for industry**
- **reduced investment** in the region and province

The North Peace Rural Roads (NPRR) is an economic development initiative funded and lead by the elected Directors of the Peace River Regional District Area 'B' and 'C' and the municipalities of Hudson's Hope and Taylor. It is guided by an industry task force with expertise in the agriculture, forestry, oil and gas and transportation industries.

For further information contact:

Karen Goodings - NPRR Initiative Chair  
(250) 262-1558 - kgoodings@prrd.bc.ca

Jackie Kjos - Consultant  
(250) 262-5510 - jackie@jksolutions.ca

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PEACE RIVER REGIONAL DISTRICT

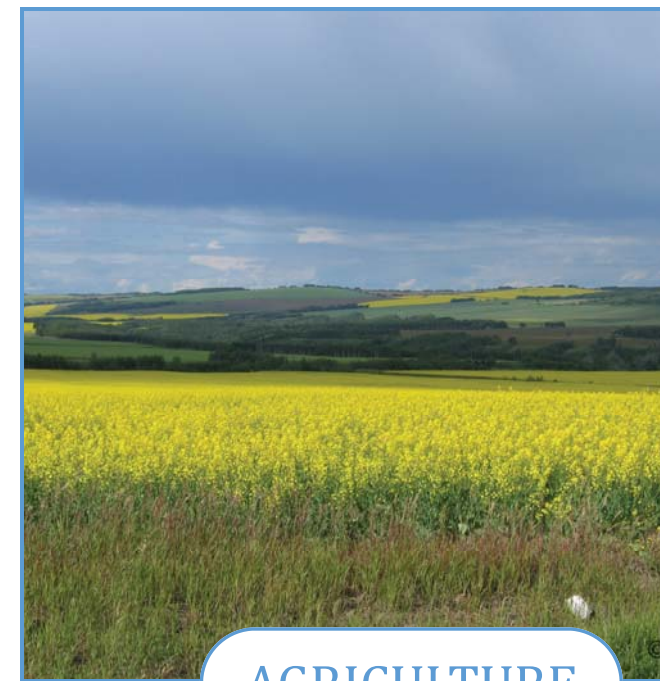
## North Peace Rural Roads Initiative

### RURAL INVESTMENT FOR PROVINCIAL PAYBACK

The North Peace provides exceptional return on investment to the Province of British Columbia for road infrastructure investment.

## Agriculture - Forestry - Oil & Gas

- |                                    |  |
|------------------------------------|--|
| ✓ abundant natural resources       | ✓ low unemployment                       |
| ✓ stable diversified economy       | ✓ experienced workforce                  |
| ✓ high standard of living          | ✓ high tax and royalty contributor       |
| ✓ desirable place to live and work | ✓ well established mature service sector |



### AGRICULTURE

North Peace canola, which along with field peas are exported to the Pacific Rim through the Port of Vancouver.

### FORESTRY

The Fort St. John Timber Supply Area has long term fibre supply, modern, well utilized mills offering stable jobs for workers and sub-contractors. The Peace Valley plant produces enough oriented stand board to build 75,000 homes per year!

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*The Montney's marketable unconventional gas resource is one of the largest in the world.*

*The National Energy Board*

North Montney - BC's Natural Gas "Sweet Spot"

- ✓ located in the North Peace
- ✓ massive reserves
- ✓ high liquids recovery/economic today
- ✓ \$77 and \$42 million land sales
- ✓ higher ROI for investors
- ✓ attractive for new investment
- ✓ \$1.4 billion North Montney Mainline

OPPORTUNITY

*The development of the South Montney play trend is considerably more advanced than the North Montney area due to a better infrastructure grid consisting of roads, processing plants and pipeline transportation options for the gas and associated natural gas liquids.*

*Nova Gas Transmission Ltd.  
North Montney Project Application*

A World Class Opportunity for International Trade

The British Columbia government has offered incentives for **responsible LNG development** which could lead to a positive **final investment decision soon** for LNG Canada. All of the gas for LNG Canada will come from northeast BC, with **a large percentage from the North Peace** where the two largest proponents have operations. The Conference Board of Canada estimates these **BC benefits**::

- |  |   |
|--|---|
| ✓ 46,800 jobs                              | ✓ \$808 million BC tax revenues annually          |
| ✓ 2.8 billion BC revenues annually         | ✓ \$686 million BC royalties annually             |
| ✓ \$5.3 billion in real GDP in BC annually | ✓ \$860/BC resident increase of disposable income |

Source: Conference Board of Canada estimates

Industry Loads Sharing Rural Roads - Annual Impacts

All North Peace rural roads are shared by residents and industry. Thousands of loads will be hauled over the same rural roads carrying rural school children in buses and passenger vehicles with families commuting to North Peace business centres for work, recreation and essential services. Below are very conservative estimates of 2018 annual loads on North Peace rural roads.



1 loaded truck = 5,000 cars

North Peace Rural Road loads = 1 to 1.5 billion cars

Based on years of study in the United States, the estimated equivalent damage to roads caused by loaded trucks vs. passenger vehicles varies from 1,500 to as many as 13,700 passenger vehicles equivalent to one loaded truck. The above estimate uses a conservative mid line multiplier even though many North Peace rural roads are weaker than those evaluated in the studies.

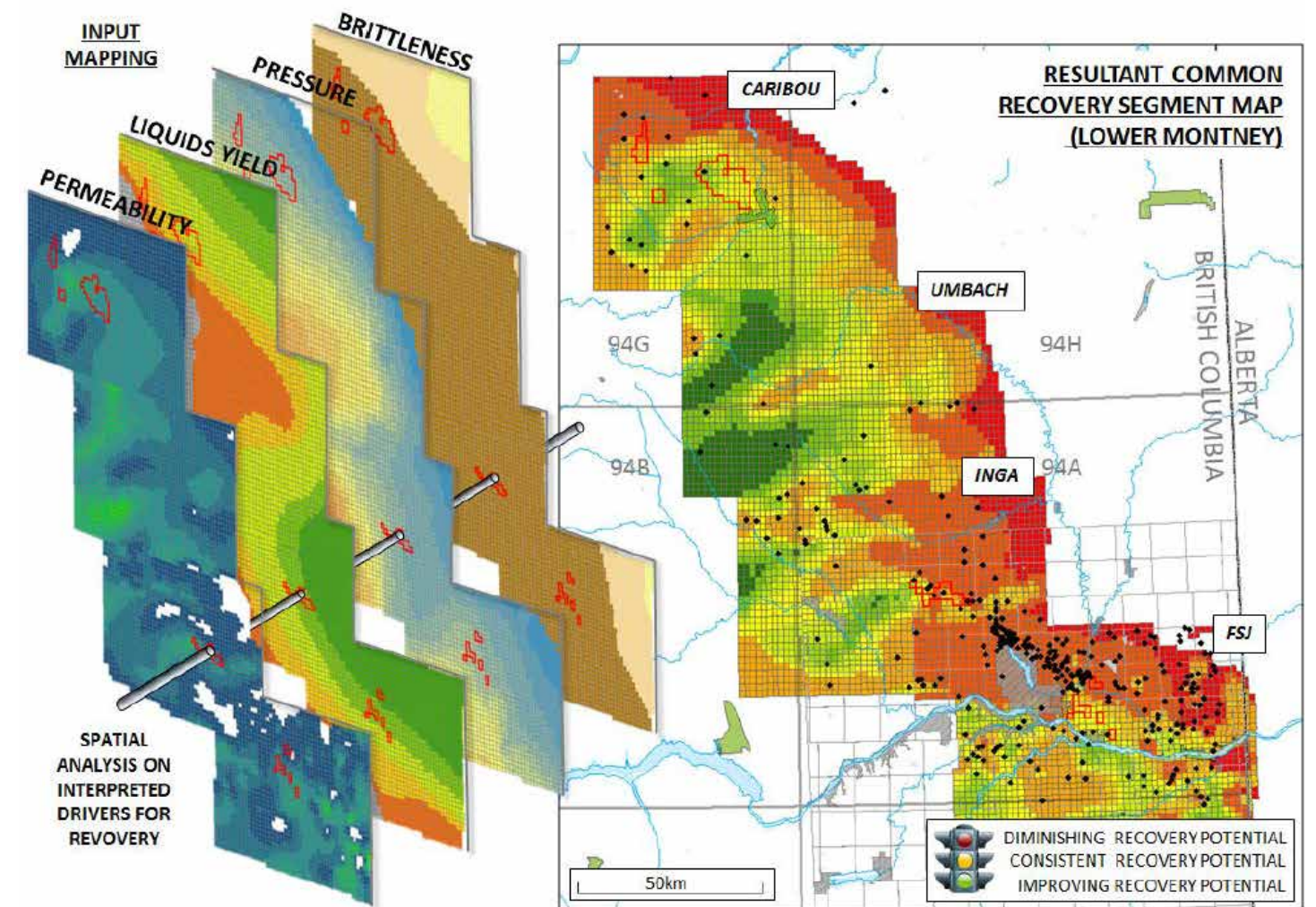
Northeast BC roads are subjected to far more extraordinary loads than any other region in British Columbia.



## North Montney Mainline



## The Montney "Sweet Spot"



Source: [https://www.geoconvention.com/archives/2017/015\\_GC2017\\_Caribou-The\\_next\\_Montney\\_oil\\_sweet-spot.pdf](https://www.geoconvention.com/archives/2017/015_GC2017_Caribou-The_next_Montney_oil_sweet-spot.pdf) accessed Aug. 15, 2018







**From:** [Dave Heiberg](#)  
**To:** [Tammy McKeown](#)  
**Date:** Tuesday, September 18, 2018 1:26:52 PM

---

Hi Tammy

Here is a brief summary of UBCM. We had several meetings that conflicted with many of the sessions that were offered. Gwen presented most of the Ministry briefs.

Regional District Hospitals session.

- 40% funding for Regional Hospitals comes from their residential property tax base. Some regional districts have lower tax revenue creating funding concerns.
- Regional funding is for Capital projects. Operational and maintainable funding is the responsibility of the Province under the Ministry of Health.
- Concern that proper maintenance of hospitals and equipment is not being addressed resulting in deterioration and leading to capital expenses. Shift from Ministry of Health to Regional District funding.

Ministry of Transportation.

- Focused on two key areas of concern, one Regional and one Municipal.
- Regional: Bear Flats hill and the need for passing lanes. Concern that highway realignment leads from good road into poor existing road. Stressed social and safety concerns. Ask: the need for planning/budgeting to improve this section of road as the highway realignment is being constructed.
- Municipal: Post Office corner. Stressed safety concerns, poor site lines, congested corner. Cumulative traffic volumes. Big trucks: industrial, commercial, tourism, etc. Ask: flashing pedestrian activated crosswalks. Increase pedestrian visibility and safety. Land purchase, right hand turning lane going east on highway 29. Will open up this intersection, help relieve congestion problems. Pedestrian activated flashing signs at the museum and Beattie Park crosswalks.

Dave

Sent from my iPhone



> online

10YB

9

5

3GB

GB



Community Energy  
Association

2018  
CLIMATE & ENERGY  
ACTION AWARD

Corporate Operations

Awarded to

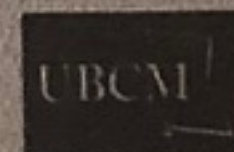
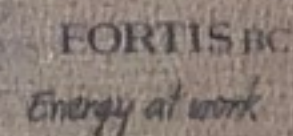
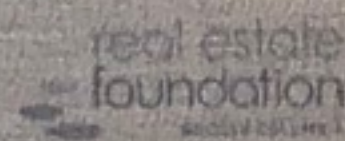
DISTRICT OF  
HUDSON'S HOPE

For the Hudson's Hope Solar Initiative

*In recognition of leadership shown through the installation of 1,550 solar PV panels on nine municipal sites, generating 500 kW of energy, reducing municipal energy costs by \$70,000 per year and building community capacity for solar installations.*

Presented to  
**Mayor Gwen Johansson**  
September 12, 2018 by

**The Honourable George Heyman**  
Minister of Environment &  
Climate Change Strategy  
**Patrick Johnstone, Chair**  
Community Energy Association



CR3





# 2018 UBCM COMMUNITY EXCELLENCE AWARDS

EXCELLENCE IN SERVICE DELIVERY

*- Winner -*

**District of Hudson's Hope**

Hudson's Hope Solar Project



**MFABC**

Municipal Finance Authority of BC



GREEN COMMUNITIES  
COMMITTEE

**URBAN**  
systems



**From:** [Jamie Eastman](#)  
**To:** [Tammy McKeown](#); [Public Works](#)  
**Subject:** Vine maintenance plan  
**Date:** Thursday, September 13, 2018 12:08:18 PM

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Hi Tammy,

Maintenance plan for the Virginia Creeper Vines in the Welcome signs

Early spring, mid summer and fall if needed.

I will need two people for a full days work 7.5 hours. A ladder will be placed in the back side of the sign with another worker holding it for stability. While the other person trims the vines back.

In early spring I will cut the vines way back to prevent them from growing over the top and sides of the Welcome sign. If needed later in the season I will again cut them back if needed.

Thank you,  
Jamie Eastman

Sent from my iPhone

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: September 19, 2018</b>
<b>Meeting#: CM092418</b>	<b>Originator: Tammy McKeown</b>
<b>RFD TITLE: Municipal Participation Community Planning</b>	

### BACKGROUND:

At the July 23, 2018 Council Meeting, Director Rose and Director Goodings presented what Community Planning is and what the Regional Districts position is in regard to decision making for the Electoral Areas. The Directors had requested that Council determine the level of participation the District of Hudson's Hope would take.

At the August 13, 2018 Regular Council Meeting, Council stated that they were interested in continuing to participate at some level, either partial or full.

### DISCUSSION:

Part 14 of the Local Government Act allows municipalities to participate in the following decisions pertaining to the Regional District they are adjacent to:

Land Use Items within Part 14 of the LGA

- Official Community Plans
- School Site Acquisition Charges
- Public Hearings & Public
- Notifications
- Development Approval Procedures
- Board of Variance
- Development Permit Areas
- Temporary Use Permits
- Application Fees
- Development Cost Charges
- Zoning Bylaws

- Subdivision Servicing Regulations
- Parking & Loading Regulations
- Development Variance Permits

Council needs to choose between the following levels of participation:

- **Full Participation:** Municipal Directors entitled to vote on all resolutions, bylaws, and matters relating to Part 26 of the Local Government Act.
- **Partial Participation:** municipal directors entitled to vote on resolutions, bylaws, and matters relating to Part 26 of the Local Government Act to extent authorized under the agreement between the municipality and the Regional District.

ADMINISTRATOR COMMENTS:

Report Approved by:

  
\_\_\_\_\_

Chris Cvik, CAO

BUDGET:

n/a

RECOMMENDATION / RESOLUTION:

That

"The District of Hudson's Hope agrees to continue with full Municipal participation in Community planning within the Peace River Regional District"

Or

That

"The District of Hudson's Hope agrees to partial Municipal participation in Community planning within the Peace River Regional District"

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**Tammy McKeown, Corporate Officer**



This archived statute consolidation is current to July 16, 2002 and includes changes enacted and in force by that date. For the most current information, click [here](#).

**LOCAL GOVERNMENT ACT — *Continued***  
**[RSBC 1996] CHAPTER 323**

**Part 26 — Planning and Land Use Management**

**Division 1 — General**

**Definitions**

**872** In this Part:

**"adopt"**, in relation to a bylaw or an official community plan, includes an amendment or repeal;

**"density"**, in relation to land, a parcel of land or an area, means

- (a) the density of use of the land, parcel or area, or
- (b) the density of use of any buildings and structures located on the land or parcel, or in the area;

**"farm business"**, **"farm operation"** and **"farmer"** have the same meanings as in the *Farm Practices Protection (Right to Farm) Act*;

**"farming area"** means an area of land that

- (a) is in an agricultural land reserve, or
- (b) is affected by a valid and subsisting licence, for aquaculture, under the *Fisheries Act*;

**"subdivision"** means

- (a) a subdivision as defined in the *Land Title Act*, and
- (b) a subdivision under the *Strata Property Act*.

**Authority under Part**

**873** Unless express authority is given by another provision of this Part,

- (a) the authority of a municipality under this Part is limited to the municipality, and
- (b) the authority of a regional district under this Part is limited to that part of the regional district that is not in a municipality.

## **Rural land use bylaws**

**873.1** (1) A rural land use bylaw adopted under section 886, before that section was repealed by the *Local Government Statutes Amendment Act, 2000*, is deemed to be a comprehensive general bylaw under section 259.1.

(2) The provisions of a rural land use bylaw are deemed to be provisions of an official community plan, zoning bylaw or subdivision servicing bylaw, as applicable depending on their nature, included in a comprehensive general bylaw.

(3) Section 876 (2) (a) [*OCF to be included as schedule to adopting bylaw*] does not apply to a rural land use bylaw.

## **Ministerial orders**

**874** (1) If a bylaw has been enacted by a local government under Division 2, 7, 9 or 11 of this Part, and the minister believes that all or part of the bylaw is contrary to the public interest of British Columbia, the minister may notify the local government

(a) of the minister's objections to the bylaw or a plan, and

(b) that the council or the board must, within 90 days after receipt of the notice, alter the bylaw or plan accordingly.

(2) If the local government does not alter the bylaw or plan in accordance with the notice, the minister may, with the prior approval of the Lieutenant Governor in Council, order the bylaw or plan to be altered in accordance with the notice.

(3) On the date of an order of the minister under subsection (2), the bylaw or plan is conclusively deemed to be altered in accordance with the notice.

(4) An order of the minister under subsection (2) is final and binding.

## **Division 2 — Official Community Plans**

### **Purposes of official community plans**

**875** (1) An official community plan is a statement of objectives and policies to guide decisions on planning and land use management, within the area covered by the plan, respecting the purposes of local government.

(2) To the extent that it deals with these matters, an official community plan should work towards the purpose and goals referred to in section 849 [*regional growth strategy goals*].

### **Authority to adopt by bylaw**

**876** (1) A local government may, by bylaw, adopt one or more official community plans.

(2) An official community plan

(a) must be included in the adopting bylaw as a schedule, and

(b) must designate the area covered by the plan.

(3) In developing an official community plan, the local government must consider any applicable guidelines under section 870 [*provincial policy guidelines*].

## Required content

**877** (1) An official community plan must include statements and map designations for the area covered by the plan respecting the following:

- (a) the approximate location, amount, type and density of residential development required to meet anticipated housing needs over a period of at least 5 years;
- (b) the approximate location, amount and type of present and proposed commercial, industrial, institutional, agricultural, recreational and public utility land uses;
- (c) the approximate location and area of sand and gravel deposits that are suitable for future sand and gravel extraction;
- (d) restrictions on the use of land that is subject to hazardous conditions or that is environmentally sensitive to development;
- (e) the approximate location and phasing of any major road, sewer and water systems;
- (f) the approximate location and type of present and proposed public facilities, including schools, parks and waste treatment and disposal sites;
- (g) other matters that may, in respect of any plan, be required or authorized by the minister.

(2) An official community plan must include housing policies of the local government respecting affordable housing, rental housing and special needs housing.

## Policy statements in community plans

**878** (1) An official community plan may include the following:

- (a) policies of the local government relating to social needs, social well-being and social development;
- (b) a regional context statement, consistent with the rest of the community plan, of how matters referred to in section 850 (2) (a) to (c), and other matters dealt with in the community plan, apply in a regional context;
- (c) policies of the local government respecting the maintenance and enhancement of farming on land in a farming area or in an area designated for agricultural use in the community plan;
- (d) policies of the local government relating to the preservation, protection, restoration and enhancement of the natural environment, its ecosystems and biological diversity.

(2) If a local government proposes to include a matter in an official community plan, the regulation of which is not within the jurisdiction of the local government, the plan may only state the broad objective of the local government with respect to that matter unless the minister has, under section 877 (1) (g), required or authorized the local government to state a policy with respect to that matter.

## Consultation during OCP development

**879** (1) During the development of an official community plan, or the repeal or amendment of an official community plan, the proposing local government must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected.

(2) For the purposes of subsection (1), the local government must

- (a) consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing, and
- (b) specifically consider whether consultation is required with
  - (i) the board of the regional district in which the area covered by the plan is located, in the case of a municipal official community plan,
  - (ii) the board of any regional district that is adjacent to the area covered by the plan,
  - (iii) the council of any municipality that is adjacent to the area covered by the plan,
  - (iv) first nations,
  - (v) school district boards, greater boards and improvement district boards, and
  - (vi) the Provincial and federal governments and their agencies.
- (3) Consultation under this section is in addition to the public hearing required under section 882 (3) (d).

#### **Sections Repealed**

**879.1 and 880** [Repealed 2000-7-135.]

#### **Planning of school facilities**

**881** (1) If a local government has adopted or proposes to adopt or amend an official community plan for an area that includes the whole or any part of one or more school districts, the local government must consult with the school boards for those school districts

- (a) at the time of preparing or amending the community plan, and
- (b) in any event, at least once in each calendar year.

(2) For consultation under subsection (1), the local government must seek the input of the school boards as to the following:

- (a) the actual and anticipated needs for school facilities and support services in the school districts;
- (b) the size, number and location of the sites anticipated to be required for the school facilities referred to in paragraph (a);
- (c) the type of school anticipated to be required on the sites referred to in paragraph (b);
- (d) when the school facilities and support services referred to in paragraph (a) are anticipated to be required;
- (e) how the existing and proposed school facilities relate to existing or proposed community facilities in the area.

#### **Adoption procedures**

**882** (1) An official community plan must be adopted by bylaw in accordance with this section.

(2) Each reading of a bylaw under subsection (1) must receive,

- (a) in the case of a municipal bylaw, an affirmative vote of a majority of all council members, and



(b) in the case of a regional district bylaw, an affirmative vote of a majority of all directors entitled under section 791 [*voting on resolutions and bylaws*] to vote on the bylaw.

(3) After first reading of a bylaw under subsection (1), the local government must, in sequence, do the following:

(a) consider the plan in conjunction with

(i) its financial plan or capital expenditure program, as applicable, and

(ii) any waste management plan that is applicable in the municipality or regional district;

(b) [Repealed 2000-7-139.]

(c) unless exempted under subsection (6), if the plan applies to land in an agricultural land reserve established under the *Agricultural Land Reserve Act*, refer the plan to the Land Reserve Commission for comment;

(d) hold a public hearing on the proposed official community plan in accordance with Division 4 [*Public Hearings on Bylaws*].

(4) Unless exempted under subsection (6), a regional district bylaw under subsection (1) may only be adopted with the approval of the minister.

(5) In addition to the requirements under subsection (3), a local government may consider a proposed official community plan in conjunction with any other land use planning and with any social, economic, environmental or other community planning and policies that the local government considers relevant.

(6) The minister may make regulations doing one or more of the following:

(a) in relation to subsection (3),

(i) defining areas for which and describing circumstances in which referral to the Land Reserve Commission under subsection (3) (c) is not required, and

(ii) providing that an exception under subparagraph (i) is subject to the terms and conditions specified by the minister;

(b) in relation to subsection (4),

(i) defining areas for which and describing circumstances in which approval by the minister under that subsection is not required, and

(ii) providing that an exception under subparagraph (i) is subject to the terms and conditions specified by the minister.

(7) Regulations under subsection (6) (b) may be different for different regional districts, different areas and different circumstances.

## **Section Repealed**

**883** [Repealed 2000-7-137.]

## **Effect of official community plans**

**884** (1) An official community plan does not commit or authorize a municipality, regional district or improvement district to proceed with any project that is specified in the plan.

(2) All bylaws enacted or works undertaken by a council, board or greater board, or by the trustees of an improvement district, after the adoption of

(a) an official community plan, or

(b) an official community plan under section 711 of the *Municipal Act*, R.S.B.C. 1979, c. 290, or an official settlement plan under section 809 of that Act before the repeal of those sections became effective,

must be consistent with the relevant plan.

#### **Section Repealed**

**885** [Repealed 2000-7-140.]

### **Division 3**

#### **Sections Repealed**

**886 to 889** [Repealed 2000-7-141.]

### **Division 4 — Public Hearings on Bylaws**

#### **Public hearings**

**890** (1) Subject to subsection (4), a local government must not adopt an official community plan bylaw or a zoning bylaw without holding a public hearing on the bylaw for the purpose of allowing the public to make representations to the local government respecting matters contained in the proposed bylaw.

(2) The public hearing must be held after first reading of the bylaw and before third reading.

(3) At the public hearing all persons who believe that their interest in property is affected by the proposed bylaw must be afforded a reasonable opportunity to be heard or to present written submissions respecting matters contained in the bylaw that is the subject of the hearing.

(3.1) Subject to subsection (3), the chair of the public hearing may establish procedural rules for the conduct of the hearing.

(4) A local government may waive the holding of a public hearing on a proposed bylaw if

(a) an official community plan is in effect for the area that is subject to a proposed zoning bylaw, and

(b) the proposed bylaw is consistent with the plan.

(5) More than one bylaw may be included in one notice of public hearing, and more than one bylaw may be considered at a public hearing.

(6) A written report of each public hearing, containing a summary of the nature of the representations respecting the bylaw that were made at the hearing, must be prepared and maintained as a public record.

(7) A report under subsection (6) must be certified as being fair and accurate by the person preparing the report and, if applicable, by the person to whom the hearing was delegated under section 891.

(8) A public hearing may be adjourned and no further notice of the hearing is necessary if the time and place for the resumption of the hearing is stated to those present at the time the hearing is adjourned.

(9) Despite section 257, a council may adopt an official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

#### **Delegating the holding of public hearings**

**891** (1) If, under section 176 (1) (e) [*corporate powers — delegation*], a local government makes a delegation in relation to one or more public hearings,

(a) that delegation does not apply to a hearing unless the notice of hearing under section 892 includes notice that the hearing is to be held by a delegate, and

(b) the resolution or bylaw making the delegation must be available for public inspection along with copies of the bylaw referred to in section 892 (2) (e).

(2) If the holding of a public hearing is delegated, the local government must not adopt the bylaw that is the subject of the hearing until the delegate reports to the local government, either orally or in writing, the views expressed at the hearing.

#### **Notice of public hearing**

**892** (1) If a public hearing is to be held under section 890 (1), the local government must give notice of the hearing

(a) in accordance with this section, and

(b) in the case of a public hearing on an official community plan that includes a schedule under section 970.1 (3) (b), in accordance with section 974.

(2) The notice must state the following:

(a) the time and date of the hearing;

(b) the place of the hearing;

(c) in general terms, the purpose of the bylaw;

(d) the land or lands that are the subject of the bylaw;

(e) the place where and the times and dates when copies of the bylaw may be inspected.

(3) The notice must be published in at least 2 consecutive issues of a newspaper, the last publication to appear not less than 3 and not more than 10 days before the public hearing.

(4) If the bylaw in relation to which the notice is given alters the permitted use or density of any area, the notice must

(a) subject to subsection (5), include a sketch that shows the area that is the subject of the bylaw alteration, including the name of adjoining roads if applicable, and

(b) be mailed or otherwise delivered at least 10 days before the public hearing

(i) to the owners as shown on the assessment roll as at the date of the first reading of the bylaw, and

(ii) to any tenants in occupation, as at the date of the mailing or delivery of the notice,

of all parcels, any part of which is the subject of the bylaw alteration or is within a distance specified by bylaw from that part of the area that is subject to the bylaw alteration.

(5) If the location of the land can be clearly identified in the notice in a manner other than a sketch, it may be identified in that manner.

(6) The obligation to deliver a notice under subsection (4) must be considered satisfied if a reasonable effort was made to mail or otherwise deliver the notice.

(7) Subsection (4) does not apply if 10 or more parcels owned by 10 or more persons are the subject of the bylaw alteration.

(8) In respect of public hearings being held under section 890 (1) or waived under section 890 (4), a local government may, by bylaw,

(a) require the posting of a notice on land that is the subject of a bylaw, and

(b) specify the size, form and content of the notice and the manner in which and the locations where it must be posted.

(9) Specifications under subsection (8) (b) may be different for different areas, zones, uses within a zone and parcel sizes.

#### **Notice if public hearing waived**

**893** (1) If a local government waives the holding of a public hearing under section 890 (4), it must give notice in accordance with this section.

(2) The notice must state

(a) in general terms, the purpose of the bylaw,

(b) the land or lands that are the subject of the bylaw, and

(c) the place where and the times and dates when copies of the bylaw may be inspected.

(3) Section 892 (3) to (7) applies to a notice under subsection (2), except that

(a) the last publication under section 892 (3) is to be not less than 3 and not more than 10 days before the bylaw is given third reading, and

(b) the delivery under section 892 (4) (b) is to be at least 10 days before the bylaw is given third reading.

(4) to (7) [Repealed 2000-7-144.]

#### **Procedure after a public hearing**

**894** (1) After a public hearing, the council or board may, without further notice or hearing,

(a) adopt or defeat the bylaw, or

(b) alter and then adopt the bylaw, provided that the alteration does not

(i) alter the use,



- (ii) increase the density, or
- (iii) without the owner's consent, decrease the density

of any area from that originally specified in the bylaw.

(2) A member of a council or board who

- (a) is entitled to vote on a bylaw, and
- (b) was not present at the public hearing

may vote on the adoption of a bylaw that was the subject of a public hearing, provided that an oral or written report of the public hearing has been given to the member by an officer or employee of the local government or a director who held a hearing delegated under section 891.

(3) After a public hearing under section 890 (1) or third reading following notice under section 893, a court must not quash or declare invalid the bylaw on the grounds that an owner or occupier

- (a) did not see or receive the notice under section 892 or 893, if the court is satisfied that there was a reasonable effort to mail or otherwise deliver the notice, or
- (b) who attended the public hearing or who can otherwise be shown to have been aware of the hearing, did not see or receive the notice, and was not prejudiced by not seeing or receiving it.

## **Division 5 — Public Information and Advisory Commission**

### **Development approval procedures**

**895** (1) A local government that has adopted an official community plan bylaw or a zoning bylaw must, by bylaw, define procedures under which an owner of land may apply for an amendment to the plan or bylaw or for the issue of a permit under this Part.

(2) A local government must consider every application for

- (a) an amendment to a plan or bylaw referred to in subsection (1), or
- (b) the issue of a permit under this Part that requires a resolution of a council or board.

(3) If a bylaw under subsection (1) establishes a time limit for reapplication, the time limit may be varied in relation to a specific reapplication by an affirmative vote of at least 2/3 of the local government members eligible to vote on the reapplication.

### **Information that must be available to the public**

**896** (1) A local government must maintain a current list of the following:

- (a) every bylaw in effect under this Part and Part 27 and a general description of the purpose of the bylaw;
- (b) every bylaw under this Part and Part 27 that has been given first reading, a general description of the bylaw and its current status;
- (c) every permit issued under this Part and Part 27.

(2) A list under subsection (1) must be available for public inspection at the local government offices during their regular business hours.

(3) Non-compliance with subsection (1) or (2), or any inaccuracy in a list, does not affect the validity of a bylaw or permit referred to in subsection (1).

#### **Section Repealed**

**897** [Repealed 2000-7-146.]

#### **Advisory planning commission**

**898** (1) A council may, by bylaw, establish an advisory planning commission to advise council on all matters respecting land use, community planning or proposed bylaws and permits under Divisions 2, 7, 9 and 11 of this Part that are referred to it by the council.

(2) A board may, by bylaw, establish an advisory planning commission for one or more electoral areas or portions of an electoral area to advise the board, or a director of the board representing the electoral area, on all matters referred to it by the board or by that director respecting land use, the preparation and adoption of an official community plan or a proposed bylaw or permit that may be enacted or issued under this Part.

(3) The bylaw establishing an advisory planning commission must provide for

(a) the composition of and the manner of appointing members to the commission,

(b) the procedures governing the conduct of the commission, and

(c) the referral of matters to the advisory planning commission.

(4) At least 2/3 of the members of an advisory planning commission must be residents of the municipality or the electoral area.

(5) A council member, board director, employee or officer of the local government, or an approving officer, is not eligible to be a member of an advisory planning commission, but may attend at a meeting of the commission in a resource capacity.

(6) The members of an advisory planning commission must serve without remuneration, but may be paid reasonable and necessary expenses that arise directly out of the performance of their duties.

(7) [Repealed 1999-37-202.]

(8) If an advisory planning commission is established, minutes of all of its meetings must be kept and, on request, made available to the public.

(9) If the commission is considering an amendment to a plan or bylaw, or the issue of a permit, the applicant for the amendment or permit is entitled to attend meetings of the commission and be heard.

### **Division 6 — Board of Variance**

#### **Establishment of board of variance**

**899** (1) A local government that has adopted a zoning bylaw must, by bylaw, establish a board of variance.

(2) If the population of a municipality is 25 000 or less, the board of variance for the municipality is to consist of one person appointed by the council, one person appointed by the minister and one person appointed by the other 2 appointees.

- (3) If the population of a municipality is more than 25 000, the board of variance for the municipality is to consist of 2 persons appointed by the council, 2 persons appointed by the minister and one person appointed by the other 4 appointees.
- (4) A board may establish one or more boards of variance, but, if more than one board of variance is established, the bylaw establishing them must specify the area of the regional district over which each board of variance is to have jurisdiction and those areas must not overlap.
- (5) Each board of variance in a regional district is to consist of one person appointed by the board, one person appointed by the minister and one person appointed by the other 2 appointees.
- (6) An appointment under subsections (2) to (5) is for the later of
- (a) 3 years, and
  - (b) if no successor has been appointed at the end of the 3 year period, until the time that a successor is appointed.
- (7) A person who is
- (a) a member of the advisory planning commission or of the local government, or
  - (b) an officer or employee of the local government
- is not eligible to be appointed to a board of variance.
- (8) If a member of a board of variance ceases to hold office, the person's successor is to be appointed in the same manner as the member who ceased to hold office, and, until the appointment of the successor, the remaining members constitute the board of variance.
- (9) A local government may remove its appointee at any time.
- (10) The Lieutenant Governor in Council may
- (a) remove the minister's appointee at any time, and
  - (b) on the recommendation of a local government, remove the person appointed by the other appointees.
- (11) Members of a board of variance must not receive compensation for their services as members, but must be paid reasonable and necessary expenses that arise directly out of the performance of their duties.
- (12) A local government must provide in its annual budget for the necessary funds to pay for the costs of the board.

#### **Chair and procedures**

- 900** (1) The members of a board of variance must elect one of their number as chair.
- (2) The chair may appoint a member of the board of variance as acting chair to preside in the absence of the chair.
- (3) A bylaw establishing a board of variance must set out the procedures to be followed by the board of variance, including the manner by which appeals are to be brought and notices under section 901 (4) are to be given.

(4) A board of variance must maintain a record of all its decisions and must ensure that the record is available for public inspection during normal business hours.

**Variance or exemption to relieve hardship**

**901** (1) A person may apply to a board of variance for an order under subsection (2) if the person alleges that compliance with any of the following would cause the person hardship:

- (a) a bylaw respecting the siting, dimensions or size of a building or structure, or the siting of a manufactured home in a manufactured home park;
- (b) a bylaw under Division 2 of Part 22, other than
  - (i) a bylaw under section 711, or
  - (ii) a bylaw that has an effect referred to in section 714 (1), if the council has taken action under subsection (2) of that section to compensate or mitigate the hardship that is caused to the person;
- (c) the prohibition of a structural alteration or addition under section 911 (5);
- (d) a subdivision servicing requirement under section 938 (1) (c) in an area zoned for agricultural or industrial use.

(2) On an application under subsection (1), the board of variance may order that a minor variance be permitted from the requirements of the bylaw, or that the applicant be exempted from section 911 (5), if the board of variance

- (a) has heard the applicant and any person notified under subsection (4),
- (b) finds that undue hardship would be caused to the applicant if the bylaw or section 911 (5) is complied with, and
- (c) is of the opinion that the variance or exemption does not
  - (i) result in inappropriate development of the site,
  - (i.1) adversely affect the natural environment,
  - (ii) substantially affect the use and enjoyment of adjacent land,
  - (iii) vary permitted uses and densities under the applicable bylaw, or
  - (iv) defeat the intent of the bylaw.

(3) The board of variance must not make an order under subsection (2) that would do any of the following:

- (a) be in conflict with a covenant registered under section 219 of the *Land Title Act* or section 24A of the *Land Registry Act*, R.S.B.C. 1960, c. 208;
- (b) deal with a matter that is covered in a permit under Division 9 of this Part or covered in a land use contract;
- (c) deal with a flood plain specification under section 910 (2);
- (d) apply to a property
  - (i) for which an authorization for alterations is required under Part 27,



(ii) that is scheduled under section 970.1 (3) (b) or contains a feature or characteristic identified under section 970.1 (3) (c), or

(iii) for which a heritage revitalization agreement under section 966 is in effect.

(4) If a person makes an application under subsection (1), the board of variance must notify all owners and tenants in occupation of

(a) the land that is the subject of the application, and

(b) the land that is adjacent to land that is the subject of the application.

(5) A notice under subsection (4) must state the subject matter of the application and the time and place where the application will be heard.

(6) The obligation to give notice under subsection (4) must be considered satisfied if the board of variance made a reasonable effort to mail or otherwise deliver the notice.

(7) In relation to an order under subsection (2),

(a) if the order sets a time within which the construction of the building, structure or manufactured home park must be completed and the construction is not completed within that time, or

(b) if that construction is not substantially started within 2 years after the order was made, or within a longer or shorter time period established by the order,

the permission or exemption terminates and the bylaw or section 911 (5), as the case may be, applies.

(8) A decision of the board of variance under subsection (2) is final.

#### **Extent of damage preventing reconstruction as non-conforming use**

**902** (1) A person may apply to a board of variance for an order under subsection (2) if the person alleges that the determination by a building inspector of the amount of damage under section 911 (8) is in error.

(2) On an application under subsection (1), the board of variance may set aside the determination of the building inspector and make the determination under section 911 (8) in its place.

(3) The applicant or the local government may appeal a decision of the board of variance under subsection (2) to the Supreme Court.

### **Division 7 — Zoning and Other Development Regulation**

#### **Zoning bylaws**

**903** (1) A local government may, by bylaw, do one or more of the following:

(a) divide the whole or part of the municipality or regional district into zones, name each zone and establish the boundaries of the zones;

(b) limit the vertical extent of a zone and provide other zones above or below it;

(c) regulate within a zone

(i) the use of land, buildings and structures,

(ii) the density of the use of land, buildings and structures,

(iii) the siting, size and dimensions of

(A) buildings and structures, and

(B) uses that are permitted on the land, and

(iv) the location of uses on the land and within buildings and structures;

(d) regulate the shape, dimensions and area, including the establishment of minimum and maximum sizes, of all parcels of land that may be created by subdivision, in which case

(i) the regulations may be different for different areas, and

(ii) the boundaries of those areas need not be the same as the boundaries of zones created under paragraph (a).

(2) The authority under subsection (1) may be exercised by incorporating in the bylaw maps, plans, tables or other graphic material.

(3) The regulations under subsection (1) may be different for one or more of the following, as specified in the bylaw:

(a) different zones;

(b) different uses within a zone;

(c) different locations within a zone;

(d) different standards of works and services provided;

(e) different siting circumstances;

(f) different protected heritage properties.

(4) The power to regulate under subsection (1) includes the power to prohibit any use or uses in a zone.

(5) Despite subsections (1) to (4) but subject to subsection (6), a local government must not exercise the powers under this section to prohibit or restrict the use of land for a farm business in a farming area unless the local government receives the approval of the minister responsible for the administration of the *Farm Practices Protection (Right to Farm) Act*.

(6) The minister responsible for the *Farm Practices Protection (Right to Farm) Act* may make regulations

(a) defining areas for which and describing circumstances in which approval under subsection (5) is not required, and

(b) providing that an exception under paragraph (a) is subject to the terms and conditions specified by that minister.

(7) Regulations under subsection (6) may be different for different regional districts, different municipalities, different areas and different circumstances.

#### **Zoning for amenities and affordable housing**

**904** (1) A zoning bylaw may

(a) establish different density regulations for a zone, one generally applicable for the zone and the other or others to apply if the applicable conditions under paragraph (b) are met, and

(b) establish conditions in accordance with subsection (2) that will entitle an owner to a higher density under paragraph (a).

(2) The following are conditions that may be included under subsection (1) (b):

(a) conditions relating to the conservation or provision of amenities, including the number, kind and extent of amenities;

(b) conditions relating to the provision of affordable and special needs housing, as such housing is defined in the bylaw, including the number, kind and extent of the housing;

(c) a condition that the owner enter into a housing agreement under section 905 before a building permit is issued in relation to property to which the condition applies.

(3) A zoning bylaw may designate an area within a zone for affordable or special needs housing, as such housing is defined in the bylaw, if the owners of the property covered by the designation consent to the designation.

#### **Housing agreements for affordable and special needs housing**

**905** (1) A local government may, by bylaw, enter into a housing agreement under this section.

(2) A housing agreement may include terms and conditions agreed to by the local government and the owner regarding the occupancy of the housing units identified in the agreement, including but not limited to terms and conditions respecting one or more of the following:

(a) the form of tenure of the housing units;

(b) the availability of the housing units to classes of persons identified in the agreement or the bylaw under subsection (1) for the agreement;

(c) the administration and management of the housing units, including the manner in which the housing units will be made available to persons within a class referred to in paragraph (b);

(d) rents and lease, sale or share prices that may be charged, and the rates at which these may be increased over time, as specified in the agreement or as determined in accordance with a formula specified in the agreement.

(3) A housing agreement may not vary the use or density from that permitted in the applicable zoning bylaw.

(4) A housing agreement may only be amended by bylaw adopted with the consent of the owner.

(5) If a housing agreement is entered into or amended, the local government must file in the land title office a notice that the land described in the notice is subject to the housing agreement.

(6) Once a notice is filed under subsection (5), the housing agreement and, if applicable, the amendment to it is binding on all persons who acquire an interest in the land affected by the agreement, as amended if applicable.

(7) On filing under subsection (5), the registrar must make a note of the filing against the title to the land affected but, in the event of any omission, mistake or misfeasance by the registrar or the staff of the registrar in relation to the making of a note of the filing,

(a) neither the registrar nor the Provincial government is liable vicariously, and

(b) neither the assurance fund nor the Attorney General, as a nominal defendant, is liable under Part 20 of the *Land Title Act*.

(8) The Lieutenant Governor in Council may prescribe fees for the filing of notices under subsection (5), and section 386 of the *Land Title Act* applies in respect of those fees.

#### **Parking space requirements**

**906** (1) A local government may, by bylaw, require owners or occupiers of any land, building or structure to provide off-street parking and loading spaces for the use, building or structure, including spaces for use by disabled persons, and may

(a) classify uses, buildings and structures and differentiate and discriminate between classes with respect to the amount of space provided,

(b) exempt from any requirement of a bylaw made under this subsection or subsections (2) and (3),

(i) a class of use, building or structure, or

(ii) a use, building or structure existing at the time of the adoption of a bylaw under this subsection,

(c) impose different requirements for different areas and zones or different uses within a zone, and

(d) establish design standards, including the size, surfacing, lighting and numbering of the spaces.

(2) A bylaw under subsection (1) may

(a) permit off-street parking spaces to be provided, other than on the site of the use, building or structure, under conditions that are specified in the bylaw, or

(b) permit, at the option of the owner or occupier of the land, building or structure, the payment to the municipality or regional district of an amount of money specified in the bylaw, instead of the provision of off-street parking spaces, in cases where the municipality or regional district owns and operates a parking facility within a distance specified in the bylaw from the use, building or structure.

(3) The money referred to in subsection (2) (b) is payable at the time

(a) when the building permit is issued for the building or structure that is being put to the use that requires the parking space specified in the bylaw, or

(b) if no building permit is required, when the use that requires the parking space specified in the bylaw begins.

(4) The municipality or regional district must pay the money paid under subsection (3) into a reserve fund established under section 496 for the provision of new and existing off-street parking spaces, and must use these funds only for that purpose.

(5) [Repealed 1997-25-145.]

(6) A bylaw under subsection (1) (a) does not apply with respect to land or a building or structure existing at the time the bylaw came into force, so long as the land, building or structure continues to be put to a use that does not require more parking or loading spaces than were required for the use existing at the time the bylaw came into force.

### **Runoff control requirement**

**907** (1) A local government may, by bylaw, require that an owner of land who carries out construction of a paved area or roof area, manage and provide for the ongoing disposal of surface runoff and storm water in accordance with the requirements of the bylaw.

(2) A local government may, by bylaw, establish the maximum percentage of the area of land that can be covered by impermeable material.

(3) A bylaw under subsection (1) or (2) may be different for

- (a) different zones,
- (b) different uses in zones,
- (c) different areas in zones,
- (d) different sizes of paved or roof areas, and
- (e) different terrain and surface water or groundwater conditions.

### **Regulation of signs**

**908** (1) Subject to the *Highway Act* and section 135 of the *Motor Vehicle Act*, a local government may, by bylaw, regulate the number, size, type, form, appearance and location of any signs.

(2) A bylaw under subsection (1) may contain different provisions for one or more of the following:

- (a) different zones;
- (b) different uses within a zone;
- (c) different classes of highways.

(3) The power in subsection (1) to regulate includes the power to prohibit, except that a sign that is located on a parcel and relates to or identifies a use on that parcel must not be prohibited.

### **Screening and landscaping to mask or separate uses**

**909** (1) A local government may, by bylaw, require, set standards for and regulate the provision of screening or landscaping for one or more of the following purposes:

- (a) masking or separating uses;
- (b) preserving, protecting, restoring and enhancing the natural environment;
- (c) preventing hazardous conditions.

(2) A bylaw under subsection (1) may set different requirements, standards and regulations for one or more of the following:

- (a) different zones;
- (b) different uses within a zone;
- (c) different locations within a zone.



**Construction requirements in relation to flood plain areas**

**910** (1) If a local government or the Minister of Environment, Lands and Parks considers that flooding may occur on land

(a) the local government may, by bylaw, or

(b) the Minister of Environment, Lands and Parks may, by order,

designate the land as a flood plain.

(2) If land is designated a flood plain under subsection (1),

(a) the local government may, by bylaw, or

(b) the Minister of Environment, Lands and Parks may, by order,

specify

(c) the flood level or levels for the flood plain, and

(d) the setback from a watercourse or body of water of any landfill or structural support required to elevate a floor system or pad above the flood level.

(3) Unless exempted under subsection (8), a bylaw under subsection (1) or (2) has no effect until it has been approved by the Minister of Environment, Lands and Parks.

(4) In the event of conflict, an order of the Minister of Environment, Lands and Parks under subsection (1) or (2) prevails over a bylaw of a local government under subsection (1) or (2).

(5) After a bylaw or the Minister of Environment, Lands and Parks has specified the level or levels or setback under subsection (2),

(a) the underside of any floor system, or the top of any pad supporting any space or room, including a manufactured home, that is used for dwelling purposes, business or the storage of goods which are susceptible to damage by floodwater must be above that specified level, and

(b) any landfill required to support a floor system or pad must not extend within any setback from a watercourse or body of water specified by the bylaw or the Minister of Environment, Lands and Parks.

(6) The Minister of Environment, Lands and Parks may exempt a development or type of development from requirements of this section, subject to conditions that minister may impose.

(7) Specifications of the Minister of Environment, Lands and Parks under subsection (2) may be enforced by a local government as though they were bylaws of the local government.

(8) The Minister of Environment, Lands and Parks may make regulations

(a) defining areas for which and describing circumstances in which approval under subsection (3) is not required, and

(b) providing that an exception under paragraph (a) is subject to the terms and conditions specified by that minister.

(9) Regulations under subsection (8) may be different for different regional districts, different municipalities, different areas and different circumstances.

## Non-conforming uses and siting

**911** (1) If, at the time a bylaw under this Division is adopted,

(a) land, a building or a structure is lawfully used, and

(b) the use does not conform to the bylaw,

the use may be continued as a non-conforming use, but if the non-conforming use is discontinued for a continuous period of 6 months, any subsequent use of the land, building or structure becomes subject to the bylaw.

(2) The use of land, buildings or structures for seasonal uses or for agricultural purposes is not discontinued as a result of normal seasonal or agricultural practices, including

(a) seasonal, market or production cycles,

(b) the control of disease or pests, or

(c) the repair, replacement or installation of equipment to meet standards for the health or safety of people or animals.

(3) A building or structure that is lawfully under construction at the time of the adoption of a bylaw under this Division is deemed, for the purpose of this section,

(a) to be a building or structure existing at that time, and

(b) to be then in use for its intended purpose as determined from the building permit authorizing its construction.

(4) If subsections (1) and (2) authorize a non-conforming use of part of a building or structure to continue, the whole of that building or structure may be used for that non-conforming use.

(5) A structural alteration or addition, except one that is required by an enactment or permitted by a board of variance under section 901 (2), must not be made in or to a building or structure while the non-conforming use is continued in all or any part of it.

(6) In relation to land, subsection (1) or (4) does not authorize the non-conforming use of land to be continued on a scale or to an extent or degree greater than that at the time of the adoption of the bylaw under this Division.

(7) For the purposes of this section, a change of owners, tenants or occupants of any land, or of a building or structure, does not, by reason only of the change, affect the use of the land or building or structure.

(8) If a building or a structure, the use of which does not conform to the provisions of a bylaw under this Division is damaged or destroyed to the extent of 75% or more of its value above its foundations, as determined by the building inspector, it must not be repaired or reconstructed except for a conforming use in accordance with the bylaw.

(9) If the use and density of buildings and structures conform to a bylaw under this Division but

(a) the siting, size or dimensions of a building or structure constructed before the bylaw was adopted does not conform with the bylaw, or

(b) the siting, size, dimensions or number of offstreet parking or loading spaces constructed or provided before the bylaw was adopted does not conform with the bylaw,

the building or structure or spaces may be maintained, extended or altered to the extent authorized by subsection (10).

(10) A building or structure or spaces to which subsection (9) applies may be maintained, extended or altered only to the extent that

(a) the repair, extension or alteration would, when completed, involve no further contravention of the bylaw than that existing at the time the repair, extension or alteration was started, and

(b) in the case of protected heritage property, the repair, extension or alteration is permitted or authorized in accordance with the provisions governing the heritage protection of the property.

(11) Subsections (5) and (8) do not apply to alterations, additions, repairs or reconstruction of a protected heritage property if the alteration, addition, repair or reconstruction is authorized by a heritage alteration permit under section 972.

#### **Effect of expropriation in relation to non-conforming use and subdivision**

**912** (1) If the use of land or the siting of existing buildings and structures on the land ceases, as a result of expropriation of land, to conform to a bylaw under this Division, the remainder of the property is deemed to conform.

(2) Subsection (1) does not apply if compensation was paid to the owner or occupant of the land in an amount that is directly attributable to the loss, if any, suffered by the owner or occupant as a result of the non-conformity.

(3) If, as a result of an expropriation,

(a) a parcel of land could have been subdivided into 2 or more parcels under the applicable zoning bylaw in effect when the land expropriated was vested in the expropriating authority, and

(b) the parcel, as a result of the expropriation, can no longer be subdivided into the same number of parcels,

the parcel is deemed to conform to the applicable zoning bylaw for the purposes of the subdivision as though the expropriation had not occurred, but only to the extent that none of the parcels that would be created by the subdivision would be less than 90% of the area that would otherwise be permitted by the applicable zoning bylaw.

(4) Subsection (3) does not apply if the owner of the parcel being subdivided has received compensation that is directly attributable to the reduction in the market value of the land that results from the inability to subdivide the parcel in the manner that would have been permitted under the applicable zoning bylaw.

#### **Approval of regional district bylaws by minister**

**913** (1) Subject to subsections (3) and (4), once a board has given third reading to a zoning bylaw or a subdivision servicing bylaw, the board must forward it to the minister for approval.

(2) A bylaw required to be forwarded under subsection (1) has no effect if it is adopted without the approval of the minister.

(3) Subsection (1) does not apply to a zoning bylaw or a subdivision servicing bylaw that

(a) applies only to an area that is subject to an official community plan or to an official settlement plan under section 809 (3) of the *Municipal Act*, R.S.B.C. 1979, c. 290, before that section was repealed by section 4 of the *Municipal Amendment Act, 1985*, and

(b) is consistent with the official community plan or official settlement plan.

(4) The minister may make regulations

(a) defining areas for which and describing circumstances in which subsections (1) and (2) do not apply, and

(b) providing that an exception under paragraph (a) is to be subject to the terms and conditions specified by the minister.

(5) Regulations under subsection (4) may be different for different regional districts, different areas and different circumstances.

#### **No compensation in relation to adoption of bylaw or issuance of permit**

**914** (1) Compensation is not payable to any person for any reduction in the value of that person's interest in land, or for any loss or damages that result from the adoption of an official community plan or a bylaw under this Division or the issue of a permit under Division 9 of this Part.

(2) Subsection (1) does not apply where the bylaw under this Division restricts the use of land to a public use.

### **Division 8 — Use of Land for Agricultural Operations**

#### **Intensive agriculture**

**915** (1) In this section, "**intensive agriculture**" means the use of land, buildings and structures by a commercial enterprise or an institution for

(a) the confinement of poultry, livestock or fur bearing animals, or

(b) the growing of mushrooms.

(2) Despite a zoning bylaw, if land is located in a reserve established under the *Agricultural Land Reserve Act* and that land is not subject to section 21 (1) of that Act, intensive agriculture is permitted as a use.

(3) Subsections (1) and (2) cease to have effect in an area after a zoning bylaw for that area is approved under section 903 (5).

#### **Provincial standards for farm bylaws**

**916** (1) In this section and sections 917 to 919, "**minister**" means the minister responsible for the administration of the *Farm Practices Protection (Right to Farm) Act*.

(2) The minister may establish, publish and distribute standards in relation to farming areas for the guidance of local governments in the preparation of zoning bylaws and bylaws under this Division.

(3) Standards under subsection (2) may differ for different parts of British Columbia.

#### **Farm bylaws**

**917** (1) A local government may make bylaws in relation to farming areas

(a) respecting the conduct of farm operations as part of a farm business,

(b) respecting types of buildings, structures, facilities, machinery and equipment that are prerequisite to conducting farm operations specified by the local government and that must be utilized by farmers

conducting the specified farm operations,

(c) respecting the siting of stored materials, waste facilities and stationary equipment, and

(d) prohibiting specified farm operations.

(2) A bylaw under subsection (1) may be different for one or more of the following:

(a) different sizes or types of farms;

(b) different types of farm operations;

(c) different site conditions;

(d) different uses of adjoining land;

(e) different areas.

(3) Unless exempted under subsection (4), a bylaw under subsection (1) may only be adopted with the approval of the minister.

(4) The minister may make regulations

(a) defining areas for which and describing circumstances in which approval under subsection (3) is not required, and

(b) providing that an exception under paragraph (a) is subject to the terms and conditions specified by the minister.

(5) Regulations under subsection (4) may be different for different regional districts, different municipalities, different areas and different circumstances.

#### **Application**

**918** (1) Sections 903 (5) and 917 do not apply unless a regulation under this section declares that they apply.

(2) The Lieutenant Governor in Council may declare by regulation that, generally or for some or all of the geographic area specified in the regulation, on and after the date specified in the regulation, section 903 (5) or 917 applies to

(a) the board of a regional district specified in the regulation,

(b) the council of a municipality specified in the regulation, or

(c) the local trust committee under the *Islands Trust Act* of a local trust area specified in the regulation.

#### **Three year review of bylaws affecting farming areas**

**919** (1) In this section, "**regulation**" means a regulation under section 918 respecting the application of section 903 (5) to a board, council or local trust committee.

(2) [Repealed 2000-7-161.]

(3) A board, council or local trust committee to which a regulation applies must review all its zoning bylaws in order to identify to what extent, if any, the provisions of those bylaws, relating to any farming



areas within the geographic area to which the regulation applies, are inconsistent with the standards established under section 916 by the minister.

(4) During the first 3 years after a regulation applies to a board, council or local trust committee, or during any extension to that 3 year period that the minister may grant, the board, council or local trust committee may, by bylaw, amend its zoning bylaws, in order to achieve consistency between the bylaws as they relate to any farming areas within the geographic area to which the regulation applies and the standards established under section 916 by the minister.

(5) As an exception to the usual requirements regarding zoning bylaws, a bylaw that makes an amendment authorized under subsection (4) may be adopted without public hearing.

## **Division 9 — Permits and Fees**

### **Designation of development permit areas**

**919.1** (1) An official community plan may designate development permit areas for one or more of the following purposes:

- (a) protection of the natural environment, its ecosystems and biological diversity;
- (b) protection of development from hazardous conditions;
- (c) protection of farming;
- (d) revitalization of an area in which a commercial use is permitted;
- (e) establishment of objectives for the form and character of intensive residential development;
- (f) establishment of objectives for the form and character of commercial, industrial or multi-family residential development.

(2) With respect to areas designated under subsection (1), the official community plan must

- (a) describe the special conditions or objectives that justify the designation, and
- (b) specify guidelines respecting the manner by which the special conditions or objectives will be addressed.

(3) As an exception to subsection (2) (b), the guidelines referred to in that subsection may be specified by zoning bylaw but, in this case, the designation is not effective until the zoning bylaw has been adopted.

(4) If an official community plan designates areas under subsection (1), the plan or a zoning bylaw may, with respect to those areas, specify conditions under which a development permit under section 920 (1) would not be required.

### **Development permits**

**920** (1) If an official community plan designates areas under section 919.1 (1), the following prohibitions apply unless an exemption under section 919.1 (4) applies or the owner first obtains a development permit under this section:

- (a) land within the area must not be subdivided;
- (b) construction of, addition to or alteration of a building or structure must not be started;

(c) [Repealed 1999-38-53.]

(d) land within an area designated under section 919.1 (1) (a) or (b) must not be altered;

(e) land within an area designated under section 919.1 (1) (d), or a building or structure on that land, must not be altered.

(2) Subject to subsections (3) to (6), a local government may, by resolution, issue a development permit that

(a) varies or supplements a bylaw under Division 7 or 11 of this Part,

(b) includes requirements and conditions or set standards under subsections (7) to (10), and

(c) imposes conditions respecting the sequence and timing of construction.

(3) The authority under subsection (2) must be exercised only in accordance with the applicable guidelines specified under section 919.1 in an official community plan or zoning bylaw.

(4) A development permit must not vary the use or density of the land from that permitted in the bylaw except as authorized by subsection (5).

(5) If the land was designated under section 919.1 (1) (b), the conditions and requirements referred to in subsection (7.1) of this section may vary that use or density, but only as they relate to health, safety or protection of property from damage.

(6) A development permit must not vary a flood plain specification under section 910 (2).

(7) For land designated under section 919.1 (1) (a), a development permit may do one or more of the following:

(a) specify areas of land that must remain free of development, except in accordance with any conditions contained in the permit;

(b) require specified natural features or areas to be preserved, protected, restored or enhanced in accordance with the permit;

(c) require natural water courses to be dedicated;

(d) require works to be constructed to preserve, protect, restore or enhance natural water courses or other specified natural features of the environment;

(e) require protection measures, including that vegetation or trees be planted or retained in order to

(i) preserve, protect, restore or enhance fish habitat or riparian areas,

(ii) control drainage, or

(iii) control erosion or protect banks.

(7.1) For land designated under section 919.1 (1) (b), a development permit may do one or more of the following:

(a) specify areas of land that may be subject to flooding, mud flows, torrents of debris, erosion, land slip, rock falls, subsidence, tsunami, avalanche or wildfire, or to another hazard if this other hazard is specified under section 919.1 (1) (b), as areas that must remain free of development, except in accordance with any conditions contained in the permit;

(b) require, in an area that the permit designates as containing unstable soil or water which is subject to degradation, that no septic tank, drainage and deposit fields or irrigation or water systems be constructed;

(c) in relation to wildfire hazard, include requirements respecting the character of the development, including landscaping, and the siting, form, exterior design and finish of buildings and structures;

(d) in relation to wildfire hazard, establish restrictions on the type and placement of trees and other vegetation in proximity to the development.

(8) If land has been designated under section 919.1 (1)(d), (e) or (f), a development permit may include requirements respecting the character of the development, including landscaping, and the siting, form, exterior design and finish of buildings and structures.

(9) If land has been designated under section 919.1 (1) (f), a development permit may include requirements respecting the character of the development, as referred to in subsection (8) of this section, but only in relation to the general character of the development and not to particulars of the landscaping or of the exterior design and finish of buildings and structures.

(10) A development permit for land that has been designated under section 919.1 (1) (c) may include requirements for screening, landscaping, fencing and siting of buildings or structures, in order to provide for the buffering or separation of development from farming on adjoining or reasonably adjacent land.

(11) Before issuing a development permit under this section, a local government may require the applicant to provide, at the applicant's expense, a report, certified by a professional engineer with experience relevant to the applicable matter, to assist the local government in determining what conditions or requirements under subsection (7.1) it will impose in the permit.

(12) If a local government delegates the power to issue a development 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.

#### **Designation of development approval information areas or circumstances**

**920.01** (1) For the purposes of section 920.1, an official community plan may do one or more of the following:

(a) specify circumstances in which development approval information may be required under that section;

(b) designate areas for which development approval information may be required under that section;

(c) designate areas for which, in specified circumstances, development approval information may be required under that section.

(2) An official community plan that specifies circumstances or designates areas under subsection (1) must describe the special conditions or objectives that justify the specification or designation.

#### **Development approval information**

**920.1** (1) For the purposes of this section, "**development approval information**" means information on the anticipated impact of the proposed activity or development on the community including, without limiting this, information regarding impact on such matters as

(a) transportation patterns including traffic flow,

- (b) local infrastructure,
- (c) public facilities including schools and parks,
- (d) community services, and
- (e) the natural environment of the area affected.

(2) If an official community plan includes a provision under section 920.01 (1), the local government must, by bylaw, establish procedures and policies on the process for requiring development approval information under this section and the substance of the information that may be required.

(3) If a bylaw under subsection (2) is adopted, the local government or an officer or employee authorized under subsection (4) may require an applicant for

- (a) an amendment to a zoning bylaw under section 903,
- (b) a development permit under section 920, or
- (c) a temporary commercial or industrial use permit under section 921

to provide to the local government, at the applicant's expense, development approval information in accordance with the procedures and policies established under subsection (2) of this section.

(4) A bylaw under subsection (2) may authorize an officer or employee to require development approval information under this section.

(5) An applicant subject to a decision of an officer or employee under subsection (4) is entitled to have the local government reconsider the matter without charge.

(6) A bylaw under subsection (2) that authorizes an officer or employee to require development approval information under this section must establish procedures regarding applying for and dealing with a reconsideration under subsection (5).

(7) Development approval information is not required under this section if the proposed activity or development is a reviewable project under section 3 or 4 of the *Environmental Assessment Act*.

#### **Designation of temporary commercial and industrial use permit areas**

**920.2** For the purposes of section 921,

- (a) an official community plan, or
- (b) a zoning bylaw

may designate areas where temporary commercial and industrial uses may be allowed and may specify general conditions regarding the issue of temporary commercial and industrial use permits in those areas.

#### **Temporary commercial and industrial permits**

**921** (1) On application by an owner of land, a local government may issue a temporary commercial or industrial use permit

- (a) by resolution, in relation to land within an area designated under section 920.2, or

(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) [Repealed 2000-7-167.]

(3) Despite a zoning bylaw, a temporary commercial or industrial use permit may do one or more of the following:

(a) allow any commercial or industrial use, including

(i) in the case of a commercial use, the provision of temporary tourist accommodation, and

(ii) in the case of an industrial use, the processing of natural materials,

as specified in the permit;

(b) permit the construction or use of buildings or structures to accommodate persons who work at the commercial or industrial enterprise in respect of which the permit is issued;

(c) specify conditions under which the temporary commercial or industrial use may be carried on.

(4) If a local government proposes to pass a resolution allowing a temporary commercial or industrial use permit to be issued, it must give notice in accordance with subsections (5) and (6).

(5) The notice must

(a) state

(i) in general terms, the purpose of the proposed permit,

(ii) the land or lands that are the subject of the proposed permit,

(iii) the place where and the times and dates when copies of the proposed permit may be inspected, and

(iv) the date, time and place when the resolution will be considered, and

(b) be published in a newspaper at least 3 and not more than 14 days before the adoption of the resolution to issue the permit.

(6) Section 892 (4) to (7) applies to the notice.

(7) Sections 890, 891, 892, 894 and 913 apply to a bylaw under subsection (1) (b).

(8) As a condition of the issue of a permit, a local government may require the owner of the land to give an undertaking to

(a) demolish or remove a building or structure, and

(b) restore land described in the permit to a condition specified in the permit by a date specified in the permit.

(9) An undertaking under subsection (8) must be attached to and forms part of the permit.

(10) If the owner of the land fails to comply with all of the undertakings given under subsection (8), the local government may enter on the land and carry out the demolition, removal or restoration at the expense of the owner.



(11) The owner of land in respect of which a temporary commercial or industrial use permit has been issued has the right to put the land to the use described in the permit until

- (a) the date that the permit expires, or
- (b) 2 years after the permit was issued,

whichever occurs first.

(12) In addition to any security required under section 925 (1), a local government may require, as a condition of issuing the permit, that the owner of the land give to the local government security to guarantee the performance of the terms of the permit, and 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.

(13) A person to whom a temporary commercial or industrial use permit has been issued may apply to have the permit renewed, and subsections (8) to (12) apply.

(14) A permit issued under this section may be renewed only once.

(15) If a local government delegates the power to issue a temporary commercial or industrial 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.

#### **Development variance permits**

**922** (1) On application by an owner of land, a local government may, by resolution, issue a development variance permit that varies, in respect of the land covered in the permit, the provisions of a bylaw under any of the following:

- Division 7 [*Zoning and Other Development Regulation*];
- Division 8 [*Use of Land for Agricultural Operations*];
- Division 11 [*Subdivision and Development Requirements*];
- section 694 (1) (j) [*construction and layout of trailer courts, etc.*].

(2) As a limit on subsection (1), a development variance permit must not vary

- (a) the use or density of land from that specified in the bylaw, or
- (b) a flood plain specification under section 910 (2).

(3) In the event of conflict, the provisions of a development variance permit prevail over any provision of the bylaw.

(4) If a local government proposes to pass a resolution to issue a permit under this section, it must give notice in accordance with subsections (5) and (6).

(5) The notice under subsection (4) must state the following:

- (a) in general terms, the purpose of the permit;
- (b) the land or lands that are the subject of the permit;
- (c) the place where and the times and dates when copies of the permit may be inspected.

(6) The notice under subsection (4) must be mailed or otherwise delivered at least 10 days before adoption of the resolution to issue the permit

- (a) to the owners, as shown on the assessment roll as at the date of application for the permit, and
- (b) to any tenants in occupation, as at the date of the mailing or delivery of the notice,

of each parcel, any part of which is the subject of the permit or is within a distance specified by bylaw from that part of the land that is subject to the permit.

(7) The obligation to give notice under subsection (4) must be considered satisfied if the local government made a reasonable effort to mail or otherwise deliver the notice.

(8) As a limitation on section 176 (1) (e) [*corporate powers — delegation*], a local government may not delegate the issuance of a development variance permit.

#### **Tree cutting permits**

**923** (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 at the applicant's expense, a report certified by a qualified person, agreed upon by both parties, that the proposed cutting of trees will not create a danger from flooding or erosion.

#### **Approval required for development near controlled access highway**

**924** (1) If a zoning bylaw is subject to section 54 (2) of the *Highway Act*, this section applies in relation to permits under this Division in respect of property within the area covered by the bylaw.

(2) Unless exempted under subsection (4), a permit for the construction of commercial or industrial buildings exceeding 4 500 square metres in gross floor areas must not be issued unless a site plan of the buildings, including traffic circulation and parking areas and facilities, has been approved by the minister responsible for the *Highway Act*.

(3) In considering whether to approve a site plan under subsection (2), the minister referred to in subsection (2) must consider only the effect of the proposed development on the controlled access highway.

(4) The minister referred to in subsection (2) may make regulations

- (a) defining areas for which and describing circumstances in which approval under subsection (2) of this section or under section 930 (4) is not required, and

(b) providing that an exception under paragraph (a) is subject to the terms and conditions specified by that minister.

(5) Regulations under subsection (4) may be different for different regional districts, different municipalities, different areas and different circumstances.

#### **Requirement for security**

**925** (1) As a condition of the issue of a permit under this Division but for the purposes only of subsections (2) and (2.1), a local government may 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 (2.1) applies if a local government considers that

- (a) a condition in a permit respecting landscaping has not been satisfied,
- (b) an unsafe condition has resulted as a consequence of contravention of a condition in a permit, or
- (c) damage to the natural environment has resulted as a consequence of a contravention of a condition in a permit.

(2.1) 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.

(3) 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.

(4) 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.

#### **Lapse of permit**

**926** (1) Subject to the terms of the permit, if the holder of a permit under this Division 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) If a permit lapses, subject to sections 921 (12) and 925 (2.1), the local government must return any security provided under 925 (1) to the person who provided it.

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

**927** (1) If a local government issues a permit under sections 920 to 922, it must file in the land title office a notice that the land described in the notice is subject to the permit, and, on filing, the registrar of land titles must make a note of the filing against the title to the land affected.

(2) 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 is liable vicariously, and

(b) the assurance fund or the Attorney General as a nominal defendant is not liable under Part 20 of the *Land Title Act*.

(3) If a permit is amended or cancelled, the local government must file a notice of the amendment or cancellation in the manner prescribed by 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) The Lieutenant Governor in Council may prescribe fees for the filing of notices under this section, and section 386 of the *Land Title Act* applies in respect of those fees.

#### **General matters**

**928** (1) A local government may issue more than one permit for an area of land.

(2) Land must be developed strictly in accordance with the permit or permits issued.

(3) A 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 permits issued under this Division.

#### **Withholding of permits and licences that conflict with bylaws in preparation**

**929** (1) A local government may direct that a building permit be withheld for a period of 30 days, beginning on the day the application for the permit was made, if it passes a resolution identifying what it considers to be a conflict between a development proposed in the application for a building permit and

(a) an official community plan, or

(b) a bylaw under sections 903 to 907 or 910

(c) [Repealed 2000-7-170.]

that is under preparation.

(2) Subsection (1) does not apply unless a local government has, by resolution at least 7 days before the application for a building permit, begun the preparation of a plan or bylaw that is in conflict with the application.

(3) During the 30 day period referred to in subsection (1), the local government must consider the application for the permit and may

(a) direct the permit be withheld for a further 60 days, or

(b) grant the permit, but impose conditions in it that would be in the public interest, having regard to the plan or bylaw that is under preparation.

(4) If the local government does not adopt a plan or bylaw referred to in subsection (1) within the 60 day period, the owners of the land for which a building permit was withheld under this section are entitled to compensation for damages arising from the withholding of the building permit, and Division 3 of Part 8 [*Expropriation and Compensation*] applies.

(5) A council that passes a resolution under subsection (1) may direct that a business licence in respect of the same land be withheld for a period not longer than 90 days, if the council considers that the use to which the land would be put and to which the business licence application relates would be contrary to the use that would be permitted by the bylaw that is under preparation.

(6) Any requirement to approve a permit or licence under this section is subject to section 946.2.

#### **Amendment and discharge of land use contracts**

**930** (1) In this section, "**amend**" means modify, vary or discharge.

(2) Subject to subsections (4) and (6), a land use contract that is registered in a land title office may be amended as follows:

(a) by bylaw, with the agreement of

(i) the local government, and

(ii) the owner of any parcel that is described in the bylaw as being covered by the amendment;

(b) by a development permit under section 920 or a development variance permit under section 922, if the amendment does not affect the permitted use or density of use of any parcel against which the contract is registered;

(c) in the manner specified in the land use contract.

(3) A land use contract must not be discharged in the manner provided for in subsection (2) (b).

(4) Unless exempted by regulation under section 924 (4) [controlled access highways], if a parcel affected by an amendment under subsection (2) is subject to section 54 (2) of the *Highway Act*,

(a) a bylaw under subsection (2) (a) must not be adopted, and

(b) a development variance permit or a development permit under subsection (2) (b) must not be issued,

until it has been approved by the Minister of Transportation and Highways.

(5) If a local government proposes to amend a land use contract under subsection (2) (a) respecting any matter in it relating to density or use of an area covered by the contract, sections 890 to 894 apply.

(6) Unless exempted under subsection (7) or (8), a bylaw of a regional district amending a land use contract must not be adopted until it has been approved by the minister.

(7) Subsection (6) does not apply if the land affected by the amendment is in an area that is subject to an official community plan or an official settlement plan under section 809 (3) of the *Municipal Act*, R.S.B.C. 1979, c. 290, before that section was repealed by section 4 of the *Municipal Amendment Act, 1985*.

(8) The minister may make regulations



(a) defining areas for which and describing circumstances in which approval under subsection (6) is not required, and

(b) providing that an exception under paragraph (a) is subject to terms and conditions specified by the minister.

(8.1) Regulations under subsection (8) may be different for different regional districts, different areas and different circumstances.

(9) If a land use contract is amended by bylaw or by a development variance permit or a development permit, the local government must register the amendment in the land title office in accordance with the *Land Title Act*.

(10) On registration under subsection (9), the registrar of land titles may require

(a) that a certified copy of the bylaw under this section be registered together with the amendment to the land use contract, and

(b) that a certified copy of the development variance permit or development permit be registered together with the land use contract as amended by it.

(11) The registrar of land titles is not required to inquire whether the land use contract amendment has been made in accordance with this Part or whether it is a valid amendment before permitting registration of an amendment under subsection (9).

#### **Fees related to applications and inspections**

**931** (1) A local government may, by bylaw, impose one or more of the following types of fees:

(a) application fees for an application to initiate changes to the provisions of a plan or bylaw under Division 2, 7 or 11 of this Part or under Part 27;

(b) application fees for the issue of a local government permit under Division 9 of this Part or a permit under section 972;

(c) application fees for an amendment to a land use contract or to a heritage revitalization agreement under section 966;

(d) application fees for an application to a board of variance;

(e) fees to cover the costs of administering and inspecting works and services under this Part that are costs additional to those related to fees under paragraphs (a) to (d);

(f) subdivision application fees, which may vary with the number, size and type of parcels involved in a proposed subdivision.

(2) A fee imposed under subsection (1) must not exceed the estimated average costs of processing, inspection, advertising and administration that are usually related to the type of application or other matter to which the fee relates.

(3) The minister may make regulations

(a) that the minister considers necessary or advisable respecting the imposition of fees under subsection (1), and

(b) prescribing fees for applications referred to in subsection (1) (f).

(4) A regulation under subsection (3) prevails over a bylaw under subsection (1) to the extent of any conflict.

(5) No other fee, charge or tax may be imposed in addition to a fee under subsection (1) as a condition of the matter referred to in that subsection to which the fee relates.

(6) A local government, the City of Vancouver or an approving officer must not

(a) impose a fee, charge or tax, or

(b) require a work or service to be provided

unless authorized by this Act, by another Act or by a bylaw made under the authority of this Act or another Act.

## **Division 10 — Development Costs Recovery**

### **Definitions**

**932** In this Division:

**"development"** means those items referred to in section 933 (1) (a) and (b) for which a development cost charge may be imposed;

**"local government"** includes a greater board other than the Board of the Greater Vancouver Sewerage and Drainage District.

### **Development cost charges generally**

**933** (1) A local government may, by bylaw, for the purpose described in subsection (2), impose development cost charges on every person who obtains

(a) approval of a subdivision, or

(b) a building permit authorizing the construction, alteration or extension of a building or structure.

(2) Development cost charges may be imposed under subsection (1) for the purpose of providing funds to assist the local government to pay the capital costs of

(a) providing, constructing, altering or expanding sewage, water, drainage and highway facilities, other than off-street parking facilities, and

(b) providing and improving park land

to service, directly or indirectly, the development for which the charge is being imposed.

(3) A development cost charge is not payable if

(a) the development does not impose new capital cost burdens on the municipality, regional district or greater board, or

(b) a development cost charge has previously been paid for the same development unless, as a result of further development, new capital cost burdens will be imposed on the municipality, regional district or greater board.

(4) A charge is not payable under a bylaw made under subsection (1) if any of the following applies in relation to a development authorized by a building permit:

(a) the permit authorizes the construction, alteration or extension of a building or part of a building that is, or will be, after the construction, alteration or extension, exempt from taxation under section 339 (1) (g);

(b) the permit authorizes the construction, alteration or extension of a building that will, after the construction, alteration or extension,

(i) contain fewer than 4 self-contained dwelling units, and

(ii) be put to no other use other than the residential use in those dwelling units;

(c) the value of the work authorized by the permit does not exceed \$50 000 or any other amount the minister may, by regulation, prescribe.

(5) A development cost charge that is payable under a bylaw under this section must be paid at the time of the approval of the subdivision or the issue of the building permit.

(6) As an exception to subsection (5), the minister may, in respect of all or different classes of developments, by regulation, authorize the payment of development cost charges in instalments and prescribe conditions under which the instalments may be paid.

(7) Despite a bylaw under subsection (1), if

(a) a local government has imposed a fee or charge or made a requirement under

(i) section 363 [*imposition of fees and charges — municipal*],

(ii) Division 11 of this Part, or

(iii) section 729 of the *Municipal Act*, R.S.B.C. 1979, c. 290, before the repeal of that section became effective,

for park land or for specific services outside the boundaries of land being subdivided or developed, and

(b) the park land or services referred to in paragraph (a) are included in the calculations used to determine the amount of a development cost charge,

the amount of the fee or charge imposed or the value of the requirement made, as referred to in paragraph (a), must be deducted from those classes of development cost charges that are applicable to the park land or the types of services for which the fee or charge was imposed or the requirement was made.

(8) Despite a bylaw under subsection (1),

(a) if an owner has, with the approval of the local government, provided or paid the cost of providing a specific service, outside the boundaries of land being subdivided or developed, that is included in the calculations used to determine the amount of a development cost charge, the cost of the service must be deducted from the class of development cost charge that is applicable to the service, and

(b) if a work required to be provided under an agreement under section 937.1 (2) is included in the calculations used to determine the amount of a development cost charge, the following amounts are to be deducted from the development cost charge that would otherwise be payable for that class of work:

(i) for a development cost charge payable by a developer for a work provided by the developer under the agreement, the amount calculated as

(A) the cost of the work

less

(B) the amount to be paid by the municipality to the developer under section 937.1 (3) (b), other than an amount that is an interest portion under section 937.1 (6) (c);

(ii) for a development cost charge payable by a person other than the developer referred to in subparagraph (i), the amount calculated as

(A) the amount charged under section 937.1 (2) (b) to the owner of the property

less

(B) any interest portion of that charge under section 937.1 (6) (c).

(9) If a board or greater board has the responsibility of providing a service or park land referred to in subsection (2) in a participating municipality, the board or greater board may, by bylaw under subsection (1), impose a development cost charge that is applicable within that municipality.

(10) The municipality must collect and remit a development cost charge imposed under subsection (9) to the regional district or greater board in the manner provided for in the bylaw.

(11) As a limitation on section 176 (1) (c) [*corporate powers — assistance*] and section 183 [*assistance under partnering agreements*], a local government must not provide assistance by waiving or reducing a charge under this section.

(12) As an exception to subsection (11), a local government may provide assistance by waiving or reducing a charge under this section for not-for-profit rental housing.

#### **Amount of development cost charges**

**934** (1) A bylaw that imposes a development cost charge must specify the amount of the charge in a schedule or schedules of development cost charges.

(2) Development cost charges may vary as provided in subsection (3), but must be similar for all developments that impose similar capital cost burdens on the local government.

(3) Development cost charges may vary with respect to one or more of the following:

(a) different zones or different defined or specified areas;

(b) different uses;

(c) different capital costs as they relate to different classes of development;

(d) different sizes or different numbers of lots or units in a development.

(4) In setting development cost charges in a bylaw under section 933 (1), a local government must take the following into consideration:

(a) future land use patterns and development;

- (b) the phasing of works and services;
  - (c) the provision of park land described in an official community plan;
  - (d) whether the charges
    - (i) are excessive in relation to the capital cost of prevailing standards of service,
    - (ii) will deter development, or
    - (iii) will discourage the construction of reasonably priced housing or the provision of reasonably priced serviced land
- in the municipality or regional district.
- (5) A local government must make available to the public, on request, the considerations, information and calculations used to determine the schedule referred to in subsection (1), but any information respecting the contemplated acquisition costs of specific properties need not be provided.

#### **Use of development cost charges**

**935** (1) A development cost charge paid to a local government must be deposited by the local government in a separate special development cost charge reserve fund established for each purpose for which the local government imposes the development cost charge.

(2) Sections 336 [*investment of municipal funds*] and 501 [*transfer between funds*] apply to a fund established under subsection (1) of this section, subject to the restriction that a bylaw under section 501 authorizing the transfer of an amount from the fund must receive the approval of the minister.

(3) Money in development cost charge reserve funds, together with interest on it, may be used only for the following:

- (a) to pay the capital costs of providing, constructing, altering or expanding sewage, water, drainage and highway facilities, other than off-street parking, that relate directly or indirectly to the development in respect of which the charge was collected;

- (b) to pay the capital costs of

- (i) acquiring park land or reclaiming land as park land, or

- (ii) providing fencing, landscaping, drainage and irrigation, trails, rest-rooms, changing rooms and playground and playing field equipment on park land,

subject to the restriction that the capital costs must relate directly or indirectly to the development in respect of which the charge was collected;

- (c) to pay principal and interest on a debt incurred by a local government as a result of an expenditure under paragraph (a) or (b).

(4) For the purposes of subsection (3), "**capital costs**" includes planning, engineering and legal costs directly related to the work for which a capital cost may be incurred under this section.

(5) Authority to make payments under subsection (3) must be authorized by bylaw.

#### **Acquisition and development of park land**



**936** (1) If a development cost charge bylaw provides for a charge to acquire or reclaim park land, all or part of the charge may be paid by providing land in accordance with subsection (2).

(2) Land to be provided for the purposes of subsection (1) must

(a) have a location and character acceptable to the local government, and

(b) on the day the charge is payable, have a market value that is at least equal to the amount of the charge.

(3) If the owner and the local government are not able to agree on the market value for the purposes of subsection (2) (b), the market value must be determined in accordance with the regulations under section 941 (7).

(4) If partial payment of a development cost charge for park land in the form of land is made, the remainder must be paid in accordance with a bylaw under section 933 (1).

(5) If land is to be provided under subsection (1), either

(a) a registerable transfer of the land must be provided to the local government, or

(b) a plan of subdivision on which the land is shown as park must be deposited in the land title office, in which case section 941 (13) and (14) applies.

(6) Despite section 935 (3), interest earned on money in the park land development cost charge reserve fund may be used by the local government to provide for fencing, landscaping, drainage and irrigation, trails, restrooms and changing rooms, playground and playing field equipment on park land owned by the local government or owned by the Crown and managed by the local government.

#### **Adoption procedures for development cost charge bylaw**

**937** (1) A bylaw that imposes a development cost charge must not be adopted until it has been approved by the inspector.

(2) The inspector may refuse to grant approval under subsection (1) if the inspector determines that

(a) the development cost charge is not related to capital costs attributable to projects included in the financial plan for the municipality or the capital expenditure program bylaw under section 819.1 for the regional district, as applicable, or

(b) the local government has not properly considered the matters referred to in section 934 (4).

(3) The inspector may revoke an approval under subsection (1) in respect of all or part of a bylaw that imposes a development cost charge.

(4) If the inspector revokes an approval, the part of the bylaw in respect of which the revocation applies has no effect until the local government amends the bylaw and obtains the inspector's approval of the amendment.

(5) The inspector may require a municipality, regional district or greater board to provide the inspector with a report on the status of development cost charge collections, expenditures and proposed expenditures for a time period the inspector specifies.

(6) After reviewing the report, the inspector may order the transfer of funds from a development cost charge reserve fund under section 935 (1) to a capital works reserve fund established under section 496 (1) (a).

## Development works agreements with private developers

**937.1** (1) In this section:

**"development works agreement"** means an agreement under subsection (2);

**"works"** means

- (a) providing, constructing, altering or expanding sewage, water, drainage and highway facilities, other than off-street parking facilities, and
- (b) improving park land.

(2) As a limitation on section 176 (1) (a) and (b) [*corporate powers — agreements*] and subject to this section, a council may, by bylaw,

- (a) enter into an agreement with a developer for the provision of works by the municipality or by the developer,
- (b) provide a formula for imposing all or part of the cost of the works on the owners of real property in the area subject to the agreement,
- (c) specify when the costs imposed under the formula become a debt payable by the owners to the municipality,
- (d) provide that, until the debt is paid, the council, an approving officer, a building inspector or other municipal authority is not obliged to
  - (i) approve a subdivision plan, strata plan, building permit, development permit, development variance permit or zoning bylaw necessary for the development of real property of a debtor in the area subject to the agreement, or
  - (ii) do any other thing necessary for the development of real property of a debtor in the area subject to the agreement, and
- (e) provide for borrowing the amount required for the municipality to provide a work under the agreement.

(3) Without limiting the matters that may be dealt with in a development works agreement, the agreement

- (a) must specify
  - (i) the area that is the subject of the agreement,
  - (ii) the works that are to be provided under the agreement,
  - (iii) for each work, which party is to provide it, and
  - (iv) for each work, when it is to be provided,
- (b) if the developer is to provide works under the agreement, must provide for the payment to the developer of charges collected under this section by the municipality from owners within the area subject to the agreement, and
- (c) may require the developer to provide security acceptable to the council to ensure compliance with the agreement.

(4) A bylaw under subsection (2) must not be adopted unless at least one of the following requirements has been met:

- (a) the bylaw has received the assent of the electors in the area that is subject to the development works agreement;
- (b) no sufficient petition against the development works agreement has been presented to council after it has given notice of intention to adopt the bylaw;
- (c) a sufficient petition for the development works agreement has been presented to the council.

(5) Sections 629 to 632 apply for the purposes of subsection (4) (b) and (c), except that information required in the notice of intention or on each page of the petition for the agreement is the following:

- (a) an identification of the proposed development works agreement, including the information referred to in subsection (3) (a);
- (b) a statement of the proposed formula as referred to in subsection (2) (b);
- (c) an identification of when the costs imposed under the formula are proposed to become a debt payable to the municipality as referred to in subsection (2) (c);
- (d) an identification of any proposed authority referred to in subsection (2) (d);
- (e) a statement of any proposed borrowing referred to in subsection (2) (e).

(6) A formula under subsection (2) (b)

- (a) may be based on the actual cost or on the estimate of the cost as established by the development works agreement,
- (b) must provide for the distribution of all or part of the cost among the owners of real property in the area subject to the agreement, and
- (c) may provide for increasing the charge payable by owners by an annual interest rate specified in the bylaw.

(7) The time limit specified under subsection (2) (c) must not be later than the time at which a building permit is issued for the property.

(8) At the time specified under subsection (2) (c), the charge imposed under the formula on an owner constitutes a debt of the owner to the municipality.

(9) The failure of the municipality to collect the debt at the time of an approval or the doing of any other thing referred to in subsection (2) (d) does not affect the collectibility of the debt.

(10) A bylaw that provides for borrowing under subsection (2) (e) is deemed to be a loan authorization bylaw, except that a counter petition opportunity as referred to in section 335.1 [*counter petition opportunity required for borrowings*] is not required.

## **Division 10.1 — School Site Acquisition Charges**

### **Definitions**

**937.2** In this Division:

**"approved capital plan"** means the current capital plan of a school board as approved under section 142 of the *School Act*;

**"eligible development"** means

- (a) a subdivision of land in a school district, or
- (b) any new construction, alteration or extension of a building in a school district that increases the number of self-contained dwelling units on a parcel;

**"eligible development unit"** means a self-contained dwelling unit

- (a) authorized by a zoning bylaw or any other enactment, for a parcel created by a subdivision of land in a school district, or
- (b) created by any new construction, alteration or extension of a building in a school district that increases the number of self-contained dwelling units on a parcel;

**"eligible school district"** means a school district for which the school board has indicated an eligible school site requirement in its approved capital plan;

**"eligible school site requirement"** means a requirement for a school site that is set out in

- (a) the final resolution of a school board under section 937.4 (5) (a), and
- (b) the approved capital plan of the school board;

**"school board"** means a board as defined in section 1 of the *School Act*;

**"school site acquisition charge"** means the charge set under section 937.5.

#### **School site acquisition charge payable**

**937.3** (1) Every person who obtains subdivision approval or a building permit in respect of an eligible development in an eligible school district must pay to the local government, for each eligible development unit that is authorized or will be created, the school site acquisition charge applicable to that category of eligible development.

(2) A school site acquisition charge is imposed under subsection (1) for the purpose of providing funds to assist school boards to pay the capital costs of meeting eligible school site requirements.

(3) A school site acquisition charge is not payable under subsection (1) if any of the following applies:

- (a) the eligible development is within a category that is exempt from school site acquisition charges under the regulations;
- (b) a school site acquisition charge has previously been paid for the same eligible development unless, as a result of a further subdivision or issuance of a building permit, more eligible development units are authorized or will be created on the parcel;
- (c) the eligible development is authorized by a building permit and will, after the construction, alteration or extension, contain fewer than 4 self-contained dwelling units.

(4) A school site acquisition charge payable under this section must be paid at the applicable time as follows:

- (a) if a development cost charge is payable under Division 10 in respect of the eligible development, at the same time as the development cost charge is paid;
  - (b) if no development cost charge is payable under Division 10, at the time of approval of the subdivision if subdivision is required in respect of the eligible development;
  - (c) if neither paragraph (a) nor (b) applies, at the time that a building permit is issued in respect of the eligible development.
- (5) As an exception to subsection (4), the minister may, in respect of all or different categories of eligible development, by regulation
- (a) authorize the payment of school site acquisition charges in instalments, and
  - (b) prescribe conditions under which the instalments may be paid.

#### **Eligible school site requirements**

**937.4** (1) In this section, "**local government**" includes a local trust committee established under the *Islands Trust Act*.

(2) Before submitting a capital plan for approval under section 142 of the *School Act*, a school board must consult with each local government in the school district, and the school board and local government must make all reasonable efforts to reach agreement on the following:

- (a) a projection of the number of eligible development units to be authorized or created in the school district in the time frame specified by the minister under section 142 of the *School Act* for school site acquisition planning;
- (b) a projection of the number of children of school age, as defined in the *School Act*, that will be added to the school district as the result of the eligible development units projected under paragraph (a);
- (c) the approximate size and the number of school sites required to accommodate the number of children projected under paragraph (b);
- (d) the approximate location and value of school sites referred to in paragraph (c).

(3) Following the consultation under subsection (2) with each local government in the school district, the school board must make a written proposal that sets out its projections on each matter referred to in subsection (2) (a) to (d) for the school district.

(4) The school board must

- (a) consider the proposal referred to in subsection (3) at a public meeting of the school board, and
- (b) provide written notice of the date, time and place of the meeting to each local government in the school district.

(5) After considering the proposal referred to in subsection (3) at one or more meetings under subsection (4), the school board must

- (a) pass a resolution setting out its decisions respecting the matters referred to in subsection (3), and
- (b) forward a copy of the resolution to each local government in the school district and request that the local government consider the proposed eligible school site requirements.



- (6) A local government that has received a request under subsection (5) (b) must consider the school board's resolution at a regular council meeting and, within 60 days of receiving the request,
- (a) pass a resolution accepting the school board's resolution of proposed eligible school site requirements for the school district, or
  - (b) respond in writing to the school board indicating that it does not accept the school board's proposed school site requirements for the school district and indicating
    - (i) each proposed eligible school site requirement to which it objects, and
    - (ii) the reasons for the objection.
- (7) If a local government fails to respond within the time required by subsection (6), it is deemed to have agreed to the proposed eligible school site requirements for the school district set out in the school board's resolution.
- (8) If the local government provides notice under subsection (6) that it does not accept the proposed eligible school site requirements for the school district, the minister responsible for the *School Act* must appoint a facilitator, whose responsibilities are to
- (a) advise all local governments in the school district of his or her appointment, and
  - (b) assist the school board and the local governments to reach an agreement on proposed eligible school site requirements.
- (9) If the school board and the local governments reach an agreement under subsection (8), the school board must
- (a) amend the resolution under subsection (5) or pass a new resolution under that subsection to reflect the agreement, and
  - (b) forward a copy of the new or amended resolution to each local government in the school district.
- (10) If no agreement is reached under subsection (8), the facilitator must
- (a) make a report to the minister and the minister responsible for the *School Act* setting out the disagreement between the parties and must make recommendations as to the resolution of the disagreement, and
  - (b) provide a copy of the report to the school board and each local government in the school district.
- (11) The school board must attach a copy of the facilitator's report to its capital plan submitted under section 142 of the *School Act*.

#### **Setting school site acquisition charges**

**937.5** (1) Subject to the regulations, within 60 days of receiving approval of its capital plan under section 142 of the *School Act*, the school board of an eligible school district must, by bylaw, set the school site acquisition charges applicable to the prescribed categories of eligible development for the school district in accordance with the following formula:

$$SSAC = [(A \times B) \div C] \times D$$

where

SSAC = the school site acquisition charge applicable to each prescribed category of eligible development;

A = the value of land required to meet the school board's eligible school site requirements;

B = 35%, or, if another percentage is set by regulation, that other percentage;

C = the number of eligible development units set out in the final resolution of the school board under section 937.4;

D = a factor set by regulation for the prescribed categories of eligible development.

(2) The amount of a school site acquisition charge set under subsection (1) may not exceed the maximum charge prescribed by regulation for each prescribed category of eligible development.

(3) Subject to subsection (4), a school site acquisition charge does not come into effect until 60 days after the day on which the bylaw setting the charge is adopted by the school board.

(4) If, after an application for a subdivision of land or for the issuance of a building permit in respect of an eligible development has been submitted to an approving officer or a local government, as the case may be, and the applicable fee has been paid,

(a) a school site acquisition charge comes into effect with respect to that eligible development, or

(b) the school site acquisition charge applicable to that eligible development is increased,

the charge or increase does not apply to that eligible development for a period of 12 months after the school site acquisition charge bylaw comes into effect.

#### **Provision of land for school sites**

**937.6** A person who is required to pay a school site acquisition charge under section 937.3 may, in place of the charge, or in partial payment of the charge, provide land to the local government or to the school board but only if all of the following agree to the provision of that land:

(a) the local government;

(b) the school board having responsibility for the school district in which the land is located;

(c) the person otherwise required to pay the school site acquisition charge.

#### **No subdivision or building permit unless charge paid**

**937.7** If a school site acquisition charge is payable under section 937.3 in respect of a subdivision approval or the issuance of a building permit, final subdivision approval must not be given and a building permit must not be issued unless one or more of the following has occurred:

(a) the applicable school site acquisition charge has been paid to the local government;

(b) if land is to be provided in the place of a school site acquisition charge under section 937.6,

(i) a registrable transfer of land has been provided to the local government or the school board, as the case may be, or

(ii) in the case of an application for approval of a subdivision, the approving officer has endorsed on the subdivision plan a statement that final approval to the subdivision is given on the condition

that the registrable transfer of land will accompany the application to deposit the subdivision plan in the land title office;

(c) the person otherwise required to pay the charge has provided to the local government, in a form satisfactory to the local government, security for payment of the school site acquisition charge or security for the provision of the land referred to in paragraph (b).

#### **Credit for previous contributions**

**937.8** (1) If a person who is required to pay a school site acquisition charge under section 937.3 has already

(a) provided land for a school site in the school district, or

(b) paid all or part of the cost of a school site in the school district,

the local government may, with the agreement of the school board, deduct the value of that land or the amount paid or a portion of either from the school site acquisition charge that is payable in respect of an eligible development.

(2) A deduction may not be made under subsection (1)

(a) for land or money provided to the local government under an agreement entered into under section 942 as it read before this section comes into force, or

(b) for land or money provided to the local government or the school board under a bylaw made under section 937.5.

#### **Transfer to school board**

**937.9** (1) The local government to which a school site acquisition charge has been paid must, promptly after receiving payment, provide the money to the school board of the school district in which the eligible development is located.

(2) If land is provided to a local government under section 937.6, the local government to which the land is provided must, promptly after receiving title to the land, transfer title to the land to the school board having responsibility for the school district in which the eligible development is located.

(3) Despite subsection (1) or (2), a local government may charge a school board administration fees and disbursements authorized by the regulations.

#### **Regulations for this Division**

**937.91** The Lieutenant Governor in Council may make regulations as follows:

(a) prescribing categories of eligible development that are exempt from school site acquisition charges under section 937.3 (1);

(b) requiring a local government or school board to supply information for the purpose of section 937.4;

(c) prescribing categories of eligible development for the purposes of this Division;

(d) prescribing a percentage for the value "B" in the formula set out in section 937.5 (1);

(e) prescribing factors for each prescribed category of eligible development for the value "D" in the formula set out in section 937.5 (1);

- (f) establishing maximum school site acquisition charges payable with respect to the different categories of eligible development;
- (g) respecting the setting of school site acquisition charges under section 937.5 and, without limitation, enabling or requiring a school district to calculate different school site acquisition charges for one or more local governments in the school district;
- (h) governing the procedure a local government or a school board must follow for the purpose of the calculation referred to in paragraph (g);
- (i) respecting administration fees and disbursements that may be charged under section 937.9 (3).

## **Division 11 — Subdivision and Development Requirements**

### **Subdivision servicing requirements**

**938** (1) A local government may, by bylaw, regulate and require the provision of works and services in respect of the subdivision of land, and for that purpose may, by bylaw, do one or more of the following:

- (a) regulate and prescribe minimum standards for the dimensions, locations, alignment and gradient of highways in connection with subdivisions of land;
- (b) require that, within a subdivision, highways, sidewalks, boulevards, boulevard crossings, transit bays, street lighting or underground wiring be provided, and be located and constructed in accordance with the standards established by the bylaw;
- (c) require that, within a subdivision, a water distribution system, a fire hydrant system, a sewage collection system, a sewage disposal system, a drainage collection system or a drainage disposal system be provided, located and constructed in accordance with the standards established in the bylaw.

(2) A bylaw under subsection (1) may be different in relation to one or more of the following:

- (a) different circumstances;
- (b) different areas;
- (c) different land uses;
- (d) different zones;
- (e) different classes of highways.

(3) A local government must not impose a requirement under subsection (1) (b) or (c) in respect of a subdivision under the *Strata Property Act*.

(3.1) Before it is adopted, a bylaw under subsection (1) (a) or (b) that establishes standards or requirements in relation to highways in an area outside a municipality

- (a) must be approved by the minister responsible for the *Highway Act*, if the regional district provides the services referred to in section 800 (2) (i) [*approving officer services*], and
- (b) may be approved by that minister for the purposes of section 13.1 (4) of that Act.

(4) If a local government, an improvement district or greater board operates a community water or sewer system, or a drainage collection or disposal system, the local government may, by bylaw, require that a

system referred to in subsection (1) (c) be connected to the local government, improvement district or greater board system, in accordance with standards established in the bylaw.

(5) If there is no community water system, the local government may, by bylaw, require that each parcel to be created by the subdivision have a source of potable water having a flow capacity at a rate established in the bylaw.

(6) As a condition of

- (a) the approval of a subdivision, or
- (b) the issue of a building permit,

a local government may require that the owner of the land provide works and services, in accordance with the standards established in a bylaw under this section, on that portion of a highway immediately adjacent to the site being subdivided or developed, up to the centre line of the highway.

(7) As a condition of the issue of a building permit, a local government may require that the owner of the land provide, on the site being developed, works and services in accordance with the standards established in a bylaw under this section.

(8) Requirements under subsections (6) and (7)

- (a) may only be made insofar as they are directly attributable to the subdivision or development, and
- (b) must not include specific services that are included in the calculations used to determine the amount of a development cost charge, unless the owner agrees to provide the services.

(9) If the owner agrees to provide the services referred to in subsection (8) (b), the calculation of the development cost charge is subject to section 933 (8).

#### **Excess or extended services and latecomer payments**

**939** (1) For the purposes of this section, "**excess or extended services**" means

- (a) a portion of a highway system that will provide access to land other than the land being subdivided or developed, and
- (b) a portion of a water, sewage or drainage system that will serve land other than the land being subdivided or developed.

(2) A local government may require that the owner of land that is to be subdivided or developed provide excess or extended services.

(3) If an owner, in accordance with a bylaw under section 938, provides a highway or water, sewage or drainage facilities that serve land other than the land being subdivided or developed, this section applies.

(4) If a local government makes a requirement under subsection (2), the cost of providing the excess or extended services must be paid for by

- (a) the municipality or regional district, or
- (b) if the local government considers its costs to provide all or part of these services to be excessive, by the owner of the land being subdivided or developed.



(5) If the owner is required under subsection (4) (b) to pay all or part of the costs of excess or extended services, the municipality or regional district must

- (a) determine the proportion of the cost of providing the highway or water, sewage or drainage facilities that it considers constitutes the excess or extended service,
- (b) determine which part of the excess or extended service that it considers will benefit each of the parcels of land that will be served by the excess or extended service, and
- (c) impose, as a condition of an owner connecting to or using the excess or extended service, a charge related to the benefit determined under paragraph (b).

(6) If the municipality or regional district pays all or part of the costs of excess or extended services, it may recover costs

- (a) by a charge under subsection (5) (c), or
- (b) by a tax, fee or charge imposed in accordance with section 646 [*services for specified area*] other than subsection (7) [*elector assent*] of that section, and sections 648 [*borrowing for specified areas*] and 651 [*application of other Parts to specified areas*] apply.

(7) If the owner pays all or part of the costs of excess or extended services, the municipality or regional district must pay the owner

- (a) all the charges collected under subsection (5) (c), if the owner pays all the costs, or
- (b) a corresponding proportion of all charges collected, if the owner pays a portion of the costs.

(8) A charge payable under subsection (5) (c) must include interest calculated annually at a rate established by bylaw, payable for the period beginning when the excess or extended services were completed, up to the date that the connection is made or the use begins.

(9) Charges payable for latecomer connections or use under subsection (5) (c) must be collected during the period beginning when the excess or extended services are completed, up to a date to be agreed on by the owner and the local government and, failing agreement, to a date determined under the *Commercial Arbitration Act*, but no charges are payable beyond 10 years from the date the service is completed.

#### **Completion of works and services**

**940** (1) All works and services required to be constructed and installed at the expense of the owner of the land being subdivided or developed must be constructed and installed to the standards established in the bylaw under section 938 before the approving officer approves of the subdivision or the building inspector issues the building permit.

(2) As an exception, the approval may be given or the permit issued if the owner of the land

- (a) deposits, with the municipality or regional district, security
  - (i) in the form and amount established in the bylaw, or
  - (ii) if no amount and form is established in the bylaw, in a form and amount satisfactory to the approving officer or building inspector having regard to the cost of installing and paying for all works and services required under the bylaw, and
- (b) enters into an agreement with the municipality or regional district to construct and install the required works and services by a specified date or forfeit to the municipality or regional district the

amount secured under paragraph (a).

(3) As an exception, security may not be provided under subsection (2) to a regional district in relation to the construction of a highway unless a designated highways official, as defined in the *Land Title Act*, approves the provision of security for that purpose.

**Provision of park land**

**941** (1) An owner of land being subdivided must, at the owner's option,

(a) provide, without compensation, park land of an amount and in a location acceptable to the local government, or

(b) pay to the municipality or regional district an amount that equals the market value of the land that may be required for park land purposes under this section determined under subsection (6).

(2) Despite subsection (1), if an official community plan contains policies and designations respecting the location and type of future parks, the local government may determine whether the owner must provide land under subsection (1) (a) or money under subsection (1) (b).

(3) Despite subsections (1) and (2), if a regional district does not provide a community parks service, the option under subsection (1) (b) does not apply and the owner must provide land in accordance with subsection (1) (a).

(4) The amount of land that may be required under subsection (1) (a) or used for establishing the amount that may be paid under subsection (1) (b) must not exceed 5% of the land being proposed for subdivision.

(5) Subsection (1) does not apply to

(a) a subdivision by which fewer than 3 additional lots would be created, except as provided in subsection (5.1),

(b) a subdivision by which the smallest lot being created is larger than 2 hectares, or

(c) a consolidation of existing parcels.

(5.1) Subsection (1) does apply to a subdivision by which fewer than 3 additional lots would be created if the parcel proposed to be subdivided was itself created by subdivision within the past 5 years.

(6) If an owner is to pay money under subsection (1) (b), the value of the land is whichever of the following is applicable:

(a) the average market value of all the land in the proposed subdivision calculated as that value would be on either

(i) the date of preliminary approval of the subdivision, or

(ii) if no preliminary approval is given, a date within 90 days before the final approval of the subdivision,

as though

(iii) the land is zoned to permit the proposed use, and

(iv) any works and services necessary to the subdivision have not been installed;

(b) if the local government and the owner agree on a value for the land, the value on which they have agreed.

(7) If an owner and a local government do not agree on the market value for the purpose of subsection (6), it must be determined in the manner prescribed in the regulations that the minister may make for the purpose.

(8) If an area of land has been used to calculate the amount of land or money provided or paid under this section, that area must not be taken into account for a subsequent entitlement under subsection (1) in respect of any future subdivision of the land.

(9) Subject to subsection (11), land or payment referred to in subsection (1) must be provided or paid to a municipality or regional district before final approval is given, or the owner and the local government may enter into an agreement that the land or payment be provided or paid by a date, specified in the agreement, after final approval has been given.

(10) Notice of an agreement under subsection (9) must be filed with the registrar of land titles in the same manner as a permit may be filed and section 927 applies.

(11) Despite subsection (9), the minister may, by regulation,

(a) authorize the payment that may be required by this section to be made by instalments, and

(b) prescribe the conditions under which instalments may be paid.

(12) If an owner pays money for park land under this section, the municipality or regional district must deposit this in a reserve fund under Part 13 established for the purpose of acquiring park lands.

(13) If land is provided for park land under this section, the land must be shown as park on the plan of subdivision.

(14) Section 107 of the *Land Title Act* applies to park land referred to in subsection (13), except that

(a) in the case of land within a municipality, title vests in the municipality, and

(b) in the case of land outside a municipality, title vests in the regional district if it provides a community parks service.

## **Section Repealed**

**942** [Repealed 1998-27-4.]

## **Bylaws adopted after application for subdivision submitted**

**943** If, after

(a) an application for a subdivision of land located outside a municipality has been submitted to a district highway manager in a form satisfactory to that official, or

(b) an application for a subdivision of land within a municipality has been submitted to an approving officer and the applicable subdivision fee has been paid,

a local government adopts a bylaw under this Part that would otherwise be applicable to that subdivision, the bylaw has no effect with respect to that subdivision for a period of 12 months after it was adopted unless the applicant agrees in writing that it should have effect.

### **Parcel frontage on highway**

**944** (1) If a parcel being created by a subdivision fronts on a highway, the minimum frontage on the highway must be the greater of

- (a) 10% of the perimeter of the lot that fronts on the highway, and
- (b) the minimum frontage that the local government may, by bylaw, provide.

(2) A local government may exempt a parcel from the statutory or bylaw minimum frontage provided for in subsection (1).

(3) As a limitation on section 176 (1) (e) [*corporate powers — delegation*], a local government may only delegate its powers under subsection (2) to an approving officer.

### **Highway provision and widening**

**945** (1) An approving officer may require that the owner of the land being subdivided provide, out of the land that is being subdivided and without compensation, land not greater than

- (a) 20 metres in depth, for a highway within the subdivision, or
- (b) the lesser of
  - (i) 10 metres in depth, and
  - (ii) the difference between the current width of a local highway and 20 metres,

for widening an existing local highway that borders or is within the subdivision.

(2) If the approving officer believes that, due to terrain and soil conditions, a roadway of a width of 8 metres cannot, within the 20 metre limit referred to in subsection (1), be adequately supported, protected or drained, the approving officer may determine that the owner provide, without compensation, land of a greater width than that referred to in subsection (1) (a) or (b) that, in the approving officer's opinion, would permit the local highway to be supported, protected or drained.

### **Subdivision to provide residence for a relative**

**946** (1) If the requirements of this section are met, an approving officer may approve the subdivision of a parcel of land that would otherwise be prevented from subdivision by a provision in

- (a) a bylaw under this Act other than a bylaw under subsection (4), or
- (b) a regulation under the *Local Services Act*

that establishes a minimum parcel size.

(2) An application for subdivision of a parcel under this section may only be made if all the following requirements are met:

- (a) the person making the application has owned the parcel for at least 5 years before making the application;
- (b) the application is made for the purpose of providing a separate residence for the owner or for the owner's mother, father, mother-in-law, father-in-law, daughter, son, daughter-in-law, son-in-law or grandchild;

(c) the subdivision would not be a subdivision that an approving officer is prevented from approving by subsection (3).

(3) Despite subsection (1), an approving officer must not approve a subdivision under this section in any of the following circumstances:

(a) if

(i) the parcel proposed to be subdivided is classified as farm land for assessment and taxation purposes, and

(ii) after creation of the parcel subdivided for the purpose of providing a residence as stated in subsection (2) (b), the remainder of the parcel proposed to be subdivided would be less than 2 hectares;

(b) if the parcel proposed to be subdivided

(i) is not within an agricultural land reserve established under the *Agricultural Land Reserve Act*, and

(ii) was created by subdivision under this section, including subdivision under section 996 of the *Municipal Act*, R.S.B.C. 1979, c. 290, as it read before it was repealed and replaced by section 13 of the *Municipal Amendment Act (No. 2), 1989*;

(c) if the parcel proposed to be subdivided

(i) is within an agricultural land reserve established under the *Agricultural Land Reserve Act*, and

(ii) was within the previous 5 years created by subdivision under this section, including subdivision under section 996 of the *Municipal Act*, R.S.B.C. 1979, c. 290, as it read before it was repealed and replaced by section 13 of the *Municipal Amendment Act (No. 2), 1989*.

(4) Subject to subsections (5) and (6), a local government may, by bylaw, establish the minimum size for a parcel that may be subdivided under this section, and different sizes may be specified for different areas specified in the bylaw.

(5) A bylaw under subsection (4) does not apply to land within an agricultural land reserve established under the *Agricultural Land Reserve Act*, with the exception of land to which section 21 (1) or (2) of that Act applies.

(6) Any parcel created by subdivision under this section must be at least 1 hectare unless a smaller area, in no case less than 2 500 m<sup>2</sup>, is approved by the medical health officer.

(7) For 5 years after subdivision under this section,

(a) the use of the parcel subdivided for the purpose of providing a residence as stated in subsection (2) (b) must be residential use only, and

(b) the use of the remainder of the original parcel must not be changed from the use of the original parcel,

unless the use is changed by bylaw.

(8) For a parcel of land that is not within an agricultural land reserve established under the *Agricultural Land Reserve Act*, or that is within such a reserve but is land to which section 21 (1) or (2) of that Act applies, approval of subdivision under this section may only be given on the condition that



(a) the owner of the original parcel covenants with the local government, in respect of each of the parcels being created by the subdivision, that the parcel

(i) will be used as required by subsection (7), and

(ii) will not be subdivided under this section, and

(b) the covenants referred to in paragraph (a) be registered under section 219 of the *Land Title Act* at the same time that application is made to deposit the subdivision plan.

(9) If a subdivision referred to in subsection (8) is approved, the approving officer must state on the note of approval required by section 88 of the *Land Title Act* that the approval is subject to conditions established by subsection (8).

## Division 12 — Contaminated Sites

### Assessment of site profiles

**946.1** (1) In this Division, "**municipality**" means a city, town or village incorporated by or under an Act, and includes a district municipality and a regional district.

(2) A municipality must

(a) assess site profiles referred to in section 26.1 (1) of the *Waste Management Act*, and

(b) in accordance with section 26.1 (5) of the *Waste Management Act*, provide site profiles to a manager.

### Waste Management Act requirements must be met

**946.2** (1) This section applies to an application for one or more of the following:

(a) zoning;

(b) development permits or development variance permits;

(c) removal of soil;

(d) demolition permits respecting structures that have been used for commercial or industrial purposes.

(2) A municipality must not approve an application referred to in subsection (1) with respect to a site where a site profile is required under section 26.1 of the *Waste Management Act* unless at least one of the following is satisfied:

(a) the municipality has received a site profile required under section 26.1 of the *Waste Management Act* with respect to the site and the municipality is not required to forward a copy of the site profile to the manager under section 26.1 (5)(b) of that Act;

(b) the municipality has received a site profile under section 26.1 of the *Waste Management Act* with respect to the site, has forwarded a copy of the site profile to the manager under section 26.1 (5)(b) of that Act and has received notice from the manager that a site investigation under section 26.2 of that Act will not be required by the manager;

(c) the municipality has received a final determination under section 26.4 of the *Waste Management Act* that the site is not a contaminated site;

(d) the municipality has received notice from a manager under the *Waste Management Act* that the municipality may approve an application under this section because, in the opinion of the manager, the site would not present a significant threat or risk if the application were approved;

(e) the municipality has received notice from a manager under the *Waste Management Act* that the manager has received and accepted a notice of independent remediation with respect to the site;

(f) the municipality has received notice from a manager under the *Waste Management Act* that the manager has entered into a voluntary remediation agreement with respect to the site;

(g) the municipality has received a valid and subsisting approval in principle, certificate of compliance or conditional certificate of compliance under section 27.6 of the *Waste Management Act* with respect to the site.

## Section Repealed

**946.3** [Repealed 1998-34-207.]

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