



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

### **AGENDA**

Council Chambers

Monday December 19, 2016 at 7:00 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 December 12, 2016 Regular Council Meeting

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

**8. Staff Reports:**

SR1 RFD- 2017 Associate Membership Insurance Sponsorship

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**9. Bylaws:**

B1 Amending Bylaws 876 and 877 Adoption

Page 11

**10. Correspondence**

C1 PRRD: School District No. 60 – Joint Meeting

Page 18

**11. Reports by Mayor & Council on Meetings and Liaison Responsibilities**

**12. Old Business:**

OB1 Community Recreation Engagement Committee

OB2

Hand out

**14. Public Inquiries:**

**15. Adjournment:**





**REGULAR COUNCIL MEETING**  
**December 12, 2016**  
**7:00 P.M.**  
**MUNICIPAL HALL COUNCIL CHAMBERS**

**Present: Council:** Mayor Gwen Johansson  
Councillor Dave Heiberg  
Councillor Kelly Miller  
Councillor Nicole Gilliss  
Councillor Travous Quibell  
Councillor Caroline Beam

**Absent:** Councillor Heather Middleton  
Youth Councillor Tess Herrington

**Staff:** CAO, Tom Matus  
Foreman of Public Works, Layton Bressers  
Director of Protective Services, Robert Norton  
Corporate Officer, Tammy McKeown

**Other:**

1. **CALL TO ORDER:**  
The meeting called to order at 7:20 p.m. with Mayor Gwen Johansson presiding.
2. **DELEGATIONS:**
3. **NOTICE OF NEW BUSINESS:**  
**Mayors Additions:** C5-Senior's Housing Society  
**Councillors Additions:**  
**Staff Additions:** SR8-Integrity Post Structure Change Order

4. **ADOPTION OF AGENDA BY CONSENSUS:**  
RESOLUTION NO.181/16  
M/S Councillors Miller/Beam  
THAT:  
"That Council adopt the December 12, 2016 Council Meeting Agenda as amended."  
CARRIED

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

6. **ADOPTION OF MINUTES:**

M1 **November 28, 2016 Regular Council Meeting Minutes**  
RESOLUTION NO.182/16

**0550-01**

M/S Councillors Gillis/Heiberg

THAT:

*"The minutes of the November 28, 2016 Regular Council Meeting be adopted as written."*

CARRIED

7. **BUSINESS ARISING OUT OF THE MINUTES:**

BA1 **Community Recreation Engagement Committee** **0360-01**

- Terms of Reference are not complete
- Meeting set for Wednesday December 14<sup>th</sup>, 2016 with Special Events Coordinator

BA2 **Lunch Trailer**

- Staff to follow-up with photos
- Trailer to be advertised on free and low-cost advertising forums.
- Advertise within Region and Grande Prairie

8. **STAFF REPORTS:**

SR1 **CAO Report- Action and other Updates**

- **Wastewater facility upgrade-** Councillor Heiberg to forward contact information to staff
- **Transfer Site:** Scope of Work has been received, Policy being finalized.
- **Solar Panels-**
  - staff directed to bring report in regard to interested proponents
  - Possibility of interest from residents to have solar panels installed personally- Staff to contact Bill Lindsay to see if he has had any response

SR2 **Foreman of Public Works Report**

- Prioritizing the pipes that need to be replaced, looking at a minimum of 4-5 per Budget year. Will be approximately a 4-5 year program dependant on budget allocations
- Requested quote for new tank, alignment issues should be solved once received
- Bring forward to Budget Meeting

SR3 **RFD-Public Viewing of Public Works Shop**

RESOLUTION NO.183/16

M/S Councillors Heiberg/Quibell

THAT:

*"Administration move forward and plan a public viewing of the new Public Works shop once it is completed."*

CARRIED

SR4 **RFD- Christmas/New Year's Office Closure**

RESOLUTION NO.184/16

M/S Councillors Heiberg/Beam

THAT:

"Council authorize the Municipal Office to close at noon hour on December 23, 2016 and at noon hour on December 30, 2016."  
CARRIED

SR5 **RFD- 2017 Council Meeting Calendar**

- Clarify statutory holidays and NCGLA

RESOLUTION NO.185/16

M/S Councillors Quibell/Miller

THAT:

"Council adopt the meeting schedule for the 2017 Regular Council Meeting dates as amended."

CARRIED

SR6 **RFD- Committee Appointments**

- Tabled until the Community Recreation Engagement Committee Terms of Reference are completed

SR7 **2017 Grant Applications**

- For information
- Bring forward at next in-camera

SR8 **RFD- Integrity Post Structure Change Order #1**

RESOLUTION NO.186/16

M/S Councillors Heiberg/Miller

THAT:

"Council approve the Integrity Change Order for electrical upgrade from 400 amp single phase to 600 amp 3-phase poser for the new DPW Shop, coded to General Capital Reserve."

CARRIED

9. **BYLAWS:**

B1 **Amending Bylaws 876 and 877**

RESOLUTION NO.187/16

M/S Councillors Quibell/Beam

THAT:

"Council approve the First, Second and Third Readings of the Amending District of Hudson's Hope Local Area Service Bylaw 876, 2016 and Amending Local Area Service Parcel Tax Bylaw No. 877, 2016."

CARRIED

10. **CORRESPONDENCE:**

C1 **Invitation-High on Ice Festival 2017**

FOR INFORMATION

C2 **Letter of Thanks-Historical Society**

FOR INFORMATION

C3 **Invitation-The Unsung Heroes of Northern BC**

- Discussion in regard to names to put forward as nominees
- Nominations to be made online

C4 **Section 17 Conditional Withdrawal in the Peace Moberly Tract**

- Additional information is to be provided at Community Engagement meeting with Ministry of Aboriginal Relations and Reconciliation
- Will frame response based on information provided at meeting

C5 **Senior's Housing Society**

RESOLUTION NO.188/16

M/S Councillors Heiberg/Gillis

THAT:

"Council provide a letter of support to the North Peace Senior's Housing Society to assist them with their application to the BC Hydro "GO" fund.

CARRIED

- Mayor Johansson to prepare letter
- Letter template to be created

11. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES**

CR1 **Councillor Heiberg-RCLC Report**

- 2017 – Berm activity will be underway
- Evasive weeds control –invited Hydro to join Evasive Plants Committee
- 85<sup>th</sup> Avenue-Building a conveyor belt to be used
- Jobs- 40-50% are local hires. 135 of 159 total businesses are from Fort St John
- Peace River Partners have Procurement Policy in place where they are willing to take local bids that are 10-15% higher
- Quarry- information is being forward to Councillor Heiberg, will provide once received

CR2 **Mayor's Report to Council**

- Send out notification in Bulletin that Smart-Hubs are available through Telus for areas outside their service area.
- **Environmental Assessment Review Panel-** Mayor Johansson to provide information to Council
- **Meeting with Pat Pimm**

RESOLUTION NO.189/16

M/S Councillors Gillis/Heiberg

THAT:

"Council authorize travel costs for Mayor Johansson to attend meeting with Pat Pimm, in Fort St. John on December 13, 2016."

CARRIED

12. **OLD BUSINESS:**

OB1 **RPT- Property Tax Revenue Per Capita**  
FOR INFORMATION

- Staff to prepare comparison of District of Hudson's Hope and comparable sized municipalities

- Staff to clarify if information in report is based on households or total residents.

13. **NEW BUSINESS:**

14. **PUBLIC INQUIRIES:**

15. **ADJOURNMENT:**

Mayor Johansson declared the meeting adjourned at 8:22 pm

**DIARY**

***Diarized***

***Conventions/Conferences/Holidays***

*Beryl Prairie Playground*

07/25/16

*UBCM resolution- Alternate Director*

10/11/16

Certified Correct:

\_\_\_\_\_  
CAO/Tom Matus

\_\_\_\_\_  
Chair/Mayor Gwen Johansson

## REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: December 19, 2016</b>
<b>Meeting#: 121916</b>	<b>Originator: Tom Matus, CAO</b>
<b>RFD TITLE: 2017 Associate Membership Insurance Sponsorship</b>	

**BACKGROUND:**

At the March 14, 2016 meeting Council made the following resolution:

RESOLUTION NO.032/16

M/S Councillors Heiberg/Beam

THAT:

“Council motion to allow the District of Hudson’s Hope to sponsor the Special Events Coordinator Activities, Bullhead Mountain Curling Club, Recreation Society of Hudson’s Hope, Hudson’s Hope Ski Hill Association, and the New Horizons as Associate Members for insurance expansion coverage.”

CARRIED

**DISCUSSION:**

Council directed that insurance expansion sponsorship approval for the aforementioned be reviewed annually.

In that the Municipal Insurance Association insurance coverage term is the calendar year and some of the societies operate over the winter months, and their fiscal years do not coincide with the calendar year, MIA has recommended that Council consider Associate Membership expansion coverage be perpetual as opposed to annual as Council may advise to terminate the sponsorship at any time, with notice.

And, this way we can invoice the above “approved” Associate Members at the calendar year-end for their premiums covering the following year.

**BUDGET:**

**RECOMMENDATION / RESOLUTION:**

That:

“Council approve insurance sponsorship to the Special Events Coordinator Activities, Bullhead Mountain Curling Club, Recreation Society of Hudson’s Hope, Hudson’s Hope Ski Hill Association, and the New Horizons as Associate Members for insurance expansion coverage; and further, to allow the aforementioned be sponsored on a perpetual basis.”

  
\_\_\_\_\_  
Tom Matus, CAO



SCHEDULE A



MUNICIPAL INSURANCE ASSOCIATION  
of British Columbia

**SERVICE PROVIDER AGREEMENT**

This Service Provider Agreement (the "Agreement") is made and entered into this 7 day of December, 2016 by and in between District of Hudson's Hope (the "Local Government") and Bullhead Mountain Curling Club (the "Service Provider").

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

Curling league, drop in, and youth programs  
amongst other curling related activities  
operates licensed food and liquor establishments  
in the curling building and related activities

The term of the Agreement is from the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ and the \_\_\_\_\_ day of \_\_\_\_\_.

The term of the Agreement is perpetual commencing the 1 day of January, 2017.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government.

The Local Government agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker's compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

SCHEDULE A

- The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.
- The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

**ON BEHALF OF <LOCAL GOVERNMENT>**

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

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ON BEHALF OF <SERVICE PROVIDER>**

Name: Tyler Schwartz

Title: Treasurer

Signature: [Handwritten Signature]

Date: Dec 7, 2016



MUNICIPAL INSURANCE ASSOCIATION  
of British Columbia

**SERVICE PROVIDER AGREEMENT**

This Service Provider Agreement (the "Agreement") is made and entered into this 23 day of November, 2016 by and in between District of Hudson's Hope (the "Local Government") and Hudson's Hope Ski Association (the "Service Provider").

The Service Provider agrees to provide the following services for or on behalf of the Local Government:

- Ski Lift Tickets
- Rental Skis, Boots, Poles, Helmets
- Rental Snowboards, Boots, Helmets
- Volunteer Lift Operators / Rental Ticket Sales

The term of the Agreement is from the 1 day of December, 2016 and the 30 day of November, 2017.

The term of the Agreement is perpetual commencing the \_\_\_\_\_ day of \_\_\_\_\_.

While providing the agreed service, the Service Provider agrees to comply with: all applicable laws, rules and regulations; the practices, procedures and policies of the Local Government; and any special instructions given to the Service Provider by representative(s) of the Local Government.

The Local Government agrees to obtain commercial general liability insurance coverage from the Municipal Insurance Association of British Columbia (MIABC) naming the Service Provider as an Additional Named Insured entitled to full coverage in the amount of \$5,000,000 with respect to third party liability claims arising from the provision of the agreed service. The Service Provider agrees to carry its own statutory worker's compensation insurance and automobile liability insurance, if appropriate.

The Service Provider agrees to indemnify, defend and hold harmless the Local Government, its agents, servants, employees, trustees, officers and representatives from any liability, loss or damage which the Local Government may suffer as a result of any claims, demands, costs, actions, causes of actions, or judgments, including legal fees, asserted against or incurred by the Local Government arising out of, during, or as a result of the provision of services outlined in the Agreement except such liability, loss, or damage which is the result of, or arising out of, the sole negligence of the Local Government or that is covered by the MIABC liability insurance policy.

- The Local Government agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.
- The Service Provider agrees to be responsible for any and all deductible amounts including any claim expenses incurred and policy premium payments.

The Local Government reserves the right to terminate this Agreement and the associated commercial general liability insurance coverage provided to the Service Provider by the MIABC at any time upon written notification to the Service Provider of the termination.

**ON BEHALF OF <LOCAL GOVERNMENT>**

**ON BEHALF OF <SERVICE PROVIDER>**

Name:

Name:

Duylla Morais Budalich

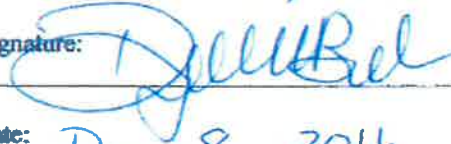
Title:

Title:

President

Signature:

Signature:



Date:

Date:

Dec 8, 2016

# REQUEST FOR DECISION

<b>RFD#:</b>	<b>Date: December 16, 2016</b>
<b>Meeting#: SCM121916</b>	<b>Originator: Tammy McKeown CO</b>
<b>RFD TITLE: Bylaws # 876 &amp; 877 Adoption</b>	

## **BACKGROUND:**

Council has had 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Readings of the "Amending District of Hudson's Hope Local Area Service Bylaw No. 876, 2016" and the "Amending Local Area Service Parcel Tax Bylaw No. 877, 2016" in regard to the sewer main installation in the Gaylor Ave. Thompson Subdivision.

## **DISCUSSION:**

### **Amending District of Hudson's Hope Local Area Service Bylaw No. 876, 2016**

Amends District of Hudson's Hope Local Area Service Bylaw No. 864, 2016, by replacing Schedule "A" of Bylaw 864.

The Plan that was used to illustrate the location of "Southeast ¼ Section 24 Township 81 Lot 2, Plan 19121 Range 26, W6M Peace River District Part of Parcel A, Plan B6747 Except Plan H808", PID: 010-613-811, was incorrectly labelled Lot 1, which this plan was used to identify the location of this lot in Bylaw 864. Thus, also inadvertently misidentified the lot as the lot subject to the Parcel Tax, as seen in Schedule "A" of Bylaw 864. The Lot subject to the Parcel Tax is Lot 2 not Lot 1.

Bylaw 876 corrects this error by showing Lot 2 as the lot subject to the Parcel Tax and also shows Lot 2 in its correct position.

### **Amending Local Area Service Parcel Tax Bylaw No. 877, 2016**

Replaces and repeals Local Area Service Parcel Tax Bylaw No. 865, 2016, in that the legal descriptions for all lots include the Parcel Identification numbers and Lot 2, Southeast ¼ Section 24 Township 81, Plan 19121 Range 26, W6M Peace River District Part of Parcel A, Plan B6747 Except Plan H808", PID: 010-613-811 is properly identified as the lot included in the Local Area Service, not Lot 1.


## **BUDGET:**

N/A

**RECOMMENDATION / RESOLUTION:**

That:

"Council approve the adoption of the "Amending District of Hudson's Hope Local Area Service Bylaw No. 876, 2016" and the "Amending Local Area Service Parcel Tax Bylaw Number 877, 2016".

  
\_\_\_\_\_  
Tammy McKeown, Corporate Officer



## DISTRICT OF HUDSON'S HOPE

### Amending District of Hudson's Hope Local Area Service Bylaw No. 876, 2016

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A bylaw to amend Schedule "A" of District of Hudson's Hope Local Area Service Bylaw No. 864, 2016.

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WHEREAS District of Hudson's Hope Local Area Service Bylaw No. 864, 2016 was passed to establish a local area service for the particular benefit of a part of the municipality, to be paid for in whole or in part by a property value tax or a parcel tax, or both, imposed only within the local service area;

AND WHEREAS pursuant to section 212 of the *Community Charter*, the owners of parcels within the Local Service Area (as more particularly described in this bylaw) have submitted a sufficient and valid petition proposing the service of the construction of a sanitary sewer system extension as contemplated in this bylaw and the cost recovery methods for that service;

AND WHEREAS the Council of the District of Hudson's Hope wishes to provide the local area service contemplated in this bylaw and considers that such service will provide particular benefit to the Local Service Area,

NOW THEREFORE THE COUNCIL of the District of Hudson's Hope in open meeting assembled, enacts as follows:

#### **Title**

1. This bylaw may be cited as the "Amending District of Hudson's Hope Local Area Service Bylaw No. 876, 2016."

#### **Establishment of Local Area Service**

2. The District hereby establishes the service of construction of a sanitary sewer system extension to service three parcels shown outlined on the plan attached as Schedule "A" for the benefit of the local service area described in this bylaw.

And further amends and replaces Schedule "A" of Bylaw 864, 2016 as that Schedule "A" shows Lot 1 and Lot 2 of Plan 19121 in reverse order. Schedule A of this Bylaw replaces Schedule A of bylaw 864, 2016, which shows the location of Lot 1 and Lot 2 of Plan 19121 in their proper placement.

**Local Service Area Boundaries**

3. The local service area includes all of the parcels within the area outlined in bold on the plan attached to and forming part of this bylaw as Schedule "A" (the "Local Service Area").

**Cost Recovery Method**

4. The cost recovery method for an amount of \$89,798.00 which is a portion of the total cost of \$162,248.00, for providing the services established under this bylaw will be recovered by means of a parcel tax imposed only on the parcels within the Local Area Service, based on the three lots equal portion of the \$89,798.00.

READ A FIRST TIME this 12<sup>th</sup> day of December, 2016.

READ A SECOND TIME this 12<sup>th</sup> day of December, 2016.

READ A THIRD TIME this 12<sup>th</sup> day of December, 2016.

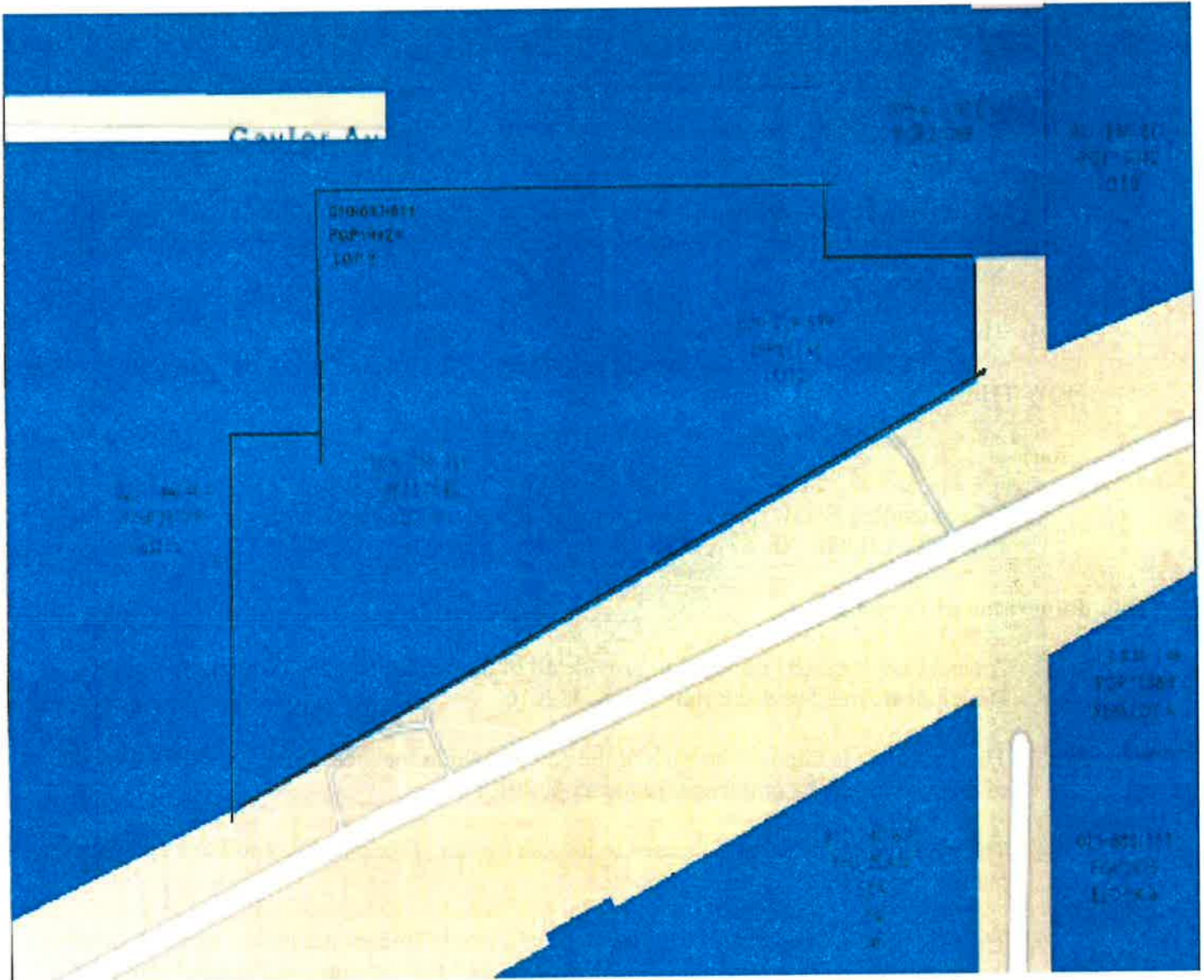
ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



**District of Hudson's Hope Local Area Service Bylaw No. 876, 2016 Schedule "A"**





**DISTRICT OF HUDSON'S HOPE**

**Amending Local Area Service Parcel Tax Bylaw No. 877, 2016**

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A bylaw to replace and repeal Local Area Service Parcel Tax Bylaw No. 865, 2016.

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**WHEREAS:**

- A. The Council of the Corporation of the District of Hudson's Hope ("Council") had adopted the District of Hudson's Hope Local Area Service Bylaw No. 864, 2016, which was further amended by Amending District of Hudson's Hope Local Area Service Bylaw No. 876, 2016; and
- B. The cost of the service will be recovered by a parcel tax.

NOW THEREFORE Council, in open meeting assembled, enacts as follows:

**Citation**

- 1. This amending Bylaw may be cited for all purposes as "**Amending Local Area Service Parcel Tax Bylaw No. 877, 2016**".

**Imposition of Parcel Tax**

- 2. A parcel tax is hereby imposed to provide all of the funding for the District of Hudson's Hope Local Area Service Bylaw No. 864, 2016.
- 3. The parcel tax is imposed on each of the parcels within the local service area, for a period of thirty (30) years, commencing January 1, 2017.
- 4. The parcel tax roll that is to be used to impose the tax is the parcel tax roll to be prepared pursuant to section 7 of this Bylaw.
- 5. The parcel tax will be imposed on the basis of a single amount per parcel, equal share of the construction cost situated on Gaylor Avenue and for this purpose the equal share for each parcel, is as follows:

<b>Legal Description/Civic Address</b>	<b>Parcel</b>	<b>Annual Payment</b>
Southeast ¼ Section 24 Township 81 Range 26, W6M Peace River District Except Plan H808 10009 Gaylor Ave, Hudson's Hope, BC, V0C 1V0	Lot 2, (Plan B6747) PID: 017-741-831	\$1,559.38

Southeast ¼ Section 24 Township 81 Lot 1, (Plan B6747) \$1,559.38  
Range 26, W6M Peace River District PID: 017-741-831  
Except Plan H808  
10011 Gaylor Ave, Hudson's Hope, BC,  
V0C 1V0

Southeast ¼ Section 24 Township 81 Lot 2, Plan 19121 \$1,559.38  
Range 26, W6M Peace River District Part of Parcel A, Plan B6747  
Except Plan H808 PID: 010-613-811  
10013 Gaylor Ave, Hudson's Hope, BC,  
V0C 1V0

6. The rate of tax to be paid shall be \$46,781.43 per parcel as determined in section 5 of this Bylaw.

### **Preparation of Parcel Tax Roll**

7. Council hereby directs the preparation of a parcel tax roll for the purpose of imposing a parcel tax to provide a portion of the funding for the District of Hudson's Hope Local Area Service Bylaw No. 864, 2016.
8. District of Hudson's Hope Local Area Service Bylaw No. 864, 2016 is hereby repealed upon the adoption of this bylaw.

READ A FIRST TIME this 12<sup>th</sup> day of December, 2016.

READ A SECOND TIME this 12<sup>th</sup> day of December, 2016.

READ A THIRD TIME this 12<sup>th</sup> day of December, 2016.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 2016.

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Mayor

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Chief Administrative Officer



## PEACE RIVER REGIONAL DISTRICT

December 5, 2016

Tom Matus, Chief Administrative Officer  
District of Hudson's Hope  
Box 330, 9904 Dudley Drive  
Hudson's Hope, BC  
V0C 1V0

via email: [cao@hudsonshope.ca](mailto:cao@hudsonshope.ca)

Re: School District No. 60 – Joint Meeting

Dear Mr. Matus,

At its October 27, 2016 meeting, a resolution was passed by the Peace River Regional District Board of Directors that authorized that a dinner meeting be set between School District No. 60, Mayor, Council and staff from North Peace municipalities, and the Peace River Regional District. The intention of this meeting is to discuss concerns, ideas and opportunities for joint planning between agencies. As such, the Regional District will be hosting such a meeting in Fort St. John on either January 9 or January 24, 2017 at 6:00pm.

The proposed agenda for this meeting is as follows and will address concerns and opportunities such as;

- School bussing
- New schools
- School Closures
- Charlie Lake School
- School Acquisition Tax
- Shared school space with communities
- Access to recreation (swimming)

If you are agreeable, please forward your preference for date, and any items for inclusion in this agenda by email to [bryna.casey@prrd.bc.ca](mailto:bryna.casey@prrd.bc.ca) or by phone at (250)784-4841.

Respectfully yours,

Bryna Casey  
Parks and Rural Recreation Coordinator

diverse. vast. abundant.

**PLEASE REPLY TO:**

Box 810, 1981 Alaska Ave, Dawson Creek, BC V1G 4H8 Tel: (250) 784-3200 or (800) 670-7773 Fax: (250) 784-3201 Email: [prrd.dc@prrd.bc.ca](mailto:prrd.dc@prrd.bc.ca)  
 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: [prrd.fsj@prrd.bc.ca](mailto:prrd.fsj@prrd.bc.ca)