



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday April 8th, 2019 at 6:00 PM

1. Call to Order:

2. Delegations:

- | | | |
|----|---|---------|
| D1 | Canadian Association of Petroleum Producers Industry Update | Page 1 |
| D2 | Enbridge Activities and Projects | Page 11 |

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 | <u>March 25, 2019 Regular Council Meeting Minutes</u> | Page 13 |
|----|---|---------|

7. Business Arising From the Minutes:

8. Public Hearing:

9. Staff Reports

- | | | |
|-----|---|---------|
| SR1 | Release of Closed Item to Open Agenda | Page 20 |
| SR2 | Surplus Property: Roller Skates | Page 21 |
| SR3 | Commercial Water Rate Increase | Page 23 |
| SR4 | Quarterly Report on Council Recommendations | Page 25 |

10. Committee Meeting Reports:

- | | | |
|-----|-----------------------------|---------|
| CM1 | North Peace Airport Society | Page 30 |
|-----|-----------------------------|---------|

11. Bylaws:

12. Correspondence

C1	Hudson's Hope Health Care & Housing Society	Page 61
C2	Caribou Recovery Engagement	Page 62
C3	North Peace Airport Society- Request for NDIT Support	Page 64
C4	Request for Signage on Pollon Avenue	Page 65
C5	BC Hydro Site C Construction Bulletin	Page 66
C6	BC Hydro Peace to Kelly Lake Capacitors Project	Page 69
C7	Old Fort Landslide Assistance	Page 74
C8	Double H Saddle Club- Letter of Support	Page 75

13. Reports by Mayor & Council on Meetings and Liaison Responsibilities

CR1	Proclamations	Page 76
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14. Old Business:

15. New Business:

16. Public Inquiries:

17. In-Camera Session

ICS	Notice of Closed Session	Page 79
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18. Adjournment



DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council:

Chris Montgomery, Manager of Exploration & Production, Engagement. Canadian Association of Petroleum Producers

Subject of presentation: _____

State of the Industry update, including relevant policy updates, challenges, and successes of the oil and gas industry.

Purpose of presentation:

☒

information only

☐

requesting a letter of support

☐

requesting funding

☐

other (provide details)

This presentation is to provide information and answer any questions Council may have.

Contact person (if different than above):

Kelly McTaggart

Telephone number: 403-267-1116

Email address: kelly.mctaggart@capp.ca

Will you be providing supporting documentation? ☐ Yes ☒ No

If yes: ☐ handouts at meeting

☐ publication in agenda (one original due by 4:30 the Wednesday prior to your appearance date)

Technical requirements:

☐

flip chart

☒

multimedia projector

☐

laptop

☐

other _____

Rules for Delegations:

1. fifteen minute maximum
2. name of person and or group and subject will be published in agenda (available to public and on internet)
3. direct your presentation to Council
4. Council may have questions
5. be courteous and polite
6. be respectful
7. is not a debate
8. don't expect an immediate answer
9. may not be on date requested as limit of three delegations per meeting on a first come, first served basis
10. bring enough handouts if your material is not published in agenda (the District will not provide reproduction services)

Helpful Suggestions:

- have a purpose
- get right to your point and make it
- be concise
- be prepared
- don't waste time
- state your request if any
- multiple-person presentations are still ten minutes maximum
- may be people in gallery who support or oppose you
- the Recording Secretary may ask for any relevant notes from you if not handed out or published in the agenda

I understand and agree to these rules for delegations

Kelly McTaggart

Name of Delegate or Representative of Group

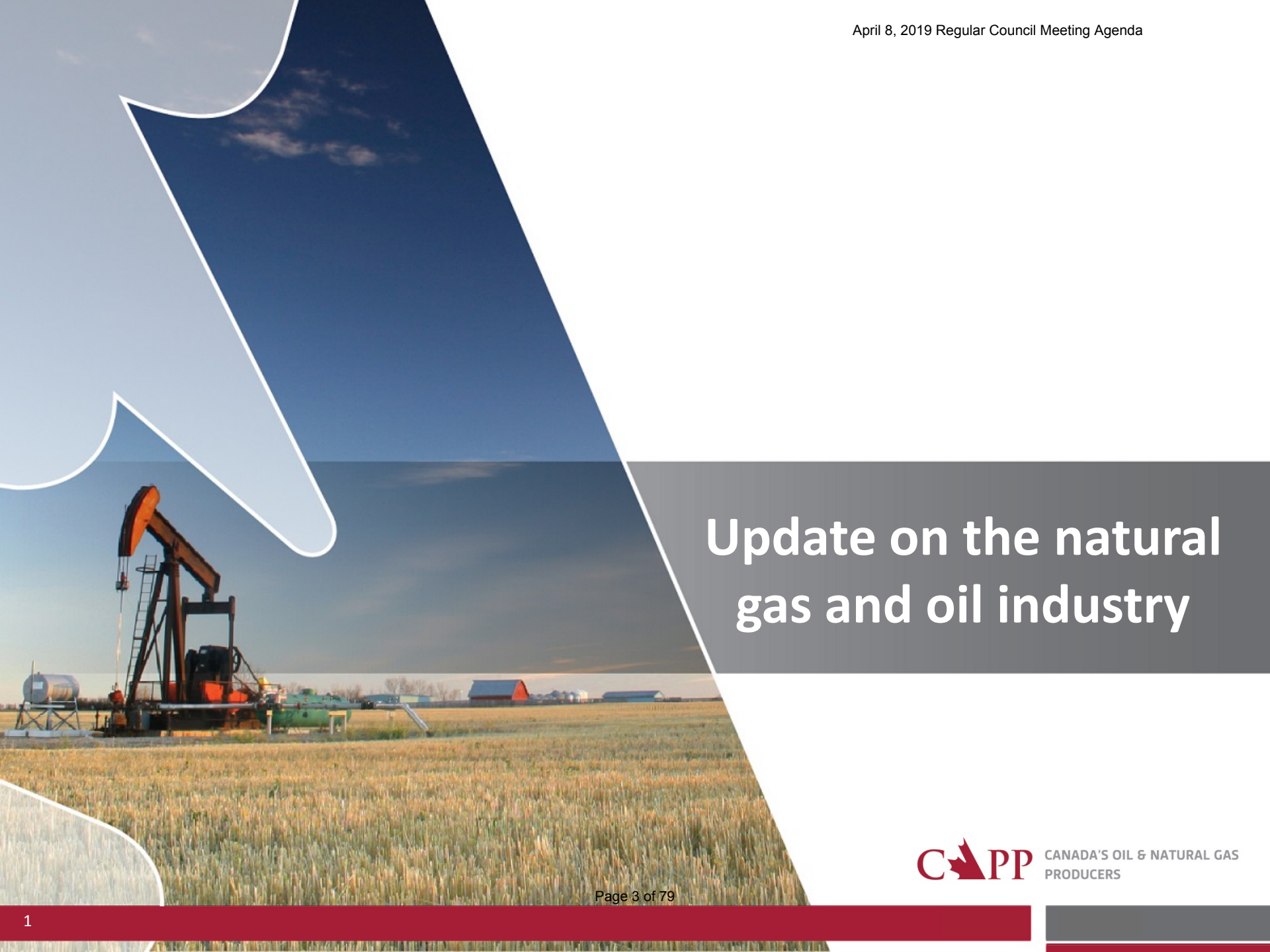


Signature

April 1, 2019

Date

For Office Use	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
By (signature): _____	<input type="checkbox"/> Mayor <input type="checkbox"/> CAO
Appearance date if applicable: _____	
Applicant informed of approval/rejection on (date): _____	
By (signature) _____	Date: _____



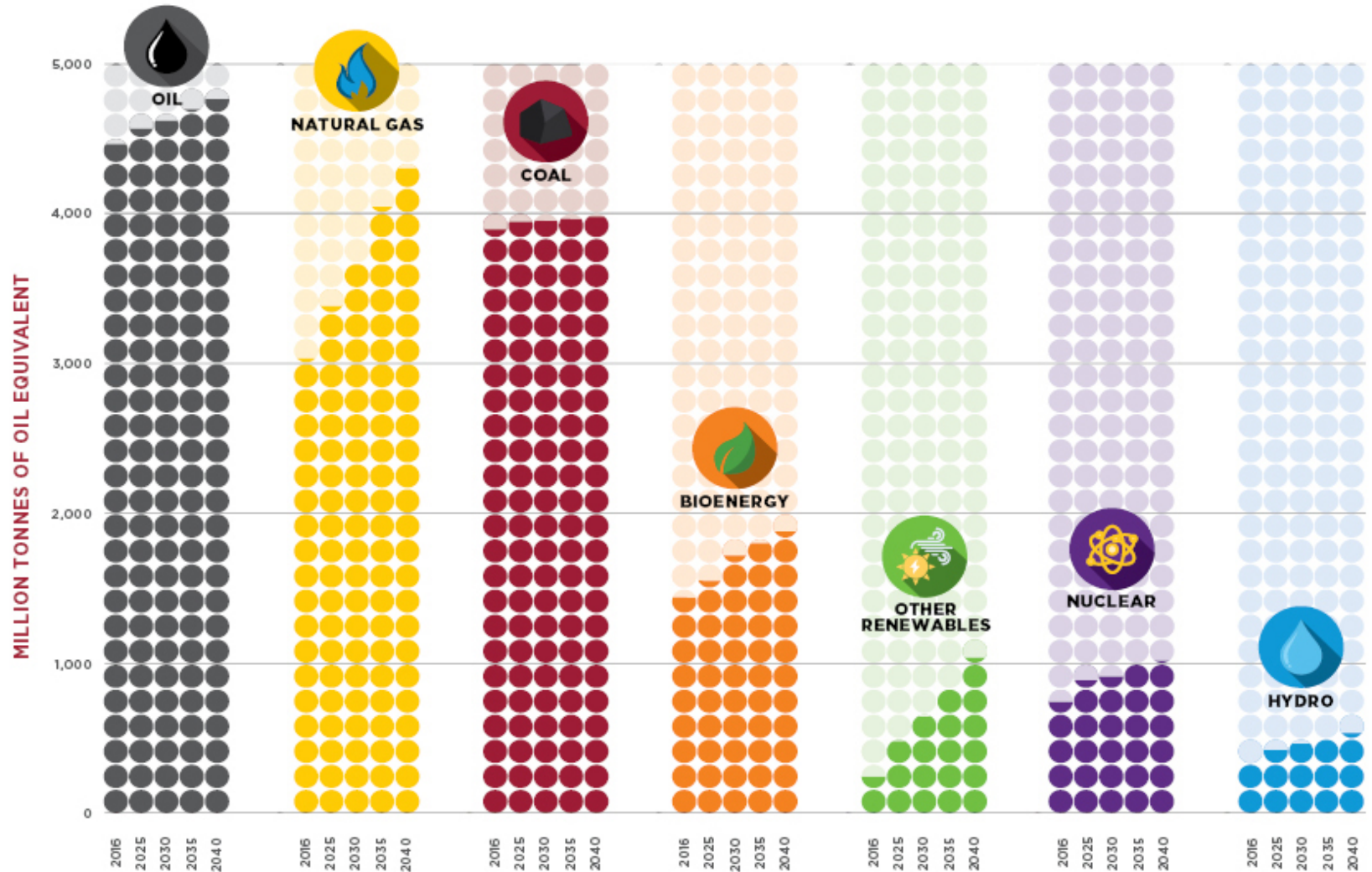
Update on the natural gas and oil industry

Canadian Association of Petroleum Producers

- Represents large and small producer member companies
- Members explore for, develop and produce natural gas, natural gas liquids, crude oil, and oil sands throughout Canada
- Produce about 80 per cent of Canada's natural gas and crude oil
- Associate members provide a wide range of services that support the upstream crude oil and natural gas industry



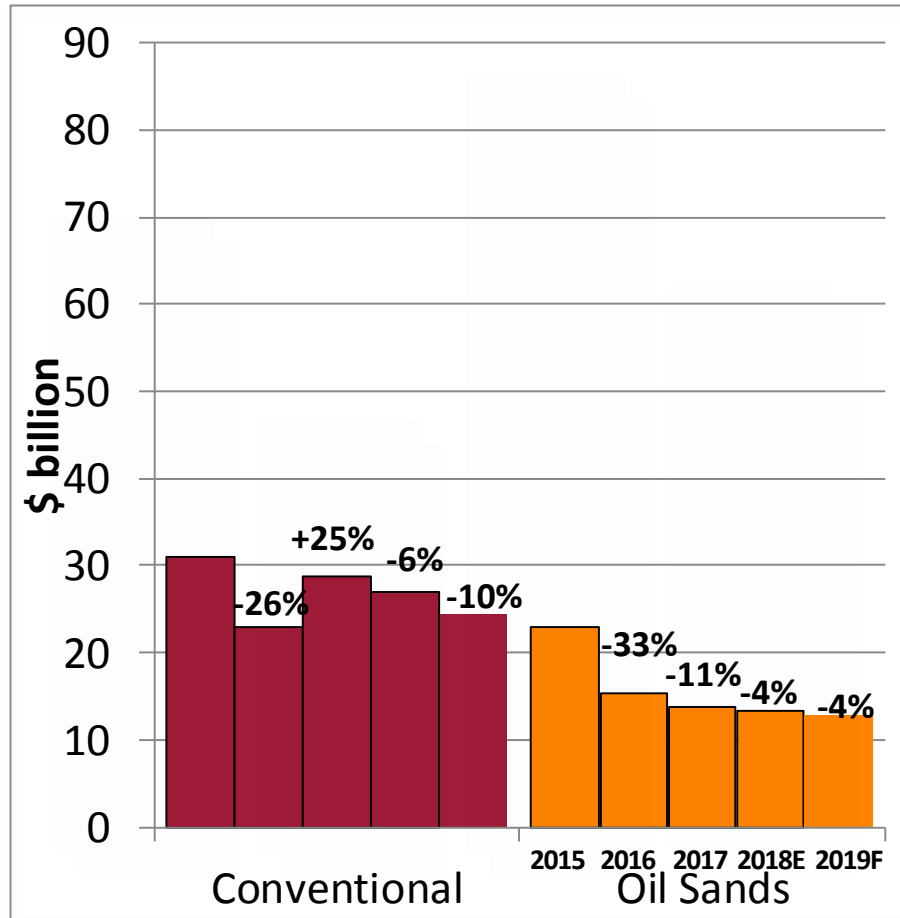
GROWTH IN THE GLOBAL ENERGY MIX FROM 2016-2040



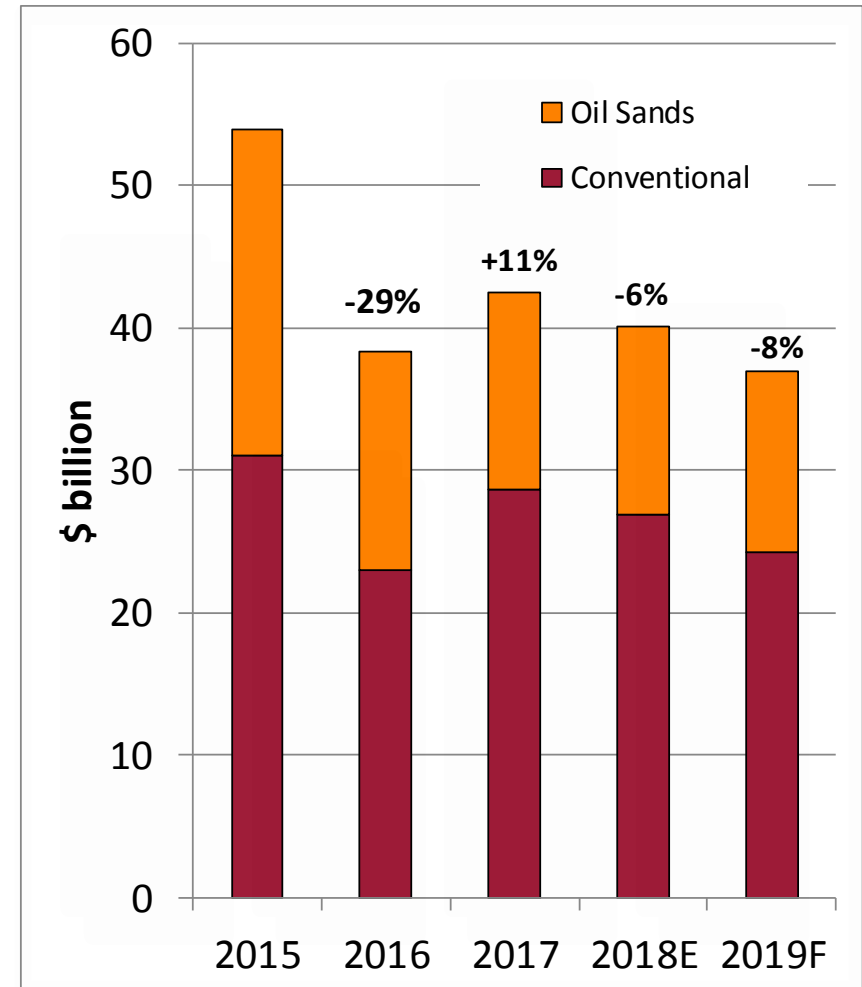
Source: IEA 2017 World Energy Outlook, New Policies Scenario

Upstream Capital Investment in Canada

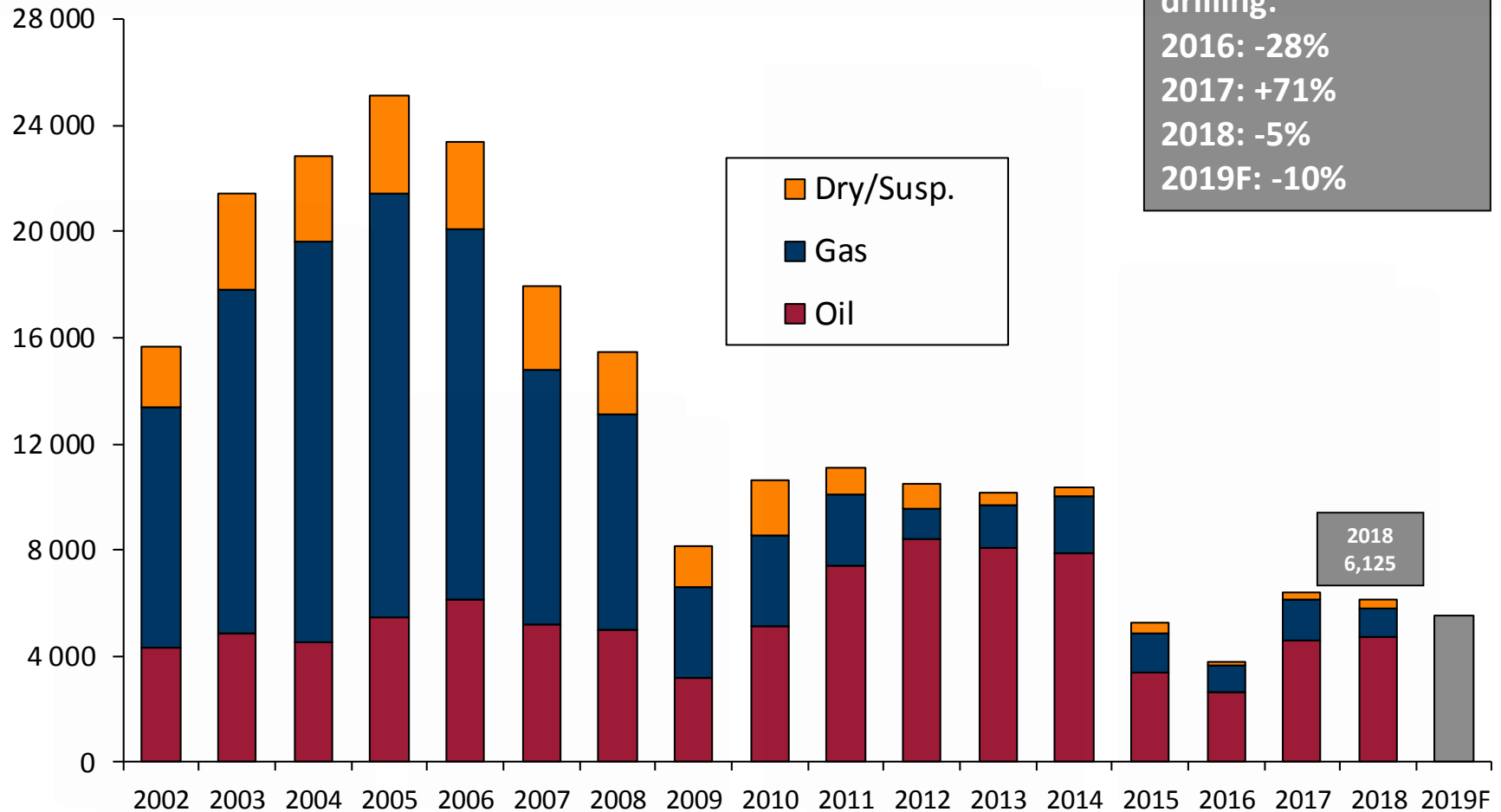
% = Year/year change



Combined Capital Investment



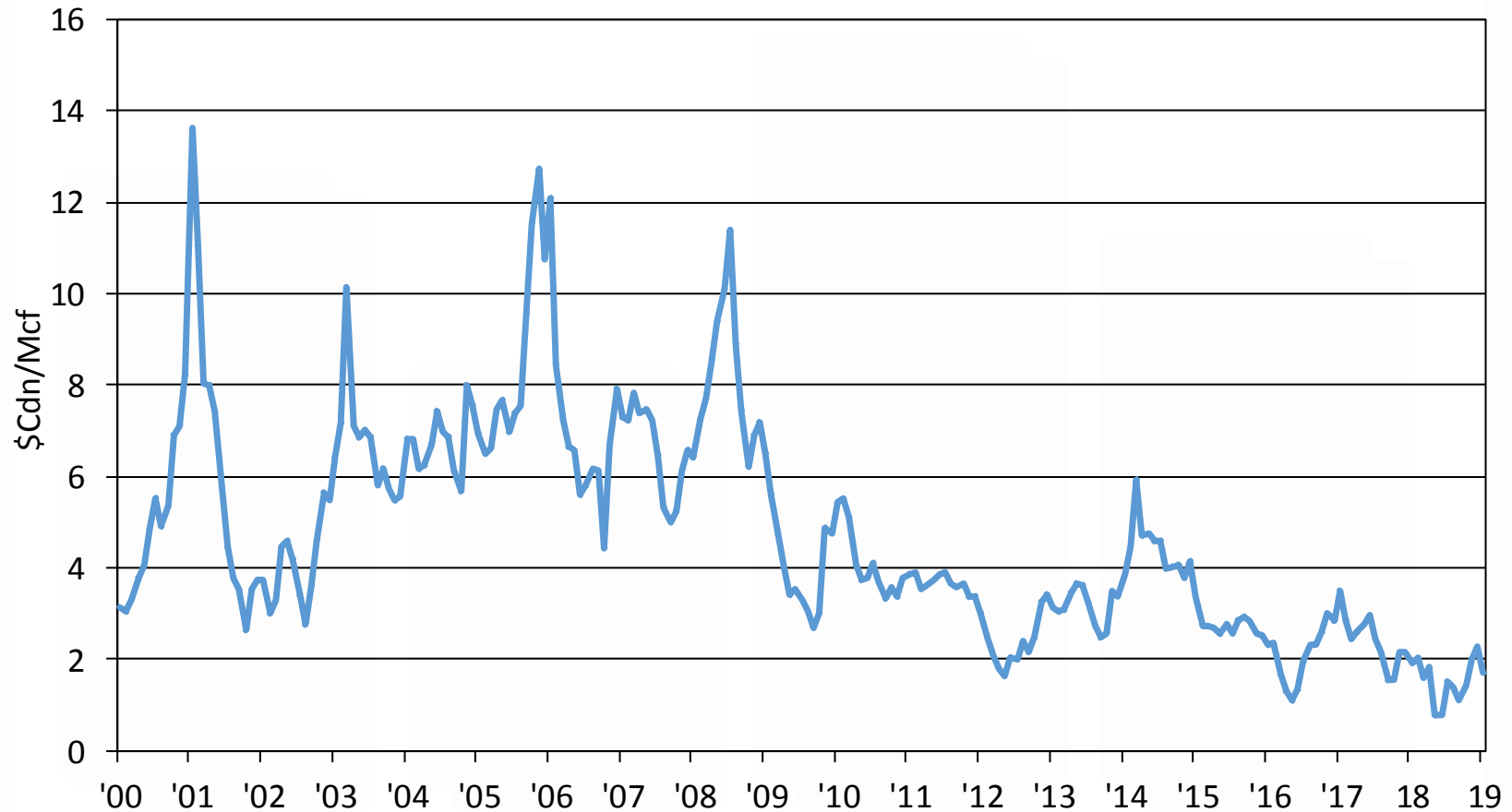
Total Wells Drilled in Western Canada



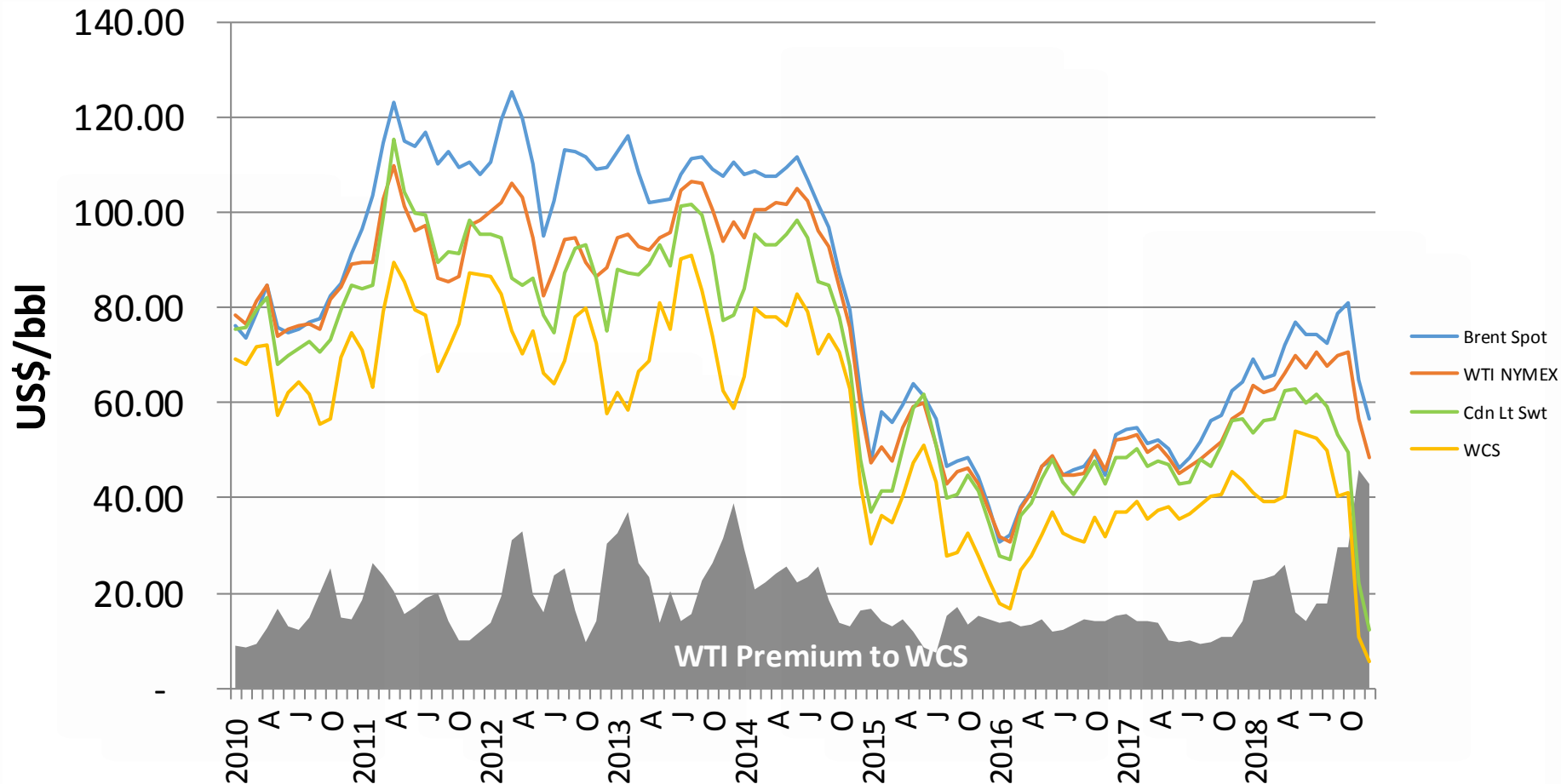
Source – CAPP. Based on Rig Release
 Excludes Service and Stratigraphic Wells

Canadian Natural Gas Price

AECO One Month Spot Price – Monthly Average



Crude Oil Prices



Current Issues

- **LNG**
- **Caribou**
- **Land use planning**
- **Bill C-69**
- **Bill C-48**



DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council:

Enbridge - Michaela Bjorseth

Subject of presentation:

Enbridge Activities + Projects

Purpose of presentation:

- ☒ information only
- ☐ requesting a letter of support
- ☐ requesting funding
- ☐ other (provide details)

Contact person (if different than above):

Michaela Bjorseth

Telephone number: 250 262 3538

Email address: michaela.bjorseth@enbridge.com

Will you be providing supporting documentation? ☐ Yes ☒ No

If yes: ☐ handouts at meeting
☐ publication in agenda (one original due by 4:30 the Wednesday prior to your appearance date)

Technical requirements:

- ☐ flip chart
- ☒ multimedia projector for powerpoint
- ☐ laptop
- ☐ other _____

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- don't waste time
- state your request if any
- multiple-person presentations are still ten minutes maximum
- may be people in gallery who support or oppose you
- the Recording Secretary may ask for any relevant notes from you if not handed out or published in the agenda

I understand and agree to these rules for delegations

Michaela Bjorsuth - Enbridge
Name of Delegate or Representative of Group

MBjorsuth
Signature

Mar 13, 2019
Date

For Office Use			
<input type="checkbox"/> Approved		<input type="checkbox"/> Rejected	
By (signature): _____	<input type="checkbox"/> Mayor	<input type="checkbox"/> CAO	
Appearance date if applicable: _____			
Applicant informed of approval/rejection on (date): _____			
By (signature) _____	Date: _____		



**REGULAR COUNCIL MEETING
March 25, 2019
6:00 P.M.
COUNCIL CHAMBERS**

Present **Council: Mayor Dave Heiberg
Councillor Kelly Miller
Councillor Valerie Paice
Councillor Patricia Markin
Councillor Leigh Summer
Councillor Mattias Gibbs
Councillor Travous Quibell**

Absent: Youth Councillor, Taylor Rowe

**Staff: Interim CAO, Chris Cvik
Director of Protective Services, Robert Norton
Manager of Public Works, Mark Sture
Deputy Treasurer, Rhonda Eastman
Corporate Officer, Tammy McKeown**

Other: 1 in gallery

1. **CALL TO ORDER:**
The meeting called to order at 6:00 p.m. with Mayor Dave Heiberg presiding.
2. **DELEGATIONS:**
3. **NOTICE OF NEW BUSINESS:**

Mayors Additions:
Councillors Additions:
CAO Additions:
4. **ADOPTION OF AGENDA AS AMENDED BY CONSENSUS:**
5. **DECLARATION OF CONFLICT OF INTEREST:**
6. **ADOPTION OF MINUTES:**
M1 **March 11th, 2019 Regular Council Meeting**
RESOLUTION NO.083/19
M/S Councillors Gibbs/Summer
That
"The minutes of the March 11th, 2019 Regular Council Meeting be adopted as presented."
CARRIED

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

BA1 **CM2 Industry Committee Report**

- Interim CAO informed Council the changes to the scope of work will not change the proposed budget for the project.

8. **PUBLIC HEARINGS:**

9. **STAFF REPORTS:**

SR1 **2019 Capital Budget Discussion**

RESOLUTION NO.084/19

M/S Councillors Paice/Markin

That

"Council receive the attached Capital Budget for information."

CARRIED

- Mayor Heiberg voiced some concern in regard to the reserve balances.
- The Director of Public Works provided information on the Beattie Lift station.
 - The lift station is identified in the District's strategic plan as a priority. The design budget has been pre-approved.
 - The tender package will ready by the first week of April with the hopes of being able to award the tender in time to have the project completed by the end of the season.
 - The existing station does not meet WCB regulations; concerns relating to confined space entry. The update to the station will alleviate this issue.
 - The new lift station will be above ground which will remove any confined space entry issues. Changing the plan to an above ground station will still be within the requested budget amount.
- The Director of Public Works discussed the water valve replacement project.
 - It has been determined that there is a larger number of valves that need to be replaced than previously discussed and the original budget amount, previously brought forward, has been increased to reflect these additional valves.
 - The project will now cost approximately \$295,000; the individual cost of replacing each valve is dependant on the location of the valve and the complexity of the work involved.
 - The valve replacements will be tendered as a single project.
- The Director of Protective Services explained the need for structural turn out gear. The District purchases three sets of turn out gear every year.
- The Director of Protective Services provided a description of the structural trailer usage.
 - Would have the ability to lease it out to the Province during wildfire season; would prefer to keep it as a Regional asset, for us and our mutual aid partners, to ensure its availability and accessibility for the District of Hudson's Hope.

- It is believed it will be the only unit available in the North Peace Region.
- The Interim CAO explained the need for the computer replacement program.
 - If the computers without Windows 10 are not upgraded, our IT provider will not be able to continue to provide service.
 - We will inform the Museum and the Library of the issue and will suggest that they upgrade their equipment as well.
- The Manager of Public Works presented the plan to ensure that the District has a 2-3 year stockpile of gravel available.
 - The larger projects, the new residential development and the sewer lagoons upgrade project, have depleted our gravel reserves.
 - A plan will be implemented to ensure that proper records are kept in regard to the drawdown of supply.
- The Interim CAO provided an explanation of the proposed update to the District website (cemetery map, solar array information and general refresh of the website).
- The Director of Public Works presented the reasoning for the request for a new GPS unit. It will be used to map structural assets of the District such as hydrants and valves.
- The Manager of Public Works reviewed the need for the new loader.
 - The interim CAO explained that the loader had been approved in last year's budget but, due to other unexpected costs, had not been purchased.
 - The Manager stated that a new unit would be purchased and that, dependant on stated value, the old unit would be traded in. Councillors Miller and Summer both suggested keeping the existing piece of equipment as a back-up unit.
- The Director of Public Works provided an over-view of the Beryl Prairie Fire Hall Sewage Holding Tank project.
- The Director of Public Works discussed the issues with the Beryl Prairie Water Well Pump Replacement and outlined the costs faced by the District every time the pump quits working. He explained that the approximate cost would be \$11,500, as shown on the fact sheet, not \$13,000 as originally entered into the Proposed Capital Projects List.
- The Special Operations Trailer was pre-approved at a prior Council meeting. The District had previously received \$20,000 from BC Hydro that were to have been earmarked for Protective Services. These funds had not been identified in prior budgets as being set aside for Protective Services. In the future, all designated funding should be properly identified and segregated from general funds.
- Council Chamber Sound System

RESOLUTION NO.085/19
M/S Councillors Miller/Summer
That
"Council directs staff to remove the Council Chamber Sound System from the proposed Capital Budget."
CARRIED
- The need to change our Commercial Water Stand from a key-bank to key-pad was presented by the Director of Public Works. A request to increase Commercial Water rates was presented.

RESOLUTION NO.086/19

M/S Councillors Quibell/Paice

That

"Council direct staff to prepare a report in regard to the requested increase to Commercial Water Rates."

CARRIED

- The Corporate Officer provided a description of the services that are included with the new phone system.
 - Provide capability to transfer calls between buildings.
 - Provide individual voicemail.
 - Provide individual phone numbers.
 - Provide ability to utilize internet calling.
 - Provide over all savings to the District of \$31,410 over 5 years.
- Councillor Quibell, as the Chair of the Recreation Committee, provided the background for the ATV campground.
 - Council had applied for a Lease of Occupation for a section of land close to Site one, to create an ATV campground.
 - The project has been on the back burner ever since the lease was approved.
 - The campground would separate ATV users from the Dinosaur Lake campground.
 - The request, at this time, is for half of the site development.
 - The campground will be installed by contractors in order to alleviate any additional stress on the availability of Public Works employees.
 - Concern voiced in regard to possible Treaty Land Entitlement request for this parcel of land.
 - Concern voiced in regard to additional staffing requirements to maintain and service the site.
- Arena Recreation Equipment
 - Director of Public Works stated that this item is not a Capital Item but rather an Operational item.

RESOLUTION NO.087/19

M/S Councillors Gibbs/Markin

That

"Council direct staff to remove the Arena Recreation Equipment from the Capital Budget and to refer it to the O&M Budget."

CARRIED

SR2 District of Hudson's Hope Municipal Water Supply

RESOLUTION NO.088/19

M/S Councillors Miller/Paice

That

"Council receive the report, releasing the information relating to the Municipal Water Supply to the open agenda for transparency, for information purposes."

CARRIED

**SR3 Protective Services Monthly Update
FOR INFORMATION**

- Emergency Public Alerts:
 - In-house testing has been completed.
 - Roll-out to public is planned for April

- Peace River Regional District will be spearheading the advertising; have a large number of promotional items created.

SR4 **Visitor Services Conference Report**
FOR INFORMATION

SR5 **Interim CAO Update**
FOR INFORMATION

SR6 **Office Administration Monthly Update**
FOR INFORMATION

SR7 **Summer Event Tent Setup**

- The tent will be erected May 31, 2019 and taken down around the September long weekend.
- The tent will only be put up and taken down once; if it needs to be taken down prior to the end of the season, it will remain down.
- The Soccer association was informed by the Recreation and Special Events Coordinator that the tent would be set up in the park and that they would have access to it for their tournament.
- The Corporate Officer had informed the non-profits that she would update them on the availability of the tent once the decision was finalized. The Corporate Officer will advise those that requested the tent that it will be erected at the park for the season.

RESOLUTION NO.089/19

M/S Councillors Quibell/Gibbs

That

"Council direct staff to setup the event tent in the Pool Park for before June 1, 2019 and have it taken down around the September 2019 long weekend, and to ensure it is inspected weekly for the duration of its setup."

CARRIED

SR8 **Volunteer of the Year and Youth Volunteer of the Year Policy Amendment**

RESOLUTION NO.090/19

M/S Councillors Miller/Paice

That

"Council approve the amended draft Youth Volunteer and Volunteer of the Year policies as presented."

CARRIED

SR9 **Public Works Update**
FOR INFORMATION

- Mayor Heiberg reminded staff that a pamphlet outlining the options for the Osborne Street and Canyon Drive intersection, as presented to Council, be created and sent out to the community in a mail drop to ensure they understand the issues that will be discussed at the Open House.

SR10 **Recreation and Special Events Update**
FOR INFORMATION

- Concern voiced by members of the Recreation Committee that the information in the update had not been brought forward to them previously.
- Discussion to be brought forward at the in-camera meeting.

10. **COMMITTEE MEETING REPORTS:**

11. **BYLAWS:**

12. **CORRESPONDENCE:**

C1 **Northern Resource Expo & Conference**
FOR INFORMATION

C2 **Coalition of Canadian Municipalities**
FOR INFORMATION

C3 **Site C Construction Bulletin**
FOR INFORMATION

C4 **BC Mayors Caucus**
RESOLUTION NO.091/19
M/S Councillors Paice/Gibbs
That
"Council approve travel expenses for Mayor Heiberg to attend the BC Mayors Caucus in Prince George, BC from March 31 to April 2, 2019."
CARRIED

C5 **Tall Wood Mass Timber Construction- Expression of Interest**
FOR INFORMATION

C6 **Double H Saddle Club -request for letter of support**
RESOLUTION NO.092/19
M/S Councillors Miller/Summer
That
"Council provide a letter of support for the Double H Saddle Club's application to the FCC Agrispirit Fund for assistance to replace the old concession at the outdoor riding arena (rodeo grounds)."
CARRIED

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

14. **IN-CAMERA SESSION:**
RESOLUTION NO.093/19
M/S Councillors Paice/Markin
That
"Council recess to a Closed Meeting for the purpose of discussing the following item(s): Agenda Item – BC Hydro Land Issues (CC Section 90 (1) (e) and (k))"

(e) the acquisition, disposition, or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

CARRIED

7:16 pm moved to in-camera meeting

RESOLUTION NO.101/19

M/S Councillors Summer/Paice

That

"Council return to the Regular Council Meeting."

CARRIED

8:36pm moved back into Regular Council Meeting

15. **OLD BUSINESS:**

16. **NEW BUSINESS:**

Mayor Heiberg: Solar Array and BC Hydro

- Discussion in regard to realized savings from the installation of the solar array.
- Discussion regarding funds received from BC Hydro and the ability to utilize for other needs.

17. **PUBLIC INQUIRIES:**

18. **ADJOURNMENT:**

Mayor Heiberg declared the meeting adjourned at 8:37pm

DIARY

Conventions/Conferences/Holidays

Beryl Prairie Septic Field

School Gymnasium agreement

Budget items

Spruce Beetle Summit- revisit 2019

Agricultural Land Commission

Diarized

07/25/16

02/26/18

07/09/18

11/05/18

28/01/19

Certified Correct:

Chair/Mayor Dave Heiberg

Corporate Officer, Tammy McKeown

REQUEST FOR DECISION

RFD#: CC-2018-33	Date: March 28, 2019
Meeting#: CM040819	Originator: Chris Cvik, Interim CAO
RFD TITLE: Release of Closed Item to Open Agenda – Homesteading Family Burials	

RECOMMENDATION:

1. That Council receive the report for information.

BACKGROUND:

At the March 25, 2019, In-Camera Council Meeting, Council approved the following:

RESOLUTION NO. 096/19

That

“Council will allow the two monuments to be placed in the ‘Garden of the Peace’ cemetery as long as they comply with the District of Hudson’s Hope’s Cemetery Bylaw.”

Carried

RESOLUTION NO. 09719

That

“Council to release this resolution from in-camera and confirm it in open meeting.”

Carried

DISCUSSION:

Where possible, recommendations passed during a closed meeting should be shared with the public.

FINANCIAL CONSIDERATIONS: N/A

Attachment: N/A

Chris Cvik, Interim CAO

REQUEST FOR DECISION

RFD#:	Date: March 21, 2019
Meeting#:	Originator: Kaitlyn Atkinson
RFD TITLE: Surplus Property: Roller Skates	

BACKGROUND:

As per the Surplus Property Policy "disposal of surplus property must first be authorized by the Council"

DISCUSSION:

The arena has been in possession of more than 30 pairs of 4 wheeled roller skates for the past few years. The skates were donated, at no cost to the District. There were attempts to run roller skating in doors, and to utilize the skates at drop in programs.

At this time the roller skates are not being utilized and are taking up a full storage closet at the arena and half of another one. These roller skates are over 20 years old and there is no value to the skates themselves.

Arena staff would like to see the skates out of the building.

Suggested disposal process:

1. Post on Facebook and put out a PSA advertising FREE roller skates to anyone who would like a pair. The Recreation and Special Events Coordinator will also contact neighbouring municipalities to see if they are interested. Give two weeks for any interested parties to come forward.
2. Whatever is left after the two-week period will be brought by staff up to the share shed.

ADMINISTRATOR COMMENTS:

Report Approved by:



 Chris Cvik, Interim CAO

BUDGET:

Staff time to move skates up to share shed. No more than \$100 worth of staff time.

RECOMMENDATION / RESOLUTION:

THAT

1. "Council waive the Surplus Property Policy and approve the disposal of roller skates housed at the arena, and the suggested disposal process"



Kaitlyn Atkinson, Recreation and Special Events Coordinator

REQUEST FOR DECISION

RFD#: 2019MR07	Date: April 08, 2019
Meeting#:	Originator: Mokles Rahman
RFD TITLE: Commercial Water Rate Increase	

RECOMMENDATIONS:

That Council approve an increase of commercial water rate at the key lock water stand from \$3.3/M³ to \$4.00/M³ effective June 1, 2019.

That Council instruct administration to bring forward for enactment the necessary amendment to the Fees and Charges Bylaw No. 843, 2014.

BACKGROUND:

At the March 25, 2019 Council meeting, Council passed the following resolution:

“Council direct staff to prepare a report in regard to the requested increase to Commercial Water Rates.”

As per the Council direction, staff reviewed the Fees and Charges Bylaw No. 843, 2014, Council Strategic Objectives, and Level of Service.

The current level of service at the commercial water stand is unsatisfactory as the users are not getting services as per their need. To improve the level of service, we have to upgrade the facility. To upgrade facility we need to generate more revenues.

During the Strategic Planning workshop held on December 8, 2018, Council identified “Providing quality infrastructure services in a sustainable manner” as one of the top priority objectives for the Council during 2019-2022.

DISCUSSION:

The existing commercial water stand, located at Clarke Avenue (near old Public Works shop), has Gas Boy Key Lock with 20 keys, which are not enough based on the need.

Some of the businesses are looking for keys, however, we do not have any spare key to provide. It does not mean that all of the 20 keys are in use. As per present practice, users register with security deposit for key and paying the water cost as they go. Even, they are not using the water stand, the keys are with them, and nobody else has access to those keys. We have communicated with the key holders to return unused keys with little success. Furthermore, there are operational challenges, sometimes keys are not working. Whenever it is malfunctioning operators are called in, which is expensive.

To overcome the mentioned challenges, a capital budget has been proposed in 2019 to upgrade the system so that it is user friendly. The source of fund is water reserve.

To provide quality infrastructure services in a sustainable manner we have to build sound infrastructure reserve funds. Adequate water rate is required to cover the costs of system operations, maintenance, and capital improvements to ensure that the system remains sustainable. Though the Fees and Charges Bylaw No. 843, 2014 have been amended few times during the last few years, the rate for commercial water from the stand has not been increased.

Administration communicated with different municipalities in the region to know the commercial water rates at their stands. While our commercial water rate is \$3.3 per M³, the same rates of Fort St. John, PRRD, Chetwynd and Taylor are \$8.5, \$8.5, \$5.23 and \$1.8 per M³ respectively. The District of Hudson's Hope water rate for commercial water stand could be increased at least to \$4.0 per M³.

The average revenue generated from our commercial water stand during the last four (4) years is \$29,000/ year. The proposed rate increase will enhance revenue generation by \$6,000 per year. The rate increase will be communicated with the users through PSA, our website and social media once bylaw is approved.

ALTERNATIVES:

1. Increase the commercial water rate at the water stand.
2. Do Nothing; however, we will loss revenue and customers will be unhappy because of inadequate level of service.

FINANCIAL CONSIDERATIONS:

Alternative 1: The District will be able to generate additional \$6,000 (approx.) per year and would be able to offset the cost of upgrades including installation of this key pass access.

Alternative 2: No cost



Mokles Rahman, Director of Public Works

Chris Cvik, Interim CAO

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Dave Heiberg and Council
SUBJECT: Quarterly Report on Council Recommendations
DATE: 2019-04-03
FROM: Tammy McKeown, Corporate Officer

A status update on outstanding items will be submitted to Council on a quarterly basis. This update will provide the status of all actions recommended by Council, at Regular Council Meetings, within the last quarter. The attached list is for the period January 1, 2019- April 1, 2019.

This report serves as a tracking mechanism for motions raised at District of Hudson's Hope Regular Council Meetings. It is updated after each meeting with a status update provided to Council on a quarterly basis.

Attachments- Outstanding Items List.

Administrators Comments

Mokles Rahman, Acting CAO

A handwritten signature in blue ink that reads "T. McKeown".

Tammy McKeown, Corporate Officer.

OUTSTANDING FOLLOW UP ITEMS OVER THE PAST QUARTER:			
AGENDA ITEM	RESOLUTION	DEPT	STATUS
March 25th Regular Council Meeting			
SR1	Staff to remove the Council Chamber Sound System from the proposed Capital Budget.	ADMN/Finance	completed
SR1	Staff to prepare a report in regard to the requested increase to Commercial Water Rates	Public Works	Completed – brought forward at April 8 th Council Meeting
SR1	Staff to remove the Arena Recreation Equipment from the Capital Budget and to refer it to the O&M Budget	RSEC/Finance	completed
SR7	Staff to setup the event tent in the Pool Park for before June 1, 2019 and have it taken down around the September 2019 long weekend, and to ensure it is inspected weekly for the duration of its setup	Public Works	To be done end of May
C4	Mayor Heiberg to attend the BC Mayors Caucus in Prince George, BC from March 31 to April 2, 2019.	Mayor/ADMN	completed
C6	Provide a letter of support for the Double H Saddle Club's application to the FCC Agrispirit Fund for assistance to replace the old concession at the outdoor riding arena (rodeo grounds).	ADMN	completed
March 11th Regular Council Meeting			
BA1	Staff is to amend the scope of work for the Light Industrial Park to include the installation of the natural gas line and the installation of high-speed internet	DPW/ADMN	Scope has been amended
SR8	Staff to research new funding model for grant in aid and bring back to Council prior to the 2020 application period	ADMN/ Finance	In Progress
SR8	Staff to bring report back to Council outlining the financial implications, including liability insurance, of setting the tent up in one location for the entire season	RSEC	completed
SR9	second recommendation from the Recreation report be taken back to the Recreation Committee for further consultation	RSEC	
B2	table the 'District of Hudson's Hope Fees and Charges Bylaw 904, 2019' until the March 25 th , 2019 Regular Council Meeting to allow RSEC time to implement additional changes	RSEC	awaiting results of DPW request for Commercial Water Stand rate increase
C1	Council provide a letter of support for the Double H Saddle Club's application to the Co-op Community Spaces Grant for assistance to build a roof over the outdoor bleachers at the rodeo grounds	Mayor/ ADMN	completed

C6	Council provide a submission to BC Ministry of Forests, Lands, Natural Resource Operations and Rural Development supporting The City of Fort St John's response	Mayor/ADMN	completed
C7	Council submit a letter of support to the CRTC, to add a rebroadcasting transmitter in the District of Hudson's Hope, on behalf of the Chetwynd Communications Society	Mayor	completed
February 28th Regular Council Meeting			
SR3	Council is authorized to attend the Public Meeting with Western Water, L&M, and BC Hydro(tentative) during the week of April 1st, 2019	Council	Meeting Booked for April 18th
SR8	Council waived the Purchasing Policy and approve a sole source contract to Master Pools Alta Ltd. for repairs to the pool in the amount of \$23,000.	Public Works	completed
SR10	Staff to bring forward an amendment to the Fees and Charges Bylaw No. 843 to incorporate the changes recommended by the Recreation Advisory Committee.	ADMN	awaiting results of DPW request for Commercial Water Stand rate increase
CM2	Staff is directed to request a quote from a local engineering firm to create a preliminary design of the light industry development, based on the reduced scope of work, with the following criteria: <ul style="list-style-type: none"> - Lots are serviced with water and 3 phase power. No sewer. - Roadway is gravel - Development extends from the furthest west lot to Powell Road. - Lots are not cleared - Developments follow MOTI guidelines. 	ADMN	completed
C14	Council approve travel for up to two Councillors to attend the BC Ministry of Agriculture Agricultural Advisory Committee Workshop on March 13, 2019 in Langley.	Council	completed- none attended
February 11th, Regular Council Meeting			
SR1	addition of \$15,000 into the 2019 budget to cover the estimated grant amount to ensure properties are tax exempt as per Council's direction.	ADMN/Finance	Completed – incorporated in the Grants in Aid
SR1	Administration to contact each of the eight properties that are involved to advise them that they will receive a grant equal to the final amount of property tax for 2019 that they are assessed	ADMN	Completed
SR4	staff to review the O&M Program for recreation assets such as the tennis courts, baseball diamonds, and playgrounds to ensure adequate funding is available to maintain these assets	RSEC/Public Works	Not started

	and that they are adequately reflected in our annual maintenance program.		
SR4	Recreation and Special Events Coordinator to bring back the recommendations for the daily rate and the definition of Family to the Recreation Committee to discuss further and to return to Council with more detailed recommendations including accurate rates for the items being discussed	RSEC	Completed
SR5	administration to consult with the affected residents and road users in regards to the closure of the Osbourne Street at the intersection of Canyon Drive; consultation process will involve a public meeting/open house with the affected residents and road users to obtain feedback on analysis, alternatives, recommendations, and communication with the Ministry of Transportation; recommendations to be brought back to Council	Public Works	Meeting set for April 30
SR6	Council approves the online payment of monthly billings for Telus, Telus Mobility, BC Hydro, Fortis, and Pacific Blue Cross and Medical Services Plan with a pre-approval from the CAO before payment is made.	Finance	completed
SR7	Council approved a maximum of \$11,000 as Hudson's Hope portion of the Economic Development Function under the 2019 budget process for the Peace River Regional District (PRRD).	ADMN/Finance	completed
January 28th Regular Council Meeting			
D1	Staff to provide a report on the annual clean-up costs associated to the Spring and Fall clean-up Program	Public Works	completed
SR1	Development Variance Permit Application No. 2019-01 (Clark) to allow a manufactured home that is 18 years old (2001 model) to be moved to 20498 Beattie Drive - Lot A, District Lot 148, Plan 10780 Except Plans H887 and 34351 Parcel A.	ADMN	completed
SR3	Administration to increase the 2019 budget to reflect the loss of the one-third tax exemption for Members of Council	ADMN/Finance	completed
SR3	Administration to update the Council Remuneration Bylaw and bring the documents back to Council for consideration.	ADMN	completed
SR5	Council approved the expenditure of the \$20,000 received from BC Hydro as part of the Partnering Relationship Agreement to purchase a 10-foot enclosed trailer and stabilization equipment to improve road rescue capabilities within the District of Hudson's Hope	Protective Services	Purchased, Decals are being installed, will be in Hudson's Hope by April 12 th .
SR9	Council approved a pre-budget amount of \$29,000 plus taxes for the Water Chemistry Control Unit and emergency liner repairs, and that the source of fund is the O&M Budget of the Swimming Pool under Public Works Department.	Public Works/ Finance	Included in Budget; awaiting on

			availability of contractor
SR9	Council consider a capital budget of \$268,945 plus taxes in 2020 for rehabilitation of Pool Liner and refer to Recreation Committee to review and report back to Council by fall 2019	Public Works/Finance	In Progress
SR10	Council authorized to attend the next Community Engagement meeting.	Council	completed
January 14th Regular Council Meeting			
SR4	Council approves a grant application to be made for the Rural and Northern Communities Program for upgrades to Beattie Lift Station."	DPW/ADMN	Application submitted; awaiting response
SR4	Council approves \$20,000 for proceeding detailed geotechnical investigation and detailed design of the project. The source of fund will be Sewer Reserve and will be returned to the Sewer Reserve if grant is approved	DPW	ongoing
SR5	Council will respond back to RSEC with any availability to attend this event by February 11, 2019 and give their preference of shifts that they can attend.	Council	completed
C9	Administration prepare a report for the January 28, 2019, Council Meeting on bringing the Library under the District's insurance program.	ADMN	completed
C12	Council be authorized to attend the PRLGA meeting on March 28, 2019.	COUNCIL	completed
NB1	Administration to contact Ms. Faye Lavalley on her wishes for the Garden of Peace Cemetery and report back to Council	ADMN	completed

<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	<p>North Peace Airport Society</p> <p>President Jim McKnight, Electoral Area C</p> <p>Vice-President, Brent Taillefer, District of Taylor</p> <p>Treasurer, Karen Goodings, Electoral Area B</p> <p>Director Arlene Boon, Electoral Area B</p> <p>Director Rob Fraser, District of Taylor</p> <p>Director Moira Green, City of Fort St. John</p> <p>Director Dave Heiberg, District of Hudson's Hope</p> <p>Director Brad Sperling, Electoral Area C</p> <p>Director Byron Stewart, City of Fort St. John</p> <p>Director of Strategy, Capital & Planning, Miranda V. Flury</p> <p>North Peace Airport Services</p> <p>Gordon Duke, Managing Director</p> <p>Tim Greening, Manager Programs & Regulatory Compliance</p> <p>Absent</p> <p>Director Bob Norton, District of Hudson's Hope</p>
1.1	Call to Order	10:05 am
1.2	Amendments to Agenda	
2.0	Closed Meeting	Closed meeting not scheduled due to time constraints.
3.0	Meeting Minutes	
3.1	Meeting Minutes November 28, 2018	<p>12/12/2018- 1</p> <p>MOVED: Moira Green</p> <p>SECONDED: Brent Taillefer</p>

		<p>THAT the meeting minutes on November 28th, 2018 are approved as presented with one amendment: remove the bullet point discussing a 20,000-person community.</p> <p>CARRIED</p>
4.0	Consent Agenda	<p>12/12/2018- 2</p> <p>MOVED: Moira Green</p> <p>SECONDED: Rob Fraser</p> <p>THAT the consent agenda on December 12th, 2018 is approved as presented.</p> <p>CARRIED</p>
5.0	Society's Financial Statements	Tabled.
6.0	North Peace Airport Services Reports	
6.1	NPAServices' Update October 2018	Tabled.
6.2	NPAServices' Financial Statements	Tabled.
6.3	NPAServices' ARFF Financials	Tabled.
6.4	Project Status Updates	
6.4.1	Project Update- Runway Rehabilitation 03/21 ACAP	Tabled.

6.4.2	Project update- 10-year capital plan assessment	Tabled
6.4.3	Project Update- Pay on Foot Station for Parking lot	Tabled.
6.4.4	Project Update- Grader	Tabled.
6.4.5	Project Update- Website Redesign	Tabled.
6.4.6	Project Update- Loader	Tabled.
6.4.7	Project Update- Cashier Terminal Station	Tabled.
6.4.8	Project Update- 12/30 Transverse Cracks	Tabled.
6.4.9	Project Update- Tar Pot	Tabled.
7.0	Unfinished Business	
7.1	AIF-E Process to transfer funding to the Society	<ul style="list-style-type: none"> • NPAServices has not run into any issues with collecting AIF-E from Chartered Airlines • AIF-E numbers are audited through Nav Canada
7.2	Operating & Capital Reserve Policy	
7.2.1	Updates to Capital Approval Policy	<ul style="list-style-type: none"> • Policy will be amended removing AIF-E from the operating and 2027 reserve

7.2.2	NPAServices- AIF- E letter of Concern	No further discussion
8.0	New Business	
8.1	Society 2019 Budget	<p>12/12/2018- 3</p> <p>MOVED: Brad Sperling</p> <p>SECONDED: Dave Heiberg</p> <p>THAT the 2019 NPASociety budget is approved as presented, with one amendment: change Director Remuneration to reflect the actual expenses for one year.</p> <p>CARRIED</p>
8.2	Board Training	<ul style="list-style-type: none"> Complete a review of the bylaws before board training is proposed
8.3	Safe at PRRD	<ul style="list-style-type: none"> The Society will write a letter to each member organization offering the safe, if it is not claimed, it will be offered to non-profit organizations
8.4	Capital	
8.4.1	NPAServices 2019 Business Plan Revised	<ul style="list-style-type: none"> Amendments to the operating budget are as follows: <ul style="list-style-type: none"> Revenue: car rental revenue and ad revenue amended Expenses: updated to reflect collective agreement changes
8.4.2	Cash Flow Analysis	<ul style="list-style-type: none"> Another iteration of the cash flow analysis will be discussed <p>Additional discussion points:</p> <ul style="list-style-type: none"> Terminal renovation project needs to be substantially less than \$5 million Runways- consider decreasing to one runway

		<ul style="list-style-type: none"> ○ If YXJ has only one runway that is unusable for more than 5% of the year, it will impact the ability of the airport to accept flights and airlines may look to develop routes elsewhere ○ Assessment for a runway rehabilitation is done two years in advance of a project commencing ○ Engineering assessments on runways are not specific enough to drill down to the remaining useful life
8.4.3	Proposal for Funding Options	<ul style="list-style-type: none"> • Society to determine acceptable debt servicing levels to support the capital plan
8.5	ARFF Combined Services Building Location	<ul style="list-style-type: none"> • All work on the ARFF building has stopped • When we determine we need to proceed again, the building location will be selected at the beginning of the project with a clear scope • Vantage estimates it will take 18 months of planning before construction starts
8.6	Project Charter-Hydraulic Bottle Jack	<p>12/12/2018- 4</p> <p>MOVED: Brad Sperling</p> <p>SECONDED: Dave Heiberg</p> <p>THAT the project charter for the Hydraulic Bottle Jack is approved as presented with a budget for this capital item is \$1024.51 plus taxes.</p> <p>CARRIED</p>

8.7	Project Charter: Airport Grounds Enhancement	<p>12/12/2018- 5</p> <p>MOVED: Brad Sperling</p> <p>SECONDED: Dave Heiberg</p> <p>THAT the Society spend \$30,000 on the sign for YXJ at the end of terminal road.</p> <p>RESCINDED (<i>Greater than 2/3 vote</i>)</p> <ul style="list-style-type: none"> • Project charter was not approved
8.8	Project Charter- Wireless Upgrade	<p>12/12/2018- 6</p> <p>MOVED: Brad Sperling</p> <p>SECONDED: Dave Heiberg</p> <p>THAT the project charter for the wireless upgrade is approved with a budget of \$2,300 plus taxes.</p> <p>CARRIED</p>
8.9	Project charter amendment: 03/21 Rehab	<p>12/12/2018- 7</p> <p>MOVED: Moira Green</p> <p>SECONDED: Dave Heiberg</p> <p>THAT 03/21 Rehab Project Charter is amended with new wording of the scope, the budget will remain the same.</p> <p>CARRIED</p> <ul style="list-style-type: none"> • ACAP application will be submitted before the end of 2018
9.0	Adjournment	<p>12/12/2018- 8</p> <p>MOVED: Dave Heiberg</p> <p>THAT the meeting is adjourned at 1:00 pm.</p>

		CARRIED
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<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	<p>North Peace Airport Society</p> <p>President Jim McKnight, Electoral Area C</p> <p>Treasurer, Karen Goodings, Electoral Area B</p> <p>Director Arlene Boon, Electoral Area B</p> <p>Director Rob Fraser, District of Taylor</p> <p>Director Moira Green, City of Fort St. John</p> <p>Director Dave Heiberg, District of Hudson's Hope</p> <p>Director Brad Sperling, Electoral Area C (<i>left after Section 7.2</i>)</p> <p>Director Byron Stewart, City of Fort St. John (<i>left after Section 7.2</i>)</p> <p>Director of Strategy, Capital & Planning, Miranda V. Flury</p> <p>North Peace Airport Services</p> <p>Gordon Duke, Managing Director</p> <p>Tim Greening, Manager Programs & Regulatory Compliance</p> <p>Vantage Airport Group</p> <p>Zach, Manager Facilities, Projects, and Capital Planning</p> <p>Absent</p> <p>Vice-President, Brent Taillefer, District of Taylor</p> <p>Director Bob Norton, District of Hudson's Hope</p>
1.1	Call to Order	9:46 am
1.2	Amendments to Agenda	Started with Section 8.1 Term Loan Extension, and then moved to the start of the board package.
2.0	Closed Meeting	See Closed Meeting Minutes
3.0	Meeting Minutes	

3.1	Meeting Minutes December 12, 2018	<p>FEB/06/2019- 1</p> <p>MOVED: Moira Green</p> <p>SECONDED: Dave Heiberg</p> <p>THAT the meeting minutes on December 12, 2018 are approved as presented.</p> <p>CARRIED</p>
4.0	Consent Agenda	<p>FEB/06/2019- 2</p> <p>MOVED: Moira Green</p> <p>SECONDED: Dave Heiberg</p> <p>THAT the consent agenda on February 6, 2019 is approved as presented.</p> <p>CARRIED</p>
5.0	Society's Financial Statements	<p>FEB/06/2019-3</p> <p>MOVED: Dave Heiberg</p> <p>SECONDED: Moira Green</p> <p>THAT the Society's financial reports ending December 31, 2018 are accepted as presented.</p> <p>CARRIED</p>
6.0	North Peace Airport Services Reports	
6.1	NPAServices' Update December 2018	<ul style="list-style-type: none"> • Collective bargaining update <ul style="list-style-type: none"> ○ This was completed, formal signing date not determined yet, implemented on good faith. • Dawson Creek runway expansion <ul style="list-style-type: none"> ○ Vantage team will provide an update on Dawson's commercial ops capacity at the next meeting

		<p>Update from Society</p> <ul style="list-style-type: none"> Petronas is not proceeding with their personal runway.
6.2	NPAServices' Financial Statements	<ul style="list-style-type: none"> NPAServices will define these financial line items in writing for our next meeting: <ul style="list-style-type: none"> Vantage Service Fees Vs. Vantage Admin Fees. Vs Vantage Overhead Fees vs. Vantage Management Fee (Transfer pricing) NPAServices will provide a variance report on the maintenance and repairs for 2018
6.3	NPAServices' ARFF Financials	<ul style="list-style-type: none"> Fire trucks were under warranty in 2018 and are under warranty until October 2019 (one-year warranty extension provided to NPAServices)
6.4	Project Status Updates	
6.4.1	Project Update- Runway Rehabilitation 03/21 ACAP	<ul style="list-style-type: none"> Submitting to ACAP the week of Feb 11, 2019 ACAP intake period closes April 1, 2019 This project will not commence until funding is confirmed from ACAP, if funding is declined, the Society will discuss a budgetary approval for the runway without grant funding.
6.4.2	Project update- 10-year capital plan assessment	<ul style="list-style-type: none"> Close out letter provided for the 10-year capital assessment plan.
6.4.3	Project Update- Pay on Foot Station for Parking lot	<ul style="list-style-type: none"> Close out letter provided for the pay on foot station for the parking lot. <p>NPAServices parking lot update:</p>

		<ul style="list-style-type: none"> Considering contracting out the parking lot (new system, enforcement, possibly infrastructure, possibly snow clearing) Unclear on the existing costs for maintaining the parking lot, they are starting to track it An informal update will be provided to the Society at the next meeting, and pending the results, NPAServices will present a formal cost benefit analysis for contracting out the parking lot work to another company
6.4.4	Project Update- Grader	As per report.
6.4.5	Project Update- Website Redesign	As per report.
6.4.6	Project Update- Loader	<ul style="list-style-type: none"> Close out letter provided for the loader. -
6.4.7	Project Update- Cashier Terminal Station	<ul style="list-style-type: none"> Close out letter provided for the Cashier Terminal Station.
6.4.8	Project Update- Tar Pot	As per report.
6.4.9	Project Update- Wireless Upgrade	Report not submitted.
6.4.10	Project Update- Firehall Upgrades	<ul style="list-style-type: none"> As per report, will complete a project charter for next meeting.
6.4.11	Project Update- Apron Flood light Upgrade LED	As per report.

6.4.12	Project Update- Maintenance Hall- Boiler Replacement	Project withdrawn and postponed for 2-3 years.
6.4.13	Project Update- Crash Gates	As per report.
6.4.14	Project Update- Professional Services Agreement with WSP (ARFF Firehall)	<ul style="list-style-type: none"> NPAServices will report back on whether we can close the project with the remainder of the outstanding contract in place.
7.0	Unfinished Business	
7.1	Operating & Capital Reserve Policy Update	<p>FEB/06/2019- 4</p> <p>MOVED: Moira Green</p> <p>SECONDED: Rob Fraser</p> <p>THAT the Operating and Capital Reserve Policy is approved as presented.</p> <p>CARRIED</p>
7.2	Capital Approval Policy Update	<p>FEB/06/2019- 6</p> <p>MOVED: Dave Heiberg</p> <p>SECONDED: Moira Green</p> <p>THAT the Capital Approval Policy is approved as presented with one amendment: the last bullet point from 'Section 4.5 Small Capital Projects' is removed.</p> <p>CARRIED</p> <p>FEB/06/2019- 7</p>

		<p>MOVED: Moira Green</p> <p>SECONDED: Dave Heiberg</p> <p>THAT NPAServices is granted a 'Small Capital Project Budget' of \$50,000 for 2019 with the restrictions highlighted in the Capital Approval Policy.</p> <p>CARRIED</p>
7.3	Project Management Flow Chart from Vantage	NPAServices and the Director of Strategy, Capital, and Planning to discuss the project management further and will present their discussions at the next meeting.
7.4	Pavement Management-Presentation From Vantage	No discussion.
7.5	10-year capital plan	<p>Society requested:</p> <ul style="list-style-type: none"> NPAServices connect the individual assessments of infrastructure (including the 2018 Tetra Tech's Facility Assessment) with the 5-year capital plan The Vantage team will discuss how to extend the 5-year capital plan to a 10-year capital plan (with the Society's support or with their team solely)
7.6	Letter from Vantage on: Vantage Fee on ARFF Regulatory Recovery Fee Income	Tabled.
7.7	Letter from Air Canada & WestJet:	Tabled.

	Response to using ARFF Regulatory Recovery Fee for ARFF Capital	
7.8	ARFF Regulatory Recovery Fee: Letter of Understanding from Vantage	Tabled.
7.9	Letter from Vantage re: Initial Outlay of \$84,000 for ARFF Services	Tabled.
8.0	New Business	
8.1	Term Loan Extensions	<p>FEB/06/2019- 1 Special Resolution MOVED: Brad Sperling SECONDED: Dave Heiberg THAT the two term loans (6515053 and 6515150) are extended at a rate of 3.61%, amortized over a 60-month period, and will mature December 1 2019.</p> <p>CARRIED</p> <p><i>Please note for the special resolution above: Brad Sperling represented the PRRD, Byron Stewart represented the City of FSJ, Rob Fraser represented the District of TAY, and Dave Heiberg presented the District of HH.</i></p>

8.2	Project Charter- Restricted Area Access	No longer relevant (part of Small Capital Projects budget).
8.3	Project Charter- Runway 12/30- High Severity Transverse Cracks	Tabled.
8.4	Project Charter- Airport Computer Server	No longer relevant (part of Small Capital Projects budget).
8.5	Update on Terminal Renovation Discussion	Tabled.
9.0	Adjournment	FEB/06/2019- 8 MOVED: Arlene Boon THAT the meeting is adjourned at 12:40 pm. CARRIED

<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	<p>North Peace Airport Society</p> <p>President Jim McKnight, Electoral Area C</p> <p>Vice-President, Brent Taillefer, District of Taylor</p> <p>Treasurer, Karen Goodings, Electoral Area B</p> <p>Secretary, Arlene Boon, Electoral Area B</p> <p>Director Rob Fraser, District of Taylor</p> <p>Director Moira Green, City of Fort St. John</p> <p>Director Dave Heiberg, District of Hudson's Hope</p> <p>Director Brad Sperling, Electoral Area C</p> <p>Director Byron Stewart, City of Fort St. John</p> <p>Director of Strategy, Capital & Planning, Miranda V. Flury</p> <p>North Peace Airport Services</p> <p>Gordon Duke, Managing Director</p> <p>Tim Greening, Manager Programs & Regulatory Compliance</p> <p>Vantage</p> <p>Lori Chambers, Senior Director, Operations</p> <p>Marie-Jose Garces, Manager of Capital Projects and Operations</p> <p>Peter Tong, Senior Director, Financial Planning and Analysis</p> <p>Absent</p> <p>Director Bob Norton, District of Hudson's Hope</p>
1.1	Call to Order	9:42 am
1.2	Amendments to Agenda	None.
2.0	Closed Meeting	See Closed Meeting Minutes

3.0	New Business	
3.1	December Board Meetings	Cancel Dec 5, 2018 meeting and continue with Dec 12, 2018 meeting
3.2	ARFF Regulatory Recovery Fee Discussion	<p>Vantage Airport Group</p> <ul style="list-style-type: none"> • ARFF fee is intended as a recovery fee to fund the operations • NPAServices ended up with a sizeable surplus with the ARFF Regulatory Recovery Fee as there were unknown fees for a period of 18-24 months • In 2017, Beau Cook (asset manager at the time) suggested a one-time possibility of using the ARFF Regulatory Recovery Fee for the ARFF Shelter, acknowledging it is not a normal practice • Vantage needed to consult the airlines before proceeding • Air Canada questioned whether ARFF fees should be used for capital, Gord consulted other airport colleagues and noted that it should not be used for capital <ul style="list-style-type: none"> ○ No formal letter was sent, an email was received with this concern and this is what NPAServices used to make a decision on the use of ARFF Regulatory Recovery Fee • Vantage's main concern is the relationship with the airlines, a major stakeholder • ARFF Shelter is no longer a project that is on the table; they will submit a project charter for it when the time comes • Misc:

		<ul style="list-style-type: none"> ○ Turnout gear and any of the small equipment is operating, not capital <p>Society</p> <ul style="list-style-type: none"> • The Society needs defensible data to support policy development, which explains the request for the letter from the air carrier • \$84,000 needs to be reimbursed back to the Society for initial ARFF costs as agreed to back in 2016 <ul style="list-style-type: none"> ○ Vantage will review and update the board in January • Transparency and communication are vital to the relationship between the Society and Vantage <ul style="list-style-type: none"> ○ Sharing communication from the airline would have mitigated the escalation of this topic • Airlines are the Society's stakeholder as well • Noting that ARFF should not cost the Society money, the 8% Vantage fee should be covered through the regulatory recovery fee and not charged to the Society. <ul style="list-style-type: none"> ○ Vantage will report back on this item for the January meeting <p>Items agreed to present back to the Society by the January 2019 meeting:</p> <ul style="list-style-type: none"> • A letter of understanding in how the ARFF Regulatory Recovery Fee will be used
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		<ul style="list-style-type: none"> • A review of the \$84,000 that is owed to the Society for the outlay of ARFF in 2016, a remittance letter to be provided • A formal letter from the airlines group indicating their opinion on ARFF Regulatory Recovery Fees being used for capital expenditures • Written communication on a review of the 8% Vantage Fee being incorporated into the ARFF Regulatory Recovery Fee
3.3	Capital Approval Process Developed by Vantage	<p>Vantage</p> <ul style="list-style-type: none"> • Vantage created a flow chart for the approval process • A long-term capital plan is presented, and annually, the following year is reviewed with thorough project charters and is presented to the Society <ul style="list-style-type: none"> ○ The 10-year capital plan would include what is happening with land use plans, master plans, development plans, sustaining capital, etc. • Class D estimates would be used for the capital plan beyond 1 year <p>The Society</p> <ul style="list-style-type: none"> • Need Vantage's procurement policy to ensure the Society and Vantage are aligned • Capital plan needs: <ul style="list-style-type: none"> ○ To be iterative and flexible ○ Needs to have sufficient amounts of detail so the Society can plan for contingencies, prioritize funding, cash flow analysis, and debt servicing

		<ul style="list-style-type: none"> ○ The current level of detail in all project charters, the 5-year capital plan is not enough, a 10-year capital plan needs to be presented. <ul style="list-style-type: none"> ▪ Please refer to past 10-year capital plan for the level of detail expected by the Society for this document ▪ To note: The Tetra Tech report is a consulting report, not a 10-year capital plan, this needs to be developed <p>For the January 2019 meeting, Vantage will:</p> <ul style="list-style-type: none"> • Flush out the project management piece of the flow chart, Society needs to see that the following are included: <ul style="list-style-type: none"> ○ Society provides approvals regarding material changes to budgets, timelines, and deliverables ○ Society needs to have the letters awarding a successful bidder and a letter closing out the project • Deliver a procurement policy and procedure
3.4	Project Charter Developed by Vantage	<ul style="list-style-type: none"> • Society's expects that this document is submitted with the annual plan with a significant amount of information (ranging from 3-4 pages long depending on the request) • Vantage will: <ul style="list-style-type: none"> ○ Add a section on contingency to the Project Charter

		<ul style="list-style-type: none">○ Compile one document for each capital plan: annual, 5-year capital plan, 10-year capital plan
9.0	Adjournment	12:11 pm.



North Peace AIRPORT SOCIETY

REGULAR Meeting Minutes

October 3, 2018

<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	<p>North Peace Airport Society</p> <p>President Jim McKnight, Electoral Area C</p> <p>Vice-President, Brent Taillefer, District of Taylor</p> <p>Treasurer, Karen Goodings, Electoral Area B</p> <p>Director Arlene Boon, Electoral Area B</p> <p>Director Moira Green, City of Fort St. John (<i>not present for regular meeting</i>)</p> <p>Director Dave Heiberg, District of Hudson's Hope</p> <p>Director Brad Sperling, Electoral Area C</p> <p>Director Byron Stewart, City of Fort St. John</p> <p>Director of Strategy, Capital & Planning, Miranda V. Flury</p> <p>North Peace Airport Services</p> <p>Gordon Duke, Managing Director, North Peace Airport Services</p> <p>Tim Greening, Manager Programs & Regulatory Compliance (<i>Not present for regular meeting</i>)</p> <p>Absent</p> <p>Director Bob Norton, District of Hudson's Hope</p> <p>Director Rob Fraser, District of Taylor</p>
1.1	Call to Order	10:02 am
1.2	Amendments to Agenda	N/A
2.0	Closed Meeting	See Closed Meeting Minutes
3.0	Meeting Minutes	
3.1	Meeting Minutes June 8, 2018	Tabled



North Peace AIRPORT SOCIETY

REGULAR Meeting Minutes

October 3, 2018

3.2	Meeting Minutes June 20, 2018	Tabled
3.3	Meeting Minutes Sept 5, 2018	Tabled
4.0	Consent Agenda	Tabled
5.0	Society's Financial Statements	Tabled
6.0		
6.1	NPAServices' Update July 2018	Tabled
6.2	NPAServices' Update August 2018	Tabled
6.3	NPAServices' Update September 2018	Tabled
6.4	NPAServices' Financial Statements	Tabled
6.5	NPAServices' ARFF Financials	Tabled
6.6	Project Status Updates	
6.6.1	Project Update- Runway Rehabilitation 03/21 ACAP	Tabled
6.6.2	Project update- 10- year capital plan assessment	Tabled



6.6.3	Project Update- Pay on Foot Station for Parking lot	<ul style="list-style-type: none"> • Tabled
6.6.4	Project Update- Grader	<ul style="list-style-type: none"> • Tabled
6.6.5	Project Update- Website Redesign	<ul style="list-style-type: none"> • Tabled
6.6.6	Project Update- Loader	<ul style="list-style-type: none"> • Tabled
6.6.7	Project Update- Cashier Terminal Station	<ul style="list-style-type: none"> • Tabled
7.0	Unfinished Business	
7.1	AIF-E Process to transfer funding to the Society	<ul style="list-style-type: none"> • Tabled
7.2	Updates to Capital Approval Policy	<ul style="list-style-type: none"> • Tabled
7.3	AIF ATAC Audit	<ul style="list-style-type: none"> • Tabled
8.0	New Business	
8.1	Documents not received from NPAServices	<ul style="list-style-type: none"> • AIF/Rent Remit signed PDF • AIF-E • GST Remit Q2 2018 • Long term forecasting • AIF taxes



North Peace AIRPORT SOCIETY

REGULAR Meeting Minutes

October 3, 2018

		NPAServices agreed to submit the documentation requested by October 12 th , 2018 and is aware a letter will be written to George Casey in the event the documents are not received.
8.2	Project charter amendment: 03/21 Rehab	<ul style="list-style-type: none"> • Tabled
8.3	S&S Turbine Services Request	<ul style="list-style-type: none"> • Tabled
8.4	Board Orientation topics	<ul style="list-style-type: none"> • Tabled
8.5	NPAServices' 2019 Operating Budget	<ul style="list-style-type: none"> • Tabled
8.6	NPAServices' 2019 Capital Budget	<ul style="list-style-type: none"> • Tabled
8.7	Directors and Officers Insurance Renewal 2019	<ul style="list-style-type: none"> • Tabled
8.8	Site C Update	<ul style="list-style-type: none"> • Tabled
8.9	Project Charter-Hydraulic Bottle Jack	<ul style="list-style-type: none"> • Tabled
8.10	Project Charter-Wireless Upgrade	<ul style="list-style-type: none"> • Tabled
9.0	Adjournment	10/03/2018- MOVED: Brad Sperling THAT the meeting is adjourned at 1:13 pm. CARRIED



North Peace AIRPORT SOCIETY

REGULAR Meeting Minutes

Sept 5, 2018

<u>Item #</u>	<u>Agenda Item</u>	<u>Minutes</u>
1.0	Roll Call	<p>North Peace Airport Society</p> <p>President Jim McKnight, Electoral Area C</p> <p>Vice-President, Brent Taillefer, District of Taylor</p> <p>Treasurer, Karen Goodings, Electoral Area B</p> <p>Director Arlene Boon, Electoral Area B</p> <p>Director Rob Fraser, District of Taylor</p> <p>Director Moira Green, City of Fort St. John</p> <p>Director Dave Heiberg, District of Hudson's Hope</p> <p>Director Bob Norton, District of Hudson's Hope</p> <p>Director Brad Sperling, Electoral Area C</p> <p>Director Byron Stewart, City of Fort St. John</p> <p>Director of Strategy, Capital & Planning, Miranda V. Flury</p> <p>North Peace Airport Services/Vantage Airport Group</p> <p>Gordon Duke, Managing Director</p> <p>Tim Greening, Manager Programs & Regulatory Compliance</p> <p>Zach Berglund, Manager Facilities, Projects, and Capital Planning</p> <p>Guests</p> <p>Richard Kohler, VP Airports, Tetra Tech</p> <p>Clark Norton, Project Manager, Tetra Tech</p>
1.1	Call to Order	09:39
1.2	Amendments to Agenda	Started with section 8.1: presentation from Tetra Tech
2.0	Closed Meeting	See Closed Meeting Minutes
3.0	Meeting Minutes	



North Peace AIRPORT SOCIETY

REGULAR Meeting Minutes

Sept 5, 2018

3.1	Meeting Minutes June 8, 2018	Tabled.
3.2	Meeting Minutes June 20, 2018	Tabled.
4.0	Consent Agenda	Tabled.
5.0	Society's Financial Statements	Tabled.
6.0	North Peace Airport Services Reports	
6.1	NPAServices' Update July 2018	Tabled.
6.2	NPAServices' Update August 2018	Tabled.
6.3	NPAServices' Financial Statements	Tabled.
6.4	NPAServices' ARFF Financials	Tabled.
6.5	Project Status Updates	
6.5.1	Project Update- Runway Rehabilitation 03/21 ACAP	Tabled.
6.5.2	Project update- 10- year capital plan assessment	Tabled.
6.5.3	Project Update- Pay on Foot Station for Parking lot	Tabled.



6.5.4	Project Update- Grader	Tabled.
6.5.5	Project Update- Website Redesign	Tabled.
6.5.6	Project Update- Loader	Tabled.
6.5.7	Project Update- Cashier Terminal Station	Tabled.
7.0	Unfinished Business	
7.1	AIF-E Process to transfer funding to the Society	Tabled.
7.2	Updates to Capital Approval Policy	Tabled.
7.3	Unpaid WSP Invoice	Tabled.
8.0	New Business	
8.1	10-year capital plan presentation	<p>Tetra Tech Presentation</p> <ul style="list-style-type: none"> • DKMA forecasted a significant difference between Stantec's original prediction (much lower) • Projects were based on a well-rounded resource development, not solely oil/gas projects • Area of risk: consider if major companies will consider to build their own air strips • Condition assessments <ul style="list-style-type: none"> ○ Dollar figures are in 2018 dollars



		<ul style="list-style-type: none"> ○ Taxiway C not in scope, will likely have to rebuild the entire taxiway if it is needed based on current condition ○ Glycol: <ul style="list-style-type: none"> ▪ The total glycol concentration cannot be more than 100 mg/L at the end of the water column at the edge of the airport, the airport needs to understand what are the existing concentrations ▪ First step: monitor it, find out if there is a problem with glycol, if it is a problem, then develop a containment system (biological or pumping it out) ▪ Want to maintain a remote de-icing area from a health and safety perspective for employees ▪ Would conduct water sampling in May ▪ 2017/2018 winter: ~100,000 L of glycol used ▪ Richard noted that there are rumblings that Environment Canada will become more strict with Glycol ● Firehall <ul style="list-style-type: none"> ▪ Worth considering the combined services building ▪ New boilers could be transferred to a new building if they are replaced, but if you
--	--	--



		<p>plan to lease out the building, you would leave the boilers in there</p> <ul style="list-style-type: none"> ▪ Need a cost benefit analysis a combined services building <p>Questions for NPAServices:</p> <ol style="list-style-type: none"> 1) What is the delineation between airport-maintained taxiway/apron (close to Taxi A) and private surfaces, pg. 95? <ol style="list-style-type: none"> a. GA crew not responsible for the GA Apron (only 3 meters outside of their building) b. NPAServices charges the GA an airport maintenance charge, NPAServices maintains it on a priority 2 or 3 basis c. Not required to upgrade the GA apron as per the lease agreement (no service agreement) <p>Questions for TetraTech:</p> <ol style="list-style-type: none"> 1) Is the runway pricing of 12/30 accurate? <ol style="list-style-type: none"> a. Difference in pricing is due to distress (03/21 has a base failure). b. Tetra Tech's recommendation is to do a study to figure out what the condition of the granular base is, and to understand what loads it will endure in the future. 2) What is our current facility peak hour passenger volume built for? 155 (hold room size)
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North Peace AIRPORT SOCIETY

REGULAR Meeting Minutes

Sept 5, 2018

8.2	Project charter amendment: 03/21 Rehab	Tabled.
8.3	S&S Turbine Services Request	Tabled.
8.4	Board Orientation topics	Tabled.
8.5	NPAServices' 2019 Operating Budget	Tabled.
8.6	NPAServices' 2019 Capital Budget	Tabled.
8.7	Directors and Officers Insurance Renewal 2019	Tabled.
8.8	Site C Update from BC Hydro	Tabled.
8.9	Project Charter- Hydraulic Bottle Jack	Tabled.
9.0	Adjournment	05/02/2018- MOVED: THAT the meeting is adjourned at 11:31 pm. CARRIED

Friday, 22 March 2019

Dear Mayor and Councillors,

I am writing on behalf of the Hudson's Hope Health Care and Housing Society to thank you for the Financial Assistance Grant offered to the Society for the Window Replacement Fund at Silver Willow Court. Your generous grant has made the daunting and extremely expensive task seem far more achievable and now we are contemplating being able to move forward with our window replacement plans this summer. The board and the tenants both thank you

On May 4th we are planning a fund raising barbecue and garage sale at Silver Willow Court (the location might have to change if the weather doesn't co-operate!). Delicious food will be supplied by Country Flavours catering, and we encourage you to bring any unwanted articles from spring cleaning your home to the garage sale. We hope to send you home with more items with which to furnish your home/lives. All proceeds will go (of course) to the Window Replacement Fund. The draw for the raffle will be held then too – I hope you have all purchased your tickets!

We hope to see you there!

With many thanks for the generous grant,

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Peck', with a stylized flourish at the end.

Deborah Peck (secretary, Hudson's Hope Health Care & Housing Society).

From: [Caribou Recovery FLNR:EX](#)
To: [Caribou Recovery FLNR:EX](#)
Cc: [Caribou Recovery FLNR:EX](#)
Subject: Southern Mountain Caribou Recovery Engagement Process
Date: Thursday, March 21, 2019 4:13:42 PM

Good Afternoon,

The purpose of this email is to notify you that the Government of British Columbia is launching a caribou recovery engagement process for the draft Bilateral Conservation Agreement under Section 11 of the federal *Species at Risk Act* ("Section 11 Agreement") and draft Inter-Governmental Partnership Agreement for the Conservation of the Central Group of the Southern Mountain Caribou ("Partnership Agreement").

The Governments of British Columbia and Canada are committed to caribou recovery while seeking to meet the social and economic needs of British Columbians. To help this iconic species recover, we need an approach grounded in the best available information, including science and traditional knowledge, partnerships with leaders in caribou recovery and engagement with all stakeholders and Indigenous peoples. To this end, B.C. has been working with the federal government and the West Moberly and Sauleau First Nations to develop a caribou recovery agreement focused on the Central Group of Southern Mountain Caribou.

The draft Section 11 Agreement ([Overview of draft Section 11 Agreement](#)) contains overarching commitments, measures and strategies for the recovery of Southern Mountain Caribou (SMC) in B.C. B.C., Canada and the West Moberly and Sauleau First Nations have also been negotiating a Partnership Agreement ([Overview of draft Partnership Agreement](#)) that sets out the specific measures and actions for conservation of the three Local Population Units in the Central Group of Southern Mountain Caribou, while maintaining support for local economies and industry.

B.C., Canada and the West Moberly and Sauleau First Nations are committed to full engagement with affected sectors, communities, Indigenous peoples and the public on this important issue and would like to engage all parties on these two draft agreements. There will be opportunities for in-person, online and telephone engagement. Please visit <https://engage.gov.bc.ca/caribou/section11agreement/> for detailed information about the draft agreements, as well as maps, information bulletins and Frequently Asked Questions. You can provide feedback via the [online feedback form](#).

If you would like to set up a meeting with a Government representative or have a question not addressed on our website, please email caribou.recovery@gov.bc.ca and your inquiry will be directed to the appropriate person.

We look forward to hearing your feedback on these important caribou recovery initiatives.

Sincerely,

David Muter

Executive Director, Species at Risk Recovery

District of Hudson's Hope Council ('HH')

904 Dudley Drive

Hudson's Hope, BC V0C 1V0

Dear Mayor Heiberg and the District of Hudson's Hope Council,

The North Peace Airport Society is requesting support from HH in the form of a resolution for grant funding. The Regional Airport ('YXJ') is undergoing significant capital infrastructure investment in the coming years, and the largest project is the rehabilitation of one of the runways. The North Development Initiative Trust has indicated this project would likely be supported through their review process and has requested local support for the project. Please see the requested resolution below, if there are any questions please do not hesitate to reach out.

Resolution:

'THAT the District of Hudson's Hope supports the application to Northern Development Initiative Trust from the North Peace Airport Society for a grant up to \$250,000 for the Rehabilitation of Runway 03/21 from the Northeast Regional Development Account.'

Upon approval by the board, please have a staff member indicate on letterhead that the resolution was passed. I will then attach this to the application to NDIT.

Thank you for your assistance and support.

Regards,



Miranda V. Flury

Director of Strategy, Capital, and Planning

flurym@yxjairport.com

778-256-9117



March 19th 2019

To: Mayor and Council

In regards to signage on Pollon Avenue:

Due to the increased numbers of children in Jamieson subdivision and higher traffic many of the parents are asking for more signage to be put up. There is one Children Playing sign on Ferguson Street (which is falling over) but none anywhere else.

We are asking for one to be up on Pollon Ave. There are numerous children living on that street, and with the sharp bend onto Beaton Street. It makes it a dangerous area with blind spots.

Thank you for taking the time to review our letter.

Print Name:

Meghan Cryderman
 Liza Rhymen
 James Cryderman
 Craig Stephenson
 LINDSAY TRASK
 Sarah Schnare
 Ryan Aldridge
 Mike Potter

Signature:

M. Cryderman
 L. Rhymen
 J. Cryderman
 C. Stephenson
 L. Trask
 S. Schnare
 R. Aldridge
 M. Potter

Construction bulletin

Site C Construction Schedule: April 1 – April 12

Dam site area – north (left) bank and south (right) bank

- Contractors will continue to move equipment and material to site. This includes deliveries by rail.
- Contractors are continuing construction and operations in their work areas. This includes the main civil works, generating station and spillways civil works, turbines and generators, and substation.
- Water management activities may take place.
- Excavation, including in-river excavation, will progress on both banks of the Peace River.
- Construction activities, such as drilling, blasting, crushing, earth moving, tunnelling, concrete placement, and road maintenance, will continue. Tower and mobile cranes will be used on site.
- Site preparation will continue at the 85th Avenue Industrial Lands. Work has begun on building the conveyor that will deliver fill material to the dam site. Work activities will occur between the hours of 7 a.m. to 7 p.m., seven days a week, and may include excavating, compacting soil and equipment and materials delivery. Additionally, periodic sweeping or dust suppression on Road 240 may occur.

Highway 29

- At Halfway River, clearing and vegetation removal is almost complete. Some work will continue including log hauling, mulching, chipping and burning debris. Environmental and wildlife monitoring is ongoing.
- At Farrell Creek and near Dry Creek west of Farrell Creek Road, geotechnical investigations may begin. This could include drilling, digging test pits, surveying, minor vegetation removal, and some traffic control.
- At Portage Mountain Quarry, site investigations and surveys will continue in preparation for site clearing and road building.
- Clearing activities will be complete by the end of March. Wood waste may be chipped, mulched, spread as coarse woody debris, hauled off-site, or burned.

- Electrical distribution poles may be temporarily moved in the Cache Creek West area.

Reservoir area

- Forestry and access road data collection and site investigations will continue near and along the reservoir area.
- Wood waste may be chipped, mulched, spread as coarse woody debris, hauled off-site, or burned.

Transmission works

- Maintenance work will continue on roads that provide access to parts of the transmission corridor.
- Material and equipment are being delivered to the marshalling yard at Moberly Lake.
- Site investigations, including stripping and data recovery of archaeological sites, geotechnical work, and structure staking, may take place.
- Upgrades will continue at Peace Canyon Generating Station.

Other areas

- Work is occurring downstream of the dam site for the Peace River side channel enhancements.
- Aggregate and riprap production will continue in West Pine Quarry. Material will be transported by rail and road to the dam site.

What to expect

Work will take place during the day, night, and on the weekend, until the project is completed. During this time, residents can expect the following:

- Heavy machinery will be in the transmission line corridor. For your safety, please stay clear of the work areas.
- There will be project-related traffic on public and resource roads, including petroleum development roads.
- Trucks with heavy loads will be accessing the dam site and other project areas. This includes Highway 29 at Cache Creek and Halfway River. Please use caution when meeting a pilot car and observe all warning signs.
- Helicopters and commercial drones may be used to support investigative and construction works.
- Some noise and vibration may occur near the dam site and work areas, including the quarries. Pile driving may take place near the 85th Avenue Industrial Lands.
- There may be smoke in various areas as a result of planned burning. Burning will only take place when permitted by ground conditions, the fire danger rating, and venting conditions.

- For your safety, please stay clear of active in-river work areas along the Peace and Moberly rivers. These areas are clearly identified with signage and markings.

Follow [@sitecproject](#) on Twitter for construction updates.

[More info](#)

[Contact Site C](#)

[Unsubscribe](#)

You've received this email at clerk@hudsonshope.ca because you subscribed to receive email updates on construction for the Site C project.

No longer interested? [Unsubscribe](#).

© BC Hydro, 333 Dunsmuir Street, Vancouver, B.C. V6B 5R3 | [Privacy Statement](#)



Sabrina Locicero
Stakeholder Engagement, BC Hydro
Email: sabrina.locicero@bchydro.com
Office: 604 623 3517

March 28, 2019

Hudson's Hope
9904 Dudley Drive
Hudson's Hope, B.C.
V0C 1V0

Attn: Mayor Heiberg and Council,

Re: Peace to Kelly Lake Capacitors Project: Identification of the Leading Alternative

For almost a year, we've studied three project alternatives (see maps on pages 3-5) as part of the Peace to Kelly Lake Capacitors Project that will ensure the existing transmission lines can meet all expected generation in the Peace Region.

This March, BC Hydro has identified Alternative 3 as the leading alternative for further study. We chose this alternative because it was assessed as more favourable from overall safety, reliability, environment, constructability, and cost perspective.

Since April 2018, our work on all three alternatives included area planning and desktop studies, geotechnical risk assessments, as well as ongoing First Nations consultation, stakeholder engagement and discussions with all levels of government.

During the next stage of the project we'll undertake detailed environmental and engineering studies for Alternative 3. Alternatives 1 and 2 will no longer be formally studied. At the end of this process we will make a decision on our preferred alternative, expected to be made in 2020.

We'll continue working with First Nations and engaging with our stakeholders throughout the planning and implementation of the project.

Our project team is prepared to provide you with a detailed presentation of the assessment of the project alternatives and answer any questions you may have about the identification of the leading alternative. Please let me know if you'd like a formal presentation and we can make those arrangements.

You can also visit www.bchydro.com/pkcp for the latest project information. As we move ahead with the next stage of the project, please feel free to contact me directly if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sabrina Locicero', written in a cursive style.

Sabrina Locicero
BC Hydro Stakeholder Engagement
Peace to Kelly Lake Capacitors Project

CC: Mark Alexander, BC Hydro Project Manager, Peace to Kelly Lake Capacitors Project
Bob Gammer, BC Hydro Community Relations

Alternative 1

This alternative involves:

- Building four new capacitor stations along the 500 kilovolt (kV) transmission lines between the Peace Region and Kelly Lake Substation.
- The removal of equipment at the Kennedy and McLeese capacitor stations.
- Upgrades at Williston Substation in Prince George. Expansion is required to the east onto BC Hydro property.



Alternative 2

This alternative involves:

- Building two new capacitor stations along the 500 kV transmission lines between the Peace Region and Prince George.
- The removal of equipment at the Kennedy Capacitor Station.
- Upgrades at Williston Substation in Prince George. Expansion is required to the east onto BC Hydro property and also to the south.



Alternative 3, Leading Alternative

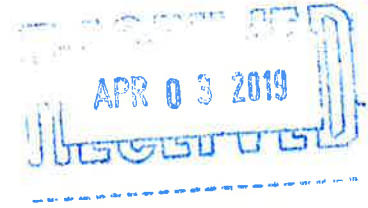
This alternative involves:

- Building three new capacitor stations along the 500 kV transmission lines between the Peace Region and Kelly Lake Substation.
- The removal of equipment at the Kennedy Capacitor Station.
- Upgrades to the McLeese Capacitor Station.
- Upgrades at Williston Substation in Prince George. Expansion is required to the east onto BC Hydro property.





PEACE RIVER REGIONAL DISTRICT



March 29, 2019

Robert Norton
District of Hudson's Hope
Box 330
Hudson's Hope, BC V0C 1V0

Dear Robert Norton,

Re: Old Fort Landslide Assistance September to November, 2018

On behalf of the Peace River Regional District, we would like to express our sincere appreciation to you for your assistance in the Emergency Operations Centre during the Old Fort Landslide.

We appreciate that you took valuable time away from your regular duties and family to support the Regional District.

Yours truly,

Brad Sperling,
Chair

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
☐ 9505 100 St, Fort St. John, BC V1J 4N4 Tel: (250) 785-8084 Fax: (250) 785-1125 Email: prrd.fsj@prrd.bc.ca

Tammy McKeown

Subject: FW: Letter of support for a new concession

From: Double H Saddleclub <dhsaddleclub@gmail.com>

Sent: Thursday, April 04, 2019 9:30 AM

To: Tammy McKeown <clerk@hudsonshope.ca>

Subject: Re: Letter of support for a new concession

The Double “H” Saddle Club is requesting a “letter of support” from council for the funding application to the BC Hydro GO Fund initiative, partnering also with Peace River Hydro Parteners Community Investment for the purchase and installation of new heaters at the indoor riding arena.

Thank you so much.

Sincerely,

DHSC Board of Executives

**DISTRICT OF HUDSON'S HOPE
POLICY**

SUBJECT:	PROCLAMATION POLICY
ADOPTED BY COUNCIL:	MARCH 23, 2009

Objective:

To implement a policy that formalizes procedures on handling proclamation requests.

Implementation:

1. All proclamation requests received by the District of Hudson's Hope shall be delivered directly to the Mayor.
2. The Mayor shall review all requests for proclamations.
3. Only those proclamations from interest groups and organizations that have a local or regional affiliation with the District of Hudson's Hope or the Peace River Regional District shall be considered.
4. The Mayor, at his/her discretion, may consider other proclamation requests from widely known and long established groups or organizations that the community supports and/or benefits from.
5. Those proclamation requests that the Mayor chooses to proclaim shall be placed on the next regular meeting agenda of the District Council for information.



Office of the Mayor of the District of Hudson's Hope, British Columbia

**MS Awareness Month for the Multiple Sclerosis Society of Canada
May 2019**

WHEREAS, multiple sclerosis is a chronic autoimmune disease of the central nervous system affecting an estimated 1 in 385 Canadians and approximately 12,000 British Columbians; and

WHEREAS, multiple sclerosis symptoms vary widely and may lead to problems with numbness, coordination, vision and speech, as well as extreme fatigue and even paralysis; and

WHEREAS, there is no known cause of, prevention of, or cure for multiple sclerosis; and

WHEREAS, the Multiple Sclerosis Society of Canada is the only national organization in Canada that supports both MS research and services for people with MS and their families; and

WHEREAS, annual fundraising events such as the MS Walk, MS Bike, and A&W's Burgers to Beat MS support programs to enhance the lives of people affected by multiple sclerosis and their families and supports MS research in Canada; and

WHEREAS, since 1948, the Multiple Sclerosis Society of Canada has contributed \$175 million towards MS research; and is grateful for the dedication and commitment of its supporters and volunteers that has made this possible; and

WHEREAS, BC will continue to lead the way in multiple sclerosis research, through one of the world's most renowned multiple sclerosis research facilities at the University of British Columbia;

WHEREAS, together we will find ways to enhance the quality of lives for people affected by multiple sclerosis and to find a cure to end MS;

NOW, THEREFORE, I, Dave Heiberg, Mayor of the District of Hudson's Hope, of the Province of British Columbia, Canada, do hereby proclaim this month of May 2019 to be MS Awareness Month for the Multiple Sclerosis Society of Canada.

THIS DATE:

April 3rd 2019

SIGNATURE



Office of the Mayor of the District of Hudson's Hope, British Columbia

Public Works Week May 19-25, 2019

WHEREAS public works infrastructure, facilities and services are vital to the health, safety and well being of the residents of Hudson's Hope; and

WHEREAS such facilities and services could not be provided without the dedicated efforts of public works professionals, engineers and administrator who are responsible for building, operating and maintaining the public works systems that serve our citizens; and

WHEREAS the Public Works Association instituted Public Works Week as a public education campaign "to inform communities and their leaders on the importance of our nation's public infrastructure and public works services"; and

WHEREAS it is in the public interest of citizen and civic leaders to gain knowledge of the public works needs and programs of their respective communities; and

WHEREAS Public Works Week also recognizes the contributions of public works professionals

NOW THEREFORE I, DAVE HEIBERG, MAYOR OF THE DISTRICT OF HUDSON'S HOPE DO HEREBY PROCLAIM THE WEEK OF MAY 19-25, 2019, AS:

"PUBLIC WORKS WEEK"

In the District of Hudson's Hope

A handwritten signature in black ink, appearing to read "Dave Heiberg", is written over a horizontal line.

Dave Heiberg
Mayor

Dated this 3rd day of April, 2019

REQUEST FOR DECISION

RFD#: CC-2019-35	Date: April 4, 2019
Meeting#: CM040819	Originator: Chris Cvik
RFD TITLE: Notice of Closed Session – April 8, 2019	

BACKGROUND:

Council has historically not published closed meeting on the open agenda and the basis for the closed meeting. In order to continue to be transparent, when there is a closed meeting, a notice will be included on the open agenda with sufficient information to describe the reason for the closed meeting.

This will also provide Council with the opportunity to recess to a Closed Meeting to discuss whether or not the items properly belong in a Closed Session (Community Charter Section 90(1)(n)).

DISCUSSION:

Closed Meetings will continue to be held at the end of a regular Council meeting.

Including a cover-report about a Closed Meeting is simply a place holder to make the public aware a closed meeting is taking place and a high-level description on the topics.

BUDGET: N/A

RECOMMENDATION / RESOLUTION:

That Council recess to a Closed Meeting for the purpose of discussing the following item(s):

Agenda Item – Human Rights Complaint. CC Section 90(1) (g) litigation or potential litigation affecting the municipality;

Agenda Item – Tax Sale 9805 Fredette. CC Section 901(1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

Agenda Item – Water Damage Claim. CC Section 90(1) (g) litigation or potential litigation affecting the municipality;

Agenda Item- Personnel. CC Section 90 (1) (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

CC Section 90 (1) (c) labour relations or other employee relations;

Report Prepared by:

Chris Cvik, Interim CAO