



TOWN OF PEACE RIVER

P.O. Box 6600 Peace River, Alberta T8S 1S4

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FILE NO. 35/411

February 25, 2009

Nav Canada Flight Services
PO Box 1310
Grimshaw, AB
T0H 1W0

Attention:

The Town of Peace River and Northern Sunrise County are looking for two stakeholder representatives from the Peace River Airport to serve on a committee that is being set up to assess the future viability of the Peace River Airport.

Included for your perusal and information is the Terms of Reference for this committee and an application form should you wish to serve as a volunteer on this committee. There will be a selection process if the number of applications received exceeds the number of stakeholder positions on the committee.

Should you wish to apply for a position on the committee, please complete the enclosed application form by March 16, 2009 and return it to the Peace River town office.

If you have any questions or require further information, please call Dave Bellows, Airport Manager at 780-624-2867.

Yours truly,

Norma MacQuarrie
CAO
Town of Peace River

DB/ljn

encl.

Peace River Airport Steering Committee

Terms of References

Purpose

Review the Peace River Airport viability and regionalization potential.

Objectives

1. Mutually agree upon the viability and feasibility of a regional airport.
2. Review and recommend a governance structure that best serves the needs of all stakeholders.
3. Determine how a new proposed regional airport will be financed.
4. Recommend on the inclusion of other municipal and private stakeholders in the region.
5. Recommend how the existing municipal airport would transition to a regional facility.
6. Conduct research on airport "Best Practices".
7. Recommend on Airport infrastructure improvement and how these improvements will be financed.
8. Provide respective councils from the Town of Peace River and Northern Sunrise County with recommendations on how to proceed with the airport regionalization.

Financial Resources

1. This committee is not authorized to expend funds without the approval of Peace River Town Council and Northern Sunrise County Council.
2. There shall be no remuneration for Committee members.

Membership

1. The Committee shall consist of the following members:
One member from the Town of Peace River and Northern Sunrise County administration staff (CAO & or designate)
2. Manager of the Peace River Airport.
3. One member from Town of Peace River and Northern Sunrise County municipal council.
4. One member from MD of Peace No. 135 municipal council.
5. Two members from the Peace River Airport tenant/operator stakeholder group.
6. Two members from the public-at-large.
7. Appointments to the committee shall be ratified by Peace River Town Council and Northern Sunrise County Council.
8. The members appointed shall serve until such time that the project is complete.
9. If any member of the Committee shall be absent from three consecutive regular meetings, the Committee may declare the office of such absent committee member to be vacant.
10. The Committee may remove any member for malfeasance in office or any other good and sufficient cause.

Meetings

1. At the inaugural meeting, the Committee shall select a chairperson and secretary.
2. Meetings of the Committee shall be on a regular basis at such a time to be set by resolution of the Committee.
3. Meeting procedures shall be conducted in accordance with good meeting practices and decisions will be made by consensus.
4. Resource persons can be invited by the committee to provide expertise on specific topics.

Sunset Clause

The Committee will continue to exist until such time that a report is presented to Peace River Town Council and M.D. of Northern Sunrise County Council on the prescribed findings.

TOWN OF PEACE RIVER

BOARDS AND COMMITTEES APPLICATION

File: 35/411

Return completed form to: Norma MacQuarrie, CAO
P.O. Box 6600
9911 – 100 Street
Peace River, AB T8S 1S4

Email completed form to: info@peaceriver.net

Name of Board or Committee: **Peace River Airport Steering Committee** Term Desired: _____

What skills will you bring to the Board/Committee?

Personal Information

Name: _____ Length of Residence in Peace River: _____

Home Address: _____ Postal Code: _____

Telephone: _____ (Business) _____ (Residence)

e-mail address _____

Details of work/academic background (if relevant):

Involvement in community and/or other volunteer activities in the last five (5) years:

Reasons for serving on this committee:

Date Submitted: _____

The personal information contained on this form is being collected in accordance with the FOIP Act, for the purpose of selecting volunteers to serve on boards and committees of the Town of Peace River. This information is protected by the privacy provisions of the FOIP Act.

If you have questions about the collection, contact the FOIP Coordinator at the Town of Peace River, P.O. Box 6600 Peace River, Alberta T8S 1S4, or Phone 780-624-2574.

MINUTES OF THE REGULAR MEETING OF THE COUNCIL OF THE TOWN OF PEACE RIVER HELD ON MONDAY, FEBRUAR 9, 2009 AT 5:00 P.M. IN THE COUNCIL CHAMBERS

VII COMMITTEE REPORTS

1. Minutes from the January 21, 2009 Highway 2 Corridor Committee.

MOTION 09-02-11 Councillor Laurin moved to accept the January 21, 2009 Highway 2 Corridor Committee minutes as information

MOTION CARRIED

2. Minutes from the January 12, 2009 Regional Water Project Meeting.

MOTION 09-02-12 Councillor Ayre-Jaschke moved to accept the January 12, 2009 Regional Water Project Meeting minutes as information.

MOTION CARRIED

VIII NEW BUSINESS

1. Subdivision Extension.

MOTION 09-02-13 Councillor Laurin moved to refer the subdivision extension request back to the administration to determine if this development impacts on the neighbouring green space.

MOTION DEFEATED

MOTION 09-02-14 Councillor Good moved to approve a 12 month extension for Lots 12-15, Block 9, Plan 3735AX in order to give sufficient time for this subdivision to be finalized.

MOTION CARRIED

2. Peace River Airport Regional Initiative

MOTION 09-02-15 Councillor Ayre-Jaschke moved to adopt the Peace River Airport Review Committee Terms of Reference with an additional objective to engage regional stakeholders in consultations. Further to this motion, it was ratified that one Councillor and an alternate be appointed to serve on this committee and that committee positions be advertised and appointments to the committee take place at the earliest possible date.

MOTION CARRIED

MOTION 09-02-16 Councillor Good moved that Councillor Heinen be appointed to the Peace River Airport Steering Committee and Councillor Milligan be appointed as the alternate.