The District of Taylor  
**Agenda**  
Regular Council Meeting  
to be held in Council Chambers  
located at the District Office at 10007 – 100 A Street  
Monday, January 7, 2019 at 5:00 PM

## 1. CALL TO ORDER

## 2. INTRODUCTION OF LATE ITEMS

## 3. ADOPTION OF AGENDA

## 4. GUESTS & DELEGATES

## 5. GALLERY COMMENTS ON AGENDA TOPICS

## 6. ADOPTION OF MINUTES

|   | Special Committee of the Whole Meeting Minutes  |   | December 11, 2018  |   | December 11, 2018 Special Committee of the Whole Meeting Minutes  
|---|------------------------------------------------|---|--------------------|---|------------------------------------------------------------------ |
| 6.1 | Special Council Meeting Minutes |   | December 11, 2018  |   | December 11, 2018 Special Council Meeting Minutes  
| 6.2 | Public Works Committee Meeting Minutes |   | December 17, 2018  |   | December 17, 2018 Public Works Committee Meeting Minutes  
| 6.3 | Protection Committee Meeting Minutes |   | December 17, 2018  |   | December 17, 2018 Protection Committee Meeting Minutes  
| 6.4 | Regular Council Meeting Minutes |   | December 17, 2018  |   | December 17, 2018 Regular Council Meeting Minutes  

## 7. BUSINESS ARISING FROM THE MINUTES

|   | Special Committee of the Whole Meeting Minutes  |   | December 11, 2018  
|---|------------------------------------------------|---|-------------------- |
| 7.1 | Special Council Meeting Minutes  |   | December 11, 2018  
| 7.2 |
8. CORRESPONDENCE

8.1 Correspondence list
January 7, 2019 - Correspondence List

8.2 BC Municipal Climate Leadership Council and Community Energy Association Workshop
Susan Chalmers, Administrator
Facilitators of the BC Municipal Climate Leadership Council
BC Municipal Climate Leadership Council and Community Energy Association Workshop

8.3 Thank You Letter
Rick Gateman, President, Coastal GasLink Pipeline Ltd.
Coastal GasLink Pipeline Thank You Letter

8.4 BC Provincial Nominee Program Entrepreneur Immigration Regional Pilot Community Guide
Aireen Luney, Concierge Services, Immigration Programs Branch
Ministry of Jobs, Trade and Technology
BC PNP Entrepreneur Immigration - Regional Pilot - Community Guide

9. UNFINISHED BUSINESS

10. NEW BUSINESS

11. COUNCIL REPORTS

12. STAFF REPORTS

13. BYLAWS

14. MEDIA & GALLERY - QUESTION PERIOD
15. CLOSED MEETINGS

15.1 As per the Community Charter Section 90 (1):

- (c) labour relations or other employee relations;
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2)

16. ADJOURNMENT

[Signature]

Corporate Officer
1. CALL TO ORDER
Chair Fraser called the meeting to order at 6:02 p.m.

2. INTRODUCTION OF LATE ITEMS
Nil

3. APPROVAL OF AGENDA
The agenda was approved as presented.

4. **GUESTS & DELEGATES**
   Nil

5. **GALLERY COMMENTS ON AGENDA TOPICS**
   Nil

6. **CORRESPONDENCE**
   Nil

7. **UNFINISHED BUSINESS**
   Nil

8. **NEW BUSINESS**
   Nil

9. **COMMITTEE REPORTS**
   Nil

10. **STAFF REPORTS**
    10.1 Fees and Charges Recommended Changes
        Michael McPhail, Director of Financial Services

        The Fire Chief advised that the Schedule I (Fire Protection) of the proposed report did not include the recommended amendments and outlined them as follows:
        - Attendance • false alarm – 2nd false alarm in 12 months: $200
        - Re-Inspection or follow-up to an order, first: $100
        - Special Inspection Fee: $250
        - Type 1 Engine: $578/hr
        - Type 3 Engine • Quick Attack Vehicle: $450/hr
        - Command Vehicle: $250/hr
        - Rescue 10: $350/hr
        - Personnel Costs: $41/hr

        Discussion ensued around:
        - the proposed increase to select golf club membership fees
        - data analysis for Lone Wolf membership options, including direct/indirect revenue generation from each membership group
        - cost recovery of wastewater operations
        - Meeting Fee Remuneration Policy
The Committee recommended that Lone Wolf Golf Club membership fees remain at 2018 established rates and that Schedule I (Fire Protection) rates be amended in the *Consolidated Fees & Charges Bylaw* as recommended.

10.2 Proposed Draft 2019-2023 Finance Plan

Michael McPhail, Director of Financial Services

The Chief Administrative Officer and Director of Financial Services expressed their appreciation for the collective work and collaboration undertaken to develop the proposed draft of the 2019-2023 Financial Plan.

The Director of Financial Services provided an overview of the report. Subsequently, the Corporate Officer, Director of Operations, Acting Parks & Facilities Director, Fire Chief, Lone Wolf Marketing & Events Coordinator, and Golf Course Greens Superintendent each provided an overview of departmental capital and operational requests as outlined in the proposed Financial Plan.

Discussion ensued around the following:

- Asset Management Planning: Phase 1 and 2
- Health & Safety Needs Analysis
- Additional Public Works Employee
- Public Works Shop and Salt Shed Replacement
- Ball Diamond Upgrades
- Arena Lighting and Tube Heater Improvements
- Complex Improvements
- Shared Community Services and Parks & Facilities Employee
- SCBA Compressor Replacement
- Command Truck and Engine 11 Replacement
- Clubhouse Roof and Gutter Replacement
- Golf Ball Removal
- Lone Wolf Cost of Goods Sold
- Golf Course Sprayer and Greens Roller Equipment Replacement

The Fire Chief noted that the Protective Services capital priorities are recommended in the following order:

1. Engine 11 Replacement
2. SCBA Compressor
3. Command Truck Replacement
4. Thermal Imaging Camera

The Committee requested the following be provided for further consideration prior to the adoption of the 2019-2023 Financial Plan:

- Addition of the Asset Management Plan Phase 2 Project to the proposed...
expenditures for 2019
- Health & Safety Needs Analysis financial impact information
- Public Works Shop and Salt Shed Replacement design report and proposed financial impact to be reviewed by the Public Works Committee
- Additional Public Works Employee rationale and financial impact report, with consideration given to service levels, capacity constraints as well as banked/overtime and contractor expenses
- Complex Improvements report which includes consideration of combining the Accessibility Lift, Stairwell Enclosure, Roof Repair, and Gutter Replacement together as one project to potentially minimize cost
- Shared Community Services and Parks & Facilities Employee rationale and financial impact report with consideration given to service levels, capacity constraints and overtime expenses
- Engine 11 Truck design and proposed financial impact report to be reviewed by the Protection Committee
- Parks & Facilities and Public Works Department Capacity Analysis report due to the number of capital and operational projects proposed in the financial plan

11. **MEDIA & GALLERY - QUESTION PERIOD**
Nil

12. **CLOSED MEETINGS**
Nil

13. **ADJOURNMENT**
The Committee of the Whole Meeting adjourned with the time being 9:04 p.m.

Certified in Accordance with Section 148 of the *Community Charter*.

________________________________________
Corporate Officer

Confirmed this __________ day of _______________, 2018.

________________________________________
Chair
CALL TO ORDER
Mayor Fraser called the meeting to order at 9:11 p.m.

INTRODUCTION OF LATE ITEMS
Council agreed to include Recreation Committee Meeting Time Change and Municipal Operations for the Week of Monday, December 24, 2018 for discussion under New Business.

ADOPTION OF AGENDA

RESOLUTION #360/2018

"THAT, the agenda be adopted as amended."
CARRIED

4. GUESTS & DELEGATES
Nil

5. GALLERY COMMENTS ON AGENDA TOPICS
Nil

6. ADOPTION OF MINUTES
Nil

7. BUSINESS ARISING FROM THE MINUTES
Nil

8. CORRESPONDENCE
Nil

9. UNFINISHED BUSINESS
Nil

10. NEW BUSINESS
10.1 Recreation Committee Meeting Time Change

RESOLUTION #361/2018
Moved by Councillor Ponto
Seconded by Councillor Turnbull

“THAT, all scheduled Recreation Committee Meeting times be changed from 10:00 a.m. to 9:00 a.m.”

CARRIED

10.2 Municipal Operations for the Week of Monday, December 24, 2018

Staff advised that the Municipal Hall and Community Services Hub service centres will be consolidated to the Municipal Hall during the week of December 24-28, 2018 due to capacity constraints. It was noted that advertisements will be posted on District notification outlets to advise the public of the service centre change.

RESOLUTION #362/2018
Moved by Councillor Taillefer
Seconded by Councillor Lueneberg

“THAT, all municipal operations be shut down on Monday, December 24, 2018.”

December 11, 2018

Special Council Meeting Minutes
11. **COUNCIL REPORTS**
Nil

12. **STAFF REPORTS**
Nil

13. **BYLAWS**
13.1 Consolidated Fees and Charges Amendment Bylaw No. 830, 2018
First Three Readings

**RESOLUTION**

#363/2018

Moved by Councillor Taillefer
Seconded by Councillor Turnbull

"THAT, Consolidated Fees and Charges Amendment Bylaw No. 830, 2018 be given its first reading this 11th day of December 2018."

CARRIED

**RESOLUTION**

#364/2018

Moved by Councillor Lueneberg
Seconded by Councillor Ponto

"THAT, Consolidated Fees and Charges Amendment Bylaw No. 830, 2018 be given its second reading this 11th day of December 2018."

CARRIED

**RESOLUTION**

#365/2018

Moved by Councillor Taillefer
Seconded by Councillor Ponto

"THAT, Consolidated Fees and Charges Amendment Bylaw No. 830, 2018 be given its third reading this 11th day of December 2018."

CARRIED

14. **MEDIA & GALLERY - QUESTION PERIOD**
Nil

15. **CLOSED MEETINGS**
Nil
16. ADJOURNMENT

RESOLUTION #366/2018

Moved by Councillor Lueneberg
Seconded by Councillor Taillefer

"THAT, the Special Council Meeting adjourn with the time being 9:17 p.m."

CARRIED

Certified in Accordance with Section 148 of the Community Charter.

________________________________________
Corporate Officer

Confirmed this _________ day of ______________, 2019.

________________________________________
Mayor
COMMITTEE PRESENT: Brent Taillefer, Chair
Michelle Turnbull, Vice Chair

COMMITTEE ABSENT: Nil

STAFF PRESENT: Andrew Young, MCIP, RPP, Chief Administrative Officer
Ryan Nelson, Director of Operations

GALLERY & MEDIA PRESENT: Nil

RECORDING SECRETARY: Tyla Pennell, Corporate Officer

1. CALL TO ORDER
Chair Taillefer called the meeting to order at 9:00 a.m.

2. INTRODUCTION OF LATE ITEMS
Nil

3. APPROVAL OF AGENDA
The agenda was approved as presented.

4. GUESTS & DELEGATES
Nil

5. GALLERY COMMENTS ON AGENDA TOPICS
Nil

6. CORRESPONDENCE
Nil
7. **UNFINISHED BUSINESS**

7.1 2018 Capital Projects Chart, Verbal Update

Ryan Nelson, Director of Operations

Discussion ensued around developing a gantt chart to provide additional details on Parcel Z Residential Subdivision timelines. It was noted that utility plans for the Parcel Z Residential Subdivision Design for Construction & Tender Package have not yet been received. The Committee agreed to advance a recommendation to the Regular Council Meeting being held this same day to include utility plans as part of the Parcel Z design, construction and tender package.

**Recommendation:**

"THAT, utility plans be included in the Parcel Z Residential Subdivision construction and tender package."

The Director of Operations advised that Pine Avenue West Sewer Extension and Road Construction Project ditching and seeding will be completed in the spring. The Committee requested that outstanding tasks and proposed completion times for this project be included on the Capital Projects chart.

The Director of Operations advised that the River Filterhouse backup generator arrived last week. The Committee requested that a brief report be provided upon project completion.

Discussion ensued around the Street Lighting Plan. The Director of Operations advised that a street light audit was performed and recommendations were provided. The Committee discussed responsibility of street light maintenance and usage in the community and agreed that this project will be deferred at this time due to competing project priorities.

Discussion ensued around financial implications surrounding Curbside Recycling. The Committee agreed that this item will remain under Future Projects and will be discussed at an upcoming Coffee with Council.

The Committee discussed Water Fill Station cost recovery options to assist with funding facility upgrades and suggested that minimal fee increases for water be implemented on an annual basis rather than introducing substantial fee increases every few years.

The Director of Operations advised that a cost breakdown for the Public Works Shop in Hudson's Hope will be provided at a later date for the Committee's consideration.
The Committee agreed to remove the Salt/Sand Structure Replacement from the Future Projects list as this project will be included in the Public Works Shop project.

8. **NEW BUSINESS**

8.1 Inspection and Maintenance Policies

Discussion ensued around the following topics:
- Inspection timelines for sidewalks and roadways
- Height/Depth defect measurements for sidewalks and roadways
- Sewer line flushing frequency and zones
- Water line flushing

It was noted that the Municipal Insurance Association of British Columbia will be contacted for further information and additional research will be conducted on current standards and recommended guidelines.

9. **COMMITTEE REPORTS**

Nil

10. **STAFF REPORTS**

10.1 Verbal Updates on Committee Business

The Director of Operations advised that next week's garbage collection date has been rescheduled to Wednesday, December 26th and noted that this will be advertised through District notification outlets and mail flyers.

11. **MEDIA & GALLERY - QUESTION PERIOD**

Nil

12. **CLOSED MEETINGS**

Nil

13. **ADJOURNMENT**

The Public Works Committee Meeting adjourned with the time being 10:50 a.m.
Certified in Accordance with Section 148 of the Community Charter.

__________________________________
Corporate Officer

Confirmed this __________ day of _______________, 2018.

__________________________________
Chair
COMMITTEE PRESENT:  
Dave Lueneberg, Chair  
Brent Taillefer, Vice Chair  
Betty Ponto, Ex-officio  
(Arrived at 2:49 p.m.)

COMMITTEE ABSENT:  
Nil

STAFF PRESENT:  
Andrew Young, Chief Administrative Officer  
(Arrived at 1:09 p.m.)  
Steve Byford, Fire Chief  
Enzo Calla, Deputy Chief/Protective Services Specialist  
Michael McPhail, Director of Financial Services  
Mike Farquharson, Acting Parks & Facilities Director  
(Arrived at 2:20 p.m., left at 2:22 p.m.)

GALLERY & MEDIA PRESENT:  
Nil

RECORDING SECRETARY:  
Tyla Pennell, Corporate Officer

1. CALL TO ORDER  
Chair Lueneberg called the meeting to order at 1:03 p.m.

2. INTRODUCTION OF LATE ITEMS  
The Committee agreed to include Media Relations Regarding Emergency Response for discussion under Committee Reports.

3. APPROVAL OF AGENDA  
The agenda was approved as amended.

4. GUESTS & DELEGATES
5. GALLERY COMMENTS ON AGENDA TOPICS  
Nil  

6. CORRESPONDENCE  
Nil  

7. UNFINISHED BUSINESS  
Nil  

8. NEW BUSINESS  
8.1 Fire Rescue - Command Truck Replacement Purchase  
Steve Byford, Fire Chief  

Discussion ensued around the following:  
• consideration of the truck purchase locally, regionally or provincially, including financial impacts  
• quotation and tender processes and requirements  
• serviceability of the vehicle based on purchase location  
• code 3 equipment installation  
• benefits of code 3 equipment on more than one municipal vehicle  
• vehicle transfers between departments upon purchase of a replacement vehicle  
• command vehicle mileage  

The Committee advised that they would prefer the command vehicle be purchased locally. It was also noted that even though the Command vehicle is planned to be transferred to the Bylaw Department after a new unit is purchased, there is currently no plan in place for the continued replacement of the Bylaw Enforcement vehicle.  

The Corporate Officer recommended that a vehicle replacement policy be developed to streamline processes and procedures.  

Direction to staff to seek additional information regarding the purchase of the command vehicle locally and provide a follow-up report to compare findings and provide recommendations on the purchase.  

Recessed at 2:22 p.m. for a short break.  
Reconvened at 2:24 p.m.
9. COMMITTEE REPORTS

9.1 Media Relations Regarding Emergency Response, Verbal Discussion
Chair Lueneberg

Chair Lueneberg inquired about media relations related to emergency responses. The Chief Administrative Officer advised that the spokesperson for the municipality is the Mayor as noted in the District's Communications & Engagement Plan. It was noted that if a message should be released to the public and media regarding an emergency response that it should be done through the direction of the Communication & Engagement Plan.

10. STAFF REPORTS

10.1 Verbal Updates on Committee Business

Discussion ensued around the Fire Department's truck replacement plan. The Committee recommended that the Fire Chief review and recommend changes to the current truck replacement schedule.

The Fire Chief provided a verbal update on the following topics:
- Report to come forward in the future regarding a Brush Unit modification to include a skid unit
- Rural Fire Protection Agreement one year extension

The Deputy Chief/Protective Services Specialist provided a verbal update on the following topics:
- Emergency Social Services meetings
- Bylaw enforcement complaint follow-up

Discussion ensued around bylaw enforcement and ticketing procedures.

The Chief Administrative Officer also advised that staff are currently in the process of reviewing the District's Emergency Response Plan.

10.2 2019 Capital Project Requests, Verbal Discussion
Steve Byford, Fire Chief

The Fire Chief reiterated that the Protective Services capital priorities for 2019 are recommended in the following order:
1. Engine 11 Replacement
2. SCBA Compressor
3. Command Truck Replacement
4. Thermal Imaging Camera
The Committee requested to review the Engine 11 Truck Design prior to tender approval.

11. **MEDIA & GALLERY - QUESTION PERIOD**
   Nil

12. **CLOSED MEETINGS**
   Nil

13. **ADJOURNMENT**
The Protection Committee Meeting adjourned with the time being 3:00 p.m.

Certified in Accordance with Section 148 of the *Community Charter*.

__________________________________________
Corporate Officer

Confirmed this __________ day of ______________, 2018.

__________________________________________
Chair
COUNCIL PRESENT:  
Rob Fraser, Mayor  
Brent Taillefer, Councillor  
Betty Ponto, Councillor  
Dave Lueneberg, Councillor  
Michelle Turnbull, Councillor

COUNCIL ABSENT:  
Nil

STAFF PRESENT:  
Andrew Young, MCIP, RPP, Chief Administrative Officer  
Paula Calla, Community Services Program & Events Coordinator  
(Left at 5:06 p.m.)  
Steve Byford, Fire Chief  
(Left at 5:37 p.m.)

GALLERY & MEDIA PRESENT:  
Diana & Anthony Purchase, Guest & Delegates  
Melanie & Miranda Rose, Guest & Delegates  
Matt Edgar, Guest & Delegate  
(Guest & Delegates left at 5:05 p.m.)  
Matt Preprost, Alaska Highway News  
Scott Brooks, Moose FM

RECORDING SECRETARY:  
Tyla Pennell, Corporate Officer

1. CALL TO ORDER  
Mayor Fraser called the meeting to order at 5:00 p.m.

2. INTRODUCTION OF LATE ITEMS  
Council agreed to discuss Barber Bingo under Unfinished Business and the Parcel Z Design and Tender Package under New Business.
3. ADOPTION OF AGENDA

RESOLUTION
#367/2018

Moved by Councillor Ponto
Seconded by Councillor Taillefer

"The agenda was adopted as amended."

CARRIED

4. GUESTS & DELEGATES

4.1 2018 Christmas Light-Up Winners Certificate Presentation
First Place: Diana & Anthony Purchase
Second Place: Sheila Jenkins (Received by Melanie & Miranda Rose)
Third Place: Matt Edgar

Mayor Fraser expressed Council's appreciation to the community for their holiday spirit and participation in the light-up.

Mayor Fraser presented the winning certificates and letters of appreciation to the first, second and third place light-up winners.

5. GALLERY COMMENTS ON AGENDA TOPICS
Nil

6. ADOPTION OF MINUTES

6.1 Special Council Meeting Minutes
November 27, 2018

6.2 Recreation Committee Meeting Minutes
December 3, 2018

Errors and Omissions:
- Page 1 - Roll Call, Committee Present: Replace "Councillor" with "Vice Chair"
- Page 1 - Roll Call, Staff Present: Add "Lone Wolf" to the beginning of "Events & Marketing Coordinator"

6.3 Regular Council Meeting Minutes
December 3, 2018

Errors and Omissions:
- Page 6 - 9.1 Request for Curfew Extension: Replace "10:30 p.m." with "December 17, 2018"
"11:00 p.m."

- Page 6 - Resolution #355/2018: Replace "10:30 p.m." with "11:00 p.m."
- Page 7 - Resolution #358/2018: Replace "Turnnbull" with "Turnbull"
- Page 7 - Resolution #358/2018: Replace "9:34 a.m." with "6:34 p.m."

RESOLUTION
#368/2018

"THAT, the three sets of meeting minutes be adopted as amended."

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

7.1 Special Council Meeting Minutes
November 27, 2018

Nil

7.2 Recreation Committee Meeting Minutes
December 3, 2018

Nil

7.3 Regular Council Meeting Minutes
December 3, 2018

Councillor Lueneberg inquired about South Mountain Caribou initiatives. Mayor Fraser advised that the Resource Municipalities Coalition may host an event to discuss this topic further in 2019.

Council members expressed their appreciation to the Doig River First Nation for hosting the Treaty Land Entitlement World Cafe Event.

RESOLUTION
#369/2018

"THAT, an appreciation and congratulations letter be forwarded to the Doig River First Nation on the progress made on their Treaty Land Entitlement and the successful World Cafe Event."

CARRIED

8. CORRESPONDENCE

December 17, 2018

Regular Council Meeting Minutes
8.1 Correspondence list

RESOLUTION #370/2018

Moved by Councillor Turnbull
Seconded by Councillor Lueneberg

"THAT, the correspondence list be received for information."

CARRIED

8.2 Mayors, RD Chairs and CAOs Roundtable - Expression of Interest

Tanya Spooner, Executive Coordinator, City of Prince George

Mayor Fraser advised that he is planning to be in attendance at the Roundtable and BC Natural Resource Forum.

RESOLUTION #371/2018

Moved by Councillor Lueneberg
Seconded by Councillor Turnbull

"THAT, the Mayors, RD Chairs and CAOs Round Table - Expression of Interest be received for information."

CARRIED

8.3 North East Native Advancing Society (NENAS) Sponsorship Request - Staff Memo

Tyla Pennell, Corporate Officer

RESOLUTION #372/2018

Moved by Councillor Ponto
Seconded by Councillor Taillefer

"THAT, Council provide sponsorship to the North East Native Advancing Society through the purchase of a table at the Career Forum and Awards Banquet (value $1,000) to be held on February 7, 2019."

CARRIED

9. UNFINISHED BUSINESS

9.1 Barber Bingo, Verbal Discussion

Direction to staff to book the Community Hall for Barber Bingo to be held on Tuesday, February 12, 2019.

10. NEW BUSINESS
10.1 Parcel Z Design & Tender Package

Councillor Taillefer advised that the Public Works Committee discussed the Parcel Z Design & Tender Package at this morning’s meeting. It was noted that the tender package could be ready as early as February without the inclusion of the utility design. If the utility design was included with the package, it could be expected to be ready as early as April. It was noted that the Public Works Committee's recommendation is wait to advertise the package until the utility design is complete.

Discussion ensued around the utility design inclusion in the tender package. Council agreed to include this topic for discussion in January, pending the outcome of discussions with third party agencies regarding utility plan timelines.

Direction to staff to reach out to utility companies involved in the Parcel Z Residential Subdivision Utility Design to inquire about their utility plan completion timeline and discuss the opportunity to complete the plans as soon as possible.

11. COUNCIL REPORTS

11.1 Resource Municipalities Coalition Financial Contribution, Verbal Update

Mayor Fraser

Mayor Fraser provided an overview of the District of Taylor's proposed financial contribution to the Resource Municipalities Coalition's in 2019.

12. STAFF REPORTS

12.1 Community Emergency Preparedness Fund

Steve Byford, Fire Chief

The Fire Chief provided an overview of the report and advised that there is a typo on the grant proposed budget outlined on page 38 of the agenda. It was noted that the CEPF Grant Contribution should read $18,500 as opposed to $19,500.

RESOLUTION

#373/2018

Moved by Councillor Lueneberg
Seconded by Councillor Turnbull

"THAT, Council endorses the application submitted to the Community Emergency Preparedness Fund for the purposes of Community Evacuation Route Planning; and

THAT, the District of Taylor will ensure overall grant management is

December 17, 2018

Regular Council Meeting Minutes
maintained."

CARRIED

12.2  2019/2020 Local Government Internship
Tyla Pennell, Corporate Officer

RESOLUTION  Moved by Councillor Ponto
#374/2018  Seconded by Councillor Taillefer

"THAT, the District of Taylor apply for the Northern Development Initiative
Trust's Local Government Internship Program for the 2019/2020 intake; and

THAT, up to $20,000 be allocated in the 2019 Financial Plan to support
employment costs associated with the Internship Program."

CARRIED

13.  BYLAWS

13.1  Consolidated Fees and Charges Amendment Bylaw No. 830, 2018
Final Reading and Adoption

RESOLUTION  Moved by Councillor Lueneberg
#375/2018  Seconded by Councillor Ponto

"THAT, Consolidated Fees and Charges Amendment Bylaw No. 830, 2018 receive
its final reading and be adopted this 17th day of December 2018."

CARRIED

14.  MEDIA & GALLERY - QUESTION PERIOD
Nil

15.  CLOSED MEETINGS

RESOLUTION  Moved by Councillor Ponto
#376/2018  Seconded by Councillor Turnbull

"THAT, the Regular Council Meeting Now be Closed to the public with the time being
5:37 p.m., as per Community Charter Section 90 (1):

- (c) labor relations or other employee relations
- (g) litigation or potential litigation affecting the municipality

December 17, 2018
Regular Council Meeting Minutes
(n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2)."

CARRIED

Recessed at 5:37 p.m. for a meal break.
Reconvened at 6:15 p.m.

16. ADJOURNMENT

RESOLUTION
#377/2018

Moved by Councillor Ponto
Seconded by Councillor Lueneberg

"THAT, Regular Council Meeting adjourn with the time being 7:31 p.m."

CARRIED

Certified in Accordance with Section 148 of the Community Charter.

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Corporate Officer

Confirmed this _________ day of ______________, 2018.

________________________
Mayor
1. Local & Regional Government
   - Temporary Use Permit #18-233
     Chetwynd Area
     Construction and operation of a multi-use site approximately 30.5 ha (75.3 ac) in size including: a work camp facilitating a maximum of 700 workers, contractor yard, field offices, and temporary warehouse structures for stockpiling equipment and materials for the Coastal Gas Link Pipeline Project only
   - OCP Amendment Bylaw No. 2351, 2018
     Zoning Amendment Bylaw No. 2352, 2018
     PRRD File No. 18-268 Triska (Wolsey)
     South Taylor
     To amend the OCP by redesignating a ± 1.8 ha (±4.5 ac) portion of the subject property from AG ‘Agriculture’ to MDR ‘Medium Density Rural Residential’ and to amend the Zoning Bylaw by rezoning a ± 1.8 ha (±4.5 ac) portion of the subject property from A-2 ‘Large Agricultural Holdings Zone’ to R-2 ‘Residential 2 Zone’
   - OCP & Zoning Bylaw #2357 & 2358, 2019
     Jackfish Area
     To redesignate and rezone an approximate 31.6 ha (78.1 ac) portion of the subject property from ‘Settlement’ to ‘Resource Agricultural’ and R-4 (Residential 4 Zone) to A-1 (Small Agricultural Holdings Zone), for agricultural and resource extraction purposes
   - West Peace Fringe Area Official Community Plan Bylaw No. 2312, 2018
     An area of approximately 90,736 hectares (224,213 acres) including portions of Electoral Area ‘E’
     This community plan will serve as a guide for decision making for future land use development over the next ten years, within areas of the West Peace Fringe Area OCP of the rural areas surrounding Chetwynd, including, but limited to the areas of Moberly Lake, Jackfish Lake, Wabi Hill, Wildmare and Dokie
   - December 14, 2018 Board Newsletter
     Peace River Regional District
   - Old Fashioned Santa Clause Parade Thank You Letter
     Lorraine Michetti, Mayor, Village of Pouce Coupe

2. Provincial & Federal Government
   - Call for Written Submissions – Transportation Network Services Inquiry
     Bowinn Ma, MLA (North Vancouver – Lonsdale), Chair
     Stephanie Cadieux, MLA (Surrey South), Deputy Chair
     Select Standing Committee on Crown Corporations
   - Public Comment Period: Amendments to Schedule 1 of the Species at Risk Act
     Conservation Planning Unit, Canadian Wildlife Service/Pacific Region
     Environment and Climate Change Canada/Government of Canada
3. General Correspondence
   - Gas Tax Agreement Community Works Fund Payment
     Arjun Singh, UBCM President
   - Media Bulletin – Northern Health Connections modified holiday schedule
     Northern Health
Dear Tyla,

The BC Municipal Climate Leadership Council and Community Energy Association are hosting a workshop related to climate action planning after the NCLGA Elected Official Seminar at the Coast Inn of the North in Prince George on February 1. We would appreciate it if you could include the details of the workshop as an information item on your next council meeting agenda OR directly email the details of this event to your Mayor and Councillors (see below).

**How can you support climate action and clean growth in your community?**

Join the BC Municipal Climate Leadership Council (BCMCLC) and the Community Energy Association for an interactive workshop on the topic of climate action immediately following the NCLGA Elected Official Seminar. The workshop will be held from 2:45-4:45 pm on February 1 in the George Evanoff Room at the Coast Inn of the North.

**Who is it for?** This workshop is for newly elected officials to learn about the roles of local governments in climate and energy planning as well as project and program implementation. It is also for returning elected officials to receive a refresher and updates on federal and provincial government initiatives and emerging opportunities for local governments to take action on climate change.

**Learn about:**
- the roles of local and senior governments;
- the foundations of community energy planning;
- key actions for the building, transportation, waste and energy sectors; and
- reporting and recognition for local government climate action.

**Get inspired** by case studies from leaders in your region and discuss strategies with your peers in small breakout group sessions.

To register for this workshop, visit [https://climateaction101nclgaeos.eventbrite.ca](https://climateaction101nclgaeos.eventbrite.ca).

For further information about this event, please contact Maya Chorobik at 604-628-7076 (ext. 709) or mchorobik@communityenergy.bc.ca.

Kind Regards,
Susan

_Susan Chalmers_, Administrator  
*Facilitators of the BC Municipal Climate Leadership Council*

Office: (604) 628-7076 ext. 707 | Mobile: (778) 871-2711
December 18, 2018

Mr. Andrew Young, MCIP, RPP
District of Taylor
10007 – 100A Street, P.O Box 300
Taylor, BC
V0C 2K0

Via Email: ayoung@districtoftaylor.com

Dear Mr. Young,

I write today to thank you for the support you provided to our Coastal GasLink pipeline project by applying to the National Energy Board (“NEB”) to participate in the upcoming jurisdiction proceeding. Your application gave the NEB first-hand evidence of the breadth and depth of community support for the Project and will assist Coastal GasLink’s case as the proceeding continues.

As you likely know, the NEB has now issued its decision on the process and the parties with standing to participate in that process going forward. The NEB has stated that the proceeding will be focused on the narrow legal question: whether BC or the Federal government will be the long-term pipeline regulator of Coastal GasLink. This NEB decision should not affect Coastal GasLink’s ability to construct under its validly issued provincial permits and Coastal GasLink is indeed moving forward toward construction early in 2019.

While the NEB’s process and deliberations can be expected to focus on a technical legal question, a good decision needs context. The many applications to participate in the process by towns, cities, districts, municipalities, First Nation communities, businesses large and small, chambers of commerce and individuals in support of the Project has provided that essential context.

On behalf of our Coastal GasLink team, I thank you again for that support and your continued support as we move forward.

Yours truly,

[Signature]

Rick Gateman, President
Coastal GasLink Pipeline Ltd.
Entrepreneur Immigration
Regional Pilot
Community Guide

BC Provincial Nominee Program
Immigration Programs Branch
Ministry of Jobs, Trade and Technology

The information in this guide is effective December 6, 2018.
The BC PNP Entrepreneur Immigration stream offers a pathway to permanent residence for foreign entrepreneurs who create and manage new businesses in B.C. by making investments and creating jobs for Canadians.

The Entrepreneur Immigration – Regional Pilot is designed for entrepreneurs who will establish new businesses in regional communities in British Columbia away from large population centres.

The pilot is collaboration between the province and communities who will have a pivotal role not only in attracting entrepreneurs to their communities but also supporting them to establish, integrate and settle into their new life in B.C.

The contents of the Entrepreneur Immigration — Regional Pilot: Community Guide may change due to the pilot nature of the program. Enrolled communities will be kept up-to-date on any changes that may arise.

Community Requirements

In order to participate in the Entrepreneur Immigration – Regional Pilot, your community must:

1. **Meet the minimum eligibility requirements**:
   - Have a population of less than 75,000 people (based on December 2017 figures), and
   - Be at least 30 kilometres away from a community with a population of more than 75,000 people

2. **Enrol with the BC PNP**
   - Identify up to three economic development priorities
   - Have capacity to assist new foreign entrepreneurs in business establishment, and family settlement into the community
   - Enrol in the BC PNP Regional Pilot
   - Participate in a BC PNP-facilitated training session about the Regional Pilot
   - Promote your community on the BC PNP website

3. **Make Referrals**
   - Provide information about your community to visiting foreign entrepreneurs on exploratory visits
   - “Refer” prospective foreign entrepreneurs to the BC PNP whose business proposals correspond to your community’s priority economic development objectives and priorities.
Applicant Requirements

In order to be a foreign entrepreneur to participate in the Entrepreneur Immigration – Regional Pilot, applicants must:

- Meet minimum eligibility criteria of the Regional Pilot, including experience, personal net worth, language proficiency, investment, and job creation.
- Select an enrolled community listed on the BC PNP website and contact the community representative.
- Develop a business proposal to establish a new business in the community related to one of the community’s priority economic development industry subsectors.
- Conduct an exploratory visit to the community to obtain more information about the local market, available services (i.e. hospitals, schools, etc.), and/or meet with the local economic development officer(s) to gain insight about doing business in the community.
- Meet with the designated community representative from the community to discuss their business proposal.
- Requests a referral from the community based on the information gained during their exploratory visit.
- Submit a complete registration to the BC PNP along with a copy of their referral form.

Criteria for Prospective Applicants

**Community Referral:** obtain a referral from the enrolled community in order to register.

**Experience:** within the last 5 years applicants need at least one of the following: 3+ years of experience as an active business owner-manager, 4+ years of experience as a senior manager, or a combination of 1+ year of experience as an active business owner-manager and 2+ years of experience as a senior manager.

**Education:** the applicant must have either a post-secondary credential, OR, experience as an active business owner-manager with 100% ownership of the business for at least 3 of the past 5 years.

**Minimum net worth:** the applicant must have a minimum personal net worth of $300,000. The applicant must make a complete declaration of their net worth and source of funds to the BC PNP at the time of their full application, if invited.

**Language:** the applicant must demonstrate they possess minimum English or French language proficiency (equivalent to the Canadian Language Benchmark level 4 or higher). The applicant must submit a copy of a valid English or French language proficiency test result from CELPIP, IELTS or TEF in order to register.
Criteria for Prospective Applicants (Continued)

**Business proposal: Eligibility:** the prospective applicant must provide a plan to establish a new, eligible business in B.C. that aligns with one of the community’s identified economic development priorities,

The business must be operated for the primary purpose of earning profits by providing products and/or services. Additionally, the business must have strong potential for sustained commercial success.

Certain business types are not eligible to the BC PNP, such as bed and breakfasts, hobby farms and home-based businesses, real estate development/brokerage, insurance or business brokerage. For a complete list, refer to the Regional Pilot Program Guide available at WelcomeBC.ca/PNP.

The BC PNP does not pre-approved or endorse any business proposal.

**Business ownership:** the prospective applicant must own at least 51% of the proposed business in B.C. Community officials cannot have any vested interest or conflict of interest on the part of in any proposed business referred to the BC PNP.

**Eligible Investment:** the prospective applicant must make a minimum eligible investment of $100,000 into the proposed business in your community.

Eligible investments include business-related expenses such as equipment, leasehold improvements, furniture and office supplies, marketing and advertising, etc. The BC PNP will also consider regular operating expenses such as wages, rent, utilities, and ongoing marketing for up to six months for establishing a new business or three months for establishing a new franchise location. The BC PNP will consider investments towards start-up inventory for no more than three months.

The BC PNP does not consider as eligible investments such as cash, working capital, wage payments to the applicant or the applicant’s family members, business co-owners, or real estate. The BC PNP will not consider as eligible any investments made prior to the date the applicant receives an “invitation to apply”.

**Job creation:** the prospective applicant must create at least 1 full-time equivalent job for a Canadian citizen or permanent resident of Canada.

**Active management:** in order to be approved for nomination, the prospective applicant must actively manage their business in B.C. Active management means the applicant is accountable for the day-to-day operations of the business. Active management must occur at the place of business in B.C.

**Residence:** in order to be approved for nomination, the prospective applicant must reside within the community of the proposed business in B.C., and that they have lived in B.C. for at least 75% of the time while on a work permit.
Registration Information

In order to qualify under the Entrepreneur Immigration – Regional Pilot, the foreign entrepreneur must submit a registration to the BC PNP, which includes information about the foreign entrepreneur’s background and experience, their business proposal including proposed investments and job creation, and their “human capital factors” such as their education, age, etc., along with a copy of their community referral. The higher the registrant’s reported education, experience, etc., the more points the registration will receive. A full breakdown of the points gradients will be available when the Regional Pilot Program Guide becomes available in January 2019 at WelcomeBC.ca/PNP.

The BC PNP will verify the self-declared score and assign points to the business concept. The highest-scoring registrants will receive invitations to apply to the BC PNP Entrepreneur Immigration - Regional Pilot.

The table below identifies the factors to be assessed and the maximum points available for each factor. Certain factors have minimum score requirements, such as Experience, Personal Net Worth, Investment, Job creation, Minimum language proficiency, Eligible personal investment, Ownership percentage, and Jobs assessment.

<table>
<thead>
<tr>
<th>Scoring Factors</th>
<th>Max Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Self-declared</strong></td>
<td></td>
</tr>
<tr>
<td>Business owner-manager or senior manager experience</td>
<td>22</td>
</tr>
<tr>
<td>Business ownership (100%)</td>
<td>2</td>
</tr>
<tr>
<td>Declared personal net worth</td>
<td>6</td>
</tr>
<tr>
<td>Total personal investment</td>
<td>10</td>
</tr>
<tr>
<td>Total jobs created and/or maintained</td>
<td>15</td>
</tr>
<tr>
<td>Location: Population size of community of proposed business</td>
<td>6</td>
</tr>
<tr>
<td>Location: Regional district of community of proposed business</td>
<td>12</td>
</tr>
<tr>
<td>Adaptability: Language proficiency</td>
<td>23</td>
</tr>
<tr>
<td>Adaptability: Education level</td>
<td>16</td>
</tr>
<tr>
<td>Adaptability: Age</td>
<td>16</td>
</tr>
<tr>
<td>Adaptability: Family in community of proposed business</td>
<td>4</td>
</tr>
<tr>
<td>Adaptability: Work, business, or studies in Canada</td>
<td>8</td>
</tr>
<tr>
<td><strong>Self-declared subtotal score</strong></td>
<td>140</td>
</tr>
<tr>
<td><strong>Business concept</strong></td>
<td></td>
</tr>
<tr>
<td>Commercial Viability: Business model</td>
<td>12</td>
</tr>
<tr>
<td>Commercial Viability: Market and products/services</td>
<td>4</td>
</tr>
<tr>
<td>Commercial Viability: Eligible personal investment</td>
<td>4</td>
</tr>
<tr>
<td>Commercial Viability: Assessment of proposed investment</td>
<td>8</td>
</tr>
<tr>
<td>Commercial Viability: Ownership percentage</td>
<td>2</td>
</tr>
<tr>
<td>Transferability of Skills</td>
<td>15</td>
</tr>
<tr>
<td>Economic Benefits: Key sector and/or significant economic benefits</td>
<td>5</td>
</tr>
<tr>
<td>Economic Benefits: Jobs assessment</td>
<td>10</td>
</tr>
<tr>
<td><strong>Business concept subtotal score</strong></td>
<td>60</td>
</tr>
<tr>
<td><strong>TOTAL POINTS AVAILABLE</strong></td>
<td>200</td>
</tr>
</tbody>
</table>
Community Role

Preparation and enrolment: Your community enrolls with the BC PNP and attends orientation/training sessions. You have prepared and connected with local partners who can provide information and support services to prospective entrepreneur immigrants in your community.

Attracting the right entrepreneur: Your community has prepared a plan to attract foreign entrepreneurs. This may be passive (such as simply having your community information on the BC PNP website) to active (such as conducting overseas marketing). Your community will be promoted on the BC PNP website.

Meeting the prospective applicant: Promote, organize and facilitate exploratory visits from foreign entrepreneurs interested in your community. You will be expected to provide information about your community to the prospective applicant. You may request validating information from the prospective applicant to gain more information before you meet with them.

Making a referral: The referral allows a foreign entrepreneur to be able to submit a registration the BC PNP. Your community may issue a referral based on the information the foreign entrepreneur provides you about their background, business proposal, and due diligence.

Supporting business establishment: Support business establishment and family settlement in the community for applicants. This may be performed by local business and/or settlement support service providers as well as any other community partners.

Celebrating success: Leverage the success of entrepreneur immigrants to your community to further promote the Regional Pilot and your community’s business opportunities.

BC PNP Entrepreneur Immigration: The BC PNP will answer any questions you may have through our concierge service: PNPConcierge@gov.bc.ca. The BC PNP can help your community with information about the program, including guidance and training, and promotion of your community.
Preparation: The prospective applicant must:
(a) Complete an English language proficiency exam
(b) Conduct an exploratory visit to the enrolled community to gain information
(c) Develop a business proposal based on one of the community’s priority economic development industry subsectors
(d) Complete the “self-declared” portion of the online registration and provide the community representative the results of their score (OPTIONAL – UPON COMMUNITY REQUEST)

Referral: The prospective applicant must:
(a) Meet with the designated community representative to discuss details of their business proposal and the community
(b) Request a referral from the community to be able to register with the BC PNP

Registration to the BC PNP: The prospective applicant must create a profile and submit an online registration to the BC PNP Entrepreneur Immigration – Regional Pilot category. The registration includes details about their work and/or business experience, education, language ability, net worth, and information about their proposed business in British Columbia. After the registration is scored, the BC PNP will invite the highest-scoring registrants in the Regional Pilot category to submit full applications to the BC PNP. Registrations are typically scored within six weeks. Registrants have four months to submit an application.

Application to the BC PNP: The applicant submits a full application to the BC PNP. The applicant may be invited to attend an in-person interview in Vancouver to discuss details of their application. Applications are typically assessed within four months. If the application is approved, the applicant must sign a Performance Agreement that outlines all of the requirements they must meet in order to be nominated.

Work Permit period: The applicant must arrive in the community with a work permit so they can begin to implement their business plan, make the required investments, and create jobs. The applicant’s spouse or common-law partner is eligible for an open work permit for the same duration. The applicant is expected to contact the community representative to obtain information about business and/or settlement support services.

Nomination: After the applicant meets the terms and conditions of their Performance Agreement, they must submit a final report (i.e. application for nomination) to the BC PNP. If the BC PNP determines they have met all of the criteria from their Performance Agreement, the applicant, and their accompanying family members will be nominated for permanent residence. Final reports are typically assessed within three months.

Application for permanent residence: The applicant may then apply to Immigration, Refugees and Citizenship Canada (IRCC) to become a permanent resident of Canada under the Provincial Nominee class.
The BC PNP is designed so that applicants can go through the BC PNP immigration process on their own. However, applicants may choose to use the services of a representative, such as an immigration consultant or lawyer, to provide advice or help with the process. A representative is authorized to act on the applicant’s behalf with the BC PNP.

We assess all applications equally. Using a representative will not give the applicant special attention or faster processing, and does not guarantee a better outcome.

If the applicant pays someone to act as a representative, they must meet the requirements for authorized representatives.

**Authorized Paid Representatives**

In selecting a paid representative, the BC PNP recommends to applicants that they confirm that the representative is in good standing with their professional organization.

Paid representatives must be:
- immigration consultants who are full members in good standing of the Immigration Consultants of Canada Regulatory Council, or
- lawyers who are members in good standing of the Law Society of British Columbia or another Canadian Law Society, the Nova Scotia Barristers’ Society, or the Chambre des notaires du Quebec.

**Unpaid Representatives**

The applicant may use the services of an unpaid representative to act on their behalf. Unpaid representatives may include immigration consultants or lawyers (see above), family members, friends and members of a non-governmental or religious organization.

Unpaid representatives do not charge fees or receive any other compensation or benefit for providing immigration advice or related services.

We strongly recommend that communities do not engage with immigration intermediaries until you have completed the mandatory BC PNP training session.

As a community you have direct access to the BC PNP through our concierge service to ask questions and receive clarity on anything related to this pilot. We’re here to help and support you at: PNPConcierge@gov.bc.ca
BC Provincial Nominee Program
450-605 Robson Street
Vancouver, B.C. V6B 5J3
Canada

E-mail: PNPConcierge@gov.bc.ca
Website: www.WelcomeBC.ca/PNP