# 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 21, 2019 at 5:00 PM

## 1. CALL TO ORDER

## 2. INTRODUCTION OF LATE ITEMS

## 3. ADOPTION OF AGENDA

## 4. GUESTS & DELEGATES

4.1 Asset Management Presentation: Phase 1
Kimberly Zackodnik, Environmental Engineer, Urban Systems
Jamie Adam, Principal / Project Engineer, Urban Systems
[2019-01-04 Asset Management Presentation](#)

4.2 2018 TAIC Facility Report
Wally Pohlmann, Chair, Taylor Access & Inclusion Committee
[2018 TAIC Facility Report](#)

## 5. GALLERY COMMENTS ON AGENDA TOPICS

## 6. ADOPTION OF MINUTES

6.1 Recreation Committee Meeting Minutes
January 7, 2019
[January 7, 2019 Recreation Committee Meeting Minutes](#)

6.2 Committee of the Whole Meeting Minutes
January 7, 2019
[January 7, 2019 Committee of the Whole Meeting Minutes](#)

6.3 Regular Council Meeting Minutes
January 7, 2019
[January 7, 2019 Regular Council Meeting Minutes](#)

## 7. BUSINESS ARISING FROM THE MINUTES

7.1 Recreation Committee Meeting Minutes
January 7, 2019

7.2 Committee of the Whole Meeting Minutes
January 7, 2019

7.3   Regular Council Meeting Minutes
       January 7, 2019

8.   CORRESPONDENCE

8.1   Correspondence list
       January 21, 2019 Correspondence List

8.2   Open Meetings: Best Practices Guide for Local Governments
       Ombudsperson
       Special Report No - 34 Open Meetings- Best Practices Guide for Local
       Governments

8.3   Sale of Gathering & Processing Assets in Northeast BC
       Enbridge
       Notification of NEB Application for Midstream Asset Transfer To North
       River

8.4   New Social Enterprise Development Project
       Peace Holdings
       Social Enterprise Development Project Letter - Peace Holdings

8.5   Dawson Creek Rotary Auction, Staff Memo
       Tyla Pennell, Corporate Officer
       Dawson Creek Rotary Web Auction - Staff Memo
       Rotary Auction Letter 2019

8.6   Northern Woods & Water Highway Association, Staff Memo
       Tyla Pennell, Corporate Officer
       Northern Woods & Water Highway Association - Staff Memo
       Northern Woods & Water Highway Association Membership Request and
       Rate Sheet

9.   UNFINISHED BUSINESS

9.1   Parcel Z Design & Tender Package, Staff Memo
       Ryan Nelson, Director of Operations
       Parcel Z Development Update

10.  NEW BUSINESS

11.  COUNCIL REPORTS

12.  STAFF REPORTS

12.1  Investing in Canada Infrastructure: Rural & Northern Communities
       Program
       Ryan Nelson, Director of Operations
       Tyla Pennell, Corporate Officer
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;
       • (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
DISTRICT OF TAYLOR
ASSET MANAGEMENT
OVERVIEW

✓ Review historical practices to date
✓ Review project timeline
✓ Discuss core elements of Asset Management
✓ Discuss current status of key assets in Taylor
✓ Outline feasible actions to support wise investments in infrastructure
✓ Review priorities and next steps for moving forward
PRACTICES TO DATE
PROJECT TIMELINE

Gas Tax Grant Application
MAY 2017

PRE-2014
District begins asset management discussions

Project Start-Up
APRIL 2018

EARLY 2018
Gas Tax Funding Received

Draft Inventory Report
OCT 2018

Summer 2018
GIS Update/Data Gathering; Roadway and Sidewalk Inventory

Draft 10 Year Plan, review with staff
DEC 2018

NOV 2018
Review with staff and finalize Inventory Report

NEXT STEPS

JAN 2019
Present findings to Council
Civil infrastructure is vital to community prosperity

• The District has infrastructure nearing the end of its useful life.
• The District is faced with many difficult decisions regarding when and how to maintain, repair, improve and expand facilities and services.

As infrastructure ages, the need to invest in maintenance will increase.
WHAT IS ASSET MANAGEMENT?
ASSET MANAGEMENT

CAPITAL MANAGEMENT
- Building
- Rehabilitating
- Abandoning

MAINTENANCE MANAGEMENT
- Maintaining
- Operating
KEY QUESTIONS

• What do we have?
• What is it worth?
• What is its condition and expected remaining service life?
• What is the level of service expectation and what needs to be done?
• When will it need to be done?
• How do you ensure long-term affordability?

UNDERSTANDING AND RISK MANAGEMENT IS KEY
COMMON MYTHS

Asset Management is **NOT**:  
• A specific project or one-off plan  
• A software program  
• Just doing condition assessments  
• A series of checklists  
• Something that is done “for” you  

Asset Management **IS**:  
• Part of daily operations and decision-making  
• A defendable way of prioritizing projects and resources  
• Planning for what will be needed and how to pay for it
MAKING GOOD DECISIONS

Understanding Service + Understanding Risk + Understanding Cost = Making Good Decisions
ASSET MANAGEMENT FOR SUSTAINABLE SERVICE DELIVERY: A BC FRAMEWORK
UNDERSTAND WHAT IS FAILING

• Address the backlog
• Problems don’t go away when left alone
ASSET MANAGEMENT PROCESS

1. Develop the Inventory
2. Estimate its Value
3. Predict Replacement Timing
4. Assess Expenditure Requirements
FOCUS OF CURRENT STUDY

Asset Management
Sanitary Sewer System
Roadways, Sidewalks and Trails
Water System
Asset Management
FOCUS OF FUTURE STUDIES

Asset Management
Sanitary Sewer System
Roadways, Sidewalks and Trails
Storm Drainage
Environmental Protection
Solid Waste Management
Facilities and Information Technology
Fire and Emergency
Parks
Fleet
Water System

Phase 2

Phase 3
ROADWAYS

Paved Roads Replacement Timeline

- 1 years: 4%
- 3 years: 24%
- 10 years: 54%
- >10 years: 18%

Current Inventory

- Paved: 72%
- Unpaved: 28%

Unpaved Roads Replacement Timeline

- 1 year: 10%
- 3 years: 20%
- 10 years: 30%
- >10 years: 40%
WATERMAINS

Current Inventory
- Asbestos Concrete (42%)
- Polyvinyl Chloride (PVC) (41%)
- Ductile Iron (14%)
- High Density Polyethylene (3%)

Watermain Replacement Timeline
- 0 years (15%)
- 1 - 5 years (7%)
- 5 - 10 years (15%)
- > 10 years (63%)
SANITARY MAINS

Current Inventory
- Concrete (35%)
- Polyvinyl Chloride (PVC) (58%)
- Vitrified Clay Pipe (3%)
- High Density Polyethylene (4%)

Sanitary Main Replacement Timeline
- 0 years (24%)
- 1 - 5 years (0%)
- 5 - 10 years (9%)
- > 10 years (68%)
OTHER INFRASTRUCTURE
DEFINITIONS AND CALCULATIONS

CURRENT REPLACEMENT VALUE
• Cost to replace asset in 2018 dollars
• Include all associated planning, engineering, contingencies, general contractor and other administrative costs

\[ \text{Unit Rate} \times \text{Asset Data (length, area, #)} = \text{Current Replacement Value} \]

ANNUAL DEPRECIATION COST
• Calculated based on the expected lifespan of the asset

\[ \frac{\text{Current Replacement Value}}{\text{Expected Lifespan}} = \text{Per Annum Depreciation} \]
REPLACEMENT VALUE

- Roadways: $13.8M (12%)
- Water: $52.4M (46%)
- Sanitary: $48.2M (42%)

AGENDA ITEM #4.1
Asset Management Presentation: Phase 1 Kimberly Zackod...
50 YEAR CAPITAL EXPENDITURE PROFILE
ROADWAY INFRASTRUCTURE

2030 expenditure of $18,600,000

Annual Expenditure
50 Year Average Annual Investment
50 YEAR CAPITAL EXPENDITURE PROFILE
SANITARY SEWER SYSTEM INFRASTRUCTURE

- Annual Expenditure
- 50 Year Average Annual Investment

- Year:
  - 2017
  - 2027
  - 2037
  - 2047
  - 2057
  - 2067

- Cost:
  - $331,000
  - $2,577,157
  - $1,000,000
  - $1,500,000
  - $2,000,000
  - $2,500,000

- 2019 investment: $2,577,157
- 2027 investment: $2,635,000
- 2047 investment: $2,635,000
- 2067 investment: $2,876,000
# Average Annual Investment

<table>
<thead>
<tr>
<th>Infrastructure Class</th>
<th>Annual Investment Based on 10 Year Timeframe</th>
<th>Annual Funding to Cover Depreciation Costs</th>
<th>Historical Average Annual Investment (2007 – 2017)</th>
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<td>Roadway Infrastructure</td>
<td>$2,117,000</td>
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<td>Water System Infrastructure</td>
<td>$1,887,000</td>
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<td>Sanitary Sewer Infrastructure</td>
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<td>$585,000</td>
<td>$679,000</td>
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<td><strong>Total</strong></td>
<td><strong>$4,590,000</strong></td>
<td><strong>$3,163,000</strong></td>
<td><strong>$2,365,000</strong></td>
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Difference in the two numbers is the value of assets already past service life.
RISK CALCULATION

Consequence

Likelihood of Failure

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REASONS FOR REINVESTMENT

Rehabilitation
Services required to rehabilitate deteriorating infrastructure

Level of Service
Services entailed in increasing or enhancing the level of service

New Development
Services required to accommodate new development
FUNDING CONSIDERATIONS

• This is a balancing act
  • Costs of providing services continue to rise
  • Current revenues are not sufficient to keep pace with these costs
  • Increasing taxes and utility rates can be difficult

• We must consider
  • How much can be afforded
  • How funds will be collected or reallocated
  • Balancing our investments today vs. those of future generations
CAPITAL PLANNING REALITIES

Perfection (Money is no object) vs. Reality (Limited funds)

Ideal Solution vs. Best Solution
Given the Resources Available

Make Investments at the Optimum Time vs. Make Investments Based on Priority Choices
PROJECT TIMELINE

NEXT STEPS

JAN 2019
Present findings to Council

- Prepare report for Council for integrating into other plans
- Increase funding for capital works
- Improvements to infrastructure inventory
- Camera and leak detection → Refine Project Lists
- Deliberate communications
- Develop more thorough financial strategy
Tour of District of Taylor buildings & Peace Community Church
October 31, 2018

Present: Dylan Mohart, Juanita Graham, Wally Pohlmann

Representatives of the Taylor Access and Inclusion Committee took a tour of some public buildings in our town. The buildings we looked were: District office, community hall & Hub, curling rink, arena, Lone Wolf pro-shop/restaurant, and visitor information. As well, we looked at Peace Community church because though it is a private building it has many community uses.

The following information lists improvements made or not made since our first tour of these same facilities in April 2015. We simply crossed off or left past findings or added any that may have not made the last. This second tour did not look at building codes but at the ease of access and mobility within all the mentioned buildings for those restricted to a wheelchair or with severe mobility issues.

Peace Community Church, Taylor

1. Still no back-grab bars in washrooms
2. Main double doors to sanctuary side are not wheelchair accessible.
   a. This is not scheduled until front paving is planned
   b. There is still wheel chair accessibility through the North access front door.
      i. Auto open-door access is not present on either of these entries.
3. Fire exit, SW corner has a large drop for wheelchairs or people with mobility issues should there be an emergency need to exit the building.
   a. A ramp for this emergency exit is needed.

Community Hall, Taylor

1. East double doors still do not have auto open though they remain the most used entry.
   a. Do not know if the auto open doors on south side are always unlocked and usable but they are working.
2. Hub meeting room; access to washroom is difficult due to the placement of the boardroom table.
a. Changing the placement from east/west to north/south and room rearrangement would likely allow enough room for access.  
3. Hub snow removal last year, 2017/18 it was noted that the curb ramp on the NW corner of the parking lot was covered over with snow making use of it impossible.  
   a. There is no Handicap designated parking on the Hub side of the building.

Curling Rink, Taylor

1. No auto access to main entry or secondary entry doors
2. Access to both washrooms still very tight for wheel chairs
3. Handicap stalls in both men’s & women’s washrooms still need to be set for easier closing from within the stall by an individual in a wheelchair.
   a. Stall doors can still use a grab handle on them for closing.
   b. Women’s Handicap stall has a broken latch
4. Mirrors, towel dispensers, & hand driers are all too high for use by a wheelchair bound person in both men’s and women’s washrooms.
5. No handicap access to upstairs
   a. Washrooms upstairs are not wheelchair friendly but if there was access to the upstairs the downstairs washrooms could still be utilized.

**We do have one quote for a handicap access stair lift to the curling rink lounge which does not cover other possible modifications for the installation. We will attach. At this point this is the only quote we have, and all options are not likely explored to date.

Ice Rink, Taylor

1. No auto entry doors for access to arena.
   a. This correction is apparently on the upcoming budget
2. Ramp to bleachers is extremely slippery, for caregivers to push up wheelchairs or clients to make it up by themselves, may be more so if wet.
3. Only position from which wheel chair bound persons to watch hockey games still needs an additional heater overhead. (These individuals cannot get up and walk around to warm up)
4. Washroom doors are very heavy and difficult for children, the aged, or wheelchair bound individuals to access.
5. Handicap stall doors can use a handle inside for both men & women for closing.
a. Stall doors can also be set to be closer to closed as well to help reach them from inside.

6. Outside handicap parking is still a long way from the main doors and the curb ramp is also.
   a. Possibly redo front curb area for Handicap parking in the future.

7. There is a bit of a lip to the main door access to arena and no curb ramp close to the main door access.

8. Play ground still looks difficult to access for those with mobility problems or wheel chairs but we did not specifically inspect it.

Lone Wolf Golf Club, Taylor

1. Ramp is still very steep for wheel chair access of a lone person but there is now some space to rest at the turn. This whole ramp needs work or relocation if the facility desires to be accessible.

2. Main doors are **extremely** heavy and have no auto access to open.

3. Wash rooms are not at all friendly for easy access.
   a. Tight corners to get in, simply not designed for Handicap use.
   b. Stall not accessible, is too narrow.

Visitor Information, Taylor

1. Ramp access to building could use a lower set of grab bars on hand rail.

2. Door is narrow but usable.

3. Indicated handicap parking spot in front of the building would be a good addition to the visitor information. At this point there is no handicap parking at all.
   a. Wash room was upgraded and is now handicap accessible.

**It was noted on the visitor information ramp that a second set of grab bars mounted lower would make it much easier for those who are wheelchair bound to access without having their arms pulling themselves up from an elevated position. This could be considered for all ramp access locations such as the ice rink ramp to stands, Lone Wolf access ramp as well as any other ramps with hand rails.**

District office, Taylor

1. Doors to washrooms can use some form of auto entry
a. The washrooms are difficult to maneuver through with either crutches or a wheelchair.

2. At the main counter, a lower drop down or narrow counter for wheelchair bound individuals may be a nice addition for work space to write on etc...

3. The auto door openers have been adjusted and timing works well for wheelchair bound individuals.
COMMITTEE PRESENT: Betty Ponto, Chair
Michelle Turnbull, Vice Chair

COMMITTEE ABSENT: Nil

STAFF PRESENT: Andrew Young, Chief Administrative Officer
Mike Farquharson, Acting Parks & Facilities Director
Paula Calla, Community Services Program & Events Coordinator

GALLERY & MEDIA PRESENT: Nil

RECORDING SECRETARY: Tyla Pennell, Corporate Officer

1. CALL TO ORDER
Chair Ponto called the meeting to order at 9:03 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 Restaurant Manager/Head Chef Job Description
L.J. Lawson, Marketing & Events Coordinator

The Committee discussed the proposed job description for the amalgamation of the Head Chef and Restaurant Manager positions and expressed concern regarding the scope of work proposed. It was reiterated that if these positions are amalgamated, a review and evaluation of the position would be conducted at the conclusion of its first golf season.

The Committee agreed to meet with the Chief Administrative Officer and golf course personnel to further consider the Restaurant Manager/Head Chef position amalgamation and scope of work proposed.

8. NEW BUSINESS
Nil

9. COMMITTEE REPORTS
Nil

10. STAFF REPORTS

10.1 Verbal Updates on Committee Business

The Acting Parks & Facilities Director provided a verbal update on the following topics:

- Technical Safety BC Inspection at the Arena to be held on January 8, 2019
- WorkSafe BC Inspection at the Arena was held in December
- Employee retired at the end of December
- Posted internal position for vacancy which closes January 7, 2019 at 4:00 p.m.
- Quotation received to replace Community Hall boiler control system
- Arena bookings and closure during statutory holidays
- Complex improvements

The Community Services Program & Events Coordinator provided a verbal update on the following topics:

- Successful Christmas Bingo
- Christmas Light-up Competition, including consideration given to amending winning criteria
- Love Taylor BC Selfie with the Elfie Contest

January 7, 2019
• Library Bingo scheduled for Tuesday, January 15, 2019
• Council Bingo, in honour of George Barber, scheduled for Friday, February 8, 2019

11. MEDIA & GALLERY - QUESTION PERIOD
Nil

12. CLOSED MEETINGS
Nil

13. ADJOURNMENT
The Recreation Committee Meeting adjourned with the time being 9:34 a.m.

Certified in Accordance with Section 148 of the Community Charter.

______________________________________________
Corporate Officer

Confirmed this __________ day of ______________, 2019.

______________________________________________
Chair
District of Taylor  
Committee of the Whole Meeting Minutes  
January 7, 2019 held in Council Chambers  
located at the District Office at 10007 – 100 A Street

**COMMITTEE PRESENT:**  
Rob Fraser, Mayor  
Michelle Turnbull, Councillor  
Brent Taillefer, Councillor  
Betty Ponto, Councillor

**COMMITTEE ABSENT:**  
Dave Lueneberg, Councillor

**STAFF PRESENT:**  
Andrew Young, Chief Administrative Officer  
Michael McPhail, Director of Financial Services  
Mike Farquharson, Acting Parks & Facilities Director

**GALLERY & MEDIA PRESENT:**  
Nil

**RECORDING SECRETARY:**  
Tyla Pennell, Corporate Officer

1. **CALL TO ORDER**  
Chair Fraser called the meeting to order at 4:05 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
  7.1  Grants in Aid Peace Passage Skating
       Michael McPhail, Director of Financial Services

       Discussion ensued around the reduced revenue received and increased expenses
       incurred by the Peace Passage Skating Club as a result of the late Arena opening.

       The Committee agreed to advance the following recommendation to the Regular
       Council Meeting held this same day.

       **Recommendation:**

       "THAT, the Peace Passage Skating Club be provided with a $5,000 grant-in-aid to
       support their operations for the 2018/2019 season due to the late opening of the
       District Ice Centre."

8.  NEW BUSINESS
Nil

9.  COMMITTEE REPORTS
Nil

10.  STAFF REPORTS
    10.1  Verbal Updates on Committee Business

             Nil

11.  MEDIA & GALLERY - QUESTION PERIOD
Nil

12.  CLOSED MEETINGS
Nil

13.  ADJOURNMENT
The Committee of the Whole Meeting adjourned with the time being 4:19 p.m.
Certified in Accordance with Section 148 of the *Community Charter*.

__________________________________________
Corporate Officer

Confirmed this __________ day of _______________, 2019.

__________________________________________
Chair
1. CALL TO ORDER
Mayor Fraser called the meeting to order at 5:03 p.m.

2. INTRODUCTION OF LATE ITEMS
Council agreed to include the following items to the agenda for discussion:
   - Peace Passage Skating Club: Grant-in-aid under Unfinished Business
   - LGLA 2019 Elected Officials Seminar under New Business
   - Denis Rassias Memorial Contribution under New Business
   - BC Hydro Go Fund under Council Reports

3. ADOPTION OF AGENDA

RESOLUTION #1/2019
Moved by Councillor Taillefer
Seconded by Councillor Lueneberg

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

4. GUESTS & DELEGATES
Nil

5. GALLERY COMMENTS ON AGENDA TOPICS
Nil

6. ADOPTION OF MINUTES
6.1 Special Committee of the Whole Meeting Minutes
   December 11, 2018
6.2 Special Council Meeting Minutes
   December 11, 2018
6.3 Public Works Committee Meeting Minutes
   December 17, 2018
6.4 Protection Committee Meeting Minutes
   December 17, 2018
6.5 Regular Council Meeting Minutes
   December 17, 2018

Errors and Omissions:
• Page 2 - Resolution #367/2018: Amend resolution to read "THAT, the
  agenda be adopted as amended."

RESOLUTION #2/2019

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

CARRIED

7. BUSINESS ARISING FROM THE MINUTES
7.1 Special Committee of the Whole Meeting Minutes
   December 11, 2018

   Nil

7.2 Special Council Meeting Minutes
   December 11, 2018
It was noted that the *Consolidated Fees & Charges Bylaw No 830, 2018* was amended prior to its first reading as recommended by the Committee of the Whole on December 11, 2018.

7.3 Public Works Committee Meeting Minutes 
December 17, 2018

Discussion ensued around the impact of the Parcel Z Residential Subdivision project if the utility plans were not included in the tender package. Council agreed to wait for further information from the Director of Operations regarding discussions held with utility companies before making a decision on the project's tender package.

Direction to staff to provide a follow-up report regarding the Parcel Z Residential Subdivision Project tender package at the next Council Meeting to be held on January 21, 2019.

**RESOLUTION #3/2019** 

Moved by Councillor Taillefer 
Seconded by Councillor Lueneberg

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

DEFEATED

7.4 Protection Committee Meeting Minutes 
December 17, 2018

Nil

7.5 Regular Council Meeting Minutes 
December 17, 2018

Councillor Ponto advised that the Barber Bingo date has been changed from Tuesday, February 12 to Friday, February 8, 2019.

8. **CORRESPONDENCE**

8.1 Correspondence list

**RESOLUTION #4/2019** 

Moved by Councillor Lueneberg 
Seconded by Councillor Taillefer

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

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

RESOLUTION #5/2019
Moved by Councillor Lueneberg
Seconded by Councillor Taillefer

"THAT, the BC Municipal Climate Leadership Council and Energy Association Workshop correspondence be received for information."

CARRIED

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

RESOLUTION #6/2019
Moved by Councillor Ponto
Seconded by Councillor Turnbull

"THAT, the Thank You Letter from Coastal GasLink Pipeline Ltd. be received for information."

CARRIED

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

RESOLUTION #7/2019
Moved by Councillor Turnbull
Seconded by Councillor Ponto

"THAT, the BC Provincial Nominee Program Entrepreneur Immigration Regional Pilot Community Guide be received for information."

CARRIED

9. UNFINISHED BUSINESS
9.1 Peace Passage Skating Club: Grant-in-aid

RESOLUTION #8/2019
Moved by Councillor Taillefer
Seconded by Councillor Turnbull

Page 4 of 9
"THAT, the Peace Passage Skating Club be provided with a $5,000 grant-in-aid to support their operations for the 2018/2019 season due to the late opening of the District Ice Centre."

CARRIED

10. NEW BUSINESS

10.1 2019 Newly Elected Officials Seminar
Local Government Leadership Academy

The Chief Administrative Officer provided a handout of the program-at-a-glance for the 2019 Newly Elected Officials Seminar, which is attached and forms part of these minutes.

RESOLUTION #9/2019  Moved by Councillor Ponto
Seconded by Councillor Turnbull

"THAT, Council and senior staff be authorized to attend the 2019 Newly Elected Officials Seminar, if interested."

CARRIED

2019 NCLGA NEO Agenda

10.2 Denis Rassias Memorial Contribution
Councillor Ponto

Discussion ensued around a potential memorial service to be held at the Taylor Inn Restaurant in honour of Denis Rassias.

RESOLUTION #10/2019  Moved by Councillor Ponto
Seconded by Councillor Turnbull

"THAT, staff work with George Barber to provide a memorial contribution of up to $100 in honour of Denis Rassias"

CARRIED

11. COUNCIL REPORTS

11.1 BC Hydro Go Fund
Councillor Ponto

Councillor Ponto advised that the BC Hydro Go Fund Committee is trying to
increase advertising for the program in order to increase grant applications submitted. Councillor Ponto advised that she would work with Community Services to provide information in order to advertise the BC Hydro Go Fund program during the District's participation at trade shows as well as on District notification outlets.

12. **STAFF REPORTS**
   Nil

13. **BYLAWS**
   Nil

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

15. **CLOSED MEETINGS**

   **RESOLUTION #11/2019**
   Moved by Councillor Lueneberg
   Seconded by Councillor Taillefer

   "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
   - (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]; and
   - (n) the consideration of whether a Council meeting should be closed under a provision of this subsection or subsection (2)."

   CARRIED

   Recess at 5:38 p.m. for meal break
   Reconvene at 6:04 p.m.

16. **ADJOURNMENT**

   **RESOLUTION #12/2019**
   Moved by Councillor Taillefer
   Seconded by Councillor Turnbull

   "THAT, Regular Council Meeting adjourn with the time being 8:19 p.m."

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

________________________________________
Corporate Officer

Confirmed this _________ day of _____________, 2019.

________________________________________
Mayor
**Program-at-a-Glance**

**2019 Elected Officials Seminar**

*NCLGA Region*

*Coast Inn of the North • Prince George*

*January 30 to February 1*

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### Wednesday, January 30, 2019

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>5:30-6:30 pm</td>
<td>Foyer</td>
<td>Registration</td>
</tr>
<tr>
<td>6:30 - 6:45 pm</td>
<td>Summit/Tabor</td>
<td>Welcome – Arjun Singh, LGLA President and Honoured Guests</td>
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<tr>
<td>6:45 - 7:45 pm</td>
<td>Summit/Tabor</td>
<td>The Local Government Weather Channel - Gary MacIsaac, UBCM</td>
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<tr>
<td></td>
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<td>An overview of emerging issues and trends in BC local government, and an introduction to the role played by the Union of British Columbia Municipalities in BC’s local government framework.</td>
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<tr>
<td>7:45 - 9:00 pm</td>
<td>Summit/Tabor</td>
<td>Lessons for a Happy Political Journey – Greg Moore</td>
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<tr>
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<td>Learn from Greg’s 26 years of local government experience both as an elected official (Councillor, Mayor and Regional District Chair) and city staff member. Greg will provide you with insights to succeed, be happy and gain respect and friends along the way.</td>
</tr>
<tr>
<td>9:00-10:00 pm</td>
<td>Foyer</td>
<td>Networking Reception</td>
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### Thursday, January 31, 2019

<table>
<thead>
<tr>
<th>Time</th>
<th>Location</th>
<th>Event</th>
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<tbody>
<tr>
<td>7:00-8:30 am</td>
<td>Foyer</td>
<td>Breakfast Buffet</td>
</tr>
<tr>
<td>7:30-8:30 am</td>
<td>Summit/Tabor</td>
<td>LGLA Partners Clinic: Lara Beckett, NCLGA, Nancy Taylor, LGMA, Brent Mueller, MAH</td>
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<td>Learn about the key local government organizations supporting your community.</td>
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<tr>
<td>8:30-10:00 am</td>
<td>Summit/Tabor</td>
<td>Dynamics and Decision Making – Tracey Lorenson</td>
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<td>Effective decision making in the council/board context. Maintaining role clarity, dealing with difficult people and situations, and working as a team in the interest of the community.</td>
</tr>
<tr>
<td>10:00-10:30 am</td>
<td>Foyer</td>
<td>Refreshment Break</td>
</tr>
<tr>
<td>10:30 am-12:00 pm</td>
<td>Summit/Tabor</td>
<td>We’ve Got to Stop Meeting Like This - Eli Mina, Mayor Lyn Hall, City of Prince George, Walter Babicz, GM Administrative Services (Corporate Officer), City of Prince George</td>
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<tr>
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<td>Practical tools to make your meetings orderly, focused, efficient, and inclusive, while seeking to produce quality outcomes that earn public trust and confidence.</td>
</tr>
<tr>
<td>12:00-1:00 pm</td>
<td>Summit/Tabor</td>
<td>Lunch</td>
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<tr>
<td>1:00-2:00 pm</td>
<td>Summit/Tabor</td>
<td>Newly Elected: Local Government Law 101 - Rights, Risks &amp; Responsibilities - Kathleen Higgins, Young Anderson</td>
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<tr>
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<td>This session will cover CC &amp; LGA, and focus on rights of elected officials and how they can work within legislation to serve their constituents and get things accomplished.</td>
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<tr>
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<td>Nechako</td>
<td>Returning Elected: Local Emergency Orientation - What You Need to Know - Jim Martin, CAO, Regional District of Fraser Fort George, Milo Macdonald, CAO, City of Williams Lake, Genevieve Fox, Regional Manager, Emergency Management BC</td>
</tr>
<tr>
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<td>This session will provide you with an orientation to your responsibilities during the planning and declaration of a local emergency, and what you can leave to trained operational personnel.</td>
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<tr>
<td>2:00 - 3:00 pm</td>
<td>Summit/Tabor</td>
<td>Newly Elected: Municipalities &amp; RDs - An Overview of a Unique BC System - Jim Martin</td>
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<tr>
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<td>Learn about BC’s unique regional district system - how it works, what it does, and how municipalities and regional districts can be an effective team within a region.</td>
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<td>An experienced viewpoint on some of the legal issues currently facing local governments.</td>
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<tr>
<td>Time</td>
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<tr>
<td>3:00-3:30 pm</td>
<td>Foyer</td>
<td>Refreshment Break</td>
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| 3:30 - 4:30 pm | Summit/Tabor | Public Hearings 101 - Mayor Lyn Hall, Prince George & panel  
*This session will cover the various rights and responsibilities of Mayors, Chairs, Councillors, and Directors at public hearings, with top learnings from experienced elected officials and staff. Participant interaction encouraged.* |
| 4:30-5:30 pm | Summit/Tabor | Local Governments & Indigenous Communities Working Together - Brent Mueller, MAH, Mayor Taylor Bachrach, Smithers, TBA, Wet’suwet’en Nation  
*This session will bring together local government and indigenous community leaders to discuss regional efforts to work together for mutual benefit.* |
| 5:30-7:00 pm |             | Dinner on own                                                           |
| 7:00-8:00 pm | Summit/Tabor | Post-election Assessment – Results, Turnout & Trends – Todd Pugh, CivicInfo BC  
*Hear the stories behind the local government election results.* |
| 8:00 - 9:00 pm | Summit/Tabor | Political Jeopardy - Frank Leonard  
Frank Leonard will use his years of governance experience in the public and private sector to lead the session through a series of questions for the audience and the “contestants” in a fun but impactful LGLA Jeopardy. |
| Friday, February 1, 2019 | | |
| 7:00-8:30 am | Foyer       | Breakfast Buffet                                                        |
| 7:30-8:30 am | Summit/Tabor | LGLA Partners Clinic: Shelley Hahn, MFABC, Charles Hamilton, MIABC, Rodney Ravenstein, BC Assessment  
*Learn about the key local government organizations supporting your community.* |
| 8:30-10:00 am | Summit/Tabor | Newly Elected Session: Local Government Finance 101 - Kris Boland, Director of Finance, District of Mission, Jim Bauer, CFO, City of Penticton  
*Your budget communicates your council or board priorities. Get to know the basics of local government finance - everything you want to ask, need to know, and more...*  
Nechako | Returning Elected Session: Asset Management – Christina Benty  
*Go beyond the basics of local government finance and learn about asset management - why it’s important and how it’s done.* |
| 10:00-10:30 am |             | Refreshment Break                                                        |
| 10:30 am-12:00 pm | Summit/Tabor | Newly Elected Session: Local Government Planning 101 - Ron Mattiussi, Former City Manager, Kelowna  
*Learn why and how we plan, statutory requirements, council/board, staff and public roles and responsibilities.*  
Nechako | Returning Elected Session: Sustainable Community Planning - Community Energy Association  
*Learn how to introduce and implement strategies for sustainability into your community planning efforts.* |
| 12:00-1:00 pm | Summit/Tabor | Lunch                                                                   |
| 1:00-2:15 pm  | Summit/Tabor | Making the Media Work for YOU - Chris Olsen/Peak Communicators  
*With over 30 years in BC media, Chris will provide valuable insight, tips and techniques for dealing with media in all its forms.* |
| 2:15 pm       | Summit/Tabor | Closing Comments and Adjourn - Laurey-Anne Roodenburg, LGLA Vice-President |

*Draft December 22, 2018 SUBJECT TO CHANGE*
Correspondence List – January 21, 2019

1. Local & Regional Government
   a. Official Community Plan & Zoning Amendment Bylaws No. 2359 & 2360, 2018
      Charlie Lake – PRRD File No. 18-331
      To amend the subject property's Official Community Plan designation from Low Density Rural Residential to Medium Density Rural Residential and its Zoning designation from R-5 (Residential Zone) to R-4 (Residential 4 Zone). The applicants intend to subdivide the parcel into two lots.
   b. Zoning Amendment Bylaw No. 2361, 2019
      Arras – PRRD File No. 18-335
      To rezone a 26.53 ha. (65.55 ac) portion of the subject property from 'A2' (Large Agriculture Holdings Zone) to 'R-6' (Residential 6 Zone) and a 34.22 ha (84.55 ac) portion of the subject property from 'A2' (Large Agriculture Holdings Zone) to 'A1' (Small Agriculture Holdings Zone).
   c. NCLGA Conference Request: Northern BC Tourism Association, District of New Hazelton

2. Provincial & Federal Government
   a. 2019 Premier's Awards for Excellence in Education: Open for Nominations
      Office of the Minister, Ministry of Education
   b. Public Comment Period: Amendments to Schedule 1 of the Species at Risk Act
      Conservation Unit, Canadian Wildlife Service / Pacific Region
      Environment and Climate Change Canada / Government of Canada
   c. Community Child Care Programs
      Honourable Katrine Conroy, Minister of Children & Family Development
      Honourable Katrina Chen, Minister of State for Child Care

3. General Correspondence
   a. Media Bulletin: Influenza Circulating & Flu Shot Reminder
      Northern Health
   b. February 5, 2019: Annual General Meeting Invitation
      North Peace Savings & Credit Union
   c. 26th Annual Lottery Invitation
      STARS Foundation
   d. 2019 Resolutions Package
      North Central Local Government Association
   e. Your Local Climate Change Impacts and the Fossil Fuel Industry
      West Coast Environmental Law
OPEN MEETINGS: 
BEST PRACTICES GUIDE FOR LOCAL GOVERNMENTS
Contributors

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Other Contributors
Jonathan Lapthorne

Thank You
Our office would like to thank the regional districts, cities, towns and villages who spoke to us about open and closed meetings; staff in the local government section of the Ministry of Community, Sport and Cultural Development who shared their experience; and the Union of British Columbia Municipalities which provided us an opportunity to discuss this project at its annual convention. You have all made valuable contributions to this guide.
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Municipal law was changed to require that municipal governments hold meetings that are open to the public, in order to imbue municipal governments with a robust democratic legitimacy. The democratic legitimacy of municipal decisions does not spring solely from periodic elections, but also from a decision-making process that is transparent, accessible to the public, and mandated by law.

The Supreme Court of Canada in London (City) v. RSJ Holdings Inc. 1

One of the cornerstones of open and transparent government in British Columbia is the requirement for local governments to conduct meetings that are open and accessible to the public. Providing citizens with the opportunity to observe and engage their elected representatives fosters trust and confidence in decision-making processes and allows for meaningful participation and contribution from informed citizens. Open meetings act as venues for education and enable both elected officials and members of the public to make more fully informed decisions.

In the course of investigating and evaluating complaints concerning the implementation of open meeting provisions in the Community Charter and receiving information from local governments, we became aware of some common challenges as well as effective ways of addressing them. 2

This guide grew out of an interest in sharing some of that information in order to help local governments comply with statutory requirements, to improve consistency in practice as well as to showcase the best practices for local governments to follow when fulfilling their open meeting requirements. At the heart of these best practices are the same values that the Office of the Ombudsperson strives to uphold: openness, transparency, and accountability. We promote and uphold these values because they are essential to ensuring that citizens are treated fairly and reasonably by public authorities.

This guide:
1. Outlines the history of local government open meeting laws and includes comments on the law in force today;
2. Clarifies what constitutes a “meeting” in order to assist local governments to identify the circumstances in which the open meeting laws apply;
3. Outlines best practices implemented by local governments to ensure accountability and transparency; and
4. Contains a checklist based on best practices to assist local governments in fulfilling their open meeting obligations.

I hope that the guide will help to address uncertainties surrounding the open meeting requirements in British Columbia and that it will assist local governments in following both the letter and spirit of the open meeting laws.

Kim Carter
Ombudsperson
Province of British Columbia

THE LEGAL FRAMEWORK FOR OPEN AND CLOSED MEETINGS

There is a presumption under the Community Charter that meetings of local government boards and councils will be open to the public. Sometimes, in order to preserve confidentiality in respect of private matters, meetings may be closed. However, as this runs contrary to the principles of openness, transparency and accountability, statutory provisions are in place that limit the circumstances under which local governments can hold closed meetings and ensure appropriate procedures are followed prior to the closure of a meeting. This part of the guide outlines the legislative history and current laws pertaining to open and closed meetings in B.C.

Municipalities, regional districts, the Islands Trust and other bodies identified in section 93 of the Community Charter are subject to the open meeting provisions contained in Division 3 of Part 4. Throughout this guide, these entities are referred to collectively as “local governments”.

Improvement districts, which include irrigation, waterworks, fire protection and dyking districts, are not subject to the open meeting provisions contained in Division 3 of Part 4 of the Community Charter. However this does not mean that improvement districts are under no obligation to meet openly, and at the end of this report we discuss separately the law with respect to improvement districts.

Legislative History

While historically there was no clear common law obligation for local governments to hold open meetings, for more than 130 years there have been statutory legal requirements in B.C. that local government meetings be open to the public.

The first open meeting requirement in British Columbia was introduced in the Municipalities Act of 1881, which was later renamed the Municipality Act, the Municipal Act, and finally the Local Government Act in 2000. While the wording varied slightly over time, the original open meeting requirements remained largely unchanged until 1999. They stated that:

• regular meetings must be open to the public;
• special meetings could be closed by resolution when the council determines that was in the public interest; and
• individuals could be excluded for improper conduct.

---

3 Division 3 of Part 4 of the Community Charter applies to regional districts through s 793(7) of the Local Government Act, R.S.B.C. 1996, c. 323.
4 Division 3 of Part 4 of the Community Charter applies to the Islands Trust Council, the executive committee, local trust committees and the trust fund board through s 11 of the Islands Trust Regulation, B.C. Reg. 469/2003.
5 The City of Vancouver is subject to a statute entitled the Vancouver Charter that contains open meeting requirements almost identical to those in the Community Charter. Accordingly, the material covered in this guide is applicable to the City of Vancouver, Vancouver Charter, S.B.C. 1953, c 55 ("Vancouver Charter").
6 Municipalities Act, S.B.C. 1881, c 16.
7 Local Government Act, R.S.B.C. 1996, c 323.
Bill 88, the *Local Government Statutes Amendment Act*, was passed in 1999. It set out ten circumstances where a meeting could be closed to the public and stated that a meeting must be closed where the subject matter relates to:

- a request under the *Freedom of Information and Protection of Privacy Act* if the council is designated as head of the local public body for the purposes of that Act in relation to the matter; or
- a matter that, under another enactment, is such that the public must be excluded from the meeting.

In 2003, the *Community Charter* was passed. It repealed and replaced some sections of the *Local Government Act*, including the provisions regarding open and closed meetings. However, the content of the *Community Charter* provisions respecting open and closed meetings borrowed heavily from the *Local Government Act*. The open meeting provisions enacted in 2003 remain in force today.

### Current Open Meeting Requirements for Local Governments

Subsection 89(1) of the *Community Charter* sets the general rule for local government meetings in B.C. which is that: meetings must be open to the public unless expressly authorized to be closed by the legislation. The bodies to which this rule applies are set out in section 93 and include elected councils, advisory bodies and boards of variance.

Local governments ensure the openness and accessibility of meetings in various ways. Often meetings are held at a regular time and place, in a readily accessible location such as a council chamber or other room in a public building. For interested members of the public who are unable to attend in person, local government meetings may be broadcast on local cable television, or more recently, may be streamed over the internet to allow access to proceedings from individual computers.

When any of the bodies listed in section 93 of the *Community Charter* decide to close a meeting to the public, they can only do so in accordance with section 92. Section 92 requires local governments to pass a resolution containing two things:

1. The resolution must state that a meeting or part of a meeting is to be closed; and
2. The resolution must state the reason for closing the meeting.

The circumstances under which a meeting may or must be closed are found in section 90 of the *Community Charter*. Subsection 90(1) lists 15 circumstances when a meeting may be closed, while subsection 90(2) lists five circumstances when a meeting must be closed. Only the subjects identified in section 90 may be discussed in a closed meeting, as all other topics are governed by the open meeting requirement in subsection 89(1).

While some topics may or must be discussed in a closed meeting, the actions local governments can take on the topics are limited. Specifically, subsection 89(2) prohibits voting on the reading or adoption of a bylaw during a closed meeting.

Many of these legislative requirements are straightforward and applied consistently across the province. However, some areas have resulted in inconsistent practices and could benefit from clarification.

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* Municipal Act, R.S.B.C. 1996, c 323 s 242.2(1) [Municipal Act].
* Municipal Act, s 242.2(2).
WHAT IS A MEETING?

In order to comply fully with the open meeting legislation and follow best practices, it is important to know when they apply. The Community Charter does not define the word “meeting” for the purposes of the open meeting requirements, so local governments are sometimes unsure about when an informal gathering is in fact a meeting subject to the open meeting requirements.

Dictionary and other definitions, while helpful, cannot always account for the context or nuances that exist within local government gatherings. In contacts with local governments, one of the most frequent challenges identified was determining the point at which a gathering becomes a meeting.

There are several factors that should be considered by local governments when they are determining whether their gathering is indeed a meeting and is subject to the open meeting requirements. The Ministry of Community, Sport and Cultural Development provides useful information on this topic on its website. It states that some courts have determined “a council meeting is any gathering to which all members of council have been invited; and that is a material part of council’s decision-making process.” Accordingly, “[c]ouncil gatherings where all council members could be seen to be making decisions, or moving towards making decisions, would meet this two-part definition.”

The Nature of the Group

The composition of any gathering is one of the two key factors in determining whether the gathering is a meeting. The presence of a quorum or the full membership of a council or other body is more likely to constitute a meeting, while a gathering of smaller groups will be less likely to constitute a meeting. Recognized groups, such as committees, are more likely to have their gatherings regarded as meetings than random congregations of elected officials. Similarly, groups that exercise a decision-making authority are more likely to have their gatherings considered meetings than groups who study issues or recommend action.

The Nature of the Discussion

The other key factor in determining whether a gathering constitutes a meeting, and is therefore subject to the open meeting requirements, is the nature of the discussion. This depends on whether a gathering involves discussing matters within a local government’s jurisdiction in a capacity that deprives the public of “the opportunity to observe a material part of the decision-making process”. Any real progress in the decision-making process of a matter within the local government’s jurisdiction strongly indicates that a gathering is a meeting. This does

13 Southam Inc v. Hamilton-Wentworth (Regional Municipality) Economic Development Committee (1988), 66 OR (2d) 213, 54 DLR (4th) 131 (CA) at para 135 [Hamilton-Wentworth cited to DLR].
The Nature of the Gathering

Where and how a meeting is conducted are less significant but relevant factors in determining whether a gathering is a meeting. Generally speaking, if a gathering shares some of the common features of a regular meeting, this may indicate that the gathering is in fact a meeting. For example, gatherings that occur regularly are more likely to be seen as meetings, as are gatherings that are planned in advance.

Procedural matters can also strongly indicate whether a gathering is a meeting. Gatherings that follow an order of proceeding, obey rules of order, have an agenda, or record minutes are more likely to be meetings, and the presence of a chair or corporate administrator is also indicative of a meeting.

Gatherings that are held at a local government body’s normal meeting place are more likely to be seen as meetings. However, even if the meeting location is irregular, gatherings in areas completely under the control of the group — such as a private meeting room — will be more likely seen to be meetings than those held in open, public settings.

A vote of any sort indicates that a gathering is in fact a meeting. The “heart of the matter” cannot be seen to have been decided at a gathering, shielded from the view of the public. Instead, local governments should allow for public discussion and consideration of the matter before holding any final vote.

“Workshops” and “Shirt Sleeve Sessions” Can Be Meetings

Some councils gather outside of scheduled meetings for training, planning, briefings or other purposes. These events can be referred to as workshops, shirt sleeve sessions, retreats, or by other terms. There can be uncertainty about whether these informal gatherings are in fact meetings that should be held in public.

It is not possible to exhaustively define workshops, shirt sleeve sessions and the other terms commonly attached to less formal gatherings or to make generalizations about whether open meeting requirements apply to them. A gathering, whether called a workshop, a shirt sleeve session or something else, can be a meeting.

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16 See, for examples, City of Yellowknife Property Owners Assn. v. Yellowknife (City), [1998] NWTJ No. 74 at para 12 (NWTSC) [City of Yellowknife]; Hamilton-Wentworth, supra note 13 at 136.

17 See, for example, City of Yellowknife, Ibid.

18 City of Yellowknife, supra note 16 at paras 17 and 19.


A gathering is less likely a meeting if:
• there is no quorum of board, council or committee members present
• the gathering takes place in a location not under the control of the council or board members
• it is not a regularly scheduled event
• it does not follow formal procedures
• no voting occurs and/or
• those in attendance are gathered strictly to receive information or to receive or provide training

A gathering is more likely a meeting if:
• a quorum of council, board or committee members are present
• it takes place at the council or board’s normal meeting place or in an area completely under the control of the council or board
• it is a regularly scheduled event
• formal procedures are followed
• the attendees hold a vote and/or
• the attendees are discussing matters that would normally form the basis of the council’s business and dealing with the matters in a way that moves them toward the possible application of the council’s authority.
Electronic communication has allowed local governments an unprecedented level of flexibility and connection. Communication without the need to meet in person is now a more accessible alternative than ever before, and many local governments have embraced this accessibility to foster a stronger dialogue with their citizens. However, electronic communication also presents specific challenges to transparency and accountability, and local governments must be aware of how electronic communication relates to the open meeting requirements in the Community Charter.

**Recognizing Electronic Meetings**

The most important thing for local governments to recognize is that the same key factors determining whether an informal gathering is a meeting also apply to electronic communications. If members of a local government are, through electronic communications, advancing matters within their jurisdiction, all of the rules about open meetings apply. For example, the content of instant messaging and group emails between local government members, whether the emails are sent from or to public or private accounts, may unwittingly transition from topics that do not need to be discussed in an open meeting to matters that must be discussed in an open meeting. Local governments need to be conscious that all meetings of council members, not simply those that take place in an official setting, are subject to the open meeting requirements.

**Holding Electronic Meetings**

Section 128 of the Community Charter which governs electronic meetings applies only to municipal councils and council committees; however, similar provisions also exist for Regional Districts and the Islands Trust. Section 128 states that a procedure bylaw may authorize a local government to participate in electronic meetings in two ways. First, a local government may hold a special meeting electronically. Second, a member of council or a council committee that is unable to attend a council or committee meeting may participate in the meeting electronically.

The authority to hold electronic meetings is subject to several limitations. Electronic meetings are permitted only if:

- authorized by and conducted in accordance with the applicable procedure bylaw
- facilities enable the meeting's participants to hear, or watch and hear each other
- facilities enable the public to hear, or watch and hear, the meeting and the participation of any members joining an in-person meeting by electronic means, and
- notice of a special meeting conducted by electronic means includes a description of the way in which the meeting will be conducted, as well as the place where the public may attend to hear the parts of the meeting that are open to the public

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It is best practice for electronic meetings to occur only when meeting in person is impossible or impractical. For example, special meetings may need to be held with only the requisite 24 hours advance notice, and electronic communication can provide a relatively quick way to connect participants, especially in geographically larger jurisdictions where travel to a central meeting location might be difficult for some. Similarly, if a councillor, trustee or director is unable to be physically present with the group, electronic communication can allow her or him to participate in a meeting that would otherwise be missed.

Given the flexibility inherent in the general provisions outlined in section 128, it is useful for local governments to clearly outline under what circumstances and how electronic meetings will be conducted. Some local governments have decided to develop a specific bylaw to address electronic meetings, while many others have included briefer electronic meetings sections in their general procedure bylaw.

The Ministry of Community, Sport and Cultural Development has provided a checklist of considerations that local governments should address when drafting their electronic meeting procedures.

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23 See, for example, City of Fort St. John, Council Policy No. 96/03, Electronic Meetings and Participation by Members, online: City of Fort St. John http://www.civicinfo.bc.ca/Library/Policies_and_Procedures/Elected_Officials_and_Council_Meetings/Electronic_Meetings_and_Participation_by_Members_Policy--Fort_St._John--January_2004.pdf.

24 See, for example, City of Pitt Meadows, Procedure Bylaw No. 2456, 2010, A Bylaw of the City of Pitt Meadows to set Council Procedure, online: City of Pitt Meadows http://www.pittmeadows.bc.ca/assets/Bylaws/2456__2010_-_Procedure_Bylaw.pdf.

As set out previously, the best way to ensure compliance with the open meeting rule is to regularly hold open, accessible public meetings. There are however situations where local governments must or may hold a closed meeting. In these situations, which are exceptions to the open meetings rule authorized by statute, the best way to continue to comply with both the letter and intent of that rule is to carefully consider whether a meeting needs to be closed and carefully follow all procedural rules if that is the case.

Public Notice of Meetings

Providing clear, conspicuous and adequately detailed advance public notice of meetings is an important first step in ensuring openness and transparency. While the same statutory notice requirements do not apply to all local governments, the underlying principles and best practices discussed here do.

Section 127 of the Community Charter sets minimum requirements with respect to notice of meetings. Section 127 applies to municipalities, and key parts of the section also apply to the Islands Trust.26

Local government bodies, including regional district boards, municipal councils and the Islands Trust Council27 are required under section 124 of the Community Charter or section 794 of the Local Government Act to adopt procedures bylaws that must provide for advance public notice of the time, date and place of council, board or committee meetings. In some cases procedures bylaws must, and in other cases should, identify the places where public notices of meetings are to be posted.

Under section 127 of the Community Charter, municipal councils must at least once each year make available to the public a schedule of the date, time and place of regular council meetings. With one exception discussed below, section 127 requires municipal councils and the Islands Trust Council to provide at least 24 hours advance public notice of the date, time and place of special meetings. Section 127 requires that notice of special meetings be posted at the regular meeting place as well as at the public notice posting places established by bylaw. Some procedures bylaws include the local government’s website as a public notice posting place. As people turn to the internet more frequently for information, it is useful for local governments to post meeting notices and agendas on their websites, regardless of whether this is required by their procedures bylaws. Some local governments have gone further by enabling members of the public to subscribe to an e-mail service through which they will receive automatic notification of all council meetings.

It should be emphasized that section 127 of the Community Charter also specifically requires that notice of special meetings, including those that may be closed to the public, provide a description in general terms of the meeting’s purpose. Some regional districts have incorporated similar requirements into their procedures bylaws. A requirement to provide some degree of disclosure, even in instances where a meeting will be closed to the public, reflects the overarching objective of ensuring as much openness and accountability as possible in all cases.

26 Section 127 (2) and (3) other than subsection 2(b) of the Community Charter apply to the Islands Trust under section 11(2) of the Islands Trust Regulation.

27 Section 794 of the Local Government Act applies to the Islands Trust under section 11(3) of the Islands Trust Regulation.
Some local governments have demonstrated their commitment to openness in special meeting notices by providing clear and adequately detailed information about the matters to be discussed, rather than simply including a reference to the paragraph in section 90 that authorizes the closure of a meeting.

Municipal councils will sometimes hold a closed meeting immediately in advance of a regular meeting. If a council chooses to do so, a separate meeting notice in accordance with the requirements of subsection 127(2) of the Community Charter must be provided in the same way as for any other special council meeting. If part of a regular council meeting is closed to the public, or the closed portion of a council meeting occurs at the end of a meeting, a separate notice is not required. However, it is best practice to specify on the meeting agenda if a part of the meeting is expected to be closed to the public.

There are other considerations that should also inform a local government’s decision about when to schedule a closed meeting. Section 92 of the Community Charter requires that before holding a closed meeting, councils and boards must pass a resolution to that effect in a public meeting. While there may be practical advantages to scheduling a closed session in advance of a regular meeting, this can be done only if the resolution to close the meeting is carried out in an open meeting. The Community Charter does not require the authorizing resolution to be passed immediately before the closed meeting; however, it must be done in public in advance of the meeting.

Subsection 127(4) allows for the waiver of notice of a special meeting by unanimous vote of all council members.28 The vote to waive notice must be carried out in advance of the meeting, as waiver of the notice cannot be done retroactively. The authority to waive notice is usually used where there is an emergency and a meeting must be held without delay. However, it has also been used to discuss annual budgets and other topics, where the need to waive notice is not as clear.

As people turn to the internet more frequently for information, it is useful for local governments to post meeting notices and agendas on their websites, regardless of whether this is required by their procedures bylaws. Some local governments have gone further by enabling members of the public to subscribe to an e-mail service through which they will receive automatic notification of all council meetings.

Best Practices for Providing Public Notice

Best practices with respect to notice of meetings include:

- posting meeting notices with sufficient and specific information to enable an understanding of the purpose of the meeting and the matter(s) to be discussed
- posting notices of meetings and agendas on websites in advance of meetings
- providing the option for members of the public to subscribe to an e-mail service and receive automatic notice of all meetings
- providing more than the minimum 24 hours advance notice of special meetings
- using the special authority to waive notice only when the urgency of the matter or other circumstances clearly require that action, and documenting the reasons

In general, the spirit of the open meeting provisions will be satisfied most effectively if local governments avoid regularly scheduled closed meetings. Instead, it is preferable to close part of a regular council meeting if the subject matter being considered is or relates to one of the specific exemptions in s. 90, and there is a clear rationale to close the meeting.

Subsection 127(4) allows for the waiver of notice of a special meeting by unanimous vote of all council members.28 The vote to waive notice must be carried out in advance of the meeting, as waiver of the notice cannot be done retroactively. The authority to waive notice is usually used where there is an emergency and a meeting must be held without delay. However, it has also been used to discuss annual budgets and other topics, where the need to waive notice is not as clear.

28 Section 11(2) of the Islands Trust Regulation does not extend this authority to the Islands Trust Council.
Although section 127 does not set limits on the grounds upon which notice may be waived, municipal councils should be careful to use this authority sparingly. If notice is waived, it is best practice to document the reasons for the waiver so the public is assured that notice was reasonably waived.

### Closing a Meeting

The decision to close a meeting to the public should not be made hastily or without careful consideration of the principles and values that underlie the open meeting provisions in the *Community Charter*.

In many cases, there may be some uncertainty or disagreement as to whether it is appropriate or necessary to close a meeting to the public. Paragraph 90(1)(n) of the *Community Charter* authorizes the closure of a meeting to determine whether it is necessary to discuss a particular matter in a closed meeting. Use of this provision to allow discussion and debate is an effective way of ensuring that meetings are not improperly closed to the public.

#### Resolutions to Close a Meeting

Once a local government has decided that a subject should be discussed in a closed meeting, the procedural requirements in section 92 of the *Community Charter* must be followed. Section 92 states that a local government must pass a resolution in an open meeting before closing a meeting or part of a meeting.

This resolution must include two things and should include a third. It must state:

1. That a meeting or part of a meeting is to be closed, and
2. The reason for the decision to close the meeting.

It should also reference the specific paragraph of section 90 that authorizes the closure.

In practice, while resolutions consistently state that a meeting or part of it is to be closed with reference to the authorizing paragraph of section 90, the basis for the decision is not always specifically stated. Local governments should provide as much detail as possible about the basis for closing the meeting without undermining the reason for closing the meeting in the first place. This will help to limit speculation, increase public trust and enhance the credibility of the local government.

While the *Community Charter* does not stipulate that each reason for closing a meeting to the public must be included in the resolution, or even that the primary reason must be the one that is included, the courts have said it is “disingenuous” to pass a resolution to close a meeting for one stated purpose and then discuss unrelated matters in the same closed meeting.29

Two positive practices should be considered when a meeting is being closed. First, it is helpful when local governments read the resolution to close the meeting aloud. This ensures that those in attendance at the open meeting are informed of the basis and the authority for the resolution.

In addition, it is useful for local governments to inform those in attendance whether council intends to reconvene in an open meeting following the conclusion of the closed meeting. If there are plans to reconvene, informing attendees of the expected

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duration of the closed session is also a good idea. This allows members of the public to make informed choices about whether they wish to stay and participate in the subsequent open portion of the meeting.

**Best Practices (Closing a Meeting)**

Best practices with respect to closing a meeting include:

- using paragraph 90(1)(n) if there is reason to question whether it is necessary to close a meeting
- providing as much detail as possible about the basis for closing the meeting without undermining the reason for closing the meeting
- including in the resolution to close a meeting a description of each distinct matter to be discussed and the authorizing provision
- reading the resolution to close a meeting aloud
- stating whether council will reconvene in an open meeting at the end of the closed session

Section 90 of the Community Charter

Most of the open meeting exceptions in section 90 are straightforward. However, some can benefit from clarification.

Subsection 90(1) lists 15 circumstances in which a council may exercise its discretion to close a meeting. The fact that those provisions are discretionary means it is not sufficient that a matter to be discussed is covered by one of the paragraphs of subsection 90(1). That is only the starting point of the decision making process. Once satisfied that the requirements of one or more of the paragraphs in subsection 90(1) are met and a closed meeting may be held, councils must then consider whether the meeting should be closed.

Generally, it will be appropriate to close a meeting where discussion of a subject in an open meeting raises a reasonable and identifiable possibility of damage to the interests of the local government, the public, or a third party.

This approach is consistent not only with legislation but the underlying principles of openness and transparency of the legislation which is that wherever possible, meetings should be open and accessible to the public.

Paragraphs 90(1)(e), (f), and (k)

These paragraphs provide conditional authority for closed meeting discussion concerning law enforcement, the provision of municipal services and land acquisition, disposition or expropriation. However, this authority may be exercised only if it is determined that discussion of the matter could reasonably be expected to harm either the conduct of the investigation, the enforcement of an enactment or the interests of the municipality. In *Local Government under the Community Charter* 4th ed., William Buholzer proposes that use of these provisions requires local governments to “first make an express determination (by resolution) that such discussion would be harmful, and then adopt a resolution to deal with the matter in the absence of the public”. The Ministry of Community, Sport and Cultural Development takes a consistent approach.
Paragraph 90(1)(g)

Paragraph 90(1)(g) authorizes the closure of a meeting to discuss subject matter that is or relates to litigation or potential litigation affecting the local government. One of the challenges is to not interpret “relates to” and “potential litigation” so broadly that it includes almost any controversial issue, as that would not advance the principles of openness and transparency.

Factors that might indicate appropriate use of this paragraph include:

• a specific threat of litigation, or
• advice from legal counsel that indicates there is a likelihood of litigation and that the local government’s interests may be prejudiced by public discussion

On the other hand, where potential for litigation appears to be remote or speculative, use of this paragraph is unlikely to be appropriate.

Paragraph 90(1)(j)

Paragraph 90(1)(j) provides the authority to close a meeting for discussion of information that would be protected in document form under section 21 of the Freedom of Information and Protection of Privacy Act (FIPPA) and there is a strong presumption that any information protected under FIPPA should be discussed in a closed meeting. Paragraph 90(1)(j) is an unusual provision in that it requires local governments to review whether information, if in record form, could be disclosed under section 21 of FIPPA. If the information would be protected, they must then determine whether consent has been given for the release of the information.

Section 21 of FIPPA prohibits the disclosure of information gathered for the purpose of determining tax liability or collecting a tax, as well as information that would or could reasonably be expected to harm the business or financial interests of a third party. Examples include information that would reveal trade secrets, harm the competitive position of a third party or result in any undue financial loss to any person. The prohibition on discussion does not apply however if the affected third party has consented to the disclosure.

Paragraph 90(1)(l)

Paragraph 90(1)(l) states that a meeting may be closed for discussions related to “municipal objectives, measures and progress reports”, but only if those discussions are for “the purposes of preparing an annual report under section 98”. Because authority under this paragraph is limited to discussion for the purpose of preparing an annual report, the inference is that other meetings with municipal officers and employees for discussing municipal objectives, measures and progress reports will be done openly.

Paragraph 90(1)(m)

Paragraph 90(1)(m) provides authority to close a meeting if the closure is authorized by another enactment. It was established with a view to future enactments. Currently there does not seem to be any enactment that would justify its use.30

30 Discussion with Ministry of Community, Sport and Cultural Development staff, 2011.
Paragraph 90(1)(n)
This paragraph is used to discuss whether a meeting should be closed under another subsection of section 90. Its use is limited to that discussion and no details of specific subject matter should be debated. Once a decision has been made that a specific subject matter should appropriately be discussed in a closed meeting, councils and boards must return to an open meeting to pass a resolution to do so. It is best practice for this subsection to be the primary way that local governments debate whether it is necessary to close a meeting to discuss a specific subject matter.

Subsection 90(2)
Subsection 90(2) requires councils to discuss certain subjects in closed meetings. Those provisions are straightforward for the most part and appear to be used relatively infrequently.

Paragraph 90(2)(b)
This paragraph authorizes a closed meeting for the express purpose of “the consideration of information received and held in confidence relating to negotiations” between the various levels of government and possible third parties. Accordingly, it is necessarily used in order for legitimate and specific negotiations to be discussed. It does not appear that this provision can be used as a means of holding a private meeting with visiting provincial or federal government officials in the absence of information related to a specific negotiation.

Conducting a Closed Meeting
During a closed meeting, local governments should be careful to discuss only subjects authorized by the resolution to close the meeting, the prohibition against voting on the reading or adoption of bylaws and the importance of keeping detailed minutes.

Straying from Authorized Topics
During closed meetings, local governments should only be discussing subjects that were authorized by the resolution to close the meeting. The default presumption in subsection 89(1) is that all meetings are open to the public; the only authority to close a meeting is found in the specific paragraph(s) in section 90 identified in the resolution to close the meeting. If the conversation strays from the topic covered by the paragraph referenced in the resolution, the closed meeting may no longer be authorized. If a subject for discussion arises that is not covered by the resolution authorizing the closed meeting, local governments should table the item and discuss it when they return to an open meeting. If the subject is one requiring a confidential discussion, a new authorizing resolution may be passed in an open meeting.

Voting
Subsection 89(2) states that a local government “must not vote on the reading or adoption of a bylaw when its meeting is closed to the public”. Contraventions of this subsection are uncommon. Local governments may however vote or pass resolutions on other matters in closed meetings. These resolutions may then be
revealed during an open meeting without a discussion of the factors, considerations, or reasons behind them. In other cases the resolutions to vote on other matters may not be made public for a prolonged period of time.

Sometimes the level of confidentiality afforded by closed meetings is necessary to pass resolutions that ensure the orderly functioning of the local government. Some matters must be discussed entirely in confidence. Passing resolutions in closed meetings however, can never be used to conceal the decision-making process from the legitimate gaze of the public. Indeed, local governments should always try to provide as much information as possible about any resolutions passed during closed meetings, including when possible, the considerations on which they were based.

This may result in a spectrum of disclosure that varies from decision to decision, this is perfectly acceptable. For example, the decision-making process for some resolutions may only require the withholding of a few specific details while the general factors, considerations, and reasons could still be disclosed. On the other hand, some resolutions may require the decision-making process to be completely withheld from the public. A determination of how much to disclose should be made on a case-by-case basis keeping in mind the importance of transparency.

**Minutes**

Local governments should record minutes for closed meetings in at least as much detail as open meetings and may wish to keep an electronic record as well. Minutes should include a detailed description of the discussion, any specific documents considered, any motions, resolutions or votes, and any directions issued. This will not only provide a reference for attendees, but, when the minutes are eventually released, will inform members of the public and reassure them that the matter was properly discussed in a closed meeting and that procedural requirements were satisfied. Under subsection 91(3), the minutes of a meeting or part of a meeting closed to the public must record the names of all persons in attendance.

**Best Practices (Conducting a Closed Meeting)**

Best practices with respect to conducting a closed meeting include:

- restricting discussion to subjects that were authorized by the resolution to close the meeting
- whenever possible, avoiding passing resolutions in closed meetings
- keeping a detailed record of closed meetings

**After a Closed Meeting**

Following the conclusion of a closed meeting, careful consideration should be given to the release of minutes and other records that may have been generated during the closed meeting. As much information as possible should be released in order to achieve the goal of openness, transparency and accountability without compromising the interests of the local government, the public or a third party.
Release of Minutes and Other Records

Many subjects requiring the confidentiality of a closed meeting only require it for a limited period of time. Consequently, it is important that local governments have a process in place to regularly review the information produced at closed meetings. Information that would no longer undermine the reason for discussing it in a closed meeting should be released as soon as practicable.

Some local governments have acted proactively in this regard. They have assigned responsibility to specific staff for reviewing and releasing minutes of closed meetings and related information that no longer requires confidentiality. It is not only large and well-resourced local governments that have adopted this approach; smaller local governments have done so as well.

If it is not appropriate to release all information related to a closed meeting, it may be preferable to release incomplete information rather than to wait for a time when it will eventually be proper to release all the information. Local governments should strive to release as much information as possible as often as possible, in order to demonstrate their commitment to the principles of transparency and accountability and to receive the benefit of a more informed, engaged and trusting public.

Section 12 of FIPPA

Closed meeting minutes may be excluded from disclosure under section 12 of the Freedom of Information and Protection of Privacy Act (FIPPA). Section 12 allows a local government to refuse to disclose information that would reveal the substance of deliberations of a closed meeting. It should be noted that if the information in question has also been discussed at an open meeting or is at least fifteen years old, the information is not protected from disclosure under FIPPA.

The test for invoking section 12 has three parts and places the onus of proof on the public body seeking to withhold the information. First, it must be shown that a meeting was held. Second, the public body must prove that the meeting was authorized to be closed. And third, the public body must establish that the disclosure would “reveal the substance of deliberations at that meeting”.

Information in minutes may be withheld under section 12 if it would reveal the substance of deliberations in a closed meeting, either directly or by enabling accurate inferences to be drawn. However, local governments must still retain information that cannot be disclosed and release the remainder of the record in accordance with subsection 4(2) of FIPPA. Normally the dates, times, locations, and names of attendees will not be protected by section 12, nor will the general subjects addressed in a closed meeting. Only information that, whether by itself or when combined with other publicly available information, reveals “the substance of deliberations” will be protected.

31 For complete information on the provisions of FIPPA, please go to the Office of the Information and Privacy Commissioners’ website at http://www.oipc.bc.ca/.
34 Inquiry Regarding Vancouver Police Board In Camera Meeting Minutes, Order 00-14, online: Office of the Information and Privacy Commissioner http://www.oipc.bc.ca/orders/2000/order00-14.html.
35 The Information and Privacy Commissioner is the final authority over matters under FIPPA.
Duty to Respect Confidentiality

Section 117 of the *Community Charter* imposes an obligation on councillors to maintain confidentiality in respect of information considered in a closed meeting. Specifically, it requires that a council member or former council member must, unless specifically authorized by council, keep in confidence information considered in a lawfully closed meeting until that information has been discussed at an open meeting or otherwise released to the public.

The obligation under section 117 must be respected regardless of any individual opinion as to whether or not a matter should have been discussed in a closed meeting. It is also important to remember that any statements in this guide that encourage the release of information generated or discussed in a closed meeting applies to local governments as a whole and not to individual council members or other elected officials.

Best Practices (After a Closed Meeting)

Best practices with respect to actions after a closed meeting include:

- complying with the provisions of FIPPA
- establishing a process and assigning responsibility to specific staff for reviewing and releasing minutes of closed meetings and related information no longer requiring confidentiality
- releasing as much information as possible as often as possible once confidentiality is no longer required

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36 Section 117 of the *Community Charter* applies to Regional Districts under section 787.1 of the *Local Government Act*. 
CURRENT OPEN MEETING REQUIREMENTS FOR IMPROVEMENT DISTRICTS

Improvement districts are not subject to the open meeting provisions contained in Division 3 of Part 4 of the Community Charter. In 2007, the Local Government Act was amended to provide the Minister with the explicit power to make those provisions apply to improvement district boards. Although that authority has not been used to date, this does not mean that there are no legal or other obligations on improvement districts to meet openly in some circumstances.

Section 741 of the Local Government Act applies to improvement districts. That section requires that all annual general meetings of an improvement district be open to the public. The Act provides no discretion to close to the public all or a part of that meeting.

Section 739 of the Local Government Act requires the board of trustees of an improvement district to establish, by bylaw, procedures for calling and conducting meetings. The Ministry of Community, Sport and Cultural Development provides guidance to improvement districts about governance and standards, and it provides sample bylaws. A guide for improvement districts released in 2006 states:

All board meetings should be open to the public and no person should be excluded except for improper conduct. Persons other than members and officers may be excluded from a special meeting if, in the opinion of the board, the public interest so requires it. These meetings are known as “in camera” meetings and should only be used when discussing legal matters, property acquisition, or personnel matters.

Although the open meeting provisions in the Community Charter do not apply to improvement districts, they provide a useful guide for improvement districts to consider when developing bylaws. Establishing appropriate meeting procedures demonstrates an improvement district’s commitment to openness, transparency and accountability.

37 Local Government Act, supra Note 7, s 739.1.
Local governments across Canada are moving towards more open and transparent decision-making. The open meeting provisions in the Community Charter support open government by guaranteeing, with specified exceptions, that the public can attend meetings of local governments. Open meetings advance the democratic process by providing the public with an understanding of the considerations underlying local government actions and by allowing members of the public to observe the performance of their elected officials. They facilitate citizen participation in the policy development and decision-making processes and serve to build public trust and confidence in local government.

To assist local governments to follow appropriate practices in those specific and limited circumstances when they believe it is necessary to close a meeting, included on the following page is a CHECKLIST of what needs to be taken into account.
## Checklist

### Before Closing Meetings

1. Has notice of this meeting been posted in advance on your website and other public locations?  
   - Yes    No

2. Was the meeting agenda posted in advance with sufficient detail to enable members of the public to determine the matters to be discussed?  
   - Yes    No

3. If this is a special meeting, did the notice include general information about matters to be discussed?  
   - Yes    No

4. Is closure of this meeting necessary? [Use Community Charter paragraph 90(1)(n) to address any doubt.]  
   - Yes    No

5. Is closure of this meeting authorized under section 90?  
   - Yes    No

6. Does the resolution to close the meeting include:
   - a statement to the effect that the meeting will be closed?  
     - Yes    No
   - a description of the basis for closing the meeting including a description of each distinct matter to be discussed?  
     - Yes    No
   - the paragraph(s) under section 90 authorizing or requiring the closure of the meeting?  
     - Yes    No

7. Was the resolution to close the meeting read aloud?  
   - Yes    No

### During Closed Meetings

8. Was discussion in closed meetings limited to the topics stated in the authorizing resolution?  
   - Yes    No

9. Were no votes held on the reading or adoption of bylaws during a closed meeting?  
   - Yes    No

10. Were minutes of the closed meeting recorded and retained?  
    - Yes    No

### After Closed Meetings

11. Will minutes and other records be reviewed and released once confidentiality is no longer required?  
    - Yes    No
January 10, 2019

Sale of gathering and processing assets in northeast British Columbia to NorthRiver Midstream Operations LP (“NorthRiver LP”)

As noted in our letter dated July 4, 2018, Enbridge entered into an agreement with Brookfield Infrastructure in respect of the sale of its Canadian midstream business in northeast British Columbia. The transaction includes the sale to NorthRiver LP of Westcoast’s federally-regulated natural gas processing plants and upstream gathering pipelines in northeast British Columbia. Approval of the National Energy Board (“NEB”) is required in order to sell these facilities.

This letter is to notify you that today Westcoast filed its application with the NEB for approval to sell the facilities to NorthRiver LP. A link to the application, which includes information on the transaction and the facilities, may be found at https://apps.neb-one.gc.ca/REGDOCS/Item/View/3745925.

No change to the operation or permitted capacity of the facilities is contemplated as part of the transaction or application to the NEB.

If you have questions or concerns, please contact myself at 250-262-3538 or at Michaela.bjorseth@enbridge.com. You may also raise concerns directly with the NEB at:

**National Energy Board**
Suite 210, 517 Tenth Avenue SW
Calgary, Alberta T2R 0A8
Phone: 1-800-899-1265
Fax: 1-877-288-8803
E-mail: info@neb-one.gc.ca
Internet: www.neb-one.gc.ca

Yours truly,

Michaela Bjorseth
Community and Indigenous Engagement
Good Day

We are very pleased to introduce you to our newest Social Enterprise Development Project. Thank-you for taking the time to read this letter. We are in the conceptual design stage of an Active Adult Community on our 20-acre parcel located next to the Fort St. John hospital.

An Active Adult Community offers intergenerational community with 6 levels of care offered from the Continuum of Care (see attachment). This development allows for active adults to age in place and not have to continue moving around the community as their care needs change. With the support of our community we are hoping that we can build this opportunity strategically located next to the hospital.

We are reaching out to all non-profits and other organizations in Fort St. John to gauge their response and invite you to be active contributors/collaborators in this exciting community project.

Peace Enterprises has a strong history in Fort St. John, having developed over 400 homes since 2005 on over 100 acres of new subdivision communities including Evergreen Estates and Sunset Ridge. Peace Holdings Inc. recently developed Signature Pointe I & II.

As an involved community member and past participant with the North Peace Seniors Housing Society New Construction Committee it is very evident that a large segment of our population has been overlooked. As our community elder population continues to grow, outpacing every other demographic in the north we want to be a part of the solution.

We have partnered with EFG Architects from Edmonton as well as a leading Care Provider to collaborate with key groups and elected officials/representatives on how we can remedy a solution. Mr. Terry Collier, a Senior Home Planning Consultant works with this firm and has a wealth of knowledge. He has programmed for his developer clients with over 29 senior properties in Western Canada worth over 450 million dollars since 1992.

We feel we have the perfect team as well as experience and resources to commit to alleviating this housing shortage and build a legacy project that for our aging population. Our plan is to bring this team together in the Design Process and Focus Groups planned for the New Year to make this a true community project. We want to her from all active community members wanting to contribute. We are also including the accessibility/mobility population to our discussions as well as all cultural and ethnic groups for input.

Here's a link to our online survey https://www.peaceenterprises.com/survey which will help us decide which level of care is most urgently needed in Fort St. John.
From the survey results we will develop a Master Plan for our new development. We envision many amenities including interconnected walking trails with existing City and Hospital trail systems, outdoor amenities such as lawn bowling, lawn darts, outdoor chess/checkers and table tennis areas as well as commercial supports to include coffee shop, gas station with expanded grocery selection, medical professional offices, pharmacy as well as any other amenities/services suggested to us.

We are cognizant that there is an extended winter season and have considered that in our planning process as well. We have met with local groups that suggest a community hall would be a great addition to our development plans. We are actively pursuing all opportunities. We have recently put out a request through local media on whether any physicians or medical professionals are looking for new office space as the location is considered a key attraction due to the proximity to the hospital.

Please find attached a copy of the presentation completed recently for the North Peace Seniors Housing Society and a second at the FSJ Seniors Hall for the general public. We could not believe the overwhelming response. We presented to over 200 seniors and members of our community. To date we have received 125 copies of the survey back (both online and hard copies) and will continue accepting them until January 31st.

Our Senior consultant and Team will be conducting Focus Groups from January 23rd to 25th. We are requesting the public to fill out the survey so their names can be added to our contact list. This contact list will be used to schedule people for our focus groups.

Here are links to the articles in the local media regarding the process we are undertaking to provide a background to our development plans.

https://www.energeticcity.ca/2018/12/consultation-meeting-held-on-for-new-seniors-housing/


Thank-you for your time and we appreciate the support you have offered this Social Enterprise Development Project that is assured to be a community legacy asset for all residents to enjoy!
TO: Mayor & Council  
FROM: Tyla Pennell, Corporate Officer  
Prepared collaboratively with Lisa Ford, Executive Assistant  
DATE: January 15, 2019  
SUBJECT: 2019 Dawson Creek Rotary Club Web Auction Sponsorship Request  

BACKGROUND:  
A sponsorship request was received from the Dawson Creek Rotary Club requesting donations for their annual rotary auction.  

In previous years, Council provided sponsorship for this event, in the following ways:  
- 2015: ten 18-hole golf certificates valued at $450.00  
- 2016 – 2018: five 18-hole golf certificates and two certificates for two night’s camping fees at Peace Island Park (total value of a maximum of $500)  

COMMENTS & DISCUSSION:  
The Dawson Creek Rotary Club would align with the District of Taylor’s Grants/Forgiveness/Sponsorship Policy through the following section:  

Economic Development/Community Exposure Sponsorships  
On rare occasions, sponsorship of non-profit activities that are not directly related or will have an impact on services to our residents will be considered for economic development and community exposure purposes. Examples of these could be the North Central Local Government Association silent auction, the Dawson Creek Rotary Auction, the High on Ice festival, etc.  

Requests of this nature will be brought before Council and individually considered in light of budget priorities and available funds.  

By providing sponsorship, the District of Taylor would receive community exposure through the following ways:  
- Link backs to the District of Taylor website and/or Facebook page through the Rotary Auction website and Facebook page  
- Year round advertising on the Dawson Creek Rotary Club website  
- Newspaper advertising for all donations in the newspaper auction supplement
SUMMARY & CONCLUSION:
If Council is amiable to providing sponsorship for the 2019 Dawson Creek Rotary Club Web Auction, there is opportunity to provide it through the 2019 Grants-in-Aid allocated funds.

Staff recommends that sponsorship be provided through a donation similar to recent years, which includes a combination of 18-hole golf passes and Peace Island Park camping certificates valued to a maximum of $500.
Greetings Mayor Rob Fraser & council

First, on behalf of all Rotarians, I would like to extend a Happy New Year to you and yours! I would also like to thank-you for your continued support of our annual Auctions and I am hoping that you will keep this auction in mind when a Rotarian comes calling soon!

Each year hundreds of businesses like yours support our annual Rotary Auction. We are seeking your support in the form of a donation of goods or services that you provide to the community. Many businesses donate gift cards/certificates from their business; others who feel that they haven’t goods or services that could be donated, will generally choose to donate a gift card/certificate from a popular local restaurant or a business that they do business with. Past auctions have shown that gift cards/certificates are very popular with our bidders and tend to go for full value or more.

This year, we are very excited to announce that our 35th Annual Rotary Auction will continue to be in Web-only Online format which will run from March 9 to March 17, 2019.

This year, we continue to offer you the following benefits in exchange for your donation:

- Link backs to your web-site and/or Facebook Page through the Rotary Auction web-site and our Facebook page
- Year round advertising on our Web-site
- Newspaper advertising for all donations in the newspaper auction supplement

For your information, the cut off date for advertising is January 31, 2019.

As always, the monies raised from this event go towards continual improvement in our community, such as the Mizpah Transition House, Step Up ‘N Ride Society, Salvation Army, Dawson Creek Public Library, Dawson Creek Walking Trail, Dawson Creek Hospice & Palliative Care Society, etc.

Again, a BIG THANK-YOU for your past support and we look forward to helping you help our community once again this coming year!

Joe Judge

Rotary Auction Committee 2019
TO: Mayor & Council
FROM: Tyla Pennell, Corporate Officer
Prepared collaboratively with Lisa Ford, Executive Assistant
DATE: January 15, 2019
SUBJECT: Northern Woods & Water Highway Association
Membership Request

BACKGROUND:
A letter dated November 27, 2018 was received from Dale Harrison, President of Northern Woods & Water Highway (NWWH) Association. The letter requests municipal membership participation to advertise the District of Taylor in the 2019 Northern Woods & Water Highway Guide with the overall intent to expand the NWWH across British Columbia. This letter as well as the 2019 membership and advertisement rate sheet is attached for reference.

The letter received from the NWWH Association references a short 4-minute video, which provides for further information on the Northern Woods & Water Highway. As a short synopsis of the video, the NWWH:

- Was developed in the mid 1970’s as a tourism transportation corridor that runs from Winnipeg, MB to Dawson Creek, BC, and is the farthest north that people can travel east to west across western Canada
- Is critical for the transportation of industrial goods such as forest, agriculture and energy products, as well as supplies for these industries and the communities that support them
- Was made possible through collaborative efforts of the Manitoba, Saskatchewan and Alberta governments, who agreed to install signs along the highway and illustrate it on Provincial maps. The Association also lobbied these governments for road upgrades and highway paving prior to marketing
- Association became static in the early 1990’s and efforts were made in 2016 to revive the Association with the intent of marketing the tourism component of the highway
- Has been travelled and photographed in order to gain current photos to be included in 40,000 published copies of the Full Colour Highway Guide that is distributed across western Canada as well as published in newspapers and RV magazines with over 100,000 subscribers
- Showcases 65 urban communities and efforts are being made to extend the highway to Vancouver, which will add another 16 municipalities, which will also assist in strengthening and diversifying the economies of rural western Canada
Website has been established at the following address: www.nwwr.ca
- Marketing focus is 6,000,000 Canadians interested in touring Canada, 40,000 American citizens that travel on the highway to Alaska, and European travellers looking to explore Canada

**COMMENTS & DISCUSSION:**
Please note the following excerpt from the District's Advertising Policy:

**District Advertisements**

**Council**
- In order to minimize the solicitation to Council for advertising, Council advertising shall be limited to two advertising periods per year. These are Season Greetings during the Christmas/New Year season and a Lest We Forget insert prior to Remembrance Day.
- Council advertising in Business Directories and Magazines shall be restricted to those that provide the service free of charge.

This Advertising Policy appears only to consider advertising and not the membership aspect of the NWWH request. In addition to the Advertising Policy, this request may align with the District’s Grants / Forgiveness / Sponsorship Policy through the following section:

**Economic Development/Community Exposure Sponsorships**
On rare occasions, sponsorship of non-profit activities that are not directly related or will have an impact on services to our residents will be considered for economic development and community exposure purposes. Examples of these could be the North Central Local Government Association silent auction, the Dawson Creek Rotary Auction, the High on Ice festival, etc.

Requests of this nature will be brought before Council and individually considered in light of budget priorities and available funds.

Please note, however, that the District does not have confirmation of whether the NWWH Association is a non-profit organization.

**FINANCIAL IMPLICATIONS:**
Based on the attached membership rate sheet, the 2019 municipal membership fee for the District of Taylor would be $500. This membership would include a 1/6 page space in the 2019 Northern Woods & Water Highway Guide and a link back to the District of Taylor website on the Northern Woods & Water Highway website.

**SUMMARY & CONCLUSION:**
Staff is seeking direction from Council in regards to Northern Woods & Water Highway Association Membership Request.
November 27, 2018

District of Taylor
PO Box 300
Taylor, BC
V0C 2K0

Attention: Mayor and Council

Request for Delegation

I am unable to physically attend your Council meeting because of the distance and the number of municipalities that our Association works with. I am asking that you would take a few minutes to view the 4 minute video that is enclosed. It explains what the Northern Woods & Water Highway Association is and what it is trying to do.

Each year we travel the highway taking photographs and videos and stopping to chat with frontline tourism related business as well as the municipalities. For the past 2 years we have produced 20,000 copies of a Highway Guide and distributed them throughout western Canada. We have also had numerous articles published in RV publications as well as newspapers trying to get the message out that the Northern Woods and Water Highway exists and is a great way to experience western Canada. There is so much more that we want to do to promote the highway to draw people to your community.

We need your support. We have a Canadian target audience of approximately 6 million that have the ability and interest in possibly travelling our highway, as well as over 40,000 US citizens that venture north to Alaska through Dawson Creek each year, as well as the European market that is interested in experiencing Canada’s forests, lakes, rivers, and wildlife.

We would also Request a Decision for funding through annual membership in our organization which would include some space in our Highway Guide to share the message of your community. Membership is scaled to the size of Community. See the attached Rate Sheet for Membership and Advertising in the Highway Guide.

Thank you for taking the time to consider this request. Together we can create a significant product that will generate economic benefits to your community.

Sincerely

Dale Harrison, President
Northern Woods & Water Highway Association
Northern Woods & Water Highway Association

Membership Fees 2019

**Municipal Membership**

Minimum.................................................................................................................. $200
includes 1/12 page space in magazine (Value $150) plus hotlink to website

Population 500-2000................................................................................................... $500
includes 1/6 page space in magazine (Value $250) plus hotlink to website

Population 2001-5000.................................................................................................. $1,000
includes 1/4 page space in magazine (Value $350) plus hotlink to website

Population 5001-10,000 .............................................................................................. $2,000
includes 1/2 page space in magazine (Value $750) plus hotlink to website

Population 10,000 plus .............................................................................................. $3,000
includes 1 page space in magazine (Value $1200) plus hotlink to website

**Corporate Membership**

Under 10 employees.................................................................................................. $100

10-50 Employees....................................................................................................... $250

51-200 Employees...................................................................................................... $500

Over 200 Employees.................................................................................................. $1,000

**Organizations**

Personal Membership............................................................................................... $50

Chamber of Commerce............................................................................................ $100

Community Futures, Regional Economic Development Groups........................... $100
### Northern Woods & Water Highway Guide

#### 2019 Guide Rate Sheet

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#### Contacts

**VICTORY Business & Municipal Consulting Inc.**

- Box 1012, #3 - 211 - 2nd St NW
- Black Diamond, AB T0L 0H0
- Phone (587) 888-0209
- [www.victorybmc.com](http://www.victorybmc.com)
dharrison@victorybmc.com
Rates Sheet
Events, Camprgound, Golf Course Listing

Directory Pages
Events,
Campground,
Golf Courses

Single Line Listing with Hot link to website

$50

Display Ad

1/12 Page

$150
Includes:
Single Line listing on Directory Page
Hotlink to Your Website
TO: Mayor and Council
FROM: Ryan Nelson, Director of Operations
DATE: January 21, 2019
SUBJECT: Parcel Z Development Update

PURPOSE:
This memorandum is to update Mayor and Council on the status and projected dates for the development of Parcel Z, to support a 50 lot subdivision.

COMMENTS & DISCUSSION:

Design and Tender
Urban Systems can have the design for the subdivision 95% complete for construction and a completed Tender package out for Tender on March 4, 2019. They have been in contact with the shallow utility companies, BC Hydro, Telus, Shaw and PNG, to touch base regarding the status of the designs for their services. At this time, BC Hydro is currently working on its design, which is at a red-line stage (basic paper mark-up) with a projected completion date of January 29. Telus and Shaw, the other utilities that share a common trench with BC Hydro, will receive BC Hydro’s design after its January 29th completion date, before commencing theirs. This will give them basically 1 month to complete their designs, which is tight, but they are aware that it is coming. Telus has responded saying they can have their design completed in a 4-6 week window, as well, Shaw only needs 1 week for theirs, so all utility designs may be received prior to tender. PNG has committed to install its utility near the completion of construction in the fall of 2019, as it is typically the last Utility to be installed.

If the shallow utility designs are not complete prior to the desired March 4 tender period start date, the concepts and cost to install the utilities will still be outlined in the Tender package. Once the designs are finalized by the utility companies, an Addenda or a Change Order will be added to the successful contractor, with the prices that are agreed upon at the time of the contract agreement.

Contract Administration
Urban Systems has submitted a work plan for the contract administration of this project. The proposed work plan starts after the award of a contractor.
The work plan includes:
- Contract Administration - $42,000
- Construction Inspection - $59,000
- Allowance for Geotechnical - $15,000
- Project Completion / Wrap Up - $12,000
- Total - $128,000

The proposed schedule from Urban Systems for the development of Parcel Z if a contract is awarded following the March 4 - 22, 2019 tender period is as follows:
- March 4-22 - Tender Period
- April 1 - Project Award by Council
- May 6 - Project Start up meeting
- May 27 - Construction – earthworks and deep utilities
- July 22 - Construction – roadworks and shallow utilities
- September 3 - Construction – trails and restoration
- October 7 - Final legal survey and plan registry
- October 14 - Project Wrap up

Subdivision Naming
We have come to the point in the project that we may want to revise and/or update the name of the Subdivision from Parcel Z. The shallow utility companies are asking for legal lot addresses and street names for the designs. The lots adjacent to Spruce Street South have been designated that street name with the conventional addresses similar to the existing lots in Taylor. As the additional streets within Parcel Z follow a slightly different alignment to the existing streets in Taylor, it is suggested that it be given a "crescent" designation. To go along with the historical naming within Taylor and in recognition of the recent passing of Mayor Fred Jarvis, who was devoted and dedicated to Taylor, it is suggested that the new street name for the subdivision be, "Jarvis Crescent".

RESPECTFULLY SUBMITTED:

Ryan Nelson, Director of Operations

The District of Taylor’s guiding principle is “Safety, Family, then Work.”
TO:        Mayor & Council
FROM:    Tyla Pennell, Corporate Officer
          Ryan Nelson, Director of Operations
DATE:    January 21, 2019
SUBJECT: Investing in Canada Infrastructure Program: Rural & Northern Communities Infrastructure

STRATEGIC GOALS & PRIORITIES:
This report complies with the following strategic goals set out by Council:
- Invest in maintaining our infrastructure
- Maintain a broad funding base

This report complies with the above strategic goals through preventative maintenance planning, and obtaining grant funding.

RECOMMENDED RESOLUTION:
“THAT, Council endorses an application to be submitted through the Investing in Canada Infrastructure Program – Rural & Northern Community Program for the Wastewater Solids Thickening Process Project.”

PURPOSE:
To obtain Council’s support to apply to the Investing in Canada Infrastructure Program through the Rural & Northern Communities Infrastructure: Green Infrastructure category with the specific outcome of increasing capacity to treat and/or manage wastewater.

BACKGROUND:
The Rural & Northern Communities (RNC) Program is a component of the Investing in Canada Infrastructure Program, which provides funding through an integrated bilateral agreement between Canada and British Columbia. The RNC Program supports infrastructure projects in communities across the province that have populations of 25,000 or less.

FINANCIAL IMPLICATIONS:
The RNC program provides funding of up to 100% of eligible activities without a maximum grant ceiling for local governments with a population of less than 5,000.
COMMENTS & DISCUSSION:
The purpose of this grant is to acquire funds to construct a more efficient process to thicken Wasted Activated Sludge (WAS) from the District of Taylor’s Waste Water Treatment Plant (WWTP).

Currently at the WWTP, large drying beds are being utilized as designed by Eco Fluids, to thicken wasted sludge from the treatment process. These drying beds take up a large footprint within the plant site, leaving little room for future expansion. Also, this process is very weather dependant, needing dryer, warmer weather than we observe lately in the North East. In addition, the open to atmosphere drying beds are breading grounds to mosquitos and emit an earthy sulphur odor.

Other options for thickening sludge would be more appropriate for a greater solids concentration, so as to dispose of the WAS to landfill, as recommended by the Ministry of Environment (MOE). Currently, the wasted, partially thickened sludge is piled on site, which is not an acceptable practice according to the MOE. This newer, more updated process will entail a building, storage and settling tanks, pumps, a centrifuge, polymer injection and a waste bin that can be easily hauled away to landfill where the wasted sludge is acceptable to the Regional District. This project will meet all of the MOE requirements set out under the District of Taylors operating permit.

ALTERNATIVE OPTIONS:
Alternatively, the District of Taylor could choose to not apply to the RNC Program for the Wastewater Solids Thickening Process Project.

SUMMARY & CONCLUSION:
Staff is seeking a resolution of Council to apply to the Rural & Northern Communities Program for the District of Taylor’s Wastewater Solids Thickening Process Project.

RESPECTFULLY SUBMITTED:

Ryan Nelson, Director of Operations
Tyla Pennell, Corporate Officer

The District of Taylor’s guiding principle is “Safety, Family, then Work.”
TO: Mayor & Council  
FROM: Andrew Young, MCIP, RPP, Chief Administrative Officer  
DATE: January 21, 2018  
SUBJECT: CAO Activity Report – mid-November 2018 to mid-January 2019

PURPOSE:
To provide Council with an update on the CAO’s key activities for the period of mid-November 2018 to mid-January 2019.

COMMENTS & DISCUSSION:
- Attended and supported all Council and Committee meetings held from mid-November through mid-January 2019. This work included reviewing and writing various reports for Council’s consideration.
- Chaired weekly Management Team meetings in November, December and January
- Attended preliminary 2019 Budget meetings with the District’s Director of Financial Services, and various Department Directors in November & December 2018, as well as January 2019
- November-December 2018 engaged in teleconference meetings with Lidstone & Company Solicitors on various legal matters
- Provided background materials to Mayor and Council in support of Orientation & Strategic Planning Sessions for Mayor & Council on November 26-27, 2018
- Supported and attended the Orientation & Strategic Planning Sessions for Mayor & Council on November 26-27, 2018 with Jerry Berry of JBC Consultants
- Attended Peace Williston Advisory Committee (PWAC) meeting held on November 17, 2018 in Fort St John
- Attended Taylor Industrial Mutual Aid Group (TIMAG) meeting held on November 20, 2018 at the Taylor Fire-Rescue Hall
- Attended the Regional Community Liaison Committee (RCLC) meeting held on November 28, 2018 in Fort St John
- Attended the WorkSafe BC inspection of the Taylor Arena Ice Making Equipment with the Acting Director of Parks and Facilities on November 29, 2018
- Attended District of Taylor Health & Safety Committee meetings in November and December 2018
- December 4 & 11, 2018 held coaching sessions with the District’s Management Team to support the presentation of provisional 2019 Budget proposals to Council
December 6, 2018 attended CRA and Service Canada orientation session with District staff to learn more about the Federal Government’s services.

December 6, 2018 attended BC PNP Entrepreneur Immigration Regional Pilot Information Session to learn more about the program and its possible implementation in Taylor, BC.

Supported the organization of the Memorial Service for former Mayor Fred Jarvis that was held in Taylor on December 8, 2018.

Attended the District of Taylor Council and Staff Christmas Party held on December 8, 2018.

Attended the Special Council meeting held on December 11, 2018 to support District staff presenting draft 2019 budget proposals to Mayor and Council.

Attended Resource Municipalities Coalition (RMC) meetings held on December 13-14, 2018 in Fort St John.

Enjoyed several days of vacation during the Christmas Holiday season (Dec 21st to January 1st inclusive).

Participated in Hiring Committee meetings and interviews in December 2018 and January 2019 in order to hire a new General Manager for Taylor’s Lone Wolf Golf Club.

Attended preliminary design meeting for the North Peace Leisure Pool held in Fort St John on January 8, 2019.

Attended Resource Municipalities Coalition (RMC) meeting held on January 10, 2019 in Fort St John.

SUMMARY & CONCLUSION:
The District of Taylor continues to be exciting and rewarding. I am looking forward to:

- Further refinement of the District’s preliminary 2019 Budget by Council and the Directors;
- Development of Departmental work plans arising from Council’s Strategic Planning decisions;
- Supporting the recruitment of additional staff to help rebuild the District’s ranks;
- Supporting the creation of staff training programs and plans;
- Embarking on the District’s Core Services Review; and
- Supporting the development of some much needed new housing and infrastructure in Taylor which work will start in 2019.

I looking forward to these challenges.

Andrew Young, MCIP, RPP
Chief Administrative Officer

The District of Taylor’s guiding principle is “Safety, Family, then Work.”