## 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, February 4, 2019 at 5:00 PM

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### 1. CALL TO ORDER

### 2. INTRODUCTION OF LATE ITEMS

### 3. ADOPTION OF AGENDA

### 4. GUESTS & DELEGATES

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| 4.1 | Introduction and Welcome  
Ryan Galay, Golf Course General Manager |
| 4.2 | Fire Service Award Presentation: 10 Years of Service  
Andrew Wingo, Volunteer Firefighter |
| 4.3 | North Peace Airport Society Presentation  
Mirandy Flury, Director of Strategy Capital and Planning  
Gordon Duke, Managing Director  
[North Peace Airport Society Presentation](#) |

### 5. GALLERY COMMENTS ON AGENDA TOPICS

### 6. ADOPTION OF MINUTES

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| 6.1 | Public Works Committee Meeting Minutes  
January 21, 2019  
[January 21, 2019 Public Works Committee Meeting Minutes](#) |
| 6.2 | Protection Committee Meeting Minutes  
January 21, 2019  
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| 6.3 | Committee of the Whole Meeting Minutes  
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| 6.4 | Regular Council Meeting Minutes  
January 21, 2019  
[January 21, 2019 Regular Council Meeting Minutes](#) |
| 6.5 | Special Protection Committee Meeting Minutes  
[January 21, 2019 Special Protection Committee Meeting Minutes](#) |
January 25, 2019

January 25, 2019 Protection Committee Meeting Minutes - Special

7. BUSINESS ARISING FROM THE MINUTES

7.1 Public Works Committee Meeting Minutes
   January 21, 2019

7.2 Protection Committee Meeting Minutes
   January 21, 2019

7.3 Committee of the Whole Meeting Minutes
   January 21, 2019

7.4 Regular Council Meeting Minutes
   January 21, 2019

7.5 Special Protection Committee Meeting Minutes
   January 25, 2019

8. CORRESPONDENCE

8.1 Correspondence list
   February 4, 2019 Correspondence List

8.2 Partnership Proposal
   Wally Pohlmann, President, Peace Crossing Historical Society
   Peace Crossing Historical Society Sponsorship

8.3 Phoenix Volunteer Club Forgiveness Request
   Tyla Pennell, Corporate Officer
   Phoenix Volunteer Club Forgiveness Request - Staff Memo

8.4 2019 High on Ice Mayor's Carving Challenge Invitation
   Marissa Jordan, Recreation Programmer, City of Fort St. John
   2019 High on Ice Mayor's Carving Challenge Invitation

8.5 Annual Government-Hydro-Telus Funspiel Sponsorship - Staff Memo
   Tyla Pennell, Corporate Officer
   Annual Government-Hydro-Telus Funspiel Sponsorship - Staff Memo

9. UNFINISHED BUSINESS

9.1 Peace Island Park Pavilion Plaque - Staff Memo
   Tyla Pennell, Corporate Officer
   Peace Island Park Dedication Plaque - Staff Memo

10. NEW BUSINESS

11. COUNCIL REPORTS
12. STAFF REPORTS

13. BYLAWS

13.1 Temporary Borrowing Bylaw No. 831, 2019
First Three Readings

Temporary Borrowing Bylaw No. 831, 2019

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
Agenda

• Brief history of the airport
• Structure of the Airport
• A year in review
• Trends in Passenger Growth
• Economic Impact
• Community Involvement
• Flight Paths
• Capital Endeavours
Structure of the Airport/Introductions

North Peace Airport Society

Owners

- District of Taylor
  - Member
- District of Hudson’s Hope
  - Member
- City of Fort St. John
  - Member
- Peace River Regional District
  - Member

North Peace Airport Services

Operations
Brief History of the Airport

- No tax dollars!
- New terminal building in 2005
- Successful water & sewer upgrade
- Major parking lot renovations
- Multiple Air Shows
- WestJet Encore
- ARFF Services
- Medivac Services
Brief History of the Airport
A Year in Review (2018)

North Peace Airport Society

• PRRD Transition
• Policy Development
• >$300,000 capital expenditure

North Peace Airport Services

• TC Inspections of Bird & Wildlife and Security programs
• TC approved the YXJ Safety Management System
• Live Emergency Response Exercise held on Sept 15.
• Water Bottle Refill Station
Trends in Passenger Growth

5 Year PAX Trend + Current Budget

CAG = 11%
YXJ Economic Impact

Extrapolated numbers from the YXJ Economic Impact study completed in 2015, the total economic impact of North Peace Regional Airport for 2018 is estimated as follows:

- **Value Added (GDP):** ~$32.0 million
- **Employment:** ~385 jobs
- **Household Income:** ~$22.5 million
- **Taxes:** ~$10.4 million
Community Involvement

• Community Living Assoc.
  – Providing meaningful employment for adults with different abilities.

• Hospital Foundation
  – Collaborating on a Runway Run fundraising event.

• High On Ice Festival sponsorship.
It's quick & easy to Fly YXJ

TO/FROM CITY CENTRE IN 8 MINS
YEARLY CORPORATE PARKING AVAILABLE
60 SEC WALK TO/FROM TERMINAL
FREE WI-FI

Direct Connection to the US, Asia & Europe
Convenient daily service to
Edmonton, Calgary, Vancouver & Prince George

North Peace REGIONAL AIRPORT
www.yxj.ca
Future Capital Expenditures

- 10-year capital plan developed
- 4 major investment decisions
- Funding opportunities
Thank you
CALL TO ORDER
Chair Taillefer called the meeting to order at 9:00 a.m.

INTRODUCTION OF LATE ITEMS
Nil

APPROVAL OF AGENDA
The agenda was approved as presented.

GUESTS & DELEGATES
Nil

GALLERY COMMENTS ON AGENDA TOPICS
Nil

CORRESPONDENCE
Nil
7. **UNFINISHED BUSINESS**

7.1 2019 Capital Projects Chart, Verbal Update
Ryan Nelson, Director of Operations

The Director of Operations provided a verbal update on the 2019 Capital Projects Chart. It was noted that the River Filterhouse Backup Generator Project is on hold pending the replacement of an existing power pole.

The Committee noted that it may be prudent to provide Council with a monthly progress memo once the Parcel Z Residential Subdivision project is initiated.

8. **NEW BUSINESS**

Nil

9. **COMMITTEE REPORTS**

Chair Taillefer inquired about the use of the Public Snow Dump Area and whether the District utilizes this area for the purpose of dumping snow removed from municipal properties.

The Director of Operations advised that for some sites the snow dump area is utilized and that the boulevard is utilized for areas such as the municipal parking lot as well as for snow removed from roads and sidewalks. Concern was expressed regarding the perception created when the municipality dumps excess snow onto District boulevards and requests that the public and businesses utilize the snow dump area. The Committee suggested that the District utilize the snow dump area for snow removed from municipal properties and to utilize boulevards for snow removed from road and sidewalks.

10. **STAFF REPORTS**

10.1 Verbal Updates on Committee Business

The Director of Operations provided a verbal update on the following topics:

- Job posting for General Tradesman/Pipelayer closes on February 1, 2019
- Repairs required for Trackless unit to be operable
- Peace Island Park Wastewater Treatment Facility

10.2 Public Works Extra FTE
Ryan Nelson, Director of Operations

Discussion ensued around the Public Works Extra FTE Report, including the following:

- Increasing overtime expense
- Succession planning
- Increased responsibilities since 2012
• Upcoming core services review
• Requirement to live within municipal boundaries
• Project delegation to contractors

The Committee agreed to put the additional Public Works Employee discussion on hold, pending the outcome of the 2019 Core Services Review.

10.3 New Public Works Shop
Ryan Nelson, Director of Operations

Discussion ensued around the proposed Public Works Shop location, including the following:
• Agricultural Land Commission & Reserve Requirements
• Geo-technical requirements
• Potential site purchase and possible contamination

Direction to staff to prepare a follow-up report outlining further site details regarding the Public Works Shop’s proposed location.

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

**Recommendation:**

"**THAT, staff proceed with the development of a Request for Quotation for the Public Works Shop.**"

11. MEDIA & GALLERY - QUESTION PERIOD
Nil

12. CLOSED MEETINGS
Nil

13. ADJOURNMENT
The Public Works Committee Meeting adjourned with the time being 9:52 a.m.
Certified in Accordance with Section 148 of the *Community Charter*.

________________________________

Corporate Officer

Confirmed this _________ day of ________________, 2019.

________________________________

Chair
Committee Present: Dave Lueneberg, Chair
Brent Taillefer, Vice Chair

Committee Absent: Nil

Staff Present: Andrew Young, Chief Administrative Officer
Steve Byford, Fire Chief
Enzo Calla, Deputy Fire Chief/Protective Services Specialist

Gallery & Media Present: Nil

Recording Secretary: Tyla Pennell, Corporate Officer

1. **Call to Order**
Chair Lueneberg called the meeting to order at 1:12 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 Command Vehicle Truck Replacement  
   Steve Byford, Fire Chief

   The Fire Chief provided an overview of Command Truck replacement options and cost comparisons. It was noted that although Option 1 would have a higher price overall, a preferred installer would be used for code 3 equipment installation, and required warranty repairs could be completed locally.

   The Protection Committee agreed to advance a recommendation to the Regular Council Meeting being held this same day.  
   **Recommendation:**

   "THAT, staff be authorized to proceed with the purchase of a 2019 Ford F150 from Fort Motors (Fort St. John, BC) bed cap and sliding tray from Cap-It (Fort St. John, BC) and all Code 3 required equipment installed by Northern Auto Electric (Fort St. John, BC) at an amount not to exceed $68,500 including taxes."

8. **NEW BUSINESS**

   8.1 Brush Unit 3, Verbal Discussion  
   Steve Byford, Fire Chief

   Discussion ensued around converting Brush Unit 3 to a Skid Unit which would provide the ability for increased usage throughout the year. The Fire Chief advised that the total cost of skid unit installation would be $12,600.

   Further discussion ensued around the approximate timeframe required and preferred time of year to schedule the installation. It was noted that skid unit installation would require approximately 1 - 2 days, and could be scheduled for completion prior to brush season. It was also noted that capital items could be re-prioritized to defer the purchase of a new thermal imaging camera this year and replace that item with skid unit installation on Brush Truck 3, as costs are similar.

   The Protection Committee agreed that a Special Protection Committee Meeting would be scheduled for Friday, January 25, 2019, and requested that staff prepare a follow-up report for discussion outlining details of skid unit installation on Brush Truck 3.

9. **COMMITTEE REPORTS**

   Nil
10. **STAFF REPORTS**

10.1 Verbal Updates on Committee Business

The Deputy Chief/Protective Services Specialist advised that upcoming priorities include bylaw reviews and amendment developments.

The Fire Chief advised that the Emergency Evacuation Plan will be reviewed at the upcoming Emergency Committee Meeting scheduled in February. It was also noted that guidelines reviewed and approved by officers will be provided to the Chief Administrative Officer in upcoming weeks.

10.2 RFP - Engine 11 Replacement

Steve Byford, Fire Chief

The Fire Chief provided an overview of requirements discussed by the Truck Committee for Engine 11 replacement and noted that if the RFP is posted this week, the closing date for submissions will be scheduled for the end of February.

Discussion ensued around the comparable differences between Engine 11 and its replacement including:

- Custom cab for increased safety and communication
- Capability of on-board hydraulics for rescue
- 35 foot ladder for apartment and multi-story buildings
- Electronic monitor is not as restricted
- On-board foam capabilities
- Hydraulic ladder and high volume hose carrier to be on top of the vehicle as opposed to the side
- Larger engine and on-spot tire chains
- Removal of booster reel at the back of the truck

The Protection Committee agreed that due to time sensitivity of the request, a recommendation to authorize the release of the Engine 11 Replacement RFP document will be advanced to the Regular Council Meeting being held this same day. The Committee advised that all proposals may be brought forward to Committee of the Whole for review and discussion after the RFP submission closing date.

**Recommendation:**

"THAT, staff be authorized to release the Request for Proposal - Engine 11 Replacement document as submitted."

10.3 Peace River Regional District - Fire Protection Agreement

Steve Byford, Fire Chief

January 21, 2019
The Fire Chief advised that the Taylor Rural Fire Protection Service Agreement was received from the Peace River Regional District and noted that the term and compensation amounts contained in the agreement remain the same as the previous year. It was also noted that there will be revisions to the term length and compensation amounts in the 2020 Taylor Rural Fire Protection Agreement.

**Recommendation:**

"THAT, the Peace River Regional District - Taylor Rural Fire Protection Service Agreement be endorsed for a one year period, ending on December 31, 2019."

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

12. **CLOSED MEETINGS**
Nil

13. **ADJOURNMENT**
The Protection Committee Meeting adjourned with the time being 2:02 p.m.

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

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Corporate Officer

Confirmed this __________ day of ______________, 2019.

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Chair
1. **CALL TO ORDER**
   Chair Fraser called the meeting to order at 4:07 p.m.

2. **INTRODUCTION OF LATE ITEMS**
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 Hall Boiler Control Budget - Staff Memo  
Mike Farquharson, Acting Parks & Facilities Director

The Acting Parks & Facilities Director advised that current electronic operating system components for the Community Hall boiler are obsolete and a hardware and software upgrade is required.

The Committee agreed to include the boiler system upgrade to the 2019 Capital Budget.

**Recommendation:**

"THAT, Community Hall boiler control system replacement/upgrades be added to the 2019 Capital Budget in the amount of $50,000."

7.2 Golf Course Kitchen Renovations - Staff Memo  
Craig Simpson, Golf Course Superintendent

Discussion ensued around the time sensitivity to proceed with the proposed renovations to address safety concerns prior to Golf Course Clubhouse Restaurant opening.

**Recommendation:**

"THAT, staff be authorized to proceed with Golf Course Clubhouse Kitchen renovations in advance of the 2019-2023 Financial Plan Bylaw adoption, at an amount not to exceed $10,000 including taxes."

7.3 Peace River Regional District Economic Development Projects  
Michael McPhail, Director of Financial Services
The Committee considered the District's participation in the Peace River Regional District's (PRRD) proposed Economic Development Projects for 2019.

The Committee recommended that the District participate in the following economic development initiatives for 2019:

- Hockey Canada World Junior A Tournament
- Community Futures' B2B Expo
- Northern Co-hort
- North Peace Division of Family Practice
- Health Professional & Patient Accommodations
- Tumbler Ridge's Global GeoPark Society
- Tumbler Ridge Museum Operational Support

The Committee agreed not to participate in the following economic development initiatives for 2019:

- Dawson Creek's Economic Development, Love Northern BC and Airport
- Fort St. John's Downtown Business Improvement
- Fort St. John's 100th Street Greenway
- Fort St. John's Festival Plaza
- Fort St. John's Strategic Land Acquisition & Disposition
- Fort St. John's Industrial Land Strategy
- Chetwynd's Minerals North Conference
- Tumbler Ridge's North East BC Coal & Energy Forum
- Tumbler Ridge's Regional Mountain Bike Strategy
- Tumbler Ridge's Regional Forestry Feasibility Study
- NEAT Environmental Education Programming
- Peace Weather Monitoring Sustainability
- Building of Western Wilderness Bible Camp
- Publishing of Community Health Guide
- SPARK Annual Conference
- Stage North's Production & Events
- SPSS Operational Support
- Sunset Prairie Capital Facility Improvements
- Tumbler Ridge's Community Garden Improvement
- Pouce Coupe's Skate Park

The Committee requested that the District's participation in following economic development initiatives be considered for 2019, based upon regional participation for the project as well as municipal contribution costs:

- Fort St. John's Energy Literacy Plan Campaign
- Dawson Creek's Fall Fair

Recessed at 5:01 p.m. to commence Regular Council Meeting.

January 21, 2019
Committee of the Whole Meeting Minutes
Reconvened at 8:17 p.m.

The Committee continued to considered the District's participation in the remainder of the PRRD's proposed Economic Development Projects for 2019.

The Committee recommended that the District participate in the following economic development initiatives for 2019:

- Gotta Go
- Horticulture
- Rural Roads Phase 3

The Committee agreed not to participate in the following economic development initiatives for 2019:

- Connectivity/Communications
- Grant Writer
- Chetwynd's Economic Development Commission

The Committee requested that the District's participation in following economic development initiatives be considered for 2019, based upon regional participation for the project as well as municipal contribution costs:

- Health Care Scholarship
- High School Health Care Scholarship
- Technical Healthcare
- Health Care Assistant
- RN/RPN Return of Service
- RN/RPN/NP Professional Development
- LPN Scholarship
- Health Care Recruitment/Marketing

8. NEW BUSINESS
Nil

9. COMMITTEE REPORTS
Nil

10. STAFF REPORTS
10.1 Verbal Updates on Committee Business
Nil

10.2 2019-2023 Finance Plan (2019 Tax Rate Assessments)
Michael McPhail, Director of Financial Services
This agenda item was deferred to the Committee of the Whole Meeting being held on Monday, February 4, 2019.

10.3 Finance Plan Integration with Building and Equipment Reserves
Michael McPhail, Director of Financial Services

This agenda item was deferred to the Committee of the Whole Meeting being held on Monday, February 4, 2019.

11. MEDIA & GALLERY - QUESTION PERIOD
Nil

12. CLOSED MEETINGS
Nil

13. ADJOURNMENT
The Committee of the Whole Meeting adjourned with the time being 8:30 p.m.

Certified in Accordance with Section 148 of the Community Charter.

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Corporate Officer

Confirmed this __________ day of _____________, 2019.

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Chair
District of Taylor
Regular Council Meeting Minutes
January 21, 2019 held in Council Chambers
located at the District Office at 10007 – 100 A Street

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

COUNCIL ABSENT: Nil

STAFF PRESENT: Andrew Young, Chief Administrative Officer
Steve Byford, Fire Chief
Michael McPhail, Director of Financial Services
(Left at 5:35 p.m. Returned at 5:55 p.m.)
Ryan Nelson, Director of Operations
(Left at 5:35 p.m. Returned at 5:37 p.m.)

GALLERY & MEDIA PRESENT: Matt Preprost, Alaska Highway News
Scott Brooks, Moose FM
Kimberly Zackdonik, Urban Systems
(Left at 5:35 p.m.)
Jamie Adam, Urban Systems
(Left at 5:35 p.m.)
Wally Pohlmann, Taylor Access & Inclusion Committee
(Left at 6:02 p.m.)

RECORDING SECRETARY: Tyla Pennell, Corporate Officer

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

2. INTRODUCTION OF LATE ITEMS
3. ADOPTION OF AGENDA

RESOLUTION

#13/2019

Moved by Councillor Lueneberg
Seconded by Councillor Taillefer

"THAT, the agenda be adopted as amended."

CARRIED

4. GUESTS & DELEGATES

4.1 Asset Management Presentation: Phase 1
Kimberly Zackodnik, Environmental Engineer, Urban Systems
Jamie Adam, Principal / Project Engineer, Urban Systems

The Corporate Officer provided an overview of the work undertaken by Urban Systems to date and advised that the data collected will be utilized to develop three asset management plans for water, wastewater and road/sidewalk infrastructure categories. It was also noted that the Corporate Officer and the Director of Operations will be presenting a follow-up report for review and discussion regarding the integration of the data collected from Phase 1 of the project into the District's proposed Financial Plan for 2019-2023.

Ms. Zackodnik and Ms. Adam provided a summary presentation of the asset inventory, condition assessment and 10-year financial plan information collected for the Asset Management Plan: Phase 1 Project.

Council thanked Ms. Zackodnik and Ms. Adam for the work completed on the Asset Management Plan: Phase 1 project and for their presentation.

4.2 2018 TAIC Facility Report
Wally Pohlmann, Chair, Taylor Access & Inclusion Committee

Mr. Pohlmann advised that a non-code accessibility tour was completed on District of Taylor buildings and Peace Community Church in October 2018, and noted that the report presented is a compilation of those findings. Mr. Pohlmann also noted that Peace Community Church was included in the tour to assess accessibility issues for future consideration by the Taylor Access & Inclusion Committee.
Discussion ensued around accessibility concerns at the Complex. It was noted that a quote was provided to the Acting Parks & Facilities Director for lift system installation and bathroom renovation costs. Council advised that Taylor Access & Inclusion Committee requests will be considered during budget deliberations for 2019.

Council requested that Taylor Access & Inclusion Committee provide an accessibility project priority list for consideration and thanked Mr. Pohlmann for his presentation.

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

6. **ADOPTION OF MINUTES**
   6.1 Recreation Committee Meeting Minutes
       January 7, 2019
   6.2 Committee of the Whole Meeting Minutes
       January 7, 2019
   6.3 Regular Council Meeting Minutes
       January 7, 2019

**RESOLUTION #14/2019**

Moved by Councillor Ponto
Seconded by Councillor Turnbull

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

CARRIED

7. **BUSINESS ARISING FROM THE MINUTES**
   7.1 Recreation Committee Meeting Minutes
       January 7, 2019
       Nil
   7.2 Committee of the Whole Meeting Minutes
       January 7, 2019
       Nil
   7.3 Regular Council Meeting Minutes
       January 7, 2019
Nil

8. CORRESPONDENCE

8.1 Correspondence list

RESOLUTION #15/2019
Moved by Councillor Ponto
Seconded by Councillor Lueneberg

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

8.2 Open Meetings: Best Practices Guide for Local Governments Ombudsperson

RESOLUTION #16/2019
Moved by Councillor Taillefer
Seconded by Councillor Turnbull

"THAT, the Open Meetings: Best Practices Guide for Local Governments correspondence be received for information."
CARRIED

8.3 Sale of Gathering & Processing Assets in Northeast BC Enbridge

RESOLUTION #17/2019
Moved by Councillor Ponto
Seconded by Councillor Lueneberg

"THAT, the Sale of Gathering & Processing Assets in Northeast BC correspondence be received for information."
CARRIED

8.4 New Social Enterprise Development Project Peace Holdings

Councillor Ponto advised that she will be attending the Focus Group meeting scheduled on Thursday, January 24, 2019. It was also noted that an online survey is available which will assist in determining the level of care desired for the development.

RESOLUTION #18/2019
Moved by Councillor Ponto
Seconded by Councillor Lueneberg

January 21, 2019
Regular Council Meeting Minutes
"THAT, the New Social Enterprise Development Project correspondence be received for information."

CARRIED

8.5 Dawson Creek Rotary Auction, Staff Memo
Tyla Pennell, Corporate Officer

RESOLUTION
#19/2019

Moved by Councillor Lueneberg
Seconded by Councillor Taillefer

"THAT, the District of Taylor purchase five 18-hole golf certificates and two certificates for two night's camping at Peace Island Park (valued to a maximum of $500.00) for donation to the Dawson Creek Rotary Club Auction."

CARRIED

8.6 Northern Woods & Water Highway Association, Staff Memo
Tyla Pennell, Corporate Officer

RESOLUTION
#20/2019

Moved by Councillor Ponto
Seconded by Councillor Turnbull

"THAT, the District purchase a 2019 membership to the Northern Woods & Water Highway Association in the amount of $500; and

THAT, a revised description for the District of Taylor be provided for publication in the Northern Woods & Water Highway Guide."

CARRIED

9. UNFINISHED BUSINESS

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

Discussion ensued around the suggested subdivision street name of "Jarvis Crescent". Council agreed that use of this name would be subject to approval from the Jarvis family. The Chief Administrative Officer advised that he would contact the Jarvis family to discuss this matter.

Further discussion ensued around advising Canada Post of new physical addresses to be developed in the residential subdivision. The Director of
Operations advised that he will follow-up with Canada Post.

9.2 Engine 11 Replacement Request for Proposal

Councillor Taillefer noted that due to time sensitivity of the request, the Engine 11 Replacement Request for Proposal (RFP) recommendation has been advanced from the Protection Committee Meeting held this same day.

Chief Byford provided a comprehensive overview of details and considerations discussed by the Truck Committee during Engine 11 Replacement RFP development and confirmed that the replacement unit will have the capacity to accommodate future community growth.

Council expressed their appreciation to the Truck Committee for assisting with RFP development and advised that this topic may be brought forward to a Committee of the Whole Meeting for review and discussion after the RFP closing date.

**RESOLUTION #21/2019**

Moved by Councillor Ponto
Seconded by Councillor Taillefer

"THAT, staff be authorized to release the Request for Proposal - Engine 11 Replacement document as submitted."

CARRIED

9.3 Command Vehicle Truck Replacement

Chief Byford provided an overview of options outlined in the report, as outlined on the Protection Committee Meeting Agenda held this same day. It was noted that the increased overall price for Option 1 is due to the request for a preferred installer of code 3 equipment. Council agreed to approve the Option 1 purchase using local vendors.

**RESOLUTION #22/2019**

Moved by Councillor Lueneberg
Seconded by Councillor Taillefer

"THAT, staff be authorized to proceed with the purchase of a 2019 Ford F150 from Fort Motors (Fort St. John, BC) bed cap and sliding tray from Cap-It (Fort St. John, BC) and all Code 3 required equipment installed by Northern Auto Electric (Fort St. John, BC) at an amount not to exceed $68,500 including taxes."

CARRIED
10. NEW BUSINESS  
10.1 Public Works Shop Request for Quotation  
Councillor Taillefer

Councillor Taillefer advised that a recommendation has been brought forward from the Public Works Committee Meeting held this same day due to timeline sensitivity. It was also noted that the Public Works Committee has requested a follow-up report from staff which outlines further site details regarding the Public Works Shop's proposed location.

RESOLUTION  
#23/2019
Moved by Councillor Ponto  
Seconded by Councillor Lueneberg

"THAT, staff be authorized to engage Urban Systems Ltd. to proceed with the development of a Request for Quotation for the Public Works Shop."

CARRIED

11. COUNCIL REPORTS
Mayor Fraser advised that he will be attending meetings with the Rural Caucus and the Minister of Forests, Lands, Natural Resource Operations and Rural Development with representatives from the Resource Municipalities Coalition during the BC Natural Resources Forum being held in Prince George from Tuesday, January 22, 2019, to Thursday, January 24, 2019.

12. STAFF REPORTS
12.1 Investing in Canada Infrastructure: Rural & Northern Communities Program  
Ryan Nelson, Director of Operations  
Tyla Pennell, Corporate Officer

Discussion ensued around options to efficiently thicken and dispose of wastewater solids. It was noted that grant funding would provide an opportunity to advance the District's capacity for wastewater management.

RESOLUTION  
#24/2019
Moved by Councillor Taillefer  
Seconded by Councillor Lueneberg

"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."

CARRIED

January 21, 2019
12.2 CAO Activity Report: November-December 2018/January 2019

Andrew Young, Chief Administrative Officer

The Chief Administrative Officer advised that the Golf Course General Manager position has been filled and provided an overview of the following upcoming priorities:
- Budget refinement
- Departmental work plan development
- Staff training development plans
- Core services review planning

Council expressed appreciation to the Chief Administrative Officer for his positive leadership with staff.

13. **BYLAWS**

Nil

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

Mr. Preprost requested confirmation that the new Lone Wolf Golf Club General Manager was previously employed at Lakepoint Golf and Country Club which was confirmed by Mayor Fraser.

15. **CLOSED MEETINGS**

**RESOLUTION #25/2019**

Moved by Councillor Ponto
Seconded by Councillor Lueneberg

"THAT, the Regular Council Meeting Now be Closed to the public with the time being 6:48 p.m., as per 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)."

CARRIED

Recessed at 6:48 p.m. for a meal break.
Reconvened at 7:19 p.m.

16. **ADJOURNMENT**

**RESOLUTION #26/2019**

Moved by Councillor Lueneberg
Seconded by Councillor Ponto

January 21, 2019
"THAT, Regular Council Meeting adjourn with the time being 8:16 p.m."

CARRIED

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

________________________
Corporate Officer

Confirmed this _________ day of ______________, 2019.

________________________
Mayor
1. **CALL TO ORDER**
   Chair Lueneberg called the meeting to order at 12:35 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**

   Page 1 of 3
6. CORRESPONDENCE
Nil

7. UNFINISHED BUSINESS
Nil

8. NEW BUSINESS
Nil

9. COMMITTEE REPORTS
Nil

10. STAFF REPORTS
10.1 Verbal Updates on Committee Business
Nil

10.2 Proposed Retrofit to Brush 3 (Taylor Fire-Rescue Truck)
Steve Byford, Fire Chief

The Fire Chief noted that in addition to the retrofit proposal for Brush Unit 3, the truck requires minor warranty repairs which could be completed at the manufacturer's facility if the project is approved. It was noted that warranty repairs could be completed locally, at no cost to the District, if the unit is not shipped to Red Deer.

Discussion ensued around transportation options, time constraints and associated costs for the unit to arrive at the manufacturer's facility.

The Director of Financial Services advised that there would be funds available within the 2019 Financial Plan to allocate towards the proposed retrofit of Brush Unit 3. The Committee requested that the Director of Financial Services provide further information on how the Brush Unit 3 Retrofit will be funded at the upcoming Regular Council Meeting to be held on February 4, 2019.

Recommendation:

"THAT, staff be authorized to have the Taylor Fire-Rescue Department's Brush 3 Truck:
1. Shipped to the original manufacturer's facility in Red Deer, Alberta at a cost not to exceed $6,000 plus taxes; and
2. Retrofitted by moving the vehicle's water tank and pumping units onto a

January 25, 2019

Protection Committee Meeting Minutes
removable skid unit at a cost not to exceed $12,600 plus taxes."

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

12. **CLOSED MEETINGS**
   Nil

13. **ADJOURNMENT**
    The Special Protection Committee Meeting adjourned with the time being 1:06 p.m.

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

    _______________________________________
    Corporate Officer

    Confirmed this __________ day of ______________, 2019.

    _______________________________________
    Chair
1. **Local & Regional Government**
   - Caribou Recovery Update to UBCM Resolution B116 from the Peace River Regional District
     Brad Sperling, Chair, Peace River Regional District

2. **Provincial & Federal Government**
   - West Peace Fringe OCP Referral
     Molly Johnson, MSc., Senior Planning and Policy Analyst, Planning and Land Use Management
     Ministry of Municipal Affairs and Housing
   - Consultation on amending Schedule 1 of the *Species at Risk Act*
     Environment and Climate Change Canada

3. **Industry**
   - Westcoast Energy Inc. Doing Business As Spectra Energy Transmission
     Proposed Methanol Tanks Replacement Project at McMahon Gas Plant Notification
     Tom Ouellette, Community Engagement Advisor, Enbridge, Inc.

4. **General Correspondence**
   - Notice of Universal Broadband
     Federation of Canadian Municipalities
   - June 8, 2018 Regular Meeting Minutes
     North Peace Airport Society
   - September 5, 2018 Regular Meeting Minutes
     North Peace Airport Society
   - October 22, 2018 Regular Meeting Minutes
     North Peace Airport Society
   - November 28, 2018 Regular Meeting Minutes
     North Peace Airport Society
   - 45th Annual Zero Waste/Circular Economy Conference 2019
     Brock Macdonald, Chief Executive Officer, Recycling Council of British Columbia
   - Notice of Taxi Rate Increase of 2.1%
     Teco Taxi Ltd.
District of Taylor Council  
District Council  
To: Taylor and District Council  
PO# 300  
10007 – 100A St.  
Taylor B.C. V0C 2K0  

2019-01-18

Mayor and Council:

Peace Crossing Historical Society has built a firm foundation. In 2018 we developed a strategic plan and a five-year proposed budget. We have been in communication with Andy Ackerman about how best to apply for grants and donations to fund our future. We are now at the point of seeking partners to assist with a consistent financial income. Partnerships will provide both an ongoing base of finances for a few years as well as provide incentive to other local organizations to provide donations. Partnerships will also ensure grant decision-makers will recognize the value of Peace Crossing Historical Society to The Taylor area.

We request the District of Taylor consider becoming a key partner with Peace Crossing Historical Society by committing to provide funds to us for the next five years. A copy of our proposed 5-year budget is attached, and as you can see, we plan to work hard toward achieving a museum in Taylor which can showcase the unique history of our area.

We believe a museum would add tourist and historical value to our District as well as preserve the heritage for our citizens and provide education for future generations. A museum could be designed in cooperation with the District of Taylor’s own future planning.

Thank you for your consideration of this request. We look forward to partnering with the District of Taylor as we “build a future for our past.”

Wally Pohlmann, President  
Peace Crossing Historical Society

Peace Crossing Historical Society  
Box 58 Taylor, BC V0C 2K0  
historyoftaylor@gmail.ca  
“Look for us on Facebook”
### Peace Crossing Historical Society

**Budget Planning**

<table>
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<tr>
<th>Income</th>
<th>2019</th>
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**Total Income** |

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<th>2022</th>
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<td>$49,580.00</td>
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**Total Expenses** |

<table>
<thead>
<tr>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
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<td>$49,235.00</td>
<td>$54,035.00</td>
<td>$62,890.00</td>
</tr>
</tbody>
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**Profit/Loss** |

|        |        |        |        |        |
|--------|--------|--------|--------|
| $      |        | $      |        | $      |
TO: Mayor & Council  
FROM: Tyla Pennell, Corporate Officer  
Prepared in collaboration with Lisa Ford, Executive Assistant  
DATE: February 1, 2019  
SUBJECT: Phoenix Volunteer Club Forgiveness Request

BACKGROUND:
On January 22, 2019, a letter was received from the Phoenix Volunteer Club requesting forgiveness of rental fees for the Community Hall and Kitchen on Friday, March 8, 2019, to host a St. Patrick’s Day Family Dinner and Dance Fundraiser.

In 2018, the Phoenix Volunteer Club submitted a request for forgiveness of Community Hall rental fees for their Fall Harvest Family Carnival. Council requested further information on services provided by the Phoenix Volunteer Club to the residents of Taylor to assist Council with granting forgiveness in accordance with the Grants/Forgiveness/Sponsorship Policy. After reviewing the information received, Council resolved to grant 100% forgiveness of fees.

COMMENTS & DISCUSSION:
The attached sponsorship request from the Phoenix Volunteer Club would align with the District of Taylor’s Grants/Forgiveness/Sponsorship Policy through the following section:

Forgiveness

- 50% of the rental fees for the community hall, the arena and the curling rink will be forgiven for fund raising events or the annual general meetings of non-Taylor based non-profit groups that service the region and have services available for Taylor residents, subject to the appropriate agreements, liability waivers and damage deposit being supplied.

If Council is amiable to providing a sponsorship to the Phoenix Volunteer Club, there is opportunity to provide it through 2019 Grants-in-Aid allocated funds.

Please note that even though the Phoenix Volunteer Club is not based in Taylor, this non-profit group raises money and provides services for our community.

SUMMARY & CONCLUSION:
Staff is seeking direction from Council in regards to the Phoenix Volunteer Club’s request for forgiveness of Community Hall and Kitchen rental fees.
Good afternoon Lisa,

We are coming to you today to ask for sponsorship for our St Patrick’s Day Family Dinner and Dance.

Who are we?
We are the Phoenix Volunteer Club, and our purpose is to “Raise money and provide services to donate to persons, groups and organizations in need within Fort St John and surrounding communities to enhance their quality of life and well being.”

We are a registered non-profit organization that likes to help those within our community.

What have we done in the community?
• We have helped over 100 families this past Christmas with our Christmas Hamper Program.
• Fill the truck event where we paired up with other local organizations and filled semis full of groceries for the people involved with fires in Fort McMurray,
• Designated Driving,
• Coat Checks
• Bar Tending
• We make sandwiches and pack lunches than hand them out to the shelter
  • any leftover lunch are handed out to those in the community that are homeless
• We also paired up with FSJ Social Mixer and Fort Bowling Lanes to provide a free family bowling night for low income families
• St Patrick’s Day Family Dinner and Dance

What are we asking for today?
• Today we are asking For the use of The Taylor Hall and The Kitchen on March 8th 2019. We are asking you to wave the fees if possible.

What is this event all about?
• This will be a fun, family event. We are trying to get as much sponsorship as possible so that the cost remains low. Last year the event was completely free and that is our aim this year however we are in need of sponsors for this to work. We would like to do hot dogs, hamburgers and pop and water. We will be doing draws and give out prizes to the best dressed. We will have a photobooth as well as a DJ. (There is no alcohol at this event)
• We have done 2 events in the passed at The Taylor Hall and we always have such a great turn out with the residents of Taylor and Fort St John. I am from Taylor and love the community down here and how when an event is going on so many people come out!
• For this event we do have a limit of tickets that will be available. I have talked to Jenny at the hub and made sure it was okay for us to leave tickets there for the residents of Taylor so we would be leaving 80 at the minimum at the Hub. The other location for Tickets will be at Party Town or people calling me.
• Last year when we did this event we were at maximum capacity which was 250 people! We are hoping this St Patrick’s Day Dinner and Dance will be even bigger!

Sincerely,

Erica O’Day
St Patrick’s Day Dinner and Dance Coordinator
The Phoenix Volunteer Club Secretary
Mayor Rob Fraser  
Box 300  
Taylor, BC  V0C 2K0

January 18, 2019

Dear Mayor Fraser & Councillors,

RE: High on Ice Festival 2019 – Mayor’s Ice Carving Challenge

The High on Ice Winter Festival is a fantastic family event that takes place in Fort St. John every February. It is one of British Columbia’s only ice carving events and offers a full weekend of fun.

The opening ceremonies begin at 6:30pm in Centennial Park on Friday, February 15. These ceremonies feature free hot chocolate, locally made pizza and beer, activities for children, opening remarks, the annual council slide off, and a fire and glow show!. It is also a chance to learn about the ice carvers that come from all over the world to showcase their skills.

You are also hereby challenged to compete in the High on Ice Festival Mayor’s Ice Carving Challenge, on Saturday, February 15 from 9am - 4pm. Pride and glory for your community are up for grabs along with the coveted trophy!

Additionally, we will be offering a Chainsaw Safety Course on Friday February 8 at 10:00am at the North Peace Leisure Pool meeting room. It will cover all the basics of chainsaw safety for the purposes of ice carving. This is free for any officials please RSVP your attendance by February 1, 2019.

If you would like to accept the challenge, please contact Marissa Jordan at 250 794 3262 or e-mail mjordan@fortstjohn.ca by January 30, 2019. Once you have accepted the challenge, additional information will be provided to you.

We hope to see you either in the Mayor’s Challenge or at the opening ceremonies in the Energetic City!

Sincerely,

Marissa Jordan  
Recreation Programmer  
City of Fort St. John  
Direct line 250 794 3262
TO: Mayor & Council  
FROM: Tyla Pennell, Corporate Officer  
DATE: February 1, 2019  
SUBJECT: Annual Government/Hydro/Telus Funspiel Sponsorship

BACKGROUND:
On January 30, 2019, a letter was received to provide sponsorship to the 40th Annual Government/Hydro/Telus Funspiel being held on February 22 & 23, 2019.

In past years, staff would sign-up to participate in the Funspiel and share the cost of the registration fee per team, at the employee’s expense.

COMMENTS & DISCUSSION:
The following section of the Grants/Forgiveness/Sponsorship policy applies to the sponsorship request:

Indirect Sponsorships

An indirect donation is taken to mean the funding for the participation of a council or staff member (or teams) in fund raising activities in or outside of Taylor that have a community or regional significance. Examples of such activities are curling bonspiels or golf tournaments that are organized by the regional Special Olympics or Fort St. John Hospital Association, etc.

The benefit of such indirect donations is to provide visible support by Taylor of the organizations activities and to ensure the community is tied into the communication network surrounding these organizations to obtain the maximum possible benefit for our residents.

Funding shall be limited only to entrance fee. Any other charges shall be the responsibility of the participants.

The Sponsorship policy specifically outlines that funding shall be limited to entrance fees, which are $200 per team for this event.

SUMMARY & CONCLUSION:
Staff is seeking direction from Council in regards to potential sponsorship or prize donations for the Annual Government/Hydro/Telus/Funspiel.
January 30, 2019

District of Taylor
Box 300
10007-100th A Street
Taylor, BC V0C 2K0

Re: Sponsorship Opportunity for the 40th Annual Gov/Hydro/Telus Funspiel, Feb. 22-23, 2019

Dear Mayor & Council,

The Gov/Hydro/Telus Funspiel (bonspiel) is in its 40th year as a fun curling event for people of all skill levels. In past years, we have had upwards of 30-40 teams (160) people participate and are the second biggest bonspiel held in Fort St. John. 32 teams entered last year.

Each year teams play in this 6-end game with rotating positions. This year’s event theme is “through the ages (70’s, 80’s, 90’s, and 2000’s)” and teams are encouraged to dress the part on Saturday. We will have a dinner and dance as is the custom for a bonspiel, with costume prizes.

The bonspiel includes governments of all levels, Crown corporations, Telus and sponsors from the northeast area. With sponsorship your organization will be recognized on the bonspiel program, on event posters, and announced at the prize ceremony. Sponsors are also invited to register team(s) to play in the bonspiel.

On behalf of our bonspiel we invite you become sponsor, or to donate a prize. Cheques can be made out to the Fort St. John/FSJ Curling Club; please follow up with your Funspiel committee contact to coordinate collection of sponsorship.

<table>
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<tr>
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<tr>
<td>Event Sponsors:</td>
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<tr>
<td>Dinner &amp; Dance Sponsors:</td>
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<tr>
<td>Breakfast Sponsors:</td>
<td>$150 or preferred amount</td>
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<tr>
<td>Donations:</td>
<td>Prize items, services, or cash of any amount</td>
</tr>
</tbody>
</table>

The continued success of the bonspiel is dependent on the generous support of our local sponsors. We are hoping that we can count on you to be an event sponsor this year.

Thank you for your consideration!

Respectfully yours,

The Gov/Hydro/Telus Bonspiel Committee
Tamara Danshin, Bonspiel Co-Chair
Tamara.Danshin@gov.bc.ca
Govt/Hydro/Telus Funspiel

40th Anniversary
Curling Bonspiel Theme:
Dress the Ages  Pop Culture (70’s / 80’s / 90’s / 2000’s)

Breakfast | Dinner & Dance | Entertainment | Prizes

FRIDAY & SATURDAY (FEB 22-23)

ONLY $200.00 PER TEAM OF 4
Plus $20.00 Calcutta Draw

Sign up a Team by Monday Feb. 18!
Beginners Welcome (minimum 1 new curler per team)
We can match Newbies with an Experienced Curler

Register w/Susan Hetenyi -
Susan.Hetenyi@gov.bc.ca  / (250) 261-2055

Sign up sheets at FSJ Curling Rink & Beaton Building

ORIENTATION TO CURLING:
We will organize - To Be Announced
TO: Mayor & Council  
FROM: Tyla Pennell, Corporate Officer  
DATE: February 4, 2019  
SUBJECT: Peace Island Park Dedication Plaque

BACKGROUND:  
Council requested that staff coordinate a dedication plaque to recognize all parties involved in the development of the Peace Island Park Pavilion.

COMMENTS & DISCUSSION:  
In discussions with Council, the following plaque wording was developed:

“This facility is dedicated to the hard work and devotion of service clubs in our region with particular thanks to the B.C. Peace Country River Rats and Fort St. John Petroleum Association who worked diligently to make this facility a reality.

It is with sincere gratitude that the District of Taylor’s Mayor & Council acknowledges the following donors for their contribution to this project:

Northern Development Initiative Trust  
B.C. Peace Country River Rats  
Fort St. John Petroleum Association  
Northern Lights College  
Troy & Trudy Dorie  
Rogers Trucking  
Pembina Pipeline Corporation  
Ditmarsia Holdings Ltd.  
Bruce & Shannon Ross  
Northern Legendary Construction Ltd.  
Pimm’s Production Equipment

Project Management provided by Troy Dorie  
Project Construction provided by Northern Legendary Construction Ltd.”
Additionally, staff provided the proposed plaque wording for review to a key stakeholder for the project, who recommended the following dedication plaque wording:

"Peace Island Park Pavilion
Est. 2018

This facility is an example of the generous financial support of the following businesses and individuals in the region. Without them, this project would not have been possible.

Northern Development Initiative Trust
District of Taylor
Northern Lights College
B.C. Peace Country River Rats
Fort St. John Petroleum Association
Rogers Trucking
Pembina Pipeline Corporation
Ditmarsia Holdings Ltd.
Pimm’s Production Equipment
Northern Legendary Construction Ltd.
Bruce & Shannon Ross
Troy & Trudy Dorie

~From Mayor & Council of the District of Taylor~

SUMMARY & CONCLUSION:
Staff is seeking a recommendation from Council to select the final wording for the Peace Island Park Dedication Plaque.
District of Taylor  
Temporary Borrowing Bylaw No. 831, 2019  
A Bylaw to Authorize Temporary Borrowing Pending the Sale of Debentures

WHEREAS, it is provided by 181 of the Community Charter that the Council may, where it has adopted a loan authorization bylaw, without further assents or approvals, borrow temporarily from any person under the conditions therein set out;

WHEREAS, the Council has adopted Bylaw No. 831, 2019, cited as Temporary Borrowing Bylaw 831, 2019, authorizing the construction of the Parcel Z Subdivision, in the amount of four million two hundred and twenty-four thousand and two hundred and eighty-five dollars ($4,224,285);

WHEREAS, the sale of debentures has been temporarily deferred:

NOW THEREFORE, Council of the District of Taylor in open meeting assembled, enacts as follows:

1. The Council is hereby authorized and empowered to borrow an amount or amounts not exceeding the sum of four million two hundred and twenty-four thousand and two hundred and eighty-five dollars ($4,224,285), as the same may be required.

2. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Financial Officer.

3. The money so borrowed shall be used solely for the purposes set out in said Bylaw No. 831, 2019.

4. The proceeds from the sale of the debentures or so much thereof as may be necessary shall be used to repay the money so borrowed.

5. This bylaw shall be cited as “Temporary Borrowing Bylaw 831, 2019”.
READ A FIRST TIME THIS _________________ DAY OF ________________, 2019.
READ A SECOND TIME THIS _________________ DAY OF ________________, 2019.
READ A THIRD TIME THIS _________________ DAY OF ________________, 2019.
ADOPTED THIS _________________ DAY OF ________________, 2019.

___________________________
Mayor

___________________________
Corporate Officer

I hereby certify that this is a true copy of “Temporary Borrowing Bylaw No. 831, 2019.”

___________________________
Corporate Officer