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, June 17, 2019 at 5:00 PM

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| 8.2 Resolution of Support Request - Restoration of Provincial Support for Libraries
  Lisa Helps, Mayor, City of Victoria
  [Resolution of Support Request - Restoration of Provincial Support for Libraries] |
8.3 Request for Approval for Sign Placement on Municipal Property
Joe Ulrich, KIT Restoration
Request for Approval for Sign Placement on Municipal Property

8.4 Response to Resource Municipalities Coalition Southern Mountain Caribou Letter
Catherine McKenna, P.C., M.P., Ministry of Environment and Climate Change
Response to Resource Municipalities Coalition Southern Mountain Caribou Letter

8.5 Westcoast Energy Inc., doing business as Spectra Energy Transmission ("Westcoast")
Proposed Sale of Northeast BC Gathering and Processing Assets to NorthRiver Midstream Operations LP, an Entity Controlled or Managed by Brookfield Asset Management Inc. ("Brookfield")
Rod Locke, Manager Lands and ROW Canada, Enbridge
Proposed Sale of Northeast BC Gathering and Processing Assets to North River Midstream Operations

9. UNFINISHED BUSINESS

10. NEW BUSINESS

10.1 2019 UBCM Convention - Potential Ministerial Meetings
Andrew Young, MCIP, RPP, Chief Administrative Officer
2019 UBCM Convention - Potential Ministerial Meetings

11. COUNCIL REPORTS

12. STAFF REPORTS

12.1 Statement of Financial Information – 2018
Michael McPhail, Director of Financial Services
Statement of Financial Information – 2018

13. BYLAWS

13.1 Revenue Anticipation Borrowing Bylaw No. 836, 2019
First Three Readings
Revenue Anticipation Borrowing Bylaw No. 836, 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:
• (1)(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);
• (2)(a) 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.

16. ADJOURNMENT

[Signature]

Corporate Officer
District of Taylor  
Recreation Committee Meeting Minutes  
June 3, 2019 held in Council Chambers  
located at the District Office at 10007 – 100 A Street

COMMITTEE PRESENT: Betty Ponto, Chair  
Michelle Turnbull, Vice Chair  
Dave Lueneberg, Ex-officio

COMMITTEE ABSENT: Nil

STAFF PRESENT: Andrew Young, MCIP, RPP, Chief Administrative Officer  
Mike Farquharson, Acting Parks & Facilities Director  
Paula Calla, Acting Community Services Manager  
Ryan Galay, Golf Course General Manager  
Enzo Calla, Deputy Chief/Protective Services Specialist  
Steve Byford, Fire Chief  
(via teleconference at 11:02 a.m.)

GALLERY & MEDIA PRESENT: Nil

RECORDING SECRETARY: Tyla Pennell, Corporate Officer

1. CALL TO ORDER  
Chair Ponto called the meeting to order at 9:01 a.m.

2. INTRODUCTION OF LATE ITEMS  
The Committee agreed to include Speeding at Peace Island Park Letter for discussion under Correspondence.

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

4. GUESTS & DELEGATES  
Nil

Page 1 of 6
5. **GALLERY COMMENTS ON AGENDA TOPICS**

Nil

6. **CORRESPONDENCE**

6.1 Speeding at Peace Island Park

Peace Island Park Patrons

The Chief Administrative Officer provided a complaint letter which is attached and forms part of these minutes.

Discussion ensued around the following options to mitigate speeding at Peace Island Park:

- Increased speed limit signage
- Engagement with the Ministry of Transportation and Infrastructure (MOTI) to discuss speed control device installations such as speed bumps as well as the inquiry of whether MOTI is willing to transfer ownership of the boat launch road
- Radar speed sign installation
- Engagement with the RCMP to discuss increased presence and implementation of seasonal RCMP bicycle patrols

The Committee requested that staff perform the following tasks:

- Investigate signage options including traffic control, radar speed signs and other available signage
- Engage with MOTI to discuss speed control device installations and inquire about transfer of road ownership
- Forward the complaint letter to the Fort St. John RCMP detachment for their records
- Provide a letter of response to the complainant advising of actions being taken
- Engage with the Park Caretakers to provide ongoing support regarding speed limit enforcement and communicate progress on speeding mitigation initiatives

The Committee agreed to advance this topic to the Regular Council Meeting being held this same day.

[Speeding at Peace Island Park Letter](#)

7. **UNFINISHED BUSINESS**

Nil
8. **NEW BUSINESS**
   Nil

9. **COMMITTEE REPORTS**
   Nil

10. **STAFF REPORTS**
    10.1 Verbal Updates on Committee Business

The Golf Course General Manager provided an update on the following topics:
- Regularly scheduled weekly programs including Ladies Night, Men's Night, Commercial League and the Junior Golf Program
- Upcoming events including the Chamber of Commerce Tournament, BC LNG Hole in One Tournament and United Way Tournament
- Meal ticket procedures
- Weed spraying and green repairs
- Mosquito control
- Seasonal staff onboarding and training
- Club Prophet system issues

The Acting Community Services Manager provided an update on the following topics:
- Community events including Bingo, Emergency Prevention Week BBQ and Taylor Pool Beach BBQ
- Taylor Pool operations including staffing, hours of operation, swimming lessons and meet the lifeguards swim day
- Community fitness programs including Zumba, and Tai Chi are almost done for the summer season
- Unsuccessful Imagine grant application
- Northeast British Columbia Heritage Auto Tour advertising
- Kiosk installation at the Visitor Centre
- Taylor brochure revisions
- Taylor Hill Climb to be rescheduled due to air quality impacts
- Visitor Centre opening
- Interviews for Kids Kamp staff
- Taylor Times publication and budget considerations for next year
- Terry Fox Run event organization

The Acting Parks & Facilities Director provided an update on the following topics:
- Taylor Pool set-up and repairs
- Ball Diamond washroom facilities partition installations
- Ball Diamond shale installation follow-up

June 3, 2019
• Arrival of new Gator
• Grass cutting
• Hiring for seasonal staff
• Facility events including the Fort St. John and District Kennel Club Dog Show and Spirit of the Peace Pow Wow
• Stair repair between the Complex and Community Hall
• Request for Proposals development to remove buildings on South Taylor lands
• Meeting with BC Hydro to discuss boat launch maintenance and contract renewal

10.2 Taylor Community Pool Fee Schedule  
Paula Calla, Acting Community Services Manager

The Acting Community Services Manager provided an overview of concerns associated with Taylor Pool facility rentals by various schools in the region and staffing capacity to monitor large groups of children in the pool. It was also noted that a pool facility rental fee for schools is not included in the Consolidated Fees and Charges Amendment Bylaw Fee Schedules.

Discussion ensued around options to mitigate staffing constraints and scheduling concerns. The Committee agreed that a maximum capacity of 45 students and a minimum of 5 volunteers per group can be implemented for school pool facility rentals.

Further discussion ensued around the implementation of semi-private swim lessons. The Committee agreed to establish semi-private swim lessons at a cost of $30 per session for a maximum of 4 students based on available capacity and to advanced this recommendation to the Regular Council Meeting being held this same day.

10.3 Event Safety Concerns  
Enzo Calla, Deputy Chief/Protective Services Specialist

The Fire Chief provided an overview of concerns surrounding lack of emergency access and evacuation plans for large scale community events.

Discussion ensued around the following topics:
• Current requirement to keep emergency access lanes open for ball diamond rentals
• Potential liability implications associated with events taking place on District property
• Lease agreement revisions to include provisions regrading special events and annual third-party insurance requirements
• Limiting distance provisions for temporary dwelling units

The Committee requested that staff coordinate with event organizers for the remainder of 2019 to ensure safety measures are addressed and to gather feedback from event organizers in order to inform the development of the proposed Special Events bylaw.

11. MEDIA & GALLERY - QUESTION PERIOD  
Nil

12. CLOSED MEETINGS  
Nil

13. ADJOURNMENT  
The Recreation Committee Meeting adjourned with the time being 11:30 a.m.

Certified in accordance with Section 148 of the Community Charter.

__________________________________________
Corporate Officer

Confirmed this _________ day of ______________, 2019.

__________________________________________
Chair
Dear Mayor and City Council of the District of Taylor, BC

I am writing this letter in regards to an upsetting situation that we (as a family) experience this weekend down at peace Island Park Campground.

We set up our campsite Friday night and between then and I was leaving on Sunday we counted three separate incidences with our son alone and the traffic coming in and out of the campground, one incident with another child that didn’t belong to us from another campsite and witnessed many many other potential he dangerous moments throughout the days. All of these incidents were due to the amount of speeding through the park, Especially around the playground itself in the main area. I actually witnessed two vehicles purposely not stop for me and my son, with autism, As we tried to cross the street from the playground to our campsite in number 78.

The amount of traffic that show no care for the 10 km an hour posted speed signs, pylons put up, and High number of children in the area, was very upsetting. So upsetting that I actually felt the need to call the park manager. Their reply was “there’s nothing we can do, we’ve made many phone calls to the district, to MOT and highways and parks and get nowhere with any of them. By all means, feel free to sit at the street and scream at them to slow down, maybe they’ll listen to you better than they listen to us.”

This annoyed me. Not only do I NOT want to spend my family weekend camping yelling at people driving by all day, or stress that my children aren’t safe due to speeding and unaware drivers, but that’s not my job. And to be told that every single means of precaution that could be put in place, Such as speed bumps, has been turned down, or ripped out when put in by previous park manager, tells me that the regard for children safety is actually not a priority of the park, the District or anybody else that has a role in ensuring the park’s safety.

In talking to other parents, it’s become quite apparent that the only way our concerns will be addressed is after a child is struck by a car and seriously hurt or killed. And it’s really sad that it has to go that far before something so simple could be done. Even the police who came down after being called have said that they find it ridiculous that no attempts at slowing traffic down have been done by the park. And the manager said they’ve done all that they can. So it kind of seems like a big vicious cycle and nobody is actually stopping the cycle by doing something. The police officer that I spoke to yesterday said that they are actually considering having seasonal police down at the park on bicycles.

It is my sincere hope that you take my complaint and letter into consideration for what is an ongoing serious problem at Peace Island Park. Our families and our children’s lives really are at risk.

Sincerely,

weekend camper at Peace Island.
COUNCIL PRESENT:
Michelle Turnbull, Acting Mayor
Betty Ponto, Councillor
Dave Lueneberg, Councillor

COUNCIL ABSENT:
Rob Fraser, Mayor
Brent Taillefer, Councillor

STAFF PRESENT:
Andrew Young, MCIP, RPP, Chief Administrative Officer
Paula Calla, Acting Community Services Manager

GALLERY & MEDIA PRESENT:
Matt Preprost, Alaska Highway News
Scott Brooks, Moose FM
Kerri Laurin, Guest & Delegate, Arnie Isberg Memorial Tournament
(Left at 5:05 p.m.)
Becky Belle, Guest & Delegate, Arnie Isberg Memorial Tournament
(Left at 5:05 p.m.)

RECORDING SECRETARY:
Tyla Pennell, Corporate Officer

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

2. INTRODUCTION OF LATE ITEMS
Council agreed to include the following items for discussion:
- Speeding at Peace Island Park under Correspondence
- Establishment of Semi-Private Swim Lessons under New Business
- Highway and Line Painting under Council Reports
3. **ADOPTION OF AGENDA**

RESOLUTION

**#171/2019**

Moved by Councillor Lueneberg
Seconded by Councillor Ponto

"THAT, the agenda be adopted as amended."

CARRIED

4. **GUESTS & DELEGATES**

4.1 Arnie Isberg Memorial Tournament
Kerri Laurin & Becky Belle

An 8th Annual Arnie Isberg Memorial 1-Pitch Softball Tournament sponsorship handout was provided and forms part of these minutes.

Ms. Belle & Ms. Laurin expressed their appreciation to Council for their support in previous years and provided an overview of funds raised. Ms. Belle & Ms. Laurin also provided an overview of preparations for the upcoming tournament.

Council thanked Ms. Laurin & Ms. Belle for their presentation.

8th Annual Arnie Isberg Memorial 1-Pitch Softball Tournament Sponsorship Information

5. **GALLERY COMMENTS ON AGENDA TOPICS**

Nil

6. **ADOPTION OF MINUTES**

6.1 Public Works Committee Meeting Minutes
May 21, 2019

6.2 Protection Committee Meeting Minutes
May 21, 2019

6.3 Committee of the Whole Meeting Minutes
May 21, 2019

6.4 Regular Council Meeting Minutes
May 21, 2019

RESOLUTION

**#172/2019**

Moved by Councillor Ponto
Seconded by Councillor Lueneberg
"THAT, the four sets of minutes be adopted as presented."

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

7.1 Public Works Committee Meeting Minutes
May 21, 2019

Nil

7.2 Protection Committee Meeting Minutes
May 21, 2019

Councillor Lueneberg provided a brief update on remediation progress for the unsightly premises located at 10241 - 102 Street.

7.3 Committee of the Whole Meeting Minutes
May 21, 2019

Council expressed appreciation to staff for budget and public alert information included with the municipal tax notices.

RESOLUTION
#173/2019
Moved by Councillor Lueneberg
Seconded by Councillor Ponto

"THAT, the Council - Travel Conferences Policy be repealed."

CARRIED

RESOLUTION
#174/2019
Moved by Councillor Ponto
Seconded by Councillor Lueneberg

"THAT, grant-in-aid funding be provided to Peace Crossing Historical Society in the amount of $5,000."

CARRIED

7.4 Regular Council Meeting Minutes
May 21, 2019

Nil

8. CORRESPONDENCE

8.1 Correspondence list
Acting Mayor Turnbull provided an overview of the Taylor Elementary School Meet the Author Event being held on Wednesday, June 5, 2019. It was noted that all available Council members will attend.

Acting Mayor Turnbull advised that she will attend the upcoming Northern Lights College Convocation Ceremony being held in Fort St. John on Friday, June 14, 2019, and noted that she is unable to attend the University of Northern British Columbia (UNBC) Graduation Celebration due to the Spirit of the Peace Pow Wow being held this same day.

Council requested that staff provide a letter to UNBC to express the District's regrets for their inability to attend the Graduation Celebration.

**RESOLUTION #175/2019**

Moved by Councillor Ponto
Seconded by Councillor Lueneberg

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

CARRIED

8.2 8th Annual Arnie Isberg Memorial Tournament Sponsorship Request - Staff Memo
Tyla Pennell, Corporate Officer

**RESOLUTION #176/2019**

Moved by Councillor Ponto
Seconded by Councillor Lueneberg

“THAT, the 8th Annual Arnie Isberg Memorial 1-Pitch Tournament be granted 100% forgiveness of the ball diamond rental fees for their June 14 - 16, 2019 tournament subject to damage deposit and liability waivers being received; and

THAT, endorsement be provided to the 8th Annual Arnie Isberg Memorial 1-Pitch Tournament for operation of a beer gardens from June 14 - 16, 2019 at the Taylor ball diamonds subject to the District being named as an additional insured on the insurance policy.”

CARRIED

8.3 Neighbourhood Watch Program Request
Doug and Tammy Scott, Residents

Discussion ensued around coordinating a Citizens on Patrol information session for residents with presentations from the Fort St. John RCMP Detachment and
an active Citizens on Patrol group. Council agreed to proceed with scheduling an information session and requested that a response be provided to Mr. and Mrs. Scott thanking them for their letter and advising that an information session on this topic will be arranged.

**RESOLUTION #177/2019**

 Moved by Councillor Ponto
Seconded by Councillor Lueneberg

"THAT, staff be authorized to coordinate a Citizens on Patrol information session for residents; and

THAT, invitations be extended to the Fort St. John RCMP Detachment, and to a local/regional Citizens on Patrol Group representative; and

THAT, staff reach out to the Dawson Creek Citizens on Patrol Group to request background information and to inquire about their experiences."

**CARRIED**

8.4 2019 Canada Day Parade Invitation
Lorraine Michetti, Mayor Village of Pouce Coupe

Discussion ensued around upcoming Canada Day parades being held in Pouce Coupe and Fort St. John. It was noted that Councillor Lueneberg will attend the Pouce Coupe Canada Day Parade, with the Administration Vehicle, and Council requested that Community Services provide District of Taylor promotional items to be distributed.

Direction to staff to RSVP to the Village of Pouce Coupe regarding the District's participation in the July 1, 2019 Canada Day Parade.

**RESOLUTION #178/2019**

 Moved by Councillor Lueneberg
Seconded by Councillor Ponto

"THAT, the 2019 Canada Day Parade Invitation be received for information."

**CARRIED**

8.5 Southern Mountain Caribou Agreement Response
District of Taylor

**RESOLUTION #179/2019**

 Moved by Councillor Ponto
Seconded by Councillor Lueneberg
"THAT, the District of Taylor Southern Mountain Caribou Agreement Response correspondence be received for information."

CARRIED

8.6 Board Meeting and Roundtable Invitation
Colleen Nyce, Board Chair, Northern Health

Acting Mayor Turnbull and Councillor Ponto advised that they will be attending the Northern Health Board Meeting and Roundtable session.

Direction to staff to RSVP to the Board Meeting and Roundtable Invitation.

RESOLUTION
Moved by Councillor Lueneberg
Seconded by Councillor Ponto

"THAT, the Northern Health Board Meeting and Roundtable Invitation be received for information."

CARRIED

8.7 Speeding at Peace Island Park
Peace Island Park Patrons

A copy of the Speeding at Peace Island Park letter was provided and forms part of these minutes.

Councillor Ponto provided clarification surrounding the location of the road addressed in the letter and an overview of discussion on this topic from the Recreation Committee Meeting held earlier this same day. It was noted that the District will pursue the following initiatives in order to mitigate speeding concerns at Peace Island Park:

- Investigate signage options including traffic control, radar speed signs and other available signage
- Engage with the Ministry of Transportation & Infrastructure to discuss speed control device installations and inquire about transfer of road ownership
- Forward the complaint letter to the Fort St. John RCMP detachment for their records
- Provide a letter of response to the complainant advising of actions being taken
- Engage with the Park Caretakers to provide ongoing support regarding speed limit enforcement and communicate progress on speeding mitigation
initiatives.

RESOLUTION
#181/2019

Moved by Councillor Ponto
Seconded by Councillor Lueneberg

"THAT, the Speeding at Peace Island Park correspondence be received for information."

CARRIED

Speeding at Peace Island Park

9. UNFINISHED BUSINESS
Nil

10. NEW BUSINESS
10.1 Establishment of Semi-Private Swim Lessons

Councillor Ponto provided an overview of the request to establish semi-private swim lessons presented at the Recreation Committee Meeting held earlier that day.

RESOLUTION
#182/2019

Moved by Councillor Ponto
Seconded by Councillor Lueneberg

"THAT, Semi-Private Swim Lessons be established at a rate of $30 per person, per session, with a maximum capacity of four students per lesson; and

THAT, Semi-Private Swim Lessons be offered for the remainder of the 2019 swim season; and

THAT, consideration be given to include Semi-Private Swim Lesson fees in the 2020 Consolidated Fees and Charges Amendment Bylaw."

CARRIED

11. COUNCIL REPORTS
11.1 Highway and Line Painting

Discussion ensued around the requirement for re-application of paint and reflectors on the North Taylor Hill due to low visibility for tourist and residential traffic. The Chief Administrative Officer advised that the Ministry of Transportation and Infrastructure (MOTI) regional manager was contacted and
noted that the estimated timeframe to begin line painting and reflector installation would be in one to two weeks. It was also noted that MOTI will be contacting CN Rail to request that new reflectors be installed on the railway overpass between Taylor and Fort St. John.

Further discussion ensued around safety concerns related to increased unsecured load incidents and vehicles turning left onto Birch Avenue East. Council agreed that an invitation will be extended to CVSE to attend an upcoming Protection Committee Meeting to address concerns. Council also requested that staff follow up with MOTI to provide a formal letter which outlines Council's concerns surrounding line painting and reflectors as well as left turning vehicles onto Birch Avenue East.

Direction to staff to extend an invitation to CVSE to attend an upcoming Protection Committee Meeting.

RESOLUTION
#183/2019
Moved by Councillor Ponto
Seconded by Councillor Lueneberg

"THAT, staff be authorized to contact the Ministry of Transportation and Infrastructure (MOTI) and bring forward Council's concerns regarding line paint re-application and reflector replacement and augmentation on the North Taylor Hill; and

THAT, staff collaborate with MOTI to investigate opportunities to reduce or eliminate vehicles turning left off of the Alaska Highway into residential areas, north of the railway tracks, which do not have a designated left turning lane."

CARRIED

12. STAFF REPORTS
Nil

13. BYLAWS
Nil

14. MEDIA & GALLERY - QUESTION PERIOD
Mr. Preprost inquired about speed bump removal at Peace Island Park. Council advised that previous speed bumps were privately installed and were not approved by the Ministry of Transportation and Infrastructure and therefore they were removed.

Council and members of the Media briefly discussed the highway line painting process.
Recessed for a meal break at 6:06 p.m.
Reconvened at 6:38 p.m.

15. CLOSED MEETINGS

RESOLUTION
#184/2019

THAT, the Regular Council Meeting Now be Closed to the public with the time being 6:38 p.m., as per Community Charter Section 90:

- (1)(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (1)(c) labour relations or other employee relations;
- (1)(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];
- (1)(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);
- (2)(a) 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."

CARRIED

16. ADJOURNMENT

Three matters were reported out of the Closed Meeting:

1. That the Annual General Meeting is scheduled for 7:00 p.m. on Tuesday, June 25, 2019.
2. That the 2019 Annual Report be released for public inspection on Friday, June 7, 2019.
3. That the 2018 - 2022 Strategic Priorities & Objectives report and accompanying tables be released.

RESOLUTION
#185/2019

"THAT, the Regular Council Meeting adjourn with the time being 7:55 p.m."

CARRIED

June 3, 2019
Certified in Accordance with Section 148 of the *Community Charter*.

______________________________
Corporate Officer

Confirmed this _________ day of ________________, 2019.

______________________________
Mayor
"Strike Out Cancer"

8th Annual
Arnie Isberg Memorial I-Pitch Softball Tournament

The Arnie Isberg Memorial I-Pitch Tournament brings teams together in competition to be champions but in the end the cancer patients of our community are the true winners.

Through the generosity of sponsors, players, volunteers and with the top teams donating their prize money back to the Fort St. John Hospital Foundation, the total raised through seven years of this is over $100,000. Amazing!!!

All proceeds from this event are directed to the Foundation's Cancer Diagnostic and Treatment Fund. Having the latest in cancer diagnostic and treatment technologies is critical to ensuring our community is provided the best possible care. Donations to the CD&TF help to outfit the community cancer centre and medical imagine department in our hospital. When dealing with any illness the last place you want to be is away from your trusted physician and the support of friends and family.

Your generosity and support of events like this allows the Foundation to purchase equipment for our hospital's cancer clinic resulting in quality cancer diagnosis and treatment right here at home.

June 14 - 16, 2019
Taylor Ball Diamonds
Taylor, BC
"Strike Out Cancer"
8th Annual
Arnie Isberg Memorial I-Pitch Softball Tournament
Sponsor Application Form

Please complete this sponsor application for and email or mail it with full payment to:

Kerri Laurin
8904 - 85th Ave
Fort St. John, BC V1J 6A2
kbear10@telus.net or give paperwork to any member of Team Sumo

Please make cheques payable to:
Softball Tournament CIO
Kerri Laurin

Etransfers can be made to:
KBear10@telus.net
Password: 1-Pitch

Note: Sponsorship benefits will commence once payment has been received
Payments must be in before June 01, 2019.

Contact Information:
Company Name (as it will appear in promotional material):

Contact Name: ________________________________
Address: ________________________________
City: ________________________________
Province: __________________ Postal Code: ______
Phone: __________________ Fax: ________________
Email: __________________
Website Address: __________________

Select Your Sponsor Option:
___ Platinum Sponsor $1500+ (Diamond – 3 available)
___ Beer Garden Sponsor $1500 (1 available)
___ Campsite Sponsor $1500 (2 available)
___ Gold Sponsor $1000 - $1499
___ Silver Sponsor $500 - $999
___ Light for Life - Join the Fight Luminary Ceremony $500
___ Memory Board $500
___ Bronze Sponsor $100 - $499
___ In Kind Sponsor (other than cash donation)

All Cash/Prize Donations are greatly appreciated

For Further Information please contact Michelle at MichelleMcArthur09@gmail.com
Platinum $1500+ (3 available)
*One of the three tournament diamonds named after your company & on the game schedule board
*Place your company logo (signage supplied by you) on the backstop of a diamond
*An event sponsor plaque
*Recognition as a platinum sponsor at the awards ceremony
*Acknowledgement in the local paper & social media
*Recognition on the sponsorship board at the event

Gold $1000-$1499
*Place your company logo (signage supplied by you) at the event (spot to be determined by organizers)
*An event sponsor plaque
*Recognition as a gold sponsor at the awards ceremony
*Acknowledgement in the local paper & social media
*Recognition on the sponsorship board at the event

Silver $500-$999
*Place your company logo (signage supplied by you) at the event (spot to be determined by organizers)
*Recognition as a silver sponsor at the awards ceremony
*Acknowledgement in the local paper & social media
*Recognition on the sponsorship board at the event

"Light for Life - Join the Fight" Luminary Ceremony Sponsor (x1) or Memory Board Sponsor (x1) $500 each
*Place your company logo (signage supplied by you) at the event (spot to be determined by organizers)
*Recognition as a luminary ceremony sponsor at the awards ceremony
*Acknowledgement in the local paper & social media
*Recognition on the sponsorship board at the event

Bronze $100-$499
*Place your company logo (signage supplied by you) at the event (spot to be determined by organizers)
*Recognition as a bronze sponsor at the awards ceremony
*Acknowledgement in the local paper & social media
*Recognition on the sponsorship board at the event

In-Kind Sponsor
*Place your company logo (signage supplied by you) at the event (spot to be determined by organizers)
*Acknowledgement in the local paper & social media
*Recognition on the sponsorship board at the event
Dear Mayor and City Council of the District of Taylor, BC

I am writing this letter in regards to an upsetting situation that we (as a family) experience this weekend down at Peace Island Park Campground.

We set up our campsite Friday night and between then and I was leaving on Sunday we counted three separate incidences with our son alone and the traffic coming in and out of the campground, one incident with another child that didn’t belong to us from another campsite and witnessed many many other potential he dangerous moments throughout the days. All of these incidents were due to the amount of speeding through the park, Especially around the playground itself in the main area. I actually witnessed two vehicles purposely not stop for me and my son, with autism, As we tried to cross the street from the playground to our campsite in number 78.

The amount of traffic that show no care for the 10 km an hour posted speed signs, pylons put up, and High number of children in the area, was very upsetting. So upsetting that I actually felt the need to call the park manager. Their reply was “there’s nothing we can do, we’ve made many phone calls to the district, to MOT and highways and parks and get nowhere with any of them. By all means, feel free to sit at the street and scream at them to slow down, maybe they’ll listen to you better than they listen to us.” This annoyed me. Not only do I NOT want to spend my family weekend camping yelling at people driving by all day, or stress that my children aren’t safe due to speeding and unaware drivers, but that’s not my job. And to be told that every single means of precaution that could be put in place, Such as speed bumps, has been turned down, or ripped out when put in by previous park manager, tells me that the regard for children safety is actually not a priority of the park, the District or anybody else that has a role in ensuring the park’s safety.

In talking to other parents, it’s become quite apparent that the only way our concerns will be addressed is after a child is struck by a car and seriously hurt or killed. And it’s really sad that it has to go that far before something so simple could be done. Even the police who came down after being called have said that they find it ridiculous that no attempts at slowing traffic down have been done by the park. And the manager said they’ve done all that they can. So it kind of seems like a big vicious cycle and nobody is actually stopping the cycle by doing something. The police officer that I spoke to yesterday said that they are actually considering having seasonal police down at the park on bicycles.

It is my sincere hope that you take my complaint and letter into consideration for what is an ongoing serious problem at Peace Island Park. Our families and our children’s lives really are at risk.

Sincerely,

[Name]

weekend camper at Peace Island.
1. **Local & Regional Government**
   - Development Variance Permit 19-091
     Chetwynd
     To allow an increase to the maximum accessory building floor area from 232 m² (2496 ft²) to 281 m² (3024 ft²), an increase of 49 m² (528 ft²) or 21%. Development Variance Permit 2378, 2019
   - June 2019 Board Newsletter
     Peace River Regional District

2. **General Correspondence**
   - Economic Development Capacity Building Funding – 2018
     Joel McKay, Chief Executive Officer, Northern Development Initiative Trust
   - Economic Development Capacity Building Funding – 2019
     Joel McKay, Chief Executive Officer, Northern Development Initiative Trust
   - News Article: Province Studying Three Options to Fix Taylor Bridge
     Alaska Highway News
   - News Article: Bob Zimmer: Looking Forward to New Homes, Families in Taylor
     Alaska Highway News
   - Call for Nominations for UBCM Executive
     Councillor Murry Krause, Chair, Nominating Committee, UBCM
May 29, 2019,

To The Union of British Columbia Municipalities,

I am writing on behalf of Victoria City Council, requesting favourable consideration and resolutions of support to restore Provincial support for libraries.

At the May 23, 2019 Council Meeting, Council approved the following resolution:

WHEREAS libraries are a social justice equalizer that provide universal access to information and learning materials irrespective of income levels;

WHEREAS libraries are now so much more than books, building community and a sense of inclusion;

WHEREAS restoring funding to libraries supports the BC Government’s agenda to eliminate poverty, improve access to education, and address social justice in BC;

WHEREAS funding rates have been frozen since 2009 and inflationary costs have increasingly been put on municipal property tax payers which is a regressive approach to funding public libraries;

WHEREAS municipalities face downloading from upper levels of government and have few tools to raise funds,

THEREFORE BE IT RESOLVED that Council request the Mayor write to the Minister of Education, the Premier, and all local MLAs strongly advocating for the restoration of library funding to a level that reflects both inflationary cost increases since 2009 and the value of this system to the Province.

BE IT FURTHER RESOLVED that this resolution be forwarded to other municipalities in the Capital Regional District and across BC requesting their favourable consideration.

We eagerly look forward to your support on this matter.

Sincerely,

Lisa Helps
Victoria Mayor
Formal Letter of Request for approval

To Whom It May Concern: District of Taylor BC
Public works
District council and Mayor

Request of Approval: Street Sign Banner for KIT Restauration to be installed ~50m to the N of the Lone-wolf Golf club Club sign. Near the Shrubs south of the apartment building.

Sign and content: KIT Restoration Taylor 250-224-5850
Water Wind Fire Mold IICRC cert.
Repair Restore Renovate
Handyman Services available

Size and construction: 4ft in high & 8 ft in wide 2-3 ft above ground constructed from preserved plywood and posts
With a banner printed by a sign shop and fastened to the structure.
Anchored with 8 2ft spikes to ensure stability from the elements.

Recommendation: please recommend other available location if site should not be approved.

Contact: Joe Ulrich kitrestroe@gmail.com 250-224-5850
WATER
FIRE
FLOOD
WIND
MOLD...

Call KIT Restoration 24 hours a day for prompt service.
IT DOESN'T HAVE TO BE A DISASTER...

But if it is, you can rest assured knowing one call will be all that's needed to make things right.

Top-quality equipment is just one reason to choose KIT Restoration. Energy efficient and top performance means the restoration process can be done as quickly and effectively as possible.

With over 10 years of renovating houses on the side, we have put our skills and local tradesmen to work going beyond minimum code for a completed project done with that "Swiss" touch.

For insurance claims, restoration and cleanup or residential repair work, choose to work with local IICRC certified professionals.

---

Our equipment includes:

DRI-EAZ LGR DEHUMIDIFIER

Offers high performance water removal for all drying conditions. Extreme Dew Point Technology delivers the fastest response for changing drying conditions.

DRI-EAZ REVOLUTION LGR DEHUMIDIFIER

State of the art LGR technology in a compact size. Delivers large performance, but is perfect for small areas such as crawl spaces, bathrooms, kitchens, etc. Low power usage.

HAZMASTERS PRO EnforceAir Negative Air Unit

Versatile 5 stage filtration is perfect for diverse environments. Features a cylindrical HEPA filtration system for greater coverage.

SAHARA PRO X3 TURBODRYER

Variable speed and legendary durability makes the rugged Sahara Pro X3 an ideal choice. Low amp draw and built-in GFCI makes for easy daisy-chain capability.

HYDRAMASTER 4500

A powerful extraction unit that works with our Dri-Eaz mat system for quick removal of water from beneath hardwoods and laminates, reducing the need for tearouts and build backs.

---

DRI-EAZ VELOPRO LOW PROFILE AIR MOVER

Variable speed control and five operating positions offers fast and consistent drying. Ultra compact design, low power consumption and daisy-chain capable.

ZIP WALLS CONTAINMENT SYSTEM

Zip Walls tightly seal at walls and ceiling to create a sealed containment environment. Can be used with negative or positive air.

WE ONLY USE BOTANICAL DISINFECTANTS

Your health and well-being is our number one priority. That's why we only use authentic botanical disinfectants as part of our cleaning and restoration processes.

---

AGENDA ITEM #8.3
Request for Approval for Sign Placement on Municipal P...
MAY 2 2 2019

Her Worship Lori Ackerman
Mayor of the City of Fort St. John
10631 100 Street
Fort St. John BC V1J 3Z5

His Worship Rob Fraser
Mayor of the District of Taylor
P.O. Box 300
Taylor BC V0C 2K0

His Worship Keith Bertrand
Mayor of the District of Tumbler Ridge
P.O. Box 100
Tumbler Ridge BC V0C 2W0

Her Worship Joan Atkinson
Mayor of the District of Mackenzie
P.O. Bag 340
Mackenzie BC V0J 2C0

Mr. Mike Whalley
Executive Director
Resource Municipalities Coalition
10631 100 Street
Fort St. John BC V1J 3Z5

Dear Madam Mayor and Co-Signatories:

Thank you for your letter of December 12, 2018, written on behalf of the Resource Municipalities Coalition’s member communities, concerning caribou in British Columbia. I regret the delay in responding.

The Government of Canada is committed to the protection and recovery of southern mountain caribou and to fulfilling the Government’s obligations under the Species at Risk Act. In May 2018, I determined that southern mountain caribou face imminent threats to their recovery. My finding underscores the importance of immediate action to recover and protect this iconic species.

It is unfortunate that the time it took to arrive at a stable draft of the partnership agreement negotiated between the Government of Canada, the Government of British Columbia, the Saulteau First Nations and the West Moberly First Nations did not allow for substantive discussions with the Peace River Regional District to take place earlier. However, now that the engagement process on the draft partnership agreement as well as the draft section 11 agreement between Canada and British Columbia is well underway, I encourage you to provide feedback online via EngageBC or in person until May 31, 2019. The feedback from local communities (including that received at community meetings and from the Peace River Regional District in early April 2019) is essential to inform government decision making with regard to the next steps for these agreements.
May 31, 2019

Dear Landowner/Resident

RE: Westcoast Energy Inc., doing business as Spectra Energy Transmission ("Westcoast") proposed sale of northeast BC gathering and processing assets to NorthRiver Midstream Operations LP, an entity controlled or managed by Brookfield Asset Management Inc. ("Brookfield")

Further to our letters dated July 4, 2018 and January 9, 2019, and as directed by the National Energy Board, please find attached the Board's letter regarding the above-noted application.

If you have questions or concerns about the transaction, please contact Rod Locke, Manager Land and ROW Canada, at 1-800-451-6414 or at contact_lands@enbridge.com

Yours truly,

Rod Locke
Manager Lands and ROW Canada
Dear Ms. Arends:

Westcoast Energy Inc., carrying on business as Spectra Energy Transmission (Westcoast)  
Application for Leave to Sell Certain Gathering and Processing Facilities  
Pursuant to Paragraph 74(1)(a) of the National Energy Board Act (Application)  
Notice of Written Comment Process (Notice)

On 9 January 2019, the National Energy Board (Board or NEB) received Westcoast’s Application for leave to sell certain gathering and processing facilities to NorthRiver Midstream Operations LP. More information about the Project, including a link to all filed documents in relation to the Application can be found on the Board’s website at www.neb-one.gc.ca/Westcoast-Sale.

Westcoast states the facilities proposed for sale are located in Northeast British Columbia and generally comprise the federally regulated McMahon, Dawson, Aitken Creek, Sikanni, Fort Nelson, and Fort Nelson North processing plants and associated upstream raw gas gathering pipelines in Zone 1 and Zone 2 of the Westcoast pipeline system (Transfer Facilities).

The Board has decided to establish the following written process to solicit comments on the Application:

- Interested persons must file a letter of comment with the Board, and serve\(^1\) the letter on Westcoast by 3 pm Pacific Time on 5 July 2019.

\(^1\) Serve means to officially provide a document to another participant. This can be done by providing a copy of the document by mail or fax, or by sending an e-mail notification that the document is available for retrieval from the NEB web site.
Westcoast may file reply comments with the Board, and serve them on interested persons who filed a letter of comment, by **3 pm Pacific Time on 19 July 2019.**

After reviewing the Application, letters of comment, reply comments from Westcoast and the documents filed in relation to this matter, the Board may issue its decision on the Application, or may determine that additional procedural steps are required.

Interested persons should include in their letter of comment:

- Their name, mailing address, and phone number;
- The name of their organization, if they represent one;
- Reference to File No. OF-Fac-Gas-W102-2019-01 01;
- An explanation of how they are impacted by the Application, or provision of information that will assist the Board in making its decision; and
- Any other concerns they may have related to the Application.

Letters of comment should be relevant to impacts associated with the sale and purchase of the Transfer Facilities. The Board will only consider evidence relevant to the Application. Letters of comment can be filed by hand delivery, mail, fax, courier, or electronically through the Board’s e-filing tool.¹

Service of letters of comment or reply comments from Westcoast, if done by an electronic means, does not require that the person serving the document provide an original hard copy, notwithstanding Rule 8(9) of the *National Energy Board Rules of Practice and Procedure, 1995.*

Contact information for the Board and Westcoast is as follows:

**Ms. Sheri Young**
Secretary of the Board
National Energy Board
Suite 210, 517 Tenth Avenue SW
Calgary, AB T2R 0A8
Fax: 403-292-5503
Toll free fax 1-877-288-8803

**Ms. Mikki Arends**
Senior Specialist, Regulatory Affairs
Westcoast Energy Inc., carrying on business as Spectra Energy Transmission
200, 425 1 Street SW
 Calgary, AB T2P 3L8
Fax: 403-767-3863
Email: mikki.arends@enbridge.com

The Board directs Westcoast to:

1. Serve copies of this letter and its attachments, **no later than 3 pm Pacific Time on 10 June 2019** on the following persons:
   a) the list compiled by Westcoast of current and potentially affected landowners and residents in the emergency planning zone;
   b) the list compiled by Westcoast of trappers and guide outfitters potentially impacted by the Application;

c) the list compiled by Westcoast of interested persons, including commercial third parties;

d) all municipalities, provincial and federal government departments potentially impacted by the Application; and

e) all Indigenous\(^3\) groups engaged by Westcoast in relation to the Application.

2. Post the Notice of Written Comment Process (Notice) (attached as Appendix A to this letter) on Westcoast's website by \textbf{10 June 2019}.

3. Publish the Notice no later than \textbf{12 June 2019} in the publications listed in Appendix B attached to this letter. The Notice must meet the requirements of the Government of Canada's Federal Identity Program. For the link on the Board website please go to: \url{https://www.neb-one.gc.ca/prteptn/hrng/hrngntfctn-eng.html}.

4. Make copies of the Application available for public viewing at various locations in the area of the Transfer Facilities by \textbf{14 June 2019}. At least one such location must have a French version of the Application available. A listing of these locations must be made available on Westcoast's website by \textbf{14 June 2019}. This list should indicate the street address of the locations where the Application will be available, the hours accessible, the language the Application is available in, and whether the Application is available in hard copy or electronic format.

5. File confirmation with the Board that steps 1 – 4 were completed, no later than \textbf{21 June 2019}. Confirmation is to include the dates of the publications, and a list of all the persons as noted above in section 1 (a) through (e) upon whom the Notice and Letter were served.

If you have any questions regarding this letter or the Notice, please contact Josh Brading, 403-607-3941 or the Board at 1-800-899-1265 (toll free).

\textbf{Yours truly,}

\textit{Original signed by L. George for}

Sheri Young
Secretary of the Board

Attachments: Appendix A and Appendix B

---

\(^3\) "Indigenous" has the meaning assigned by the definition of \textit{Aboriginal peoples of Canada} in subsection 35(2) of the \textit{Constitution Act, 1982}:

(2) In this Act, "aboriginal peoples of Canada" includes the Indian, Inuit and Métis peoples of Canada.
Appendix A

Westcoast Energy Inc., carrying on business as Spectra Energy Transmission
Application for Leave to Sell Certain Gathering and Processing Facilities
Pursuant to Paragraph 74(1)(a) of the National Energy Board Act (Application)

Notice of Written Comment Process

The National Energy Board (NEB or Board) has decided to establish a written process to solicit comments on an Application from Westcoast Energy Inc., doing business as Spectra Energy Transmission (Westcoast) for leave to sell certain gathering and processing facilities (Transfer Facilities) to NorthRiver Midstream Operations LP. The Transfer Facilities proposed to be sold are located in Northeast British Columbia and are identified on the provided map. Should the Application be approved, the Transfer Facilities would come under the jurisdiction of the province of British Columbia, and no longer be regulated by the Board.

[WESTCOAST TO ADD COPY OF MAP SHOWING THE FACILITIES PROPOSED TO BE SOLD –THE SCALE OF THE MAP MUST BE BIG ENOUGH TO INDICATE WITH REASONABLE ACCURACY THE LOCATION OF THE FACILITIES.]

The Board will consider letters of comment on the Application from all persons potentially impacted by the Project, and reply comments from Westcoast.

Interested persons must file a letter of comment with the Board, and serve the letter on Westcoast by 3 pm Pacific Time on 5 July 2019.

Letters of comment should be relevant to impacts associated with the sale and purchase of the Transfer Facilities. The Board will only consider evidence relevant to the Application.

To file your letter of comment and to learn what information must be included, please visit our website at www.neb-one.gc.ca/Westcoast-Sale. All filed documents in relation to Application are accessible there. Please include the NEB file reference number OF-Fac-Gas-W102-2019-01 01 on your letter of comment.

After reviewing the Application, letters of comment, reply comments from Westcoast and documents filed in relation to this matter, the Board may issue its decision on the Application, or may determine that additional procedural steps are required.

Should you have any questions, please contact the Board at 1-800-899-1265 (toll free).
Appendix B

Westcoast Energy Inc., carrying on business as Spectra Energy Transmission
Application for Leave to Sell Certain Gathering and Processing Facilities
Pursuant to Paragraph 74(1)(a) of the National Energy Board Act

List of Publications

<table>
<thead>
<tr>
<th>Publication Name</th>
<th>Language or type of Publication</th>
<th>Region</th>
<th>Frequency of Publication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fort Nelson News</td>
<td>English</td>
<td>Fort Nelson, BC</td>
<td>Weekly (Wednesday)</td>
</tr>
<tr>
<td>The Dawson Creek Mirror</td>
<td>English</td>
<td>Dawson Creek, BC</td>
<td>Weekly (Thursday)</td>
</tr>
<tr>
<td>Prince George Citizen</td>
<td>English</td>
<td>Prince George, BC</td>
<td>Daily</td>
</tr>
<tr>
<td>Alaska Highway News</td>
<td>English</td>
<td>Dawson Creek, BC</td>
<td>Weekly (Thursday)</td>
</tr>
<tr>
<td>La Source</td>
<td>French</td>
<td>Vancouver, BC</td>
<td>Every other Tuesday (June 11, June 25, July 8 and August 27)</td>
</tr>
</tbody>
</table>
Canadian Midstream Assets in Northeast BC

AGENDA ITEM #8.5
Westcoast Energy Inc., doing business as Spectra Energ...
TO: Mayor and Council

FROM: Andrew Young, MCIP, RPP, Chief Administrative Officer

DATE: June 17, 2019

SUBJECT: 2019 UBCM Convention - potential Ministerial meetings

STRATEGIC GOALS & PRIORITIES:
This report complies with the following strategic goals set out by Council:
- Foster strong communication at all levels
- Build strong relationships

This report meets the above strategic priorities by:
1. Promoting effective communications between the District of Taylor and Provincial Ministries, as well as neighbouring local governments, in support of municipal objectives and strategic priorities.
2. Developing supportive and sustaining relationships between the District of Taylor and Provincial Ministries, that help enable the municipality to maintain community services and infrastructure.

RECOMMENDED RESOLUTION:
That Council:
1. Receives the staff report concerning potential Ministerial meeting items in preparation for the 2019 UBCM convention; and
2. Identifies Ministerial meetings and topics that it would like District of Taylor staff to seek, and prepare for, in advance of the 2019 UBCM convention.

PURPOSE:
The annual Union of British Columbia Municipalities (UBCM) convention is a tremendous opportunity for Council members to meet with Provincial Ministers to discuss matters of concern to the District of Taylor and to seek support for important projects. It is also a great opportunity to meet with representatives from other communities, exchange ideas, and learn of new developments. To help the District confirm desired meetings with Provincial Ministers it is suggested that Council identify the matters that are of greatest concern to the District of Taylor at this time. Once the District’s concerns are identified by Council, staff will develop Ministerial briefs and present them to Provincial staff to help secure the requested Ministerial meetings.
BACKGROUND:
The following meeting ideas are presented for consideration by the District of Taylor Council. Other ideas may arise as a result of Council’s consideration and deliberations.

- Peace River Bridge (aka the Taylor Bridge) - seeking the construction of a modern four-lane bridge over the Peace River adjacent to the existing two-lane Peace River Bridge (which would then be removed), as well as upgrades to and widening of Highway #97 including improvements to the highway on the North Taylor hill, and the hillside located south of the Peace River (aka the South Taylor Hill) in order to help ensure and maintain the safe transportation of people, and goods and services to and from NE British Columbia. Support for these works is being sought through the Minister of Transportation and Infrastructure.

- Regional and Intra-Provincial Highway Improvements - seeking general upgrades to and widening of highways serving NE British Columbia in order to help ensure and maintain the safe transportation of people, and goods and services to and from NE BC, and the Peace River region. Support for these works is being sought through the Minister of Transportation and Infrastructure.

- Infrastructure Upgrades - seeking to upgrade and/or replace old portions of the District’s water supply system (including some of the municipal water wells) to help ensure the long-term availability of safe clean water for residents, businesses, and visitors to Taylor. Support for this work is being sought through the Minister of Municipal Affairs and Housing; Minister of Forests, Lands and Natural Resource Operations and Rural Development; and the Minister of Transportation and Infrastructure.

- Tele-Medicine infrastructure – seeking support for communication upgrades to help sustain good health care in remote communities which are sometimes negatively impacted by long periods of inclement weather and seasonally poor road conditions. Tele-Medicine will also support specialist services as they can be provided from medical centres located in large urban centres. Support for this work is being sought through the Minister of Health.

FINANCIAL IMPLICATIONS:
None

COMMENTS & DISCUSSION:
It will be advantageous for the District to seek support from local and regional members of the BC Legislative Assembly in order to help secure the proposed meetings.

In addition, the District of Taylor may wish to collaborate with the City of Fort St John as well as the Resource Municipalities Coalition (RMC) in developing specific meeting requests and topics for discussion with selected Provincial Ministers and/or other stakeholders who may be attending UBCM. If so, Council may wish to identify topics now or in the near future that it would like the District to work on collaboratively with others in advance of the 2019 UBCM convention.
ALTERNATIVE OPTIONS:
Council may choose to identify other Ministerial meetings and topics that it would like District of Taylor staff to seek, and prepare for, in advance of the 2019 UBCM convention. Alternatively, Council may wish not to seek any meetings with Provincial Ministers at the 2019 UBCM convention. Please note, the latter alternative is not recommended by the Chief Administrative Officer.

SUMMARY & CONCLUSION:
As mentioned, the annual Union of British Columbia Municipalities (UBCM) convention is an excellent opportunity for members of the District of Taylor Council to meet with Provincial Ministers to discuss matters of concern to the District and to seek support for important projects. Council is encouraged at this time to identify Ministerial meetings and topics that it would like District of Taylor staff to seek, and prepare for, in advance of the 2019 UBCM convention.

RESPECTFULLY SUBMITTED:
________________________________________________________
Andrew Young, CAO

“The District of Taylor’s guiding principle is “Safety, Family, then Work.”
TO: Mayor & Council
FROM: Michael McPhail, Director of Financial Services
DATE: June 17, 2019
SUBJECT: Statement of Financial Information – 2018

ATTACHMENT(S):
- DOT Title Page Approvals 2018
- DOT Debts Covered by Reserves 2018
- DOT Loan Guarantee 2018
- Schedule of Remuneration 2018
- DOT Severance Agreements 2018
- Schedule of Vendors over $25,000 2018
- DOT Grants in Aid 2018
- Management Report 2018

STRATEGIC GOALS & PRIORITIES:
Foster strong communication at all levels

Through meeting the statutory Financial Information required by BC provincial government.

RECOMMENDED RESOLUTION:
That the District of Taylor adopts the 2018 Statement of Financial Information (SOFI) report & attachments as presented.

PURPOSE:
The report forms part of the District of Taylors Annual Statutory Reporting.

BACKGROUND:
Each year, the Financial Information Act (BC) requires that local governments and other public bodies present a report publicly disclosing certain financial information. The report is commonly referred to as the "Statement of Financial Information" (or SOFI). The deadline for delivery of the annual report to the Province of BC is June 30th.

FINANCIAL IMPLICATIONS:
None.
COMMENTS & DISCUSSION:
Elements of the 2018 SOFI report include the following:

- Separate disclosure of remuneration of each member of Council including travel expenses
- Separate disclosure of each employee who earned $75,000 or more and includes the disclosure of travel expenses
- Consolidated total of all other employee wages
- Separate total of payments made to each vendor who received $25,000 or more
- Consolidated total of all other vendor payments
- Consolidated financial statements and notes to the financial statements
- Schedule of grants-in-aid
- Loan guarantee agreements
- Other selected information

ALTERNATIVE RECOMMENDATIONS:
None.

SUMMARY & CONCLUSION:
As mentioned, this report and accompanying attachments is required pursuant to the FIA (BC). It is recommended that Council adopts the 2018 SOFI report and attachments.

RESPECTFULLY SUBMITTED:

________________________________________________________
Michael McPhail, Director of Financial Services

*The District of Taylor’s guiding principle is “Safety, Family, then Work.”*
STATEMENT OF FINANCIAL INFORMATION
For the Year Ended, December 31, 2018

The following information package, prepared in accordance with the Financial Information Act, was approved by the District of Taylor Council in open meeting assembled on June 3, 2019.

On behalf of Council:

-----------------------------------
Rob Fraser
Mayor

The information contained in this package is certified as accurate and correct.

-----------------------------------
Michael McPhail
Director of Finance/Deputy Clerk

Date
Debts Covered by Sinking Funds or Reserves

The District of Taylor has a Debt Retirement Reserve Fund used for the sole purpose of extinguishing long-term debt when opportunities arise for early debt pay-out. No specific debt issues are attached to the reserve fund. Arbitrary amounts are transferred out of general revenue to the reserve fund in accordance with the annual 5-year budget. As such, there are no legal requirements for the District to transfer funds into the reserve fund. Funds in the reserve fund together with interest earned therein can only be used for lump-sum early debt retirement pay-outs.

As of December, 31, 2018, the reserve fund contained a total of $77,693.47.
Loan Guarantee Agreement

The District of Taylor had no loan guarantee agreements.
## DISTRICT OF TAYLOR
### 2018 Statement of Financial Information Report

#### Schedule of 2018 Council Remuneration, Benefits, and Expenses

<table>
<thead>
<tr>
<th>Council Member</th>
<th>Remuneration &amp; Benefits</th>
<th>Travel / Conference / Expenses</th>
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</thead>
<tbody>
<tr>
<td>Mayor Rob Fraser</td>
<td>$22,513.40</td>
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<td>Councillor George Barber</td>
<td>$6,309.89</td>
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<td>Councillor Dave Lueneberg</td>
<td>$10,700.49</td>
<td>$1,642.09</td>
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<tr>
<td>Councillor Betty Ponto</td>
<td>$10,993.12</td>
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<td>Councillor Brent Taillefer</td>
<td>$10,520.49</td>
<td>$2,146.04</td>
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<tr>
<td>Councillor Michelle Turnbull</td>
<td>$1,235.70</td>
<td>$1,000.63</td>
</tr>
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**Grand Total Elected Officials**

<table>
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<tr>
<th></th>
<th>Remuneration &amp; Benefits</th>
<th>Travel / Conference / Expenses</th>
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<tr>
<td></td>
<td>$61,037.39</td>
<td>$25,990.67</td>
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#### Schedule of 2018 Staff Remuneration and Expenses

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Remuneration &amp; Benefits</th>
<th>Travel / Conference / Expenses</th>
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</thead>
<tbody>
<tr>
<td>Mike Brown, General Tradesman</td>
<td>$75,124.66</td>
<td>$1,922.60</td>
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<tr>
<td>Les Bruvold, General Tradesman</td>
<td>$79,243.17</td>
<td>$3,255.41</td>
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<tr>
<td>Dave Callum, Golf Course General Manager</td>
<td>$80,081.33</td>
<td>$997.85</td>
</tr>
<tr>
<td>Ray Ensz, Public Works Lead Hand</td>
<td>$88,834.84</td>
<td>$3,486.38</td>
</tr>
<tr>
<td>Mike Farquharson, Acting Parks &amp; Facilities Department</td>
<td>$78,280.57</td>
<td>$1,175.07</td>
</tr>
<tr>
<td>Michael McPhail, Director of Finance</td>
<td>$98,883.50</td>
<td>$3,916.45</td>
</tr>
<tr>
<td>Ryan Nelson, Superintendent Public Works</td>
<td>$97,053.38</td>
<td>$3,989.79</td>
</tr>
<tr>
<td>Tyla Pennell, Corporate Officer</td>
<td>$86,353.00</td>
<td>$13,907.52</td>
</tr>
<tr>
<td>Description</td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>Total Employees earning more than $75,000</td>
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<td>$32,651.07</td>
</tr>
<tr>
<td>Total Employees earning less than $75,000</td>
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<tr>
<td>Total Remuneration all employees (excluded Elected Offic)</td>
<td>$3,367,274.00</td>
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<tr>
<td>Total per Statement of Revenue and Expenditure</td>
<td>$3,367,274.00</td>
<td></td>
</tr>
</tbody>
</table>
Severance Agreements

There was one severance agreement made between The District of Taylor and its non-unionized employees during fiscal year 2018 for the amount $23,251. The agreement represents 5 months of salary.
## DISTRICT OF TAYLOR

### 2018 Statement of Financial Information Report

#### Schedule of 2018 Vendors over $25,000

<table>
<thead>
<tr>
<th>Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACUSHNET CANADA INC</td>
<td>63,788</td>
</tr>
<tr>
<td>ASSOCIATED FIRE SAFETY</td>
<td>33,018</td>
</tr>
<tr>
<td>BC ASSESSMENT AUTHORITY</td>
<td>38,044</td>
</tr>
<tr>
<td>BC HYDRO &amp; POWER AUTHORITY</td>
<td>277,936</td>
</tr>
<tr>
<td>BC LIQUOR STORES</td>
<td>41,328</td>
</tr>
<tr>
<td>BIG LEAGUE UTILITIES CORP</td>
<td>59,337</td>
</tr>
<tr>
<td>BRANDT TRACTOR LTD</td>
<td>131,347</td>
</tr>
<tr>
<td>BREWERS DISTRIBUTORS LTD.</td>
<td>35,262</td>
</tr>
<tr>
<td>CAL-TEC REFRIGERATION</td>
<td>45,613</td>
</tr>
<tr>
<td>CALLAWAY GOLF CANADA LIMITED</td>
<td>80,749</td>
</tr>
<tr>
<td>CAPRI INSURANCE SERVICES</td>
<td>90,414</td>
</tr>
<tr>
<td>COLIN GRIFFITH &amp; ASSOCIATES</td>
<td>101,569</td>
</tr>
<tr>
<td>COLLABRIA</td>
<td>353,790</td>
</tr>
<tr>
<td>D &amp; T DISPOSALS LTD.</td>
<td>50,002</td>
</tr>
<tr>
<td>DEVCON INDUSTRIAL SERVICES LTD</td>
<td>341,980</td>
</tr>
<tr>
<td>DGS ASTRO PAVING LTD</td>
<td>1,049,797</td>
</tr>
<tr>
<td>EDGEWORX BUSINESS PROFESSIONALS INC.</td>
<td>78,334</td>
</tr>
<tr>
<td>EPSCAN INDUSTRIES LTD.</td>
<td>142,342</td>
</tr>
<tr>
<td>G &amp; G GOLF COMPANY</td>
<td>34,761</td>
</tr>
<tr>
<td>GOLF SUPPLY HOUSE INC.</td>
<td>34,873</td>
</tr>
<tr>
<td>GORDON FOOD SERVICE CANADA LTD</td>
<td>108,579</td>
</tr>
<tr>
<td>KNAPPETT INDUSTRIES (2006) LTD</td>
<td>268,124</td>
</tr>
<tr>
<td>KPMG LLP, T4348</td>
<td>33,222</td>
</tr>
<tr>
<td>MINISTER OF FINANCE</td>
<td>65,647</td>
</tr>
<tr>
<td>MUNICIPAL PENSION PLAN</td>
<td>345,428</td>
</tr>
<tr>
<td>MURRAY CHEVROLET BUICK GMC</td>
<td>290,172</td>
</tr>
<tr>
<td>OAK CREEK GOLF &amp; TURF LP</td>
<td>290,172</td>
</tr>
<tr>
<td>PACIFIC BLUE CROSS</td>
<td>146,493</td>
</tr>
<tr>
<td>PACIFIC NORTHERN GAS (N.E.) LTD.</td>
<td>74,900</td>
</tr>
<tr>
<td>PEACE RIVER REGIONAL DISTRICT</td>
<td>212,809</td>
</tr>
<tr>
<td>PEACE RIVER REGIONAL HOSPITAL DISTRICT</td>
<td>250,508</td>
</tr>
<tr>
<td>PIMM'S PRODUCTION EQUIPMENT LTD</td>
<td>45,847</td>
</tr>
<tr>
<td>Province of BC</td>
<td>895,688</td>
</tr>
<tr>
<td>RAGAN, ADAM AND NANCY</td>
<td>140,658</td>
</tr>
<tr>
<td>RECEIVER GENERAL</td>
<td>760,419</td>
</tr>
<tr>
<td>ROCKY MOUNTAIN PHOENIX</td>
<td>207,956</td>
</tr>
<tr>
<td>ROYAL BANK OF CANADA</td>
<td>34,507</td>
</tr>
<tr>
<td>S. YOUNG ENTERPRISES LTD</td>
<td>142,231</td>
</tr>
<tr>
<td>SAUNDERSONS ELECTRIC LTD</td>
<td>67,891</td>
</tr>
<tr>
<td>SLEEMAN BREWING &amp; MALTING CO.</td>
<td>31,493</td>
</tr>
</tbody>
</table>
SMITH FUEL SERVICES LTD 83,266
TELUS COMMUNICATIONS 39,018
TROY LIFE & FIRE SAFETY LTD. 57,270
UNITED WAY OF NORTHERN BC 39,026
URBAN SYSTEMS 305,575
WORKERS' COMPENSATION BOARD OF BC 46,659
Payments Made (Vendors Over $25000) $ 7,817,526

Miscellaneous Payments ($25000 and Under) 1,695,424

TOTAL Payments $ 9,512,950

CALLUM, DAVE 124,944

Miscellaneous Payments ($25000 and Under) 46,967

Payments to supplier $ 171,911

Add payments for salaries 2,907,991
less payments for EI, CPP employer portion (585,893)
LTD, ADD & Life employee insurance (benefit) (135,559)
MSP paid to Revenue Services for BC (13,170)
Municipal Pension Plan Remitted (169,000)
Workers Compensation (46,667)
Payments for Floats & ATM's (112,000)
2018 prepaid expenses (57,531)
2017 prepaid expenses 62,706
Property Tax collected for others paid by chq (1,359,005)
Inventory change (68,527)
2018 Accounts Payable & Misc Accr Liabilities 855,982
2017 Accounts Payable & Misc Accr Liabilities (717,155)
Depreciation 1,275,475
Capital Asset Addition (2,991,760)
Credit Card payments (included vendors) (359,249)
Payments issued and recovered (403,714)
Unreconciled adjustment (31,743)

Total of Above $ 7,564,130

Total per Financial Statements $ 7,564,130

0
## 2018 Statement of Financial Information Report

### Schedule of 2018 Grants-in-aid

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resolution 2DC Rotary Auction Green Fees</td>
<td>$238</td>
</tr>
<tr>
<td>2015 Handydart Contribution for 2016</td>
<td>$7,060</td>
</tr>
<tr>
<td>CHURCH OF THE GOOD SHEPHERD GRANT-IN-AID</td>
<td>$1,140</td>
</tr>
<tr>
<td>NPCC 2016 Grant Funding Jan-dec</td>
<td>$14,000</td>
</tr>
<tr>
<td>WIB 5 Sponsorship</td>
<td>$500</td>
</tr>
<tr>
<td>United Way Tournament District Team</td>
<td>$250</td>
</tr>
<tr>
<td>Team for Special Olympics Tournament Res</td>
<td>$500</td>
</tr>
<tr>
<td>Ronald McDonald tournament</td>
<td>$427</td>
</tr>
<tr>
<td>2018 Bursary</td>
<td>$2,000</td>
</tr>
<tr>
<td>2x2 Bonspiel prize</td>
<td>$343</td>
</tr>
<tr>
<td>Junior membership</td>
<td>$466</td>
</tr>
<tr>
<td>Taylor School Book ceremony</td>
<td>$2,382</td>
</tr>
<tr>
<td>Fred Jarvis (In Memoriam)</td>
<td>$604</td>
</tr>
<tr>
<td>Hoselay sponsorship</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

**Total** $30,910
DISTRICT OF TAYLOR

STATEMENT OF FINANCIAL INFORMATION
For the Year Ended, December 31, 2018

MANAGEMENT REPORT

The District of Taylor was incorporated as a municipality under the authority of the Municipal Act in 1958. Its overall mandate is to provide municipal services to the residents and taxpayers of Taylor in areas of transportation, recreation, fire protection, cultural services, emergency management, and water and sewer services. The authority to collect property taxes and user fees and the authority to create and enforce bylaws is granted under provisions of the Local Government Act and the Community Charter. Services are provided primarily within the political boundaries of the District of Taylor.

The role of Council is to legislate bylaws; to establish goals, regulations, and policies; and to provide overall direction for management in achieving these goals. The role of management is to carry out Council’s directions in accordance with established bylaws, regulations, and policies. Management also oversees the day-to-day operations of the municipality. Specifically, the role of the financial manager consists of fulfilling all statutory requirements relating to finance, investment of surplus funds, safeguarding of assets, and financial reporting. The role of the municipal auditors is to provide an annual independent audit of the municipality’s financial statements. Portions of this information package are excerpts of the 2018 audited financial statements.

__________________________________________  _______________
Michael McPhail        Date
Director of Finance/Deputy Clerk
A Revenue Anticipation Borrowing Bylaw

WHEREAS Section 177 of the Community Charter empowers a Council, by bylaw, to provide for the borrowing of such sums as may be necessary to meet the current lawful expenditures of the municipality;

AND WHEREAS the outstanding debt under this bylaw must not exceed the total unpaid taxes for all purposes during the year and the money remaining due from other governments when borrowing under the bylaw occurs;

AND WHEREAS the total amount of property taxes imposed in 2019 is $4,713,182

AND WHEREAS the total amount of unpaid taxes to be imposed during 2019 before the 2019 property tax bylaw is adopted is deemed to be 75% of all property taxes imposed in the preceding year;

AND WHEREAS 75% of all property taxes imposed in 2019 is calculated as $3,534,887;

AND WHEREAS the maximum that Council may borrow in accordance with the above is $3,534,887 for 2019;

AND WHEREAS to meet the lawful expenditures of the municipality, it may become necessary that the Council borrow $3,534,887;

NOW THEREFORE the Municipal Council of the District of Taylor hereby enacts as follows:

1) It shall be lawful for the said Municipal Council to borrow upon the credit of the District from an operating line of credit from the North Peace Savings and Credit Union, the sum of Three Million, five Hundred thirty four Thousand, eight Hundred and eighty seven Dollars ($) in such amounts and at such times as the same may be required, and to pay interest thereon;

2) All the monies so borrowed and interest payable thereon shall be payable on or before the 31st day of July, 2020;

3) The form of the obligation to be given as an acknowledgement of the liability when the said line of credit is utilized shall be the appropriate forms and agreements of the North Peace Savings and Credit Union to be signed by the designated signing officers of the District.

4) This Bylaw may be cited as “Revenue Anticipation Borrowing Bylaw No. 836, 2019.”
DISTRICT OF TAYLOR
Bylaw No. 836, 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 Bylaw No. 836, 2019 of the District of Taylor, cited as "Revenue Anticipation Borrowing Bylaw No. 836, 2019."

_____________________________________
CORPORATE OFFICER