The District of Taylor

**Agenda**

Regular Council Meeting
to be held in Council Chambers
located at the District Office at 10007 – 100 A Street
Tuesday, August 6, 2019 at 5:00 PM

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|       |     July 15, 2019
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|       |   8.2 Annual Celebration 2019 Invitation
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9. UNFINISHED BUSINESS

10. NEW BUSINESS

11. COUNCIL REPORTS

12. STAFF REPORTS

12.1 CAO Activity Report – May through July 2019 · Staff Memo

Andrew Young, Chief Administrative Officer, MCIP, RPP

CAO Activity Report – May through July 2019 · Staff Memo

13. BYLAWS

14. MEDIA & GALLERY · QUESTION PERIOD

15. CLOSED MEETINGS

15.1 As per the Community Charter Section 90:

- (1)(c) labour relations or other employee relations;
- (1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
- (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
1. **CALL TO ORDER**
Chair Fraser called the meeting to order at 4:01 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 Enhanced Custom Transit Services (handyDART) · Staff Memo
      Michael McPhail, Director of Financial Services

      It was noted that the original BC Transit Custom Services Expansion Memorandum of Understanding between the District of Taylor and City of Fort St. John could not be located and is not included with this information.

      Discussion ensued around custom transit service costs. It was noted that the District's 2018 share of HandyDART service costs was approximately 4.6% and it is expected that with the additional taxi supplement, the District's portion of service costs would be increased by approximately $1,000. It was also noted that taxi services will only be available when the HandyDART service is unavailable or when a request is made outside of its operational hours.

      Further discussion ensued around the process for customers to request a taxi. It was noted that BC Transit would be contacted by the customer to make the request.

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

8. NEW BUSINESS
   Nil

9. COMMITTEE REPORTS
   Nil

10. STAFF REPORTS
    10.1 Verbal Updates on Committee Business

      The Corporate Officer advised that the operational hours for the Taylor Medical Clinic have increased for the month of July but that this modification would decrease the expected operational hours for August. An update was also provided on the approval of the District's application to the UBCM Asset Management Planning Program.

      The Chief Administrative Officer expressed appreciation to the Corporate Officer and Director of Financial Services for their efforts in searching for the original BC Transit Custom Services Expansion Memorandum of Understanding.
Transit Custom Services Expansion Memorandum of Understanding.

11. **MEDIA & GALLERY - QUESTION PERIOD**
Discussion ensued around the following topics related to custom transit services:
- Taxi service usage when the HandyDART is unavailable or if outside HandyDART's regular operating hours
- The BC Custom Transit Service billing process and approximate cost increase over the life of the service
- Limited number of available taxis with wheelchair access

12. **CLOSED MEETINGS**
Nil

13. **ADJOURNMENT**
The Committee of the Whole Meeting adjourned with the time being 4:17 p.m.

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

_______________________________________________________________________
Corporate Officer

Confirmed this __________ day of ________________, 2019.

_______________________________________________________________________
Chair
1. **CALL TO ORDER**
Mayor Fraser called the meeting to order at 5:02 p.m.

2. **INTRODUCTION OF LATE ITEMS**
Council agreed to include BC Custom Transit Services Memorandum of Understanding for discussion under New Business.

3. **ADOPTION OF AGENDA**

**RESOLUTION**

#220/2019

"THAT, the agenda be adopted as amended."

CARRIED
4. **GUESTS & DELEGATES**
   Nil

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

6. **ADOPTION OF MINUTES**
   6.1 Recreation Committee Meeting Minutes
       July 2, 2019
   6.2 Committee of the Whole Meeting Minutes
       July 2, 2019
   6.3 Regular Council Meeting Minutes
       July 2, 2019

   **RESOLUTION**
   #221/2019
   Moved by Councillor Taillefer
   Seconded by Councillor Ponto

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

   CARRIED

7. **BUSINESS ARISING FROM THE MINUTES**
   7.1 Recreation Committee Meeting Minutes
       July 2, 2019

       Nil

   7.2 Committee of the Whole Meeting Minutes
       July 2, 2019

       Nil

   7.3 Regular Council Meeting Minutes
       July 2, 2019

       Nil

8. **CORRESPONDENCE**
   8.1 Correspondence list

   **RESOLUTION**
   Moved by Councillor Turnbull
   July 15, 2019

   Regular Council Meeting Minutes
"THAT, the correspondence list be received for information."

CARRIED

8.2 Vertical Slam Ultimate Challenge Thank You Letter
The Vertical Slam Ultimate Challenge Society Directors and Volunteers

RESOLUTION

#223/2019

"THAT, the Vertical Slam Ultimate Challenge Thank You Letter be received for information."

CARRIED

8.3 Taylor Community Course Upgrade Request
Robin Sipe, President, Peace Country Pickleball

Council expressed their appreciation to the work that has gone into improving the community courts as well as their excitement for the increased usage of the courts and the potential improvements that could be made to the area.

Discussion ensued around the approval for the requested court upgrades. Council noted that the tennis courts were built with the Rotary Club and want to ensure that the ability to play tennis in the courts is not lost through potential improvements.

Council requested that the maintenance department for the community courts follow-up with the Peace Country Pickleball Association on the proposed improvements in order to understand the project's financial requirement and to discuss the ability to maximize usage of the courts for both tennis and pickleball. Direction to staff to prepare a follow-up report for Council's consideration after meeting with the Peace Country Pickleball Association.

8.4 Request for Camping Fee Reduction at Peace Island Park - Staff Memo
Tyla Pennell, Corporate Officer

Discussion ensued around the camping fee reduction request and benefits provided through the Peace Island Park Pavilion Letter of Understanding. Council agreed that the request would not be granted based on the existing Peace Island Park and Grants/Forgiveness/Sponsorship policies and requested that staff contact the Fort St. John Petroleum Association and encourage them to submit a sponsorship funding request letter for deliberation at the next Regular Council Meeting.
Council also requested that staff complete an analysis of the camping fee revenue for event weekends compared to non-event weekends at Peace Island Park and provide a follow-up report to Council for consideration of granting fee forgiveness or fee reductions for Peace Island Park camping fees in the future.

8.5 Annual Round Dance and Spirit of the Peace Pow Wow Retroactive Forgiveness Request - Staff Memo
Tyla Pennell, Corporate Officer

Discussion ensued around granting retroactive forgiveness for the Annual Round Dance and Spirit of the Peace Pow Wow. Council requested that staff communicate to event organizers that requests for forgiveness are best when received in advance of the event to ensure that grant-in-aid funding is available.

RESOLUTION #224/2019
Moved by Councillor Ponto
Seconded by Councillor Turnbull

“THAT, the Annual Round Dance event be granted retroactive forgiveness of fees for the Community Hall, Kitchen, tables and chairs including staff time for set up from Friday, May 24, 2019, at 4:00 p.m. to Saturday, May 25, 2019; and

THAT, the Spirit of the Peace Pow Wow event be granted retroactive forgiveness of fees for the arena, grounds, chairs and tables from Thursday, June 6, 2019, to Sunday, June 9, 2019.”

CARRIED

9. UNFINISHED BUSINESS
9.1 Rescinding of Resolution for Church of the Good Shepherd Water and Sewer Fees - Staff Memo
Tyla Pennell, Corporate Officer

It was noted that the April 1, 2019 corresponding resolution number is #104/2019.

RESOLUTION #225/2019
Moved by Councillor Lueneberg
Seconded by Councillor Taillefer

"THAT, Resolution #211/2019 be rescinded."

CARRIED
10. NEW BUSINESS

10.1 Mighty Peace Brewing Co Beer Garden Endorsement Request - Staff Memo
Tyla Pennell, Corporate Officer

Discussion ensued around restrictions or guidelines associated with liquor sales. It was noted that authority is granted by the Liquor Regulation Branch and RCMP present at the event would address any concerns surrounding liquor distribution if required.

RESOLUTION
#226/2019
Moved by Councillor Ponto
Seconded by Councillor Turnbull

"THAT, the proposal to operate a beer garden at the Metis Jigging & Fiddling event held from Friday, July 12, 2019, to Sunday, July 14, 2019 at the Peace Island Park Pavilion was endorsed, subject to all licensing requirements being met and the District being named as an additional insured on the insurance policy for the event."

CARRIED

10.2 BC Custom Transit Services Memorandum of Understanding

RESOLUTION
#227/2019
Moved by Councillor Taillefer
Seconded by Councillor Lueneberg

"THAT, Council agrees, in principal, to proceed with the development of a Memorandum of Understanding with the City of Fort St. John for the provision of HandyDART and enhanced custom transit services."

CARRIED

11. COUNCIL REPORTS
Council discussed their availability and topics for discussion at the following upcoming meetings:
- Peace Valley OSB Plant Transition Team Meetings
- Roundtable Discussion with Members of the Senate Canada
- Meet and Greet with the new District Manager for the Ministry of Transportation and Infrastructure

12. STAFF REPORTS
Nil

13. BYLAWS
Discussion ensued around off-street parking requirements outlined in the proposed Zoning Amendment Bylaw for microbreweries, craft distilleries and cannabis retail. Council requested that staff consider the impact of off-street parking requirements on local businesses when bringing forward additional amendments to the Zoning Bylaw at a later date.

14. MEDIA & GALLERY - QUESTION PERIOD
Mr. Preprost inquired about OSB Plant Transition Team Meeting objectives. Council advised that provincial agencies developed a transition team for the Peace Valley OSB Plant shutdown in Fort St. John to minimize impacts to workers and the economy.

Mr. Preprost inquired about the permanency of the Louisiana Pacific (LP) curtailment. Council advised Mr. Preprost to contact LP directly as this is information is not known at this time.

Mr. Preprost inquired about the replacement term for the Ministry of Transportation and Infrastructure Acting District Manager. Council advised that Ms. Katie Ward will remain the Acting District Manager for approximately one year.

Recessed at 6:00 p.m. for a meal break.
Reconvened at 6:19 p.m.

15. CLOSED MEETINGS

RESOLUTION
#228/2019
Moved by Councillor Turnbull
Seconded by Councillor Taillefer

"THAT, the Regular Council Meeting Now be Closed to the public with the time being 6:19 p.m., as per 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)."

CARRIED

16. ADJOURNMENT

RESOLUTION
#229/2019
Moved by Councillor Ponto
Seconded by Councillor Lueneberg

"THAT, the Regular Council Meeting adjourn with the time being 6:55 p.m."
CARRIED

Certified in Accordance with Section 148 of the Community Charter.

________________________________________
Corporate Officer

Confirmed this __________ day of _______________, 2019.

________________________________________
Mayor
Correspondence List – August 6, 2019

1. **Local & Regional Government**
   - Development Variance Permit 18-153
     Fort St. John, BC
     To allow an increase to the maximum accessory building floor area from 232 m² (2496 ft²) to 353 m² (3800 ft²), an increase of 121 m² (1300 ft²) or 52%.
   - UBCM Resolution – Regional Management of Forestry
     Matt O’Halloran, Deputy Corporate Officer, Municipality of North Cowichan
   - UBCM Resolution – Provincial Support for Libraries
     Lori Ackerman, Mayor, City of Fort St. John
   - UBCM Resolution – Provincial Support for Libraries
     Bill Beamish, Mayor, Town of Gibsons
   - UBCM Resolution – Provincial Support for Libraries
     Lyn Hall, Mayor, City of Prince George
   - UBCM Resolution – Provincial Support for Libraries
     Dean McKerracher, Mayor, District of Elkford
   - District of West Vancouver Council Resolution regarding “Confirming Municipal Jurisdiction to Regulate Single-Use Items”
     Bill Dingwall, Mayor, City of Pitt Meadows

2. **General Correspondence**
   - Summer 2019 Newsletter
     Asset Management BC
   - Bulletin – BC Court of Appeal Strikes Down Bylaw Banning Plastic Bags
     James Yardley, Lidstone & Company Barristers and Solicitors
   - Media Bulletin – Blue-green Algae Tips for Summer
     Northern Health
   - Asset Management Opportunity - Public Sector Partners for Progress
     Jerry Godin, Public Sector Partners for Progress (Non-Profit)
   - Taylor Area Condenser Replacement Funding Approval
     Joel McKay, Chief Executive Officer, Northern Development Initiative Trust
   - Gas Tax Agreement Community Works Fund Payment
     Arjun Singh, UBCM President
   - Regional Community Liaison Committee Workforce Report: May 2019
     BC Hydro
   - 2018/2019 Annual Report
     Auditor General for Local Government
   - Thank You Card
     Judy Jarvis
You are Invited to attend

The Fort Nelson First Nation

Annual Celebration 2019

August 8th - 11th

Events Include

- Adult competitions
- Bingo
- Entertainment
- Talent show
- Nightly drum dance
- Helicopter Rides
- Moose camp
- Kids activities

Full schedule to be released soon.

Wah W’ee Na Yah Cultural Society
July 17, 2019

Dear CAO/ City Clerk:

RE: COMMERCIAL VEHICLE LICENSING (CVL) PROGRAM

As a current participant of the Commercial Vehicle Licensing (CVL) program, I am writing to advise you of the UBCM Executive’s decision to discontinue administration of the CVL program. This program will end as of December 31, 2019.

The CVL program, first established in 1906, was created to provide a source of revenue for participating municipalities to offset the expenses related to the use of local roads and highways as a result of commercial vehicle traffic. UBCM has administered this program since 1987 through an agreement with the provincial government, and returns to participating CVL members have remained static over the past 20 years.

Earlier this year, the UBCM Executive advised that this initiative no longer meets its original intent. As well, this program has required significant administration by UBCM, with few financial returns, for both UBCM and participating CVL members. Therefore, as of December 31, 2019 UBCM will no longer be administering this program.

I understand that you may have questions regarding this decision. Please feel free to contact me by email at kspalek@ubcm.ca or by phone at (604) 270-8226 x102. You may also direct questions to staff at the Ministry of Municipal Affairs and Housing, through their Governance and Structure Branch at LGGovernance@gov.bc.ca.

Thank you for your participation in this program over the years.

Sincerely,

Kathleen Spalek
Chief Financial Officer

Cc: Mayor and Council
From: Coal Forum <coalforum@dtr.ca>
Sent: Tuesday, July 30, 2019 2:30 PM
To: Rob Fraser <MayorFraser@districtoftaylor.com>
Cc: Lisa Ford <lford@districtoftaylor.com>
Subject: RE: Invitation to Attend - NEBC Coal & Energy Forum

July 30, 2019

His Worship Mayor Rob Fraser
Mayor of Taylor
PO Box 300
Taylor, BC
V0C 2K0

Dear Mayor Fraser and Council,

On behalf of the NEBC Coal & Energy Forum Committee, I am kindly following up on our invitation for you to attend the 14th Annual Northeast BC Coal & Energy Forum. The Forum will take place in Tumbler Ridge on September 11 & 12, 2019.

We hope that you will find time in your busy schedule to join local government and industry leaders from the Peace Region in Tumbler Ridge in September! If you have any questions and to RSVP, please contact Chairperson of the Organizing Committee, John Powell at (250) 242-4242 or email coalforum@dtr.ca.

Stay tuned to our website www.coalforum.ca as we add to our list of presenters and finalize agendas and itineraries.

Kind Regards,
Jessie Olsen – On Behalf of the Forum
TO: Mayor & Council
FROM: Mayor Mitch Campsall, District of 100 Mile House
Small Community Representative
RE: Small Talk Forum 2019

As your Small Community Representative I wish to advise you of the upcoming UBCM Convention, specifically the Small Talk Forum on the morning of Tuesday, September 24 at the Vancouver Convention Centre (Ballroom A).

The Small Talk Forum for communities with a population under 5,000, now in its 30th year, continues to be one of the most popular sessions at the Convention. Your direct involvement has made the Forum a repeat success, and in 2019 we encourage you to complete and return the attached Small Talk Forum response form, sharing any issues facing your community. Then, come to the Forum prepared with background information related to these issues, or solutions to similar issues facing other communities.

If you have a best practice or success story to share, please add it to the attached Small Talk Forum response form as well. This is an opportunity for small communities to share tips and information and help one another with day-to-day challenges. For instance, has your community completed (or is undertaking) a project or initiative that you think would be informative for other small communities? Here’s your chance to tell your story!

Again, please complete and return the attached Small Talk Forum response form via email to bsikhota@ubcm.ca. We will distribute the list of issues at the Forum and will endeavour to address some of these issues ahead of time. We will also have a facilitator and resource persons on hand to help.

We hope that you will be able to take part and encourage you to submit your issues and success stories.

I look forward to welcoming you to the 2019 Small Talk Forum in Vancouver!

Please distribute this memo to Mayor & Council
2019 UBCM Convention

Small Talk Forum
Tuesday, September 24, 2019 (9:00 am - Noon)

We would like to talk about:

Topic#1 (explain):

Topic#2 (explain):

Best Practice/Success Story (if applicable):

UBCM staff will distribute the list of issues at the Forum and may endeavour to address some of these issues ahead of time in order to streamline discussion at the Forum.

Please have someone from your community attend to provide background on each issue.

Name:

Position:

Local Government:

Tel: Email:

Please complete and return this form by email to bsihota@ubcm.ca by Friday, August 16, 2019.
TO: Mayor & Council
FROM: Tyla Pennell, Corporate Officer
Prepared in collaboration with Lisa Ford, Executive Assistant
DATE: August 6, 2019
SUBJECT: FSJ Oilmen’s Family Camp Weekend Sponsorship Request

BACKGROUND:
On June 27, 2019, correspondence was received from the Fort St. John Petroleum Association requesting a 50% camping fee reduction at Peace Island Park for their event being held from Friday, August 9, 2019, to Sunday, August 11, 2019. At the Regular Council Meeting held on Monday, July 15, 2019, Council was unable to grant the request as it did not align with the District’s Peace Island Park and Grants-Forgiveness-Sponsorship Policies. However, it was suggested that staff encourage the Fort St. John Petroleum Association to submit a general sponsorship request for their event.

On Wednesday, July 30, 2019, the attached email and sponsorship request were received from the Fort St. John Petroleum Association.

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

**Economic Development/Community Exposure Sponsorships**

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

*Requests of this nature will be brought before Council and individually considered in light of budget priorities and available funds.*
SUMMARY & CONCLUSION:
Staff is seeking direction from Council in regards to the FSJ Oilmen’s Family Camp Weekend Sponsorship Request.
Good afternoon, I have attached the Sponsorship form for the 10th Annual Family Camp Weekend. We have been utilizing the Peace Island Campground for 10 years as a place for this family event and we have now grown this event to be the largest attended event for all the Fort St John Petroleum Association annual events with over 400 people attending.

We really appreciate the support that the community of Taylor as displayed over these past 9 years as we want to continue this annual event as long as we can.

Thank you and have a great day.

Please call me if you have any questions.

Curtis Whitford
NEBC Special Projects
Cell: 
Office: 250 262-2033
Direct: 
#103 6911-100 Ave FSJ B.C V1J 5T8

TOURMALINE
OIL CORP.
Sponsorship Request

Dear Sponsor:

Thank you for taking the time to meet with us regarding sponsorship for the 10th Annual Fort St. John Oilmen’s Family Camp Weekend. The organizing committee has put a lot of planning and time into this event with a focus on families.

A brief summary of the activities that will be taking place:

Friday will be registration day, set up camp, meet and greet, kid’s activities and dinner. We are having awagon rides and movies for the families.

Saturday we have various planned events at the campsite for all to enjoy and lunch is provided. Activities include various team activities for the parents and children to participate in, wagon rides, Duck Auctions and Reverse Draw after the sponsored dinner. Movies and popcorn on the jumbo screen in the park.

Sunday is highlighted by helicopter rides for the kids followed by games, crafts, bouncy castles, wagon rides, and fire trucks. To wrap up the weekend we have a helicopter drop 600 ducks into the Peace River for the start of the 10th Annual Duck Race.

Thanks to the great support we have received in the past and all meals are provided with different sponsors cooking for each meal.

As a committee, we are looking for a wide range of sponsorship. There are four levels of sponsorship – Platinum, Gold, Silver and Bronze. All levels will be recognized and maximum exposure will be a priority. As a sponsor your company logo will be displayed throughout the day on the Jumbo Screen and posted in the meal tent and the event program.

We invite you to watch our 2018 FCW video on our webpage at https://fsjpa.wildapricot.org/Family-Campout.

Thank you for your support and if you have any questions please contact Curtis.

Curtis Whitford
Sponsorship Contact
Phone: 250-262-7658
Email: Curtis.Whitford@tourmalineoil.com

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<tr>
<th>Level</th>
<th>Amount</th>
<th>Return on Investment Includes</th>
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| Platinum| $1,500-$2,000 |  • Signage on-site with corporate logo.  
      |                      |  • Recognition of Platinum Sponsorship on jumbo screen and all signs for all Platinum sponsors. |
| Gold    | $1,000-$1,499  |  • Signage on-site with corporate logo.  
      |                      |  • Recognition of Gold Sponsorship on jumbo screen and all signs for all Gold sponsors.       |
| Silver  | $500-$999   |  • Signage on-site with corporate logo.  
      |                      |  • Recognition of Silver Sponsorship on jumbo screen and all signs for all Silver sponsors.   |
| Bronze  | $100-$499   |  • Signage on-site with corporate logo.  
      |                      |  • Recognition of Bronze Sponsorship on jumbo screen and all signs for all Bronze sponsors.  |
FSJ Oilmen’s Family Camp Weekend

August 9-11th, 2019

Sponsorship Form

FSJ Oilmen’s hosts the 10th annual family weekend at Peace Island Park in Taylor, BC. Please complete form and email it to Curtis.Whitford@tourmalineoil.com for invoicing.

When: Friday, August 9th, Saturday, August 10th and Sunday, August 11th, 2019
Where: Peace Island Park, Taylor, BC.

Today's Date:__________________ Contact Name: ________________________________
Organization / Company:_________________________________________________________
Mailing Address (including postal code):____________________________________________
(Phone) ____________ (Fax) ________________ (Email)

Select 1 Sponsorship Level:

☐ Platinum $_________ ($1,500 - Unlimited) Choose Event from List.
☐ Gold $_________ ($1,000 - $1,499) Choose Event from List.
☐ Silver $_________ ($500 - $999)
☐ Bronze $_________ ($100 - $499)

Invoices will be emailed to the contact noted above and cheques are to be made out to:
FSJ Petroleum Association Family Camp Weekend, Box 6122, Fort St. John, BC., V1J 4H6
August 1, 2019

His Worship Mayor Rob Fraser and Council  
District of Taylor  
Box 300, 10007-100 A Street  
Taylor, BC  V0C 2K0

Dear Mayor Fraser,

Re:  Request to Meet with District Council Member

I am writing to request the opportunity for the BC Oil and Gas Commission (Commission) to meet with a council member from the District of Taylor. Meeting on a quarterly basis allows the Commission to share information directly with the District about upcoming work such as proposed regulation changes, working groups, issue resolution and new initiatives that may be of interest to you and your constituents.

Regular meetings would enable the Commission to stay informed with regard to concerns or questions you and your Council may have about the regulation of oil and gas in the Taylor area. These meetings are intended to support existing relationships you currently have with Commission staff and will be valuable in fulfilling any of your information needs.

A stronger working relationship between us will increase the ability of both the District of Taylor and the Commission to project a more cohesive regional effort in responding to information requests and concerns from community members.

I look forward to hearing from you.

Sincerely,

Julia Normand  
Manager, Stakeholder Relations
TO: Mayor & Council  
FROM: Andrew Young, MCIP, RPP, Chief Administrative Officer  
DATE: August 6, 2019  
SUBJECT: CAO Activity Report – May through July 2019

PURPOSE:  
To provide Council with an update on some of the CAO’s key activities for the period of mid-May 2019 through July 2019.

COMMENTS & DISCUSSION:

- Attended and supported almost all Council and Committee meetings held in May through July 2019. This work included reviewing, approving, and/or writing staff reports and supporting documents for Council’s consideration: including, for example, final 2019 Wage and Benefit Review for Non-Management staff; and, Zoning Bylaw amendments in support of proposed Micro-Brewery, Micro-Distillery, & Cannabis Retail uses.
- Chaired weekly Management Team meetings in May through July 2019.
- Engaged in teleconference meetings with Lidstone & Company Solicitors on various legal matters.
- Attended CAOs teleconference meeting on May 6, 2019 to consider framework for upcoming Workshop for Elected Officials regarding North Peace Leisure Pool replacement.
- Attended NCLGA Convention in Williams Lake with Council members on May 6-10, 2019 which included a special meeting of the Resource Municipalities Coalition on May 8, 2019.
- Participated in Taylor Community Cleanup Day on May 15, 2019.
- Attended Resource Municipalities Coalition (RMC) meetings on May 14 and June 11 in Fort St John.
- Issued Taylor’s new release “Denouncing Racism in Every Form” on May 24, 2019 prepared in collaboration with Mayor Fraser and Council members.
- Participated in ground-breaking ceremony for Jarvis Crescent Subdivision on May 25, 2019 with members of the Jarvis family, as well as Council, District staff and the general public.
• Attended Taylor Industrial Mutual Aid Group (TIMAG) meeting held on May 28, 2019 at the Taylor Fire-Rescue Hall
• Attended Spirit of the Peace Pow Wow organizational meeting on June 4, 2019
• Attended meeting with North Peace Primary Care Clinic (NPPCC) representatives in Fort St John on June 5, 2019 regarding operation of the Taylor Medical Clinic
• Attended Spirit of the Peace Pow Wow events in Taylor on June 7-9, 2019
• Attended Northern Health meeting in Fort St John on June 10, 2019
• Attended Peace River Agreement (PRA) Partner CAOs meeting in Fort St John on June 12, 2019
• Attended “Creating Energy Dinner” featuring keynote speaker Chief Clarence Louie of the Osoyoos First Nation at the Lido Theatre in Fort St John on June 12, 2019
• Participated in Fort St John Chamber of Commerce Golf Tournament at the Lone Wolf Golf Club on June 13, 2019
• Attended Teleconference regarding announced closure of Louisiana Pacific's Oriented Strand Board (OSB) Mill in Fort St John and curtailment of the Canfor Pulp & Paper Plant in Taylor on June 15, 2019
• Attended RMC CAOs meeting in Tumbler Ridge on June 19 to discuss Governance, Budget and Strategic Plan recommendations
• Attended District of Taylor Health & Safety Committee meetings June 27 & July 25, 2019
• Attended and supported District of Taylor’s Statutory Annual Meeting June 25, 2019
• Attended Peace River Region - Emergency Planning Guide Review Meeting in Fort St John on June 26, 2019
• Attended Canadian Institute of Planners Conference in Ottawa, July 2-6, 2019
• Took Vacation to construct a sidewalk (July 7-14, 2019)
• Hosted meeting with BC Deputy Minister and Assistant Deputy Minister of Municipal Affairs & Housing, as well as Assistant Deputy Minister of Transportation & Infrastructure, and support staff, with District of Taylor staff on July 16, 2019 to discuss matters of interest to the District of Taylor
• Submitted Ministerial meeting requests in advance of the 2019 UBCM Convention on behalf of the District of Taylor Council and the RMC to meet the July 17, 2019 filing deadline
• Attended Meet & Greet session with Council members on July 17, 2019 to welcome Katie Ward District Manager (North Peace), Ministry of Transportation & Infrastructure at which various potential highway and infrastructure improvements were discussed
• Attended presentation by Senator Woo at Northern Lights College on July 17, 2019
• Attended Managing Conflict training sessions in Taylor on July 18-19, 2019 with Stacey Holloway, Instructor
• Completed Internal reviews of proposals responding to the District of Taylor’s Core Services & Organizational Review RFP
SUMMARY & CONCLUSION:
The District of Taylor is always an interesting and rewarding place to work. I look forward to:

- Seeing the future development of some much needed new housing in Taylor, some of which will take shape at Jarvis Crescent in 2020;
- Embarking on the District’s Core Services & Organizational Review with the selected consultant;
- Supporting the creation of staff training programs and plans; and
- Supporting the recruitment of staff to continue rebuilding the District’s ranks.

I am looking forward to these challenges.

Andrew Young, MCIP, RPP
Chief Administrative Officer

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