# 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, November 18, 2019 at 5:00 PM**

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## 1. CALL TO ORDER

## 2. INTRODUCTION OF LATE ITEMS

## 3. ADOPTION OF AGENDA

## 4. GUESTS & DELEGATES

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<td>4.1</td>
<td>Update on Enbridge Projects and Operations</td>
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<td>Michaela Bjorseth, Technical Manager</td>
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<td>Community and Indigenous Engagement, Enbridge</td>
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## 5. GALLERY COMMENTS ON AGENDA TOPICS

## 6. ADOPTION OF MINUTES

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## 7. BUSINESS ARISING FROM THE MINUTES

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8. **CORRESPONDENCE**

8.1 Correspondence list

November 18, 2019 Correspondence List

8.2 Premier’s Leadership Table on Caribou

Tyra Henderson, Corporate Officer, Peace River Regional District

Premier’s Leadership Table on Caribou

8.3 Hockey Meet & Greet Invitation

City of Dawson Creek

Hockey Meet & Greet Invitation

8.4 Holiday Luncheon Invitation

M. Bryn Kulmatycki, PhD, President and CEO, Northern Lights College

Holiday Luncheon Invitation

8.5 Request for Input - "Moving BC Forward - Enhancing and Building Communities" Business View Magazine Article

Kristen Danczak-Brooke, Communications Coordinator, Peace River Regional District

Request for Input - "Moving BC Forward - Enhancing and Building Communities" Business View Magazine Article

9. **UNFINISHED BUSINESS**

9.1 Proposed Grants in Aid for the 2020 BC Winter Games

Michael McPhail, Director of Financial Services

Proposed Grants in Aid for the 2020 BC Winter Games

10. **NEW BUSINESS**

10.1 Residential Curbside Garbage Collection - Staff Memo

Ryan Nelson, Director of Operations

Residential Curbside Garbage Collection - Staff Memo

11. **COUNCIL REPORTS**

12. **STAFF REPORTS**

12.1 UBCM and NDIT Grant Applications in support of District of Taylor Housing Needs Assessment

Andrew Young, MCIP, RPP, Chief Administrative Officer

UBCM and NDIT Grant Applications in support of District of Taylor Housing Needs Assessment

12.2 Grant Support - Community Emergency Preparedness Fund (CEPF)

Steve Byford, LAFC, CD, Fire Chief

Grant Support - Community Emergency Preparedness Fund (CEPF)
15. CLOSED MEETINGS

15.1 As per the Community Charter Section 90 (1):
- (c) labour relations or other employee relations;
- (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2)

16. ADJOURNMENT

[Signature]

Corporate Officer
Agenda

• Introduction
  – Overview of Enbridge in North America
  – Assets in B.C.
  – Community Investment in Northeastern B.C.

• Regional Project Updates
  – Integrity and Maintenance Program
  – Spruce Ridge Project
  – Compressor Station 1 Segregation Project
  – T-South Reliability and Expansion Project
  – Frontier Project
  – Caribou Habitat and Restoration Offsets

• Q & A
Community Investment in B.C.

Economic spinoffs that stimulate the economy

Our procurement spending across B.C. exceeded $1.5 billion in 2018

We work and live in your community

Our B.C. workforce included 683 employees and provisioned contractors at the end of 2018

We work and live in your community

We paid $64M in base salary to our B.C.-based permanent and temporary employees in 2018

Invested in your community

We spent $140,200 on community-strengthening initiatives across B.C. in 2018

$74.9 million in property tax across B.C.

$89.8 million in other taxes across B.C.
Operations in British Columbia

Six decades of safe and reliable operations

- Our facilities have been the backbone of the natural gas sector in British Columbia (B.C.) for more than 60 years.
- Gas is used to:
  - Heat homes, hospitals, businesses and schools
  - Electric power generation
  - Industrial and manufacturing processes that produce hundreds of products that improve our daily lives.

We help to fuel people’s quality of life by connecting them with the energy they need to live their lives.
Mainline Class Location Program and City Planning

• As your community grows near the transmission system, a class location change may be triggered by the Canadian Standards Association (CSA-Z662-15). This is important to consider when planning development.

• Class locations are determined on the basis of assessment areas that are 400m wide by 1.6km long. They take into account all buildings, dwelling units, places of public assembly, and industrial installations contained within this area.

Class Location Assessments are required by the Canada Energy Regulator (formally NEB) and Canadian Standards Association to identify areas of potential upgrade to a pipeline due to population density growth.
Enbridge Safety and Operations
Maintaining and Monitoring Our System

We focus on...

- Meeting or exceeding all regulatory and industry safety standards during construction, operation and maintenance.
- Responding 24/7 to any incident.

Monitoring our System

- One 24/7 gas control centre where operators monitor and control gas flows using a sophisticated computer system.
- Equipped with automated leak detection alarms and shut down systems.

- Routine aerial patrols to check for third-party activity or abnormal system conditions
- Excavations of the pipelines to inspect, repair and re-coat pipe sections, as required
- Inline inspections to look for anomalies such as corrosion or mechanical damage
- Valve servicing and maintenance to isolate pipeline sections in case of emergency
Comprehensive Integrity Program
B.C. Pipeline Incident

- In October 2018, Enbridge experienced a natural gas pipeline rupture on its BC Pipeline system, approximately 13.5 kilometers north of Prince George.
- Since the incident, Enbridge has implemented a comprehensive pipeline integrity program.

Program Highlights

1) Enhanced Pipeline Inspections
2) Improved Maintenance Screening Criteria
3) Increased Integrity Digs

This comprehensive pipeline integrity program will help to prevent similar incidents from occurring and significantly improve pipeline safety.
Comprehensive Integrity Program

Enhanced Pipeline Inspections

- The entire transmission natural gas pipeline system has been inspected with the latest generation inline pipeline inspection tool.
- This tool has double the number of sensors than previous inspection tools and is significantly more accurate at accessing potential problems like stress corrosion cracking.
- We will continue to use this inspection tool going forward, conducting inspections more frequently.

The transmission natural gas pipeline system now is 100 per cent inspected by the latest generation inline inspection tool.
Comprehensive Integrity Program

Enhanced Maintenance Screening Criteria
- We’ve implemented more comprehensive criteria to evaluate pipeline inspection data
- This will identify potential risks earlier that may require monitoring and proactive maintenance work

Increased Integrity Digs
- As a result of this enhanced screening criteria, we’ve increased the number of integrity dig inspections undertaken in a normal maintenance year
- During an integrity dig, we excavate a section of pipe to examine it further, validating its safety and undertaking proactive maintenance work if it is required
- This year, we have doubled the number of digs undertaken to validate the safety of our pipeline system compared to previous years

At Enbridge, no incident is acceptable – ever. When an incident does occur, we take quick and decisive action to ensure the continued safety of our pipeline system
Projects in Northeastern B.C.
Spruce Ridge Project Overview

- Enbridge is planning to add two new sections of pipeline and additional compression to existing facilities on its natural gas transmission system in northeastern B.C.
  - Chetwynd Loop ~ 25-km, 36-inch pipeline loop
  - Aitken Creek Loop ~ 13-km, 24-inch pipeline loop
- Received NEB approval December 10, 2018.
- Received provincial permitting approvals from the B.C. OGC for both loops.
- Currently executing the contracting strategy for the Project and work with local communities to identify procurement and business opportunities.
- Enbridge currently anticipates a project in-service date in the fourth quarter of 2021.
Compressor Station 1
Segregation Project
Compressor Station 1 Segregation Project Overview

- This work will allow for Enbridge’s natural gas transmission system to be operated independent of existing natural gas gathering and processing facilities.
- Improve the efficiency of this pipeline system through the installation of state-of-the-art equipment.
- Involves replacing the existing 2000 horsepower (hp) compressor with an 1850 hp compressor, along with installation of a new meter skid, which includes various devices and instruments such as pipelines, filters and other equipment necessary to monitor and measure gas flows.
- This work will take place within the facility area of CS-1 (Taylor).
- A regulatory application is expected to be filed with the Canada Energy Regulator (CER, formerly the National Energy Board) in Q4 2019.
- Pending regulatory approval, construction is set to begin in the Winter/Spring of 2020 with an anticipated in-service date in 2021.
T-South Reliability and Expansion Project
T-South Reliability and Expansion Program

Program Scope

- **New compressor units** and associated equipment to support their operation will be installed at five existing compressor stations. Modifications proposed to existing compressors at two other stations and one meter station.

- The **new compressor units** being installed include the addition of a **new gas cooler** to accompany the compressor unit.

- As natural gas is compressed, its pressure and temperature increases. A gas cooler decreases its temperature before the gas is returned to a pipeline to ensure it does not negatively affect the pipeline system.

- All work associated with the new units will take place on Enbridge property.

These upgrades are being done as part of operating a safe natural gas pipeline system.
T-South Reliability and Expansion Program

- Four applications submitted to the National Energy Board (NEB) in summer 2018. Collectively referred to as the T-South 2018 Compressor Station Applications.

- Approval from Canada Energy Regulator (formerly NEB) granted September 26, 2019 with approx. 20 conditions.

- Of note:
  - Condition 8: Emergency Management Continuing Education Program
    - Enbridge will be contacting communities to solicit feedback and provide further information
Frontier Project
Frontier Project Overview

- Enbridge Frontier Inc., a wholly owned subsidiary of Enbridge Inc., is proposing to undertake the Frontier Project, which would involve building a Natural Gas Liquids (NGL) extraction plant and NGL pipeline in Northeastern B.C.
- The Project would begin approximately 36 km west of Chetwynd at the proposed straddle plant and traverse northeast. The final route is still being determined.
- Project scope includes the straddle plant, initiating pump station, NGL line, power transmission line.
## Frontier Project Preliminary Schedule

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Timing</th>
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<tr>
<td>Early engagement, project introductions</td>
<td>Q-1Q2 2019</td>
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<tr>
<td>Project Description filed with BC EAO</td>
<td>August 1, 2019 (posted August 8)</td>
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<tr>
<td>Section 10 Order</td>
<td>Posted August 21, 2019</td>
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<tr>
<td>Section 11 Order</td>
<td>Draft prepared</td>
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<tr>
<td>Investigative field studies</td>
<td>Fall 2019 – Summer 2020</td>
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<tr>
<td>File environmental assessment certificate application with BC EAO</td>
<td>Winter 2020/21</td>
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<tr>
<td>Completion of Feasibility Stage (FEED)</td>
<td>Winter 2020/21</td>
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<tr>
<td>Detailed engineering design</td>
<td>Winter 2021/22</td>
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<tr>
<td>Anticipated EAO approval</td>
<td>Spring 2021</td>
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<tr>
<td>BC OGC applications</td>
<td>Fall 2020-Summer 2021</td>
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<tr>
<td>Construction and commissioning</td>
<td>Winter 2021/22</td>
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<tr>
<td>In-service</td>
<td>Winter 2024</td>
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*timelines are subject to change*
Caribou Habitat and Restoration Offsets
Caribou Habitat and Restoration Offsets

- Enbridge recently completed four projects within caribou habitat which will require caribou restoration and offsets.
- Over the next year, Enbridge will be looking to implement our offsets management plan. This will involve locating areas for offsets in caribou habitat, implementing access controls, planting and other mitigation.
- Enbridge is interested in working with the communities to understand sensitive areas and concerns.

Canada Energy Regulator (CER, formerly the National Energy Board) require caribou habitat and restoration offsets as a condition of approval.
Q&A
1. **CALL TO ORDER**
   Vice Chair Turnbull called the meeting to order at 9:19 a.m.

2. **INTRODUCTION OF LATE ITEMS**
   Nil

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

4. **GUESTS & DELEGATES**
   Nil

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

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

8. **NEW BUSINESS**

8.1 Arena Upgrades for the 2020 BC Winter Games, Verbal Discussion

Mike Farquharson, Acting Parks & Facilities Director

The Acting Parks & Facilities Director advised that the following Arena improvements are currently being completed, resulting from an Arena tour with the Chief Administrative Officer:

- Painting
- Duct repairs
- Wall repairs and drywall installation
- Storage decluttering and organization

The Acting Parks & Facilities Director noted that approximately $40,000 in additional funding would be required prior to proceeding with the following additional improvements:

- Lighting upgrades in the lobby, office and washroom areas
- Ceiling tile replacement
- Pedestal table installation in the lobby
- Trophy glass replacement
- Electric radiant heater replacement over wheelchair seating area
- Handicap access button installation
- IT upgrades
- 220V outlet installation in meeting room
- Flag replacements

Discussion ensued around surplus funds available from completed projects in the 2019 Parks & Facilities Capital Budget that could be allocated towards the Arena upgrades. The Acting Parks & Facilities Director advised that a report for this request is being prepared for the Committee of the Whole's deliberation and that if the funding request is approved, staff will proceed with further Arena improvements in early December.

Further discussion ensued around additional items for consideration including outdoor cigarette receptacles and Parks & Facilities staff jackets. It was noted that the wheelchair ramp in the bleacher area was not included in the recommended improvements as staff plan to administer grip tape to improve friction on the ramp.
The Acting Parks & Facilities Director advised that Arena upgrade priorities for the remainder of the year are as follows:

- Accessibility upgrades
- Lighting upgrades in the lobby, office and washroom areas
- Ceiling tile replacement
- Painting
- IT upgrades
- 220V outlet installation in the meeting room

9. COMMITTEE REPORTS

Nil

10. STAFF REPORTS

10.1 Verbal Updates on Committee Business

The Golf Course General Manager provided a verbal update on the following topics:

- Course closure for the 2019 season
- Clubhouse improvements
- Attendance at annual conferences
- Planning for the 2020 season
- Budget preparation

The Acting Community Services Manager advised that the November publication of the Taylor Times was produced in colour and noted that budget discussions for the Community Services Department will include continued publication of the Taylor Times in colour with revisions to the booklet size.

The Acting Community Services Manager provided a verbal update on the following community programs and events:

- Fitness programs including Tai Chi and Zumba
- Emergency Support Services Bingo on November 19
- Community Fun Nights
- Pro D Day Kids Kamp
- Halloween Spooktacular
- Remembrance Day Ceremony
- Staff Year-End Appreciation

The Acting Community Services Manager advised that upcoming priorities include Communication on Injury to Persons or Damage to Assets or Property Policy review with Community Services Department staff.
The Chief Administrative Officer expressed appreciation to the Community Services and Parks & Facilities Departments for their hard work and effort in preparation for the Emergency Volunteer Appreciation Dinner.

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

- Arena Light Replacement and Score Clock installations
- Arrival of new Community Hall tables and chairs and disposal of old tables and chairs
- Community Hall Boiler Control System Upgrade completion and program training
- Receipt of quotes for capital projects and 2020 BC Winter Games Arena improvements
- Community Hall Kitchen Renovation Staff Report development

10.2 2019 Gold Panning Championship Wrap up Review
Paula Calla, Acting Community Services Manager

The Committee reviewed the report and discussed the following topics to increase efficiency and improve communications for the 2020 Gold Panning Championship event:

- Development of reporting and communication expectations
- Development of a layout map for Peace Island Park to assist with event set up
- Establishment of merchandise order dates and a Gold Panning Committee meeting schedule
- Early advertisement to request volunteer participation
- Further outreach to garner interest in establishing a Gold Panning Society

The Committee received the report with appreciation.

11. MEDIA & GALLERY - QUESTION PERIOD
Nil

12. CLOSED MEETINGS
Nil

13. ADJOURNMENT
The Recreation Committee Meeting adjourned with the time being 10:23 a.m.

Certified in accordance with Section 148 of the Community Charter.
Confirmed this __________ day of _______________, 2019.
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 **Community Hall Kitchen Renovations - Staff Memo**
   
   Mike Farquharson, Acting Parks & Facilities Director

   The Acting Parks & Facilities Director provided an overview of the report and noted that staff are seeking a recommendation to increase the budget to accommodate the purchase of a 6-burner stove.

   The Acting Parks & Facilities Director presented a floor, countertop and cupboard sample to the Committee for their consideration.

   Discussion ensued around the follow topics:
   - Countertop and cupboard durability and maintenance requirements
   - Northern health requirements including the installation of a three basin sink
   - Installation of a serving counter overhang that can be flipped up to accommodate wheelchair access
   - Dishwasher placement
   - Pass-thru window for dishwasher access from Hall
   - Stove disposal

   It was noted that additional funding is required to complete electrical upgrades which include breaker and wiring upgrades and GCFI outlet installation.

   The Committee requested that a Sub-Recreation Committee Meeting be scheduled to review the final Community Hall Kitchen design.

   **Recommendation:**

   "THAT, subject to grant approval, the Community Hall Kitchen Renovation Project be awarded to Haab Homes at an amount not to exceed $73,851, plus additional funding for electrical improvements at an amount not to exceed $5,000, excluding taxes; and

   THAT, the Community Hall Kitchen Renovation budget be amended to $25,000 for the 2020 calendar year."

8. **NEW BUSINESS**
   
   Nil
9. COMMITTEE REPORTS
Nil

10. STAFF REPORTS
10.1 Verbal Updates on Committee Business
Nil
10.2 Q3 Report 2019
Ryan Galay, Golf Course General Manager

The Golf Course General Manager provided an overview of the report. It was noted that an open house will be scheduled in the upcoming months to provide members with an opportunity to provide feedback for the golf course’s operations prior to the 2020 season.

The report was received with appreciation.

11. MEDIA & GALLERY - QUESTION PERIOD
Nil

12. CLOSED MEETINGS
The Committee of the Whole Meeting was Closed to the public with the time being 4:23 p.m., as per Community Charter Section 90 (1):
- (d) the security of the property of the municipality;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2)

13. ADJOURNMENT
The Committee of the Whole Meeting adjourned with the time being 4:35 p.m.

Certified in accordance with Section 148 of the Community Charter.

________________________________________
Corporate Officer

Confirmed this _________ day of _____________, 2019.

________________________________________
Chair

November 4, 2019
Committee of the Whole Meeting Minutes
COUNCIL PRESENT: Rob Fraser, Mayor  
Brent Taillefer, Councillor  
Michelle Turnbull, Councillor  
Dave Lueneberg, Councillor

COUNCIL ABSENT: Betty Ponto, Councillor

STAFF PRESENT: Andrew Young, MCIP, RPP, Chief Administrative Officer

GALLERY & MEDIA PRESENT: Scott Brooks, Moose FM  
Laura Prosko, Resident

RECORDING SECRETARY: Tyla Pennell, Corporate Officer

1. CALL TO ORDER  
Mayor Fraser called the meeting to order at 5:01 p.m.

2. INTRODUCTION OF LATE ITEMS  
Nil

3. ADOPTION OF AGENDA

RESOLUTION #322/2019  
Moved by Councillor Turnbull  
Seconded by Councillor Lueneberg

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

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

6. ADOPTION OF MINUTES
6.1 Protection Committee Meeting Minutes
October 21, 2019

Errors & Omissions:
- Page 1: Section 1: Replace "Vice Chair" with "Acting Chair"

6.2 Regular Council Meeting Minutes
October 21, 2019

Nil

RESOLUTION
#323/2019
Moved by Councillor Taillefer
Seconded by Councillor Lueneberg

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

CARRIED

7. BUSINESS ARISING FROM THE MINUTES
7.1 Protection Committee Meeting Minutes
October 21, 2019

Discussion ensued around the complaint associated with Mrs. Smith's rooster. Council agreed that the letter forwarded to Mrs. Smith also include information pertaining to the substance of the complaint originally received.

RESOLUTION
#324/2019
Moved by Councillor Turnbull
Seconded by Councillor Taillefer

"THAT, Zoning Bylaw No. 783, 2014 not be amended to allow roosters and an increase to the allowable amount of hens per residence; and

THAT, a letter be forwarded to Mrs. Smith that formally requests that her rooster be removed from the community."

CARRIED
7.2 Regular Council Meeting Minutes  
October 21, 2019  

Nil  

8. CORRESPONDENCE  

8.1 Correspondence list  

RESOLUTION  
#325/2019  
Moved by Councillor Taillefer  
Seconded by Councillor Turnbull  

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

8.2 Trustee Volunteers to the Taylor Public Library Memo  
Taylor Public Library Board & Librarian Sherry Murphy  

RESOLUTION  
#326/2019  
Moved by Councillor Lueneberg  
Seconded by Councillor Turnbull  

"THAT, Helen Bergman be appointed as a Board Member of the Taylor Public Library for a term of two years, from December 1, 2019 to November 30, 2021; and  

"THAT, Marlaina Christina Reier be appointed as a Board Member of the Taylor Public Library for a term of two years, from December 1, 2019 to November 30, 2021; and  

THAT, Councillor Betty Ponto be appointed as a Board Member of the Taylor Public Library for the term of one year, from December 1, 2019 to November 30, 2020."

CARRIED  

8.3 UBCM Meeting Follow-up Letter from the Minister of Transportation and Infrastructure  
Claire Trevena, Minister of Transportation and Infrastructure  

RESOLUTION  
#327/2019  
Moved by Councillor Lueneberg  
Seconded by Councillor Turnbull  

"THAT, the UBCM Meeting Follow-up Letter from the Minister of Transportation and Infrastructure be received for information."

November 4, 2019  

Regular Council Meeting Minutes
and Infrastructure be received for information."

CARRIED

8.4 UBCM Meeting Follow-up Letter from the Minister of Municipal Affairs and Housing
Seline Robinson, Minister of Municipal Affairs and Housing

RESOLUTION #328/2019
Moved by Councillor Lueneberg
Seconded by Councillor Turnbull

"THAT, the UBCM Meeting Follow-up Letter from the Minister of Municipal Affairs and Housing be received for information."

CARRIED

8.5 Invitation to Participate in BC Old Growth Strategic Review
Hannah Wasstrom, Executive Coordinator, North Central Local Government Association

RESOLUTION #329/2019
Moved by Councillor Lueneberg
Seconded by Councillor Taillefer

"THAT, the Invitation to Participate in BC Old Growth Strategic Review be received for information."

CARRIED

8.6 Leaders' Table re: Caribou
Brad Sperling, Chair, Peace River Regional District

RESOLUTION #330/2019
Moved by Councillor Lueneberg
Seconded by Councillor Taillefer

"THAT, the Leaders' Table re: Caribou correspondence be received for information."

CARRIED

8.7 ESS Director Resignation
Moira Clark

RESOLUTION #331/2019
Moved by Councillor Taillefer
Seconded by Councillor Turnbull

"THAT, Council proceed with discussion surrounding ESS Director Resignation"
Discussion ensued around providing recognition to Ms. Clark for her long term ESS contribution. Council agreed that a letter of recognition will be provided and requested that staff purchase a gift at an amount that aligns with the Employee Recognition Policy. It was noted that Council will provide formal recognition to Ms. Clark at an upcoming Regular Council Meeting.

Direction to staff to purchase a gift of recognition for Ms. Clark's long term ESS contribution at an amount in alignment with the Employee Recognition Policy.

**8.8 Taylor Minor Hockey Association Forgiveness of Fees Request - Staff Memo**

Tyla Pennell, Corporate Officer

**RESOLUTION**

#332/2019 Moved by Councillor Lueneberg

"THAT, the Taylor Minor Hockey Association be granted rental fee forgiveness for the Community Hall, Kitchen and Bar from Tuesday, December 31, 2019, to Wednesday, January 1, 2020 at 12:00 p.m. for their New Years Eve Fundraising Party, subject to the appropriate damage deposit, copy of event insurance and signed rental agreement being received."

CARRIED

**8.9 Kin Club of Fort St. John Forgiveness of Fees Request - Staff Memo**

Tyla Pennell, Corporate Officer

**RESOLUTION**

#333/2019 Moved by Councillor Lueneberg

"THAT, the Kin Club of Fort St. John be granted rental fee forgiveness for the Community Hall and Kitchen for the Annual Senior's Supper on Friday, December 6, 2019, subject to the appropriate damage deposit, insurance and liability waivers being received."

CARRIED

Discussion ensued around the request for forgiveness of Community Hall audio/visual rental fees. It was noted that forgiveness of audio/visual rental fees is not in alignment with the Grants/Forgiveness/Sponsorship Policy, however, Council agreed to provide sponsorship to the Kin Club of Fort St. John in an amount equivalent to the cost of Community Hall audio/visual rental fees.

**RESOLUTION**

Moved by Councillor Taillefer

November 4, 2019

Regular Council Meeting Minutes
"THAT, Resolution #333/2019 be amended to include sponsorship in the amount of $350, equivalent to the cost of Community Hall audio/visual fees."

CARRIED

RESOLUTION
#333A/2019

"THAT, the Kin Club of Fort St. John be granted rental fee forgiveness for the Community Hall and Kitchen for the Annual Senior's Supper on Friday, December 6, 2019, subject to the appropriate damage deposit, insurance and liability waivers being received; and

THAT, sponsorship in the amount of $350, equivalent to the cost of Community Hall audio/visual fees."

CARRIED

9. UNFINISHED BUSINESS
Nil

10. NEW BUSINESS
Nil

11. COUNCIL REPORTS
Mayor Fraser requested that Coffee With Council highlights be included in the December publication of the Taylor Times.

12. STAFF REPORTS
12.1 December 2019 and 2020 Council & Council Committee Meeting Dates and Acting Mayor Appointments
Tyla Pennell, Corporate Officer

It was noted that Monday, September 21, 2020 is the first scheduled day of UBCM. Council agreed that Council and Council Committee Meetings will remain scheduled as per the proposed 2020 schedule and that consideration can be given to rescheduling these meetings at a later date.

Council also confirmed that the Acting Mayor appointments would continue as outlined for 2020.
Council considered canceling Council and Council Committee Meetings scheduled on Monday, December 16, 2019 and agreed that further consideration will be given to canceling these meetings after the Special Committee of the Whole Meeting on Monday, December 9, 2019.

**RESOLUTION #335/2019**

Moved by Councillor Taillefer
Seconded by Councillor Turnbull

"THAT, the 2020 Council and Council Committee Meeting Schedule be adopted as outlined in Ms. Pennell’s report."

CARRIED

12.2 CAO Activity Report – August through October 2019
Andrew Young, MCIP, RPP, Chief Administrative Officer

Council expressed their appreciation to Mr. Young for the work completed to date and received the CAO Activity Report - August through October 2019 with appreciation.

13. **BYLAWS**

Nil

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

Nil

Recessed for a meal break at 5:28 p.m.
Reconvened at 5:50 p.m.

15. **CLOSED MEETINGS**

**RESOLUTION #336/2019**

Moved by Councillor Lueneberg
Seconded by Councillor Turnbull

"THAT, the Regular Council Meeting now be Closed to the public with the time being 5:50 p.m., as per **Community Charter** Section 90 (1):
- (c) labour relations or other employee relations;
- (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2)."

CARRIED
16. **ADJOURNMENT**

Reporting out of the Closed Meeting:

- That Council endorses continuing to participate with the Peace River Regional District (PRRD) and the City of Fort St. John in the planning of a proposed Regional Aquatic Facility with an estimated cost of about $60 million, which plan could include:
  1. Leisure Pool (incorporate either a 2 x 15 meter or 3 x 15 meter lanes in the leisure pool, lazy river, and zero entry ramp);
  2. 6 lane lap pool (no zero entry) with a 2.5-meter-wide regulation land width;
  3. 3 lane lap pool (zero entry) with a 2.5 metre-wide regulation lane;
  4. 1 waterslide.
- That subject to endorsing the above, exploring with the PRRD and the City of Fort St. John, including additional amenities in the proposed Regional Aquatic Facility such as:
  1. Full sized gymnasium (estimated cost of about $9.8 million);
  2. Social Spin (estimated cost $11 million);
  3. Integrated indoor play space and dynamic gym (estimated cost $10.1 million);
  4. Large multi-purpose room (estimated cost $2.9 million);
  5. Field House (estimated cost $25.1 million);
  6. Library (no cost estimated at this time).

**RESOLUTION #337/2019**

Moved by Councillor Turnbull
Seconded by Councillor Lueneberg

"THAT, the Regular Council Meeting adjourn with the time being 6:13 p.m."

CARRIED

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

_____________________________________________

Corporate Officer

Confirmed this _________ day of ______________, 2019.

_____________________________________________

Mayor

November 4, 2019

Regular Council Meeting Minutes
1. **Local & Regional Government**
   - Deadline Extension Request – Community Child Care Space Creation Program
     John Jack, Chairperson, Alberni-Clayoquot Regional District
   - October 3, 2019 Board Meeting Highlights
     Peace River Regional District
   - November 8, 2019 Board Meeting Highlights
     Peace River Regional District
   - Safer Drug Supply and Observed Inhalation Sites
     Lisa Helps, Mayor, City of Victoria

2. **General Correspondence**
   - Request for Feedback – BC Emergency Program Act
     Local Government Management Association of British Columbia
   - November 1 – 2, 2019 Board Meeting Highlights
     North Central Local Government Association
November 5, 2019

PRRD Member Municipalities:
City of Dawson Creek
City of Fort St. John
District of Chetwynd
District of Hudson’s Hope
District of Tumbler Ridge
District of Taylor
Village of Pouce Coupe

Dear Mayor Bumstead, Mayor Ackerman, Mayor Courtoreille, Mayor Heiberg, Mayor Bertrand,
Mayor Fraser and Mayor Michetti:

Re: Premier’s Leadership Table on Caribou

Attached is a letter that the Regional Board sent to Premier Horgan on October 24, 2019, expressing
disappointment over not being invited to join the leadership table on caribou proposed by Mr. Lorne
Brownsey when he attended as a delegation to a Special Meeting of the Regional Board on August 23, 2019.
The letter has also been published in local newspapers.

The Board asked me to also distribute this letter to our member municipalities seeking support for the
Regional Districts’ desire to be included in the Leader’s Table. The Regional Board hoped that the Mayor of
each member municipality would agree to have their signature added to the letter, indicating their support.

It was acknowledged that though all of the communities have appointed their Mayor as their Regional
Board representative, they did not all feel confident that they could agree to having their signature, as
Mayor of their respective communities, added to the letter absent endorsement by their Council.

Once the PRRD has heard back from all member municipalities, the signatures of those who indicate
support will be added and the letter resent to the Premier.

Thank you for your consideration of this request for support.

Yours truly,

Tyra Henderson
Corporate Officer

Att. (1)
October 24, 2019

Honourable John Horgan, Premier
PO Box 9041 STN Prov Govt
Victoria, BC V8W 9E1

Sent Via Email: premier@gov.bc.ca

Dear Premier Horgan:

Re: Leaders’ Table - Caribou

On October 10th, the Peace River Regional District wrote to you to express extreme disappointment that the Board did not receive an invitation to participate in the proposed Leaders’ Table regarding the Draft Intergovernmental Partnership Agreement for the Conservation of the Central Group of the Southern Mountain Caribou.

As stated in that letter, the Peace River Regional District (PRRD) has advocated for months for open and transparent communication regarding caribou recovery in the Province, and that a seat at the table be provided to the Regional Board as the Province works towards a conservation and recovery plan for caribou. Also in that letter, the Regional District requested a timely response regarding the request for an invitation to the Leaders’ Table.

Premier Horgan, you visited the PRRD on April 15, 2019, at which time you acknowledged the concerns of the public regarding lack of information and committed to doing better moving forward, starting with the appointment of Mr. Lekstrom as a liaison to the region and the extension of the public consultation period to May 31, 2019.

The PRRD does not feel that the situation or information flow have noticeably improved since your visit in April of 2019. Your appointee, Mr. Brownsey, addressed the Board on August 23, 2019 to introduce the idea of a Leaders Table with the PRRD Board, at which time he suggested that additional consultation with First Nations and Industry representatives was required prior to formal establishment of the Leaders’ Table. It is the sincere hope of the PRRD that our neighbouring communities and industry are not being ignored as the Regional District has been since Mr. Brownsey’s visit.

The PRRD requests the dignity of a response to our enquiries:

- Will the Province proceed with the creation of the Leaders’ Table? Have any meetings taken place?
- If so, will the PRRD be invited to name a representative to the Leaders’ Table?
- Who has been invited to name a Leaders’ Table representative, and who has accepted?
- Have the Terms of Reference for the group been drafted? If so, may the PRRD receive a copy to assist the Board to understand the role of the Leaders’ Table as the Province moves toward protection and preservation of the southern mountain caribou?

Sincerely,

Brad Sperling
Chair

c. MLA Bernier, MLA Davies, MP Zimmer
From: Tabatha Young <tyoung@dawsoncreek.ca>
Sent: Thursday, November 7, 2019 4:21 PM
To: Tabatha Young <tyoung@dawsoncreek.ca>
Subject: [EXTERNAL] Hockey Meet and Greet Invitation - Mayor, Council and PRRD Electoral D & E

My apologies for the second e mail, this invitation is for the Mayor and Council for the City of Dawson Creek, District of Chetwynd, Village of Pouce Coupe, District of Tumbler Ridge, District of Taylor and the PRRD Electoral Directors D and E.

Thank you

---

From: Tabatha Young
Sent: November 7, 2019 4:01 PM
To: Tabatha Young <tyoung@dawsoncreek.ca>
Subject: Hockey Meet and Greet Invitation

Good afternoon everyone,

With the permission from the PRRD and the support from many of you, we are moving ahead with an event that will utilize the funds from the B2B Economic Development initiative from the Peace River Regional District. You are all invited to attend a Meet and Greet with Hockey Canada, the Canadian Junior Hockey League, as well as interested scouts from the World Junior A Hockey Challenge. The evening will start with cocktails & light bites followed by the Johnny Reid Concert. Tickets for the concert are limited to four (4) per Municipality. See the invitation below for details:
YOU ARE INVITED TO A...

Meet n’ Greet

An evening with representatives from:

Hockey Canada
Canadian Junior Hockey League
NHL Scouts

For some casual drinks & light bites, followed by Johnny Reid "My Kind of Christmas" concert at the Encana Events Centre.

DECEMBER 10, 2019

THE FIXX URBAN GRILL BANQUET ROOM
(512 Hwy 2, Dawson Creek, BC)

5:30pm - Cocktails | 6:00pm Lite Bites | 8:00pm
Johnny Reid - Encana Events Centre
(4 tickets per Municipality)

RSVP: no later than November 26th to:
tyoun@dawsoncreek.ca
November 2, 2019

Mayor Rob Fraser
District of Taylor
Box 300
Taylor, BC V0C 2K0

Dear Mayor Fraser:

On Wednesday, December 11, 2019, the Northern Lights College Board of Governors will be hosting a holiday luncheon in Dawson Creek. This festive gathering will be catered by the students and faculty of our Professional Cook Training program and will highlight the culinary skills the students have been developing. We would be honoured if you could attend as our special guest.

The details regarding the lunch are as follows:

- Wednesday, December 11, 2019
- Aboriginal Gathering Space at the Dawson Creek Campus
- 11:30 am – 1:30 pm

Please let my assistant know if you are able to attend, as well as if you have any dietary restrictions or requirements that the Chef instructor should know about. My assistant can be contacted at hlardgn@nlc.bc.ca or at 250-784-7559. You are asked to please advise us of your attendance by December 3rd.

Thank you for considering our invitation.

Sincerely,

M. Bryn Kulmatycki, PhD
President and CEO
Good Afternoon,

The Peace River Regional District is being featured in an article for Business View Magazine, with an interview being conducted with Chair Sperling later in the month. To ensure the region is well represented and has a regional perspective, member municipalities are invited to provide their input on highlights of regional facilities and tourism opportunities that attract people to the region and make them want to stay. Please see the attached report from the November 14th Board Meeting for background on the article and to read the current draft speaking notes.

Please respond with comments from your municipality no later than Tuesday, November 19th.

Thank you,

Kristen Danczak-Brooke | Communications Coordinator
PEACE RIVER REGIONAL DISTRICT | Phone: 250-785-8084 | kristen.brooke@prrd.bc.ca | www.prrd.bc.ca
Peace River Regional District, 9505 100 Street, Fort St. John, BC V1J4N4

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DIRECTORS’ NOTICE OF NEW BUSINESS

To: Chair and Directors

From: Director Sperling, Electoral Area ‘C’

Subject: “Moving BC Forward – Enhancing and Building Communities” - Business View Magazine

PURPOSE / ISSUE:
To gather input from the Regional Board members for the Business View Magazine article featuring the Peace River Regional District to ensure that the region is well represented and has a true regional feel and perspective. Business View Magazine is looking to highlight regional facilities and tourism opportunities that attract people to the region and make them want to stay. Examples include the Tumbler Ridge Global Geopark, Encana Events Center, BC Winter Games, and Recreational Facilities.

RECOMMENDATION / ACTION: [Corporate Unweighted]
That the Regional Board provide input for the Business View Magazine article featuring the Peace River Regional District, titled “Moving BC Forward – Enhancing and Building Communities”.

BACKGROUND/RATIONALE:
The Peace River Regional District is being featured in an upcoming issue of Business View Magazine on a series they are running focused on “Moving BC Forward – Enhancing and Building Communities”. The article is based on an interview between their VP of editorial and myself. I hope to highlight some of the unique features in the region and discuss some of the key initiatives that are currently driving our growth in and invigorating the region’s economic Markets.

The initial interview was held between myself and Business View Magazine on November 7, 2019. A follow up interview is scheduled for November 20, 2019. Any ideas for additional areas of focus would need to be received by PRRD staff by NO LATER THAN Tuesday, November 19, 2019 at 9:00 am.

Prior to the next interview, Business View Magazine is requesting that the Peace River Regional District provide them with:
- High resolution images, logos, profile picture of myself and/or executive team group shot, equipment, facilities and any other choice graphics.
- The attached draft corporate advertising invitation letter template signed and with the Peace River Regional District logo.
- A list of PRRD key vendors/suppliers that will be used by BC Business Magazine to solicit advertising to support the PRRD feature.

Attachments:
1. Background and Speaking Notes prepared for the initial interview with Business View Magazine.
2. Draft Business View Magazine/PRRD letter regarding corporate advertising
3. Cowichan Valley Regional District feature article – Business View Magazine

November 14, 2019
Speaking Notes

Event: Business View Magazine
Subject: Peace River Regional District
Director: Chair Brad Sperling (Electoral Area C)
Date: November 7th, 2019

Event or Subject Background:

Business View Magazine is a digital media platform published in North America, Oceania, and the Caribbean. Their platform covers both Industrial and Public Sector developments and best practices, reporting on the latest advances in municipal public works, green initiatives, and college sustainability programs. The digital magazine is available online dating back to November 2014 and report approximately 840,000 monthly subscribers.

Many other communities, including others in Northern BC, have been featured in Business View Magazine. Notable local governments include: the City of Fort St John, Cowichan Valley Regional District, Columbia Shuswap Regional District, Caribou Regional District, and many other communities around British Columbia.

Speaking Notes:

The Peace River Regional District Board consists of 12 Directors representing 7 member municipalities and 4 electoral areas.

- Member Municipalities include Fort St John, Dawson Creek, Tumbler Ridge, Chetwynd, Hudson’s Hope, Taylor, and Pouce Coupe as well as unincorporated Electoral Areas B, C, D, and E.
- The PRRD is the largest Regional District, covering an area of more than 119,000 km².

The Peace River Regional District has seen continued growth over the years, with our strong economy attracting many young, energetic residents.

- Average age of population is 35 years old in comparison to provincial average age of 42.
- Diverse economic drivers in Peace Region communities, including industries such as agriculture, tourism, manufacturing, oil and gas, hydro-electric power generation, forestry, and mining.
- Strong economy and affordable housing allows younger residents to become homeowners – an opportunity they might not have available in the lower mainland and Vancouver.

1 According to population average age as found on the 2016 Census

November 14, 2019
Many people come to the Peace Region for a short term employment but become long term residents due to the vast amount of economic and recreational opportunities in the region.  
- Vast, abundant landscape attracting many for outdoor pursuits such as hunting, skiing, snowmobiling, and many more outdoor activities.

**Services / Industry**

**Services**  
The Peace River Regional District provides a variety of services, both region wide and in specific service areas. Examples include noxious weed control, community recreation, fire protection for Area C, solid waste and recycling, rural potable water service for Area B, sewage collection and disposal, regional parks, and building inspection.

**Industry**  
The Peace River Regional District has strong partnerships with industry and believes in balancing economic activities with environmental protection.
- Farmington Working Group of residents, BC Oil & Gas Commission, and industry partners exists to ensure residents in the area are able to live and work with industrial partners.

**Key Initiatives**

**Partnerships**  
Our vision for the Peace River Regional District is a strong, diverse and sustainable region inspired by innovative leadership that promotes livable and safe communities and a healthy natural environment for all residents of the PRRD. For this reason, we are focusing on building strong relationships with our First Nations Partners to move forward together to learn and grow with each other as we work towards the betterment of the region for everyone here.

Working together and sharing solutions is vital for remote and rural communities and includes looking outside our borders as well. Key intergovernmental and interprovincial partnerships with communities in Alberta and beyond can help us further ensure we are doing everything we can for the people of our region.
- In April 2020, the PRRD will be hosting the annual Intergovernmental/Interprovincial meeting in Dawson Creek.

**Advocacy**  
While many people choose to live in the BC Peace due to the vast, beautiful landscapes and peaceful, remote communities, our region faces many unique issues that those in southern urban setting have a difficult time comprehending. One of the PRRD strategic focus areas is to advocate for citizens and work on innovative solutions to these issues to make this region a better home for everyone here.

November 14, 2019
The PRRD strives to advocate for our residents at the Provincial and Federal level to afford our residents the same rights and opportunities as they would get in all parts of the province. Current projects:

- Remote Communities do not have Broadband Connectivity
- Senior’s Housing
- Emergency Response Capacity for Local Government

Responsive Service Delivery
We want to work with our citizens to ensure we have innovative solutions for our services that meet the current and future needs of all residents of the PRRD.

- Solid Waste Management Plan
- Emergency Planning

Tourism and Hospitality
The Peace River Regional District has a diverse and growing tourism industry that has brought many new, exciting events and opportunities to the region.

Sports Tourism
Producing many world class athletes, it’s no surprise that the region has seen a great increase in sports tourism over the past decade.

- In 2019, the City of Dawson Creek will be hosting the 2019 World Junior A Challenge, welcoming teams from the Czech Republic, Russia, the United States, and two Canadian teams.
- Prior to the 2019 World Junior A Challenge in Dawson Creek, Tumbler Ridge will be hosting the Russian Junior A Team prior to the prestigious hockey competition.
- Dawson Creek and Fort St John jointly hosted the 2015 and 2017 U17 World Hockey Challenge.
- The City of Fort St John will be hosting the 2020 BC Winter Games Feb 20-23, 2020.

Major Infrastructure
- Pomeroy Sports Centre – Olympic Sized Speed Skating Track (hosted Chinese Olympic team earlier in 2019)
- North Peace Leisure Pool
- Encana Events Centre – Attracts world-class entertainment events
- Chetwynd & District Rec Centre

UNESCO Global Geopark + Dinosaur Museum
The Peace River Regional District is home to the Tumbler Ridge Global Geopark, first designated as a UNESCO Global Geopark in 2014. The TRUGG highlights some of the geological significance of our area and has significantly impacted tourism for the entire region. Also famous for important paleontological discoveries, Tumbler Ridge
is home to an impressive Dinosaur museum and several hiking trails with real
dinosaur footprints that immerse visitors in the surreal, natural experience.

**Game of Thrones**
Tumbler Ridge also had a unique Tourism opportunity this year when the ‘Throne of Ice’ from popular HBO fantasy series ‘Game of Thrones’ was found near Babcock Creek in Tumbler Ridge.

- One of Six locations in the world to be chosen for this promotion.
- Throne was in place for 7 days.
- Over 5000 people from all around Western Canada and beyond visited Tumbler Ridge to sit on the Throne.

### Quick Facts

**Incorporation** 1967 (First called the Peace River Liard Regional District)
1987 (Districts split; Electoral Area A became the Northern Rockies Regional Municipality and areas east of the Northern Rockies became the Peace River Regional District (PRRD) and Peace River Regional Hospital District (PRRHD)).

**Population** 62,942 (as of 2016 census)

**Location** Northeast BC – 119,000 km² – the largest Regional District in BC

**Website** [http://www.prrd.bc.ca](http://www.prrd.bc.ca)

**Services Provided** Services provided by the PRRD, in the region, include:

- noxious weed control
- community recreation
- fire protection (Area C)
- solid waste control
- rural water services
- sewage collection and disposal
- parks
- building inspection

**Economy** The PRRD’s economy is comprised of:

- agriculture
- tourism
- manufacturing
- oil and gas
- hydro-electric power generation
- forestry
- mining

November 14, 2019
Peace River RD, BC

ATTN: «First_Name» «Last_Name»

Dear «First_Name»,

As a key strategic supplier to our organization, I wanted to inform you that the Peace River RD is being featured in an upcoming issue of Business View Magazine. Our feature is going to be the lead on a series they are running, focused on the “Moving BC Forward – Enhancing and Building Communities.” The article is based on an interview between their VP of editorial and myself. I hope to discuss some of the key initiatives that are currently driving our growth and invigorating the Markets.

I would like to invite «Company» to promote your business alongside ours with a corporate advertisement to appear within the article and subsequent marketing brochure as a preferred vendor of choice to the Peace River RD.

The feature article is a great way for us to continue to gain exposure while expanding our digital footprint through enhanced search engine results and social media. Upon completion, Business View will also be developing a customized brochure that can be utilized for further marketing initiatives.

The article will run approximately 6-8 pages and will be featured in an upcoming issue of Business View Magazine, a digital Business to Business publication which goes out electronically to over 840,000 executives throughout North America. To view a current issue please visit their website at www.businessviewmagazine.com.

We encourage you to contact Marcus VandenBrink from Business View for more information and pricing: Marcus VandenBrink, Publisher at 239-220-5554 or via email at marcus@businessviewmagazine.com.

I want to personally thank you for taking the time to review this correspondence, we value our relationship with «Company» and look forward to continuing our strategic relationship into the future.

Sincerely,

(Signature Here)

Name
Title
COWICHAN VALLEY REGIONAL DISTRICT

POISED FOR THE FUTURE

One of 29 regional districts in the province of British Columbia, Cowichan Valley Regional District (CVRD) is comprised of nine electoral areas and four municipalities in the southern part of gorgeous Vancouver Island. With a diverse array of industries, and a population of 82,000 that's steadily growing, the CVRD has a lot on its plate when it comes to managing regional services and the budgets that go with them. Brian Carruthers, CAO of the Cowichan Valley RD explains, “We provide close to 180 separate services to our constituents, in areas like solid waste management, emergency planning, economic development, and environmental initiatives. We’re not like a municipality where they collect general revenue and have a global budget. Our revenue is collected...
for each individual service and those dollars are all accounted for within that service. We can’t have one service supplementing another. So, we run 180 separate budgets. Each one needs to balance and has its own revenues, expenditures, and reserves. It’s actually quite complicated, but we make it work.”

The key function for CVRD is land use planning for electoral areas. Because they offer broadscale regional services, they usually only interact with the municipalities on specific projects. The RD handles all solid waste for the entire region. Municipalities collect their own garbage, recycling, and organic waste and bring it to the regional depot, where it is managed and shipped down to Washington state.

Carruthers acknowledges that water and climate change are two of the larger issues facing Cowichan Valley RD. “We’re seeing the effects of climate change every day and that’s directly related to issues around water. We live on an island and we have ground water we use and, also, surface water. Increasing temperatures, less snowfall for snow pack, means less replenishment of our aquifers from surface water. Those are the biggest concerns.”

Amy Melmach, CVRD Economic Development Manager, adds, “The whole issue around water is having an impact on the way we look at econom-
them than in a major center like Victoria.”

Tower Fence, located in the south Cowichan area, services much of the island with its products, and SureSpan started out building bridges for the forestry sector in the CVRD and is now into specialty, high-end, concrete construction design in Victoria and beyond. Pacific Homes ships its super-efficient, laser-generated housing stock all over the world.

On the agricultural front, Puricon and Weber Naturals have their processing facilities in the RD, as part of the nutraceutical and specialty foods industries. Artisan cheese companies are emerging. In fact, an agri-tech business, EIO Diagnostics, worked with one of the local cheese producers to develop an app that detects mastitis in area animals. Now, they’re travelling around the world profiling this technology. Food, wine, and craft brewing industries are all coming on strong. The Tourism Cowichan Society does a sensational job profiling agri-tourism in the region. Another notable business in the Valley – Brawn (one of the most recognized animation studios in North America) – has a sub-studio in Duncan.

Generally, Regional Districts are involved in hard services – solid waste management, utilities, recreation facilities – but with the popularity of the Cowichan Valley, Carruthers says that housing affordability has become an issue that many local governments are having to deal with. He explains, “It’s starting to have an impact on employers being able to find affordable housing for their employees. So, we’re starting to delve into some of those social issues.”

CVRD provides the lion’s share of the recreation facilities and has a robust parks program, with 200 parks, altogether. A phenomenal trail system crosses the region and hooks into the TransCanada Trail system, enhanced by the Kinsall Bridge and the Heritage Rail Bridge, for hiking, walking, and mountain biking. In addition, there are amazing scuba diving opportunities in the reefs. A local developer in the entertainment industry created a festival ground at Lake Cowichan with one of the largest permanent stages in Canada. Called Laketown Ranch, the grounds host a popular, annual country music festival, along with other exciting events. And speaking of excitement, a high-end luxury sports car track located in the RD, attracts owners from near and far to drive their high-speed cars in a controlled environment.

Cowichan means ‘the warm land’ and that’s becoming more pronounced with climate change. Carruthers says, “We’re kind of the northern California climate of Canada now and a desirable place to be. We have an aging demographic and an outdated hospital and we’re now working with the Ministry of Health and the Vancouver Island Health Authority on the concept planning stage for a new, state-of-the-art hospital in our region – a ‘Campus of Care’ to look after people in our community, well into the future.”
CVRD Environmental Services Manager, Kate Miller, describes the importance of First Nations partnerships. “Within our region we have a number of First Nations – Cowichan Tribe is the largest in B.C. – and the CVRD is working closely with many of them in areas such as alternative power generation. They are coming into their own in terms of community visioning and we expect, in the next few years, to see substantial movement forward with how they see the development of the area and the impact on their traditional territories. It’s a very positive opportunity for the region to align with them in a working relationship. They are significant partners in our economic development.”

The CVRD is also looking at alternative power generation at a local level, from analysis of micro-hydro, to wind power, and partnering with large timber companies for the use of bio-fuels for district energy. Long-term community planning is all about the science when it comes to public health issues such as monitoring air quality and water quality to protect local drinking water, to ensure the resources are available as the region grows, and to meet those needs now and in the future.

Melmach describes the region as “diverse and multi-textured, with levels of complexity that are really interesting and challenging. But that’s the opportunity, as well,” she states. “We have a lot of dedicated people in the CVRD and within our larger community of First Nations - business people and interested community advocates who offer tremendous input into our planning processes.”

For Carruthers, it’s all about partnerships. “Because of the depth of some of these issues, as a local government, we simply don’t have the capacity to do it on our own. Cowichan 2050 is an initiative we’re just starting – a collaborative framework for local government, First Nations, and other key community partners to work together towards a common vision for the Cowichan Valley.”

Miller sums it up well: “Under all of it, we’re a community that’s poised for the future and deeply cares about collaboration, so everybody benefits. This entire community is very open and excited about what’s ahead for the region and being part of the dialogue.”

November 14, 2019
Staff Report

TO: Mayor & Council
FROM: Michael McPhail, Director of Financial Services
DATE: November 18, 2019
SUBJECT: Proposed Grants in Aid for the 2020 BC Winter Games

STRATEGIC GOALS & PRIORITIES:
This report complies with the following strategic goals set out by Council:
- Enhance safety and provide a welcoming community with a strong social fabric.

By assisting the region to host the 2020 BC Winter Games through logistical and financial support.

RECOMMENDED RESOLUTION:
1. THAT a value of $6,000 be established for the in kind donation already approved for the 2020 BC Winter Games by the District of Taylor Council on August 19, 2019 through Resolution 247-2019 which reads “THAT the District Ice Centre be closed to the public from Tuesday, February 18, 2020 to Sunday February 23, 2020; and THAT, the 2020 BC Winter Games be provided ice rental fee forgiveness and exclusive use of the District Ice Centre from Wednesday, February 19, 2020, to Sunday, February 23, 2020; and THAT, sponsorship be provided through free advertising in the Taylor Times and on the District reader board.”

2. THAT a value of $4,000 be established for the proposed in kind donation to address the staff time required to remove and reinstall sheets of safety glass at the arena in support of the games.

AND

3. THAT a $10,000 direct (cash) financial donation be made by the District of Taylor in 2020 to the 2020 BC Winter Games.

PURPOSE:
To provide Council with requested information to enable it to consider granting financial and in kind support to the 2020 BC Winter Games.
BACKGROUND:
At its August 19, 2019 Regular meeting Council granted the BC Winter Games organization logistical support for the 2020 BC Winter Games by providing access to the Taylor Ice Arena facility for the dates of February 18 to February 23, 2020 inclusive. The resolution approved by Council (#247-2019) follows: THAT, the District Ice Centre be closed to the public from Tuesday, February 18, 2020 to Sunday February 23, 2020; and THAT, the 2020 BC Winter Games be provided ice rental fee forgiveness and exclusive use of the District Ice Centre from Wednesday, February 19, 2020, to Sunday, February 23, 2020; and THAT, sponsorship be provided through free advertising in the Taylor Times and on the District reader board.

At the same meeting Council directed District staff to provide information on what direct financial (cash) support the District could provide the BC Winter Games committee to support the games.

FINANCIAL IMPLICATIONS:
As the BC Winter games are being held in Northeast BC in 2020 District staff recommends that some direct financial support as well as in kind support be included in the District of Taylor’s 2020-2024 Financial Plan. The proposal for the District’s Financial Plan follows:

1. $6,000 (estimated) in kind donation for the arena rental per the approval given by Council on August 19, 2019 (Resolution 247-2019). Please note this amount has increased by $3,000 over the originally estimated amount in the August 19, 2019 report to Council to reflect the fact that the facility will be available solely for BC Winter Games use February 18-23 inclusive rather than ten hours each day as first estimated; and further to capture the value of advertising in the Taylor Times and on the District reader board.
2. $4,000 (estimated) in kind donation to address staff time required to remove and reinstall sheets of safety glass at the arena in support of the games.
3. $10,000 direct (cash) financial donation be made by the District of Taylor in 2020 to the BC Winter Games.

If Council approves the proposed resolution in this report the District of Taylor will qualify for the BC Winter Games Signature sponsorship level (i.e. donations $20,000 and $39,999).

COMMENTS & DISCUSSION:
The BC Winter Games Committee forecasts nearly 1,900 participants and a budget of $655,000 for the 2020 games. The Committee currently projects a balanced budget based on donations and funding commitments to date; including for example a financial contribution of $50,000 and a $50,000 in kind commitment from the City of Fort St John. Financial contributions in excess of expenditures needed to fund the games are to be designated to support legacy projects in the region in the future.
ALTERNATIVE OPTIONS:
Council may choose other BC Winter Games sponsorship levels as follows:

- Premier sponsorship requires a contribution of $40,000 +
- Signature sponsorship requires a contribution of $20,000 to $39,999
- Podium sponsorship requires a contribution of $10,000 to $19,999
- Supporter sponsorship requires a contribution of $5,000 to $9,999

The higher the level of sponsorship (Cash and in Kind donations combined) the greater the degree of advertising at the BC Winter Games.

SUMMARY & CONCLUSION:
By assisting the 2020 BC Winter Games the District of Taylor continues the tradition of supporting regional events that enrich the lives of Taylor residents as well as nearby residents. It is recommended that the total financial support provided to the BC Winter Games by the District of Taylor consist of $6,000 in kind donation for the Ice Arena rental etc.; PLUS $4,000 to remove and reinstall sheets of safety glass at the Ice Arena; PLUS, $10,000 in cash as direct financial support for the 2020 BC Winter Games. It is believed that this combination will strike the appropriate balance for the District of Taylor given our community’s size and commitment to the games.

RESPECTFULLY SUBMITTED:

Michael McPhail, Director of Financial Services

*The District of Taylor’s guiding principle is “Safety, Family, then Work.”*
Staff Memorandum
PO Box 300 | 10007 – 100A Street | Taylor, BC V0C 2K0 | www.districtoftaylor.com

TO: Mayor and Council
FROM: Ryan Nelson, Director of Operations
DATE: November 18, 2019
SUBJECT: Residential Curbside Garbage Collection

PURPOSE:
Staff is requesting that Council “resolves to extend the Solid Waste Garbage Contract with Oscars Disposal Ltd. to September 30, 2020, for the amount of $42,669.90, including GST.”

COMMENTS & DISCUSSION:
The 2016 Collection and Disposal of Garbage Agreement between Oscars Disposal Ltd. (formally with D&T Disposals which was bought out by Oscars Disposal Ltd.) and the District of Taylor expired on September 30, 2019. Under this contract, the District of Taylor and Oscars Disposal Ltd. can negotiate an extension of the contract by 1 year for the residential automated pickup service within Taylor. Oscars Disposal Ltd. is in agreement of this extension under the existing contract, which would then expire on September 30, 2020.

FINANCIAL IMPLICATIONS:
The existing contract of solid waste removal for the year extension is for the amount of $42,669.90 including GST and is currently in the approved budget.

CONCLUSION:
Staff supports this request as the contractor has provided an excellent service at a reasonable price within the contract.

RESPECTFULLY SUBMITTED:

Ryan Nelson, Director of Operations

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

TO: Mayor and Council
FROM: Andrew Young, MCIP, RPP, Chief Administrative Officer
DATE: November 18, 2019
SUBJECT: UBCM and NDIT Grant Applications in support of District of Taylor Housing Needs Assessment
ATTACHMENT(S):
 SCOPE - District of Taylor Housing Needs Assessment 2019
 UBCM - District of Taylor Housing Needs Assessment 2019

STRATEGIC GOALS & PRIORITIES:
This report complies with the following strategic goals set out by Council:
- Retain small town character with responsible, sustainable growth.
- Enhance safety and provide a welcoming community with a strong social fabric.

This report meets the above strategic goals by helping to ensure the District of Taylor has an appropriate mix of safe, affordable, attractive housing for people of all ages, that also helps sustain the social fabric of the community.

RECOMMENDED RESOLUTION:
That Council:
1. Approves applying to the Union of BC Municipalities (UBCM) for a grant to help support the District of Taylor’s Housing Needs Assessment in 2020; AND
2. Approves applying to the Northern Development Initiative Trust (NDIT) for a grant to help support the District of Taylor’s Housing Needs Assessment in 2020.

PURPOSE:
To seek resolutions of support from Council for grant applications to the Union of BC Municipalities (UBCM) and Northern Development Initiative Trust (NDIT) to help support the District of Taylor’s Housing Needs Assessment in 2020.

BACKGROUND:
In early 2019 the Provincial government adopted legislation requiring BC’s municipalities and regional districts to complete housing needs assessments by April 2022 and every five years thereafter. The assessments are intended to help the Provincial and local governments to better understand and respond to housing needs. In completing their housing needs assessments, local governments are required to collect data, analyze trends and present reports that describe their current and anticipated housing needs. A three-
year funding program to help support the housing needs assessment work was approved by the Provincial government and is being administered by the Union of B.C. Municipalities (UBCM). In addition data and guidance to support the assessment work is being provided by the B.C. government.

Ultimately, the completed Housing Needs Assessments will help communities to better understand their current and future housing needs. The assessments will do this by examining existing and projected gaps in housing supply through collecting and analyzing quantitative and qualitative information about local demographics, economics, housing stock, and other factors. The completed housing needs assessment will inform the development of a housing strategy and action plan for the District of Taylor.

FINANCIAL IMPLICATIONS:
District staff estimate that the Housing Needs Assessment for the District of Taylor will cost about $50,000 to complete. If the two grants outlined above are secured by the District they will help support about 50% of the cost of the project. The balance of the project costs will then have to be supported by the District of Taylor in its 2020 budget.

COMMENTS & DISCUSSION:
There is strong interest in the Taylor community to undertake a thorough analysis of housing needs as evidenced in some of the comments made at the Coffee with Council meeting held on October 22, 2019. It is well known in the community that safe, affordable, attractive housing for people of all ages, are in limited supply in the District of Taylor at this time. Furthermore, the community presently lacks housing options suitable to support seniors so that they can continue to live in the community well into their golden years, instead of having to move to a larger centre to receive care and support. District staff, supported by Taylor’s Grant Writer, have been preparing grant applications to the Union of BC Municipalities (UBCM) and Northern Development Initiative Trust (NDIT) to help support the District of Taylor’s Housing Needs Assessment in 2020.

ALTERNATIVE OPTIONS:
Council may choose not to give support to the Housing Needs Assessment grant application/s at this time (i.e. UBCM and/or NDIT grant/s), and apply in 2020 instead.

SUMMARY & CONCLUSION:
In order to demonstrate the District of Taylor’s strong interest in addressing housing needs in the community, it is recommended that Council approve the proposed resolutions of support for grant applications to the Union of BC Municipalities (UBCM) and Northern Development Initiative Trust (NDIT) to help support the District of Taylor’s Housing Needs Assessment in 2020.
RESPECTFULLY SUBMITTED:

[Signature]

Andrew Young, MCIP, RPP, Chief Administrative Officer

The District of Taylor's guiding principle is "Safety, Family, then Work."
District of Taylor Housing Needs Assessment

Scope of Project - Proposed

This project will include the following:

1. Develop economic/demographic profile for the District of Taylor

2. Collect all data applicable to the District of Taylor, where available, in accordance with Provincial requirements and guidelines.

3. Visit the District of Taylor and conduct in person stakeholder interviews with:
   a. Cross-section of Taylor residents (e.g. seniors, persons with mobility limitations, as well as long-term and new residents)
   b. District of Taylor Mayor and Council
   c. District of Taylor Municipal staff
   d. Taylor Access and Inclusion Committee
   e. Peace Community Church – Taylor
   f. Local major employers (i.e. Canfor Pulp and Paper - Taylor, Cameron River Logistics, Enbridge and Pembina Taylor McMahon Plants, and Taylor Elementary School – Principal)
   g. Local rental accommodations owners and rental companies (e.g. Licar, and Sterling Management)
   h. Local Realtors (Fort St John)
   i. Fort St John Seniors Care Foundation
   j. Treaty 8 First Nations (i.e. Blueberry River, Doig River, and Halfway River First Nations)
   k. First Nations Health Authority
   l. Northern Health Authority
   m. RCMP
   n. BC Ambulance Service
   o. Northern Lights College (if required)
   p. BC Housing
   q. Ministry of Municipal Affairs and Housing
   r. Ministry of Social Development and Poverty Reduction
   s. Any others deemed necessary or referred to from the list above.

4. Develop District of Taylor housing needs assessment report for Council consideration and adoption that:
   a. Assesses current housing needs and housing availability
   b. Projects future housing needs over the next 5 years
   c. Includes estimates of the number of housing units needed to meet current and future housing needs
   d. Identifies gaps between housing needs and housing supply
   e. Identifies options for Mayor and Council to consider to help keep our current population of seniors, vulnerable populations, low income residents, through implementation of this report.

5. Consultant will visit the District of Taylor to formally present the report findings to Council in open meeting.
Housing Needs Reports Program
2019 Application Form
Revised August 2019

Please complete and return the application form and all required attachments. All questions are required to be answered by typing directly in this form. If you have any questions, contact lgps@ubcm.ca or (250) 952-9177. Applications must be received no later than November 29, 2019.

SECTION 1: Applicant Information

| Local Government: District of Taylor    | Complete Mailing Address: Box 300, Taylor BC V0C 2K0 |
| Contact Person: Andrew Young           | Position: CAO                                      |
| Phone: 2507893392                      | E-mail: ayoung@districtoftaylor.com                |

*Contact person must be an authorized representative of the applicant.

SECTION 2: For Regional Projects Only

1. **Identification of Planning Areas.** For all regional projects, please list all of the planning areas included in this application (partnering municipalities, electoral areas, and local trust areas). If any planning areas are outside of the primary applicant’s jurisdiction, please identify the partnering local governments. Refer to Section 3 in the Program & Application Guide for more information and requirements for regional projects.

   District of Taylor

2. **Rationale for regional project.** Please provide a rationale for developing Housing Needs Reports as a regional project, including how this approach will support improved understanding of housing needs and cost-efficiencies in the total grant request.

   Not a Regional project

SECTION 3: Project Summary

3. **Title & Area of the Project.**

   Project Title: Housing Needs Assessment - District of Taylor

   Planning areas (municipalities, electoral areas, and local trust areas) that will be included in the report: District of Taylor
4. **Project Cost & Grant Request.**
   - Total Project Cost: $50,000.00
   - Total Grant Request: $15,000.00
   - Have you applied for or received funding for this project from other sources? If yes, please list:
   - We are applying to NDIT for $10,000

5. **Project Summary.** Provide a summary of your project in 150 words or less.
   - We are planning on conducting a Housing Needs Assessment using a consultant who will consult with local community groups such as seniors, other local citizens, as well as service providers and District staff. This will include identification of local need of all kinds dealing with housing, number of housing units required to meet needs and the number and percentage of households in core housing need and extreme housing need.

**SECTION 4: Detailed Project Information**

6. **Existing Housing Needs Reports.** If any of the planning areas included in this application already have a completed Housing Needs Report (or similar), please identify the name and date of the report(s).
   - We currently do not have a housing needs assessment of any kind, thus the need for the assessment.

7. **Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Sections 4 and 5 of the Program & Application Guide for funding requirements and eligibility.
   - The proposed activities, in brief, will include:
     1. Collection of information to identify current and projected housing needs.
     2. Using that information to prepare and publish an on line housing needs report which shows current and projected housing needs for at least the next five years.
     3. Consulting with the community including the Taylor Access and Inclusion Committee, Fort St John Seniors Care Foundation, local seniors (short and long term residents), Taylor Community Church, BC Housing, Ministry of Municipal Affairs and Housing, and the Ministry of Social Development and Poverty Reduction.
     4. Consult with any other individuals and organizations and agencies that might occur as a result of conducting the consultations noted above.
     5. Preparation of report for Mayor and Council.

8. **Data Collection, Compilation & Analysis.** Do you intend to collect data in addition to the datasets that will be made available at no cost via the Ministry of Municipal Affairs & Housing (i.e. community-based surveys)? If so, please describe what data you intend to collect and how you intend to use this information?
   - No

9. **Community Consultation & Public Engagement.** Please indicate how you intend to consult, engage, or collaborate with the following and what specific role they will play in the proposed activities. If possible, please identify the specific agencies or organizations you intend to work with.
Neighbouring local governments: City of Fort St John, Areas C&E of the Peace River Regional District, will be contacted by District of Taylor staff to set up face to face or telephone meetings for the consultant to discuss local housing concerns. The same step will be taken for the other consultations and engagement outlined below.

First Nations and local Indigenous organizations: Treaty 8 and First Nations Health Authority
Non-profit service providers, health authorities, and/or post-secondary institutions: Northern Health, Ministry of Social Development and Poverty Reduction
Non-profit or for-profit development sector: BC Housing, Fort St John Seniors Care Foundation, Taylor Access and Inclusion Committee, Taylor Community Church
Vulnerable populations (e.g. individuals experiencing homelessness, those at risk of experiencing homelessness, youth, seniors, new immigrants or refugees, etc.): Access to these individuals will be organized through our community networks and by engaging with Northern Health, Ministry of Social Development and Poverty Reduction, BC Housing, SUCCESS, etc.
Other: RCMP, BC Ambulance, Northern Lights College, School District 60, Local realtors and rental companies, District of Taylor Municipal Staff

10. **Capacity Building.** Please describe any training and/or capacity building activities you plan to undertake to support your local government’s ability to complete and make use of future housing needs reports.

Once we have the report prepared and approved, we will look for appropriate courses for District staff to pursue to help support this initiative.

11. **Additional Information.** Please share any other information you think may help support your submission.

We believe that through this process, we may be able to grow our community capacity by providing future housing for our vulnerable populations, and more affordable and reliable housing for populations such as our seniors. We would look to use this assessment to determine if there are other options to assist our current populations of low income, seniors, and vulnerable citizens to achieve longer term reliable housing that will enable them to continue to live at in Taylor rather than move to other facilities.

### SECTION 4: Required Attachments

Please submit the following with your application:

- Council, Board, or Local Trust Committee Resolution – Indicating local government support for the proposed project and a willingness to provide overall grant management;
- Detailed project budget;
- **For regional projects only:** Each partnering local government must submit a Council, Board, or Local Trust Committee resolution indicating support for the primary applicant to apply for, receive, and manage the grant funding on their behalf;

| Resolutions from partnering applicants must include the language above. |  |
Optional: Up to five letters of support as evidence of partnership or collaboration with community organizations and/or other local groups.

Submit the completed Application Form and all required attachments as an e-mail attachment to lgps@ubcm.ca and note “November 2019 Housing Needs Reports” in the subject line. Submit your application as either a Word or PDF file(s). If you submit by e-mail, hardcopies and/or additional copies of the application are not required.

SECTION 5: Signature. Applications are required to be signed by an authorized representative of the applicant. Please note all application materials will be shared with the Province of BC.

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within the applicant’s jurisdiction (or appropriate approvals are in place).

Name: Andrew Young  
Title: CAO

Signature:  
Date:

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities  
E-mail: lgps@ubcm.ca  
Mail: 525 Government Street, Victoria, BC, V8V 0A8
TO: Mayor and Council  
FROM: Steve Byford, LAFC, CD, Fire Chief  
DATE: November 18, 2019  
SUBJECT: Grant Support - Community Emergency Preparedness Fund (CEPF)  
ATTACHMENT(S):  
- CEPF-2019-Taylor Fire Rescue-Training & Equipment Grant - DOT  
- CEPF-2019-Taylor Fire Rescue-Training & Equipment Grant Budget  

STRATEGIC GOALS & PRIORITIES:  
This report complies with the following strategic goals set out by Council:  
- Provide exceptional service and an excellent place to live and work.  
- Enhance safety and provide a welcoming community with a strong social fabric.  

This report meets the above noted strategic priorities of Council by: Ensuring that appropriate protective services are maintained through progressive training and by providing exceptional emergency services to the community.  

RECOMMENDED RESOLUTION:  
"THAT, Council supports the proposed grant submission by Taylor Fire Rescue through the Community Emergency Preparedness Fund (CEPF) - Union of BC Municipalities - 2019 Volunteer & Composite Fire Departments Equipment & Training program, and Council is willing to provide overall grant management."

PURPOSE:  
To receive support from Council for a CEPF grant submission as well as the required management of the CEPF grant that will help fund training and equipment purchases for Taylor Fire Rescue.  

BACKGROUND:  
This is a newly designed grant through the CEPF, providing support to volunteer and composite fire departments around the Province of BC that helps cover training and equipment costs.
FINANCIAL IMPLICATIONS:
N/A

COMMENTS & DISCUSSION:
The intent of this funding stream through the Union of BC Municipalities - CEPF Fund is to help build the resiliency of volunteer and composite fire departments through the purchase of new or replacement equipment, and to facilitate the delivery of training and exercises. Taylor Fire Rescue (TFR) has Live Fire training as a priority for our members and has included this request within the project. In addition, TFR intends to use part of the grant to purchase of a forced entry door trainer will allow members to complete required training in-house, while offering years of future skills development and proficiency. Finally, TFR intends to use part of the grant to replace an aging gas powered Positive Pressure Ventilation fan with a new electric fan with more versatility.

ALTERNATIVE OPTIONS:
Council may decide not to support the grant submission.

SUMMARY & CONCLUSION:
District staff feel that TFR has submitted a project proposal that fits within the grant parameters and staff looks to Council for project support. Continuous training for TFR volunteers is a priority as it will help ensure they are able to support our community's emergency needs.

RESPECTFULLY SUBMITTED:

Steve Byford, Fire Chief

The District of Taylor's guiding principle is “Safety, Family, then Work.”
Community Emergency Preparedness Fund

Volunteer & Composite Fire Departments
Equipment & Training
2019 Application Form (Updated October 2019)

Please complete and return the application form by **November 15, 2019**. All questions are required to be answered by typing directly in this form. If you have any questions, contact cepf@ubcm.ca or (250) 387-4470.

### SECTION 1: Applicant Information

| Name of Primary Applicant: District of Taylor | Date of Application: 8 November, 2019 |
| Contact Person*: Steve Byford | Position: Fire Chief |
| Phone: 250-789-3392 | E-mail: sbyford@districtoftaylor.com |

* Contact person must be an authorized representative of the applicant.

### SECTION 2: For Regional Projects Only

1. **Identification of Partnering Applicants.** For all regional projects, please list all of the partnering applicants included in this application. Refer to Sections 2 and 3 in the Program & Application Guide for eligibility.
   
   N/A

2. **Rationale for Regional Projects.** Please provide a rationale for submitting a regional application and describe how this approach will support cost-efficiencies in the total grant request.
   
   N/A

### SECTION 3: Project Summary

3. **Name of the Project:**
   Taylor Fire Rescue - Training and Equipment Grant Project

4. **Project Cost & Grant Request:**
   Total Project Cost: $24,492.00   Total Grant Request: $19,492.00
Updated September 2019 - Have you applied for, or received funding for, this project from other sources? If yes, please indicate the source and the amount of funding received or applied for.

Taylor Fire Rescue has not received funding for this project from other sources.

5. **Project Summary.** Provide a summary of your project in 150 words or less.

Taylor Fire Rescue (TFR) is a volunteer department, currently working on completing Playbook qualification requirements. With all training, there is a cost and time component. Our volunteers devote their time to complete this training without hesitation. Our only restriction is cost.

This project will allow us to send additional members to complete Live Fire training sooner, as we can't complete this locally. Currently due to cost, we are restricted on the amount of members we can send yearly due to the combined cost of travel and tuition.

The purchase of a forced entry door trainer will allow our members to complete required training in-house. While offering years of future skills development and proficiency. As a dedicated partner here in the Peace Region, the forced entry door trainer could be utilized by more than one department here in the Peace region.

Finally, the Positive Pressure Ventilation (PPV) fan will replace an aging 17 year old fan used for structure fire response. With innovation changes, this new electric fan allows for more versatility usage than our aging gas powered fan. This fan will be used not only within the District of Taylor, it will also be used to support mutual aid requirements when tasked within the region.

SECTION 4: Detailed Project Information

6. **Requirement to be Volunteer or Composite Fire Department.** Please list the name and location of each eligible fire department that is included in this application and describe the composition (volunteer or composite) of each.

Taylor Fire Rescue - In the District of Taylor, Taylor, BC - 19 member department. 2 career fire fighters (Chief and Deputy); 17 volunteer members.

7. **Operating Budget(s).**

   a. Please indicate the annual operating budgets of each fire department included in this application.

   Our 2019 annual operating budget is $384,265 inclusive. This includes wages for our career Chief and Deputy Chief who are the administrators of our fire hall, emergency management program, building and bylaw operations. Further, included in this budget is the wages for our Operations Admin Assistant that takes care of administration. All daily departmental operational expenditures also come out of this budget.

   b. Describe the extent to which that budget enables each fire department to purchase essential equipment and/or provide training.
Our current budget allows for training but due to the number of members requiring Live Fire qualifications, we are not able to complete everyone without assistance in one training year.

8. Proposed Activities. What specific activities will be undertaken as part of the proposed project? Refer to Sections 3 and 4 of the Program & Application Guide for eligibility. 
*Note: training is for fire department members only and not community members. All proposed training activities must include the name of course and the instructor and/or agency who will provide the training.*

Courses: Live Fire training will be for our fire fighter members here in the District of Taylor to complete their Playbook requirements. This course is administered and accredited through the Justice Institute of British Columbia (JIBC). The location of this course will be either at JIBC’s Maple Ridge or Comox Fire Training Centres (based on dates available in 2020).

9. Resiliency. Describe how the proposed project will build the resiliency of volunteer or composite fire departments in your community.

Investment in training for our volunteer members is paramount. Without our volunteers, we would not be able to provide the emergency services we do to our community and the Peace River region. This type of training ensures that the volunteers are properly trained and ready to perform their assigned task properly and more importantly safely. A strong volunteer ethos and network is vital to a cohesive, resilient community.

10. Mental Well-Being. Describe the extent to which proposed training will specifically address the mental wellbeing of eligible fire department staff and volunteers.

As we all understand, live fire training is a critical component of the instruction and certification process to become a fire fighter. We have to ensure our volunteers are mentally ready and able to complete their tasks working in a live fire, safe training atmosphere before we allow them to conduct operations in a real world emergency environment. This training is essential for their safety and the safety of other fire fighters and the community members they will be serving.

11. Transferability. Describe the extent to which the proposed project may offer transferable resources and supplies to other communities (e.g. trained staff and/or equipment that will be made available to other communities, training resources other communities will be invited to utilize, etc.).

The District of Taylor has mutual aid and fire protection agreements with the Peace River Regional District and the City of Fort St. John. The training and equipment requested within this proposal will have a direct impact within the region. Our fire fighters will be better prepared to conduct operations not only within the District of Taylor but throughout the regional when requested.

12. Partnerships. Identify any other organizations or stakeholders you will collaborate with on the proposed project and specifically outline how you intend to work together.

With the purchase of a forced entry door trainer, the District of Taylor is willing to work with both the PRRD and the City of Fort St. John, offering them the opportunity to train
with this equipment. Training in-house with this equipment will allow all of the communities in the region to save money on travel. This cooperation can be extended to our RCMP partners in the area as well. This training aid would serve the community in many capacities.

13. Evaluation. How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes (e.g. tracking number of training events and exercises, external evaluators, etc.)?

The District of Taylor would setup project goals and objectives that would include deadlines that ensured the training were to take place and that the equipment would be purchased.

Ongoing budget evaluation and tracking would take place ensuring costs are within budget.

All of this information will be available to both UBCM and the District of Taylor to ensure the project is being completed and within cost.

14. Additional Information. Please share any other information you think may help support your submission.

The District of Taylor is a small community but is an essential partner in the Peace Region. Two examples are the natural gas and pulp/paper industry alone that resides within the District, along with the major corridor (Hwy 97 and the Taylor Bridge) that is depended on by everyone within North East BC. Having a viable, trained fire department is required to keep the members of the community and our industry partners safe.

SECTION 5: Required Application Materials

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application.

All applicants are required to submit:
- Completed application form
- Detailed project budget

Local government, First Nation or improvement district applicants must submit:
- Council or Board resolution, Band Council Resolution or Treaty First Nation Resolution, or improvement district Trustee resolution indicating support for the current proposed activities and willingness to provide overall grant management

Legally incorporated society-run fire department applicants must submit:
- Board of Directors motion indicating support for the current proposed...
<table>
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<th><strong>SECTION 6: Signature</strong></th>
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<tr>
<td>I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our jurisdiction (or appropriate approvals are in place).</td>
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<table>
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<tr>
<th>Name: Steve Byford, LAFC, CD</th>
<th>Title: Fire Chief</th>
</tr>
</thead>
</table>
| Signature: 

An electronic or original signature is required. | Date: 8 November, 2019 |

Submit applications to:
Local Government Program Services, Union of BC Municipalities
E-mail: cepf@ubcm.ca
Mail: 525 Government Street, Victoria, BC, V8V 0A8
Taylor Fire Rescue - Training and Equipment Grant Project - Proposed BUDGET

Live Fire Training - (8 Members)
Course Cost - JIBC (Two Day Course)  
Travel Cost (Food and Flights)  
Hotel Cost (Two Nights Required) (Double Occupancy)  

Forced Entry Door Trainer
Trainer with Delivery/Tax  

Replacement - Positive Pressure Fan (PPV)
Blowhard Electric PPV (Tax Included)  

TOTAL Project Budget  

Funding Contributions
CEPF Grant Contribution
District of Taylor Contribution  

AGENDA ITEM #12.2
Grant Support - Community Emergency Preparedness Fund...
November 7, 2019

Community Preparedness Fund - Volunteer & Composite Fire Departments Training & Equipment – 2019
Local Government Program Services
Union of BC Municipalities
Via cepf@ubcm.ca

RE: Pending Resolution of Support

Please accept this letter as confirmation that a resolution of Council is being sought from the District of Taylor’s Mayor and Council at the November 18, 2019 Regular Council Meeting.

We expect Council to formally support a Volunteer & Composite Fire Departments Training & Equipment – 2019 grant application as this was a topic of discussion that was verbally supported at the October 21, 2019 Protection Committee Meeting.

We hope that this letter will be sufficient at this time in order for UBCM to accept the District of Taylor’s application. A copy of the Council resolution will be provided shortly thereafter November 18, 2019.

Should you have any comments or concerns, please contact the undersigned at 250-789-3392 or tpennell@districtoftaylor.com.

Warm Regards,

Tyla Pennell
Corporate Officer

cc: Andrew Young, MCIP, RPP, Chief Administrative Officer
    Steve Byford, Fire Chief