

NOTICE: That a regular meeting of the District of Barriere Municipal Council will be held at the District Hall, 4936 Barriere Town Road, Barriere, B.C. on June 21, 2010 at 7:00 p.m. for the transaction of business listed below.

Wayne Vollrath, Chief Administrative Officer

AGENDA

1. ADOPTION OF AGENDA

That Council approve the June 21, 2010 Regular Council Meeting Agenda.

2. ADOPTION OF MINUTES

- a. That Council adopt the minutes of a May 10, 2010 **Public Works Committee Meeting.**

Recommendations:

- i. That the tender process for the Barriere Water Improvements be initiated and if the cost is higher, that additional funding come from gas tax revenue or TNRD funds.
- ii. That TRUE Consulting prepare a feasibility assessment of reservoir construction of Mountain Road at a cost of \$3,500.

- b. That Council adopt the minutes of a May 17, 2010 **Finance and Audit Committee Meeting.**

Recommendations:

- i. That the District introduce a late penalty of 5% after the 30th day of billing for all unpaid utility accounts.
- ii. That the issue of issuance of keys for the Fire Hall be referred to the Community Services Committee.

- c. That Council adopt the minutes of a May 17, 2010 **Regular Council Meeting.**

- d. That Council adopt the minutes of a May 31, 2010 Tourism and Economic Development Committee Meeting.

Recommendations:

- i. That industrial property owners be invited to a Tourism and Economic Development meeting to discuss the potential of developing their property.
- e. That Council adopt the minutes of a May 31, 2010 Parks Committee Meeting.

Recommendations:

- i. That the Parks Committee make a recommendation to move forward with the latest (revised) bandshell plans to bring to Council for approval.
 - ii. That the District engage the service of a quantity surveyor through Milligan and Associates.
 - iii. That Council hire four or five people registered with Employment Services to assist in the laying of the sod.
 - iv. That staff find a contractor to install the irrigation at the triangle.
 - v. That the Committee defer a decision on the memorial benches until the next Parks Committee Meeting.
 - vi. That staff purchase 2-3 handicapped parking signs and a 15 minute temporary parking sign.
- f. That Council adopt the minutes of a June 7, 2010 Regular Council Meeting.

3. DELEGATIONS

North Thompson Recreation Society – Tammy McDonald, Program Coordinator will be on hand to address a grant in aid application.
Application attached.

4. BYLAWS

There are no scheduled bylaw readings.

5. STAFF REPORTS

- a. **Tourism and Economic Development Services**– Wayne Vollrath, CAO
- b. **Municipal Engineering Consulting Services**– Wayne Vollrath, CAO
- c. **Community to Community Forum, SIMPCW First nation and District of Clearwater**– Wayne Vollrath, CAO
- d. **Garbage Pickup Schedule** – Wendy Welz, Administrative Assistant

6. PROCLAMATIONS

There are no proclamations scheduled.

7. CORRESPONDENCE

A. For Information

- I. Bernadine Easson, Manager for Health Services, Barriere Clearwater and Blue River – **Health Connections Bus Service**
- II. Marvin Hunt, Councillor, City of Surrey, Wood WORKS! BC Provincial Steering Committee – **Wood WORKS! BC and provincially funded projects requirements.**
DVD enclosed: 'Your Learning Resource to The Wood First Act in BC' available for viewing in the District Office.
- III. Growing Tomorrow: **Investment Agriculture Foundation publication** – Summer 2010 Volume 10
Available for viewing in the District Office.

B. For Action

- I. Karina Pelayo – **Grant in Aid Application**
- II. UBCM—**Call for Nominations for UBCM Executive:**
Nomination papers attached

8. MAYOR'S REPORT

9. COUNCILLOR REPORTS

10. PUBLIC INQUIRIES

11. OTHER BUSINESS

12. NEXT MEETING

July 19, 2010 @ 7:00 p.m.

13. ADJOURNMENT

DISTRICT OF BARRIERE
MINUTES OF A PUBLIC WORKS COMMITTEE MEETING

Held on May 10, 2010
In the Council Chambers at Municipal Hall
4936 Barriere Town Road,
Barriere, BC

Present: Councillor Glen Stanley – Chair
Councillor Ward Stamer
Councillor Rhonda Kershaw
Mayor Mike Fennell

Regrets: Councillor Ron Glanville
Councillor Pat Paula

Also Present: Wayne Vollrath, Chief Administrative Officer
Nora Johnson, Financial Officer
Pam Rudd, Administrative Assistant

Chair Stanley called the meeting to order at 7:50 p.m.

1. ADOPTION OF AGENDA

Moved by Mayor Fennell
Seconded by Ward Stamer
THAT the Committee approve the May 10, 2010 Public Works and
Development Committee Agenda.
CARRIED.

2. WATER UTILITY

a. Infrastructure Stimulus Fund, Project Cost Update

The original alignment authorized by the Committee would have cost \$537,000. This left extra funding for increasing the scope of the work. Mr. Borrill asked that we look at upgrading a section of Barriere Town Road from Barriere Lake Road to Bradford.

However, in view of the conditions on obtaining rights of way over private property, the Committee at its last meeting accepted going back to the original alignment on Barriere Lakes Road and installing a new section on the east side of Lodgepole Drive from Barriere Lakes Road to the supply line on Mr. Smith's property.

The benefits of this alignment include replacing an older section and connections on Barriere Lakes Road as well as a second source of water along Lodgepole and new connection.

The problem is the cost. Mr. Vollrath outlined a letter from TRUE indicating a higher cost which is above the grant provided.

The cost is \$37,000 higher. Mr. Vollrath pointed out that the project contains a contingency of \$74,000. The project could be under the estimated cost and the contingency may not be used. This would mean that all the cost would be covered. However, the contingency could be used on the project so that additional funding would be required.

Mr. Vollrath indicated he believes that there is significant value to the water system by replacing the older sections and connections on Barriere Lakes Road as well as providing a second supply main to the reservoir line as well as replacing the copper connections on the east side of Lodgepole road.

Should the project cost be higher by \$37,000 Mr. Vollrath would suggested that these funds could come from the money we received from the TNRD.

Over time, the District will be looking at having to replace all of the old and undersized portions of our water distribution system.

Mr. Vollrath suggested going out to tender with this package. If there is an overage Council can also look for additional sources of funds or use gas tax money to fund.

Councillor Kershaw questioned if the estimated price included engineering requirements. Mr. Vollrath indicated that it did not and that the cost to date was approximately \$3,000.

Moved by Councillor Stamer

Seconded by Mayor Fennell

THAT the tender process be initiated and if the cost is higher, that additional funding come from gas tax revenue or TNRD funds.

CARRIED.

b. Leonie Lake Dam

Two Engineering companies are providing cost estimates to do a 10 year inspection which is required by the Province.

Mr. Vollrath indicated that a substantial inspection of the dam is required every 10 years and that yearly inspection is also required.

Two engineering companies are providing cost estimates to do the 10 year inspection. AMEC estimated it would cost approximately 40,000 to do the 10 year review.

Mr. Vollrath indicated that John Watson, of Watson Engineering has viewed the dam and suggested he could do the inspection for 12,000. Mr. Vollrath indicated in order to retain the rights to the dam, this inspection must be performed. He indicated the cost may be able to be phased over 1-2 years and that he will bring back firm numbers to the committee.

Councillor Stanley questioned if Mr. Carmen Smith would pay a portion of this cost. Mr. Vollrath indicated that Mr. Smith had previously emphasized the importance of keeping the dam active and indicated he would be willing to cost share. Mr. Vollrath advised that he will meet with Mr. Smith to see how much he is prepared to contribute

Councillor Stamer questioned the additional costs every year for inspections. Mr. Vollrath indicated that Mr. Borrill can do the yearly inspection and the report

Mayor Fennell indicated he was in contact with a Councillor from Lake Country whose Council was in an almost identical situation. Mayor Fennell indicated that Lake Country constructed a 'run of the river' project. Mr. Vollrath indicated he would try to contact Lake Country to investigate.

Mr. Vollrath indicated that the Province is looking at charging for water rights and water use and that Mr. Borrill believes a surcharge is coming on the water we use, although he is not sure if it would apply to Leonie Lake Dam.

Councillor Stamer indicated he believes the dam will be treated more like an agricultural reserve and that there will likely be a reduction in cost.

c. Water Utility Rates

Mr. Vollrath indicated that due to intervening issues he has not had a chance to complete a review of rate options and a 5 year plan.

3. REQUEST FOR PROPOSAL FOR ENGINEERING SERVICES

The closing date for the RFP is May 21st @ 2:00 p.m.

Mr. Vollrath questioned if the Chair or other Committee members would be available to attend and additionally if any of the Committee members would be available to participate as part of the Evaluation Committee.

Councillor Glanville, Councillor Stamer and Councillor Stamer indicated they would attend the opening of the RFP.

4. GROUNDWATER EXPLORATION PROGRAM UPDATE

Mr. Vollrath provided a progress update and results of the exploratory borehole water quality evaluation from BC Groundwater Consulting Services for Bradford Park.

Mr. Vollrath indicated that there are trace elements of arsenic in the water system, which are not higher than current standards. Mr. Vollrath cautioned that some communities get caught when standards change.

Mr. Vollrath indicated that BC Groundwater seems to believe that the Bradford well is more under the influence of the Barriere River. Mr. Vollrath advised that Mr. Borrill believes that at a future point in time we will need to do ultra violet processing on this water system.

Mr. Vollrath questioned if the Committee had a timeline for getting the new wells online.

Mayor Fennell indicated that the current water needs are being met with wells 1 and 2 and that it was his opinion that Council could look at budgeting and getting a new source online with grants that may be coming through in future years.

Councillor Stanley questioned how long it would take to get a new well up and running. Mr. Vollrath indicated that the timeframe from exploration to online use is approximately 2 years depending on the urgency. Mr. Vollrath indicated he is not aware of the cost and depending on the volume the District wants to pump the process may have to go through Ministry of Environment rather than Interior Health.

Committee members discussed water consumption and leakage.

Mr. Vollrath indicated that Mr. Carou will be present at the June 14th Public Works meeting so that the Committee can ask further questions.

Councillor Kershaw questioned if before accelerating this program the District would be better served to focus on a reservoir prior to putting the wells online.

Mayor Fennell agreed that we need a reservoir indicating that if the District has a pump problem the reservoir is drained in a day and a half. Leak detection was also discussed.

Mrs. Johnson indicated the District needs to have a certain number of new readable meters online prior to the integration of a system in order for the leak detection to work.

Councillor Stamer indicated he would like to move forward with investigating what the reservoir is going to cost so that Council is prepared to take the next step when ready.

Mr. Vollrath indicated he would look into the possibility of having a shelf ready project noting a recent incident where the reservoir was almost completely drained and Mr. Borrill has not yet determined why.

Mr. Vollrath advised that Mr. Borrill has said there are more odd numbered houses than even numbered houses and it is skewing the system. Mr. Vollrath indicated the Committee may need to enforce stricter watering restrictions and look at stricter enforcement of the restrictions.

Mr. Vollrath indicated shelf ready projects will be prepared and when grant monies become available the District will be ready to apply. He stated that the challenge is coming up with District's portion of the money for the grants adding that the NTEDS money is a key component for funding the reservoir as it is needed.

Councillor Stamer indicated he thought there were reservoir design in the original 5 year plan. Mr. Vollrath indicated he asked Mr. Underwood and no designs could be found.

Mayor Fennell questioned if Mr. Carou could be asked for a cost estimate on a new reservoir. Mr. Vollrath stated that Mr. Carou is not a hydrologist and it was not his area of expertise.

5. BARRIERE ACRES SUBDIVISION

Mr. Vollrath indicated that Barriere Acres will be providing geothermal heating for the new homes in this subdivision and that Interior Health will be reviewing the liquid used in the loops to ensure that there is no negative impact on the aquifer.

6. WATER SYSTEM RIGHT OF WAY

Armour Mountain Trailer Park.

The District has a water main right of way which is a northerly extension of the right of way for Power Road.

The problem is that runoff is coming out of the modular home park and travelling down the right of way into the trailer park.

The owner of the park has fenced the end of the right of way to keep people from trespassing through his property. The owner is also concerned that the run off may destabilize the bank.

Mr. Vollrath indicated people have been accessing the Right of Way for years and the owner has been tolerant. Recently the owner decided to fence it off. Mr. Vollrath indicated the owner is afraid the hillside will be saturated and fail. Mr. Vollrath indicated there is very little vegetation and it could be seeded.

Councillor Stamer questioned if the water is coming off private land onto public land then why is it a District concern. Mr. Vollrath indicated the development that was approved was engineered and that Council could ask Sunset Heights to mitigate. Mr. Vollrath indicated he would have an engineer look at the problem. Mr. Vollrath indicated that drainage will become a larger issue when the District has the roads permanently.

7. SHELF READY GRANT PROJECTS (TRUE)

- a. Proposed Feasibility Assessment of Reservoir Construction off Mountain Road. The estimated cost is \$3500. Funding could come from money we are holding for reservoir development.
- b. Proposed Town for Tomorrow Grant – potential project.

Moved by Mayor Fennell

Seconded by Councillor Stamer

That TRUE Consulting prepare a Feasibility assessment of reservoir construction off Mountain Road at a cost of \$3,500.

CARRIED

Councillor Stamer questioned how much money was in the NTEDS fund. Mr. Vollrath indicated it was approximately \$300,000.

Councillor Kershaw questioned if Mr. Vollrath had any sense of when grant programs may open up again. Mr. Vollrath indicated he has not heard about any new information on the grant programs.

Councillor Kershaw questioned if there is a possibility of a change in requirements for the reservoir due to the fact that the Water Act is changing. Councillor Stamer indicated he thinks the requirements are driven on fire numbers and requirements rather than the capacity of the system. Mr. Vollrath indicated he would ask TRUE if anything like this may impact the reservoir.

8. ANNUAL REPORT

Staff is working on the 2009 annual report. A draft will be available at the next meeting.

Mr. Vollrath presented the annual report from last year for review and indicated staff will incorporate any information/suggestions.

This report must be submitted to IHA by June 30.

9. CLIMATE ACTION BOOTCAMP

Mr. Vollrath indicated that the Community Energy Association in conjunction with Province has offered to conduct a Climate Action boot camps. Few have been held in the Province. The cost is \$ 6000. Mr. Vollrath indicated that advertising and invitations could go out to surrounding communities and a registration fee could be charged. Mr. Vollrath questioned if the Committee viewed this project as something worth pursuing.

Mayor Fennell indicated the meeting could include Clearwater, SIMPCW and the TNRD. Mayor Fennell indicated he would like to have a report from the Fraser Basin Council prior to the workshop adding that Ministry of Community Rural Development is going to do a carbon footprint assessment and asked staff to continue to pursue making this workshop available.

10. ARTICLE FROM WATER OPERATORS PUBLICATIONS – Dealing with Certified Operators and Multi Utility Certification.

The Committee discussed the problem of retaining skilled people with multi-utility certification and received the article for information.

11. MRS. SMITH – Letter advising that she will not pay for garbage pick-up.

Council received for information a letter from Mrs. Smith advising that she will not pay for garbage pickup. Mrs. Johnson indicated outstanding utility fees will go on to taxation billing at the end of the year.

12. OTHER BUSINESS

A tree on the District right of way at 502 McLean Road is growing between the telephone pole and fence on that property. Recently wind caused the power to short/surge and the homeowner's appliances were blown. Mr. Vollrath indicated he is tracing to see whose responsibility it is to rectify the problem.

13. NEXT MEETING

Monday, June 14, 2010 at 7:30 p.m.

14. ADJOURNMENT

Moved by Councillor Stamer
Seconded by Councillor Glanville.
That the meeting adjourn

The meeting adjourned at 9:00 p.m.

Councillor Glen Stanley, Committee Chair

Wayne Vollrath, CAO

**DISTRICT OF BARRIERE
MINUTES OF A FINANCE AND AUDIT COMMITTEE**

Held on May 17, 2010
In the Council Chambers at Municipal Hall
4936 Barriere Town Road,
Barriere, BC

Present: Councillor Pat Paula—Chair
Councillor Virginia Smith
Mayor Mike Fennell

Also Present: Wayne Vollrath, Chief Administrative Officer
Nora Johnson, Finance Officer
Pam Rudd, Administrative Assistant

Chair Paula called the meeting to order at 3:00 p.m.

Councillor Kershaw entered the meeting as indicated in the minutes.

1. ADOPTION OF AGENDA

Moved by Councillor Smith
Seconded by Mayor Fennell
That the Committee approve the May 17, 2010 Finance and Audit
Committee Agenda.

CARRIED.

Councillor Kershaw entered the meeting.

2. CAROL PATTON, CGA – AUDIT REPORT

Accountant Carol Patton provided the Committee with her annual audit report. Mrs. Paton indicated that utilities accounts receivable are up by 50 percent and questioned the possibility of introducing a penalty for late payments.

Mayor Fennell questioned how many people that involved. Mrs. Johnson indicated that there are a number of commercial properties that have always paid by the due date. Mrs. Johnson noted that a majority of the homeowners do pay by the due even though there is no incentive to pay on time. Mrs. Johnson estimated that approximately 35 per cent are not paying within the 30 days.

Moved by Councillor Smith

Seconded by Mayor Fennell

That the District introduce a late penalty of 2% after the 30th day of billing for all unpaid utility accounts.

CARRIED.

Councillor Kershaw questioned whether 2 per cent was a standard late penalty. Mrs. Patton indicated it was.

Mr. Vollrath indicated that 2 per cent was a common business standard, however he would like to see 5%.

Councillor Kershaw pointed out that the 'pay early' incentive was 10%.

Mrs. Johnson indicated she did not think a 2% fee was enough incentive to pay on time.

Moved by Councillor Kershaw

Seconded by Mayor Fennell

That the motion that the District introduces a late penalty of 2% after the 30th day of billing be amended by increasing the penalty from 2% to 5%.

CARRIED.

Mrs. Patton indicated that she and Mrs. Johnson are in the process of setting up general ledger accounts to account for the introduction of the HST.

Mrs. Patton advised that the Fire Department was a department the District did not have a lot of control over. She stated that a large number of people have access to the supplies and equipment and it was something for the Committee to be wary of. She urged the Committee to ensure that the Fire Department was staying within their budget.

Mr. Vollrath indicated that the Community Services Committee oversees the operation of the Fire Department and this Committee oversees the budget.

Mrs. Patton urged the committee to consider the weight of the perceived problem versus the actual problem. No discrepancies have been reported thus far.

Moved by Councillor Smith
Seconded by Councillor Kershaw
That the issue of the issuance of keys for the Fire Hall be referred to the Community Services Committee.

CARRIED.

Mrs. Patton discussed credit errors in the financials and indicated that any errors or omissions have been investigated and reconciled.

Councillor Paula asked for further questions from the Committee members regarding Mrs. Paton's audit. None were received.

3. OTHER BUSINESS

Mr. Vollrath indicated that this year Carol Patton will perform a mini-audit of the first six months of District financials in July and that next year the Accountant's audit report will be presented to the Finance and Audit Committee first and then go to the Regular Council Meeting.

4. NEXT MEETING

July 19, 2010 at 3:00 pm.

5. ADJOURNMENT

Moved by Mayor Fennell,
Seconded by Councillor Kershaw
That the meeting adjourn.

CARRIED.

The meeting adjourned at 3:30 p.m.

Councillor Virginia Smith

Wayne Vollrath, CAO

**DISTRICT OF BARRIERE
MINUTES OF A REGULAR COUNCIL MEETING**

Held on Monday, May 17, 2010 at 7:00 p.m.
In the Council Chambers at Municipal Hall
4936 Barriere Town Road
Barriere, B.C.

Present: Mayor Mike Fennell
Councillor Rhonda Kershaw
Councillor Pat Paula
Councillor Virginia Smith
Councillor Ward Stamer
Councillor Glen Stanley

Regrets: Councillor Ron Glanville

Also Present: Wayne Vollrath, Chief Administrative Officer
Nora Johnson, Finance Officer
Pam Rudd, Administrative Assistant

Mayor Fennell called the meeting to order at 7:00pm

1. ADOPTION OF AGENDA

Moved by Councillor Paula
Seconded by Councillor Stanley
That Council approve the May 17, 2010 Regular Council Meeting Agenda.

CARRIED

2. ADOPTION OF MINUTES

Moved by Councillor Smith
Seconded by Councillor Stamer
That Council adopt the minutes of an April 26, 2010 Regular Council Meeting.

CARRIED

3. DVP No. 04 – Application DVP0006 : Permittee Robert McCall

There was an opportunity for interested citizens to make presentation to Council regarding authorization of a Development Variance Permit for Lot A, District Lot 1445, Kamloops division Yale District, Plan KAP55761 (4510 Power Road) varying District of Barriere Manufactured Home Park Bylaw No. 1949, Section 7.1(b) as follows:

Section 7 – Ancillary Buildings:

“One recreation ancillary building may be located a minimum of 6 metres (19.7 feet) from a manufactured home space in the case of Lot A, District Lot 1445, KDYD, Plan KAP55761 (Formerly Manufactured Home Space No. 32 – 4510 Power Road).

Mayor Fennell asked for questions or concerns from the gallery. None were heard.

Councillor Stamer questioned the distance of the setback variance. Mr. Vollrath indicated the site plan shows the ramp in question being 6 m from an adjacent mobile home, which is 1.4 metres too close.

4. CONSIDERATION of DVP No. 04- Application DVP006: Permittee Robert McCall.

No further discussion was heard.

Moved by Councillor Stanley

Seconded by Councillor Kershaw

That Council approve development permit No. 04 Application DVP006: Permittee Robert McCall.

CARRIED.

5. DELEGATIONS

Scheduled to appear as a delegate was Alice Mayovsky of Grandma Alice's Concession to discuss the possibility of setting up a mobile vendor adjacent to the old Barriere Improvement District building. Mr. Vollrath advised that Mrs. Mayovsky was not present and had indicated in a telephone conversation that she had a new location in mind. Mr. Vollrath indicated that when she makes application for a business license, he would deal with the logistics of the application.

6. BYLAWS

District of Barriere Zoning Amendment Bylaw No. 0060, 2010 – Final Reading.

The purpose of this application is to amend the C-1 (Retail Commercial), Section 15.1.1 of Zoning Bylaw No. 0008 on a site-specific basis to permit a building supply storage facility linked to the retail building supply store on adjacent Lot A, Plan KAP54956.

Mr. Vollrath indicated that in approving this bylaw it will be drawn to Mr. Coleman's attention that he must fulfill the obligations for the on site parking as he indicated he would.

Mayor Fennell questioned what recourse the District would have if the Bylaw was approved and parking is not provided and the pallets that were requested to be moved were not relocated. Mr. Vollrath indicated that if Mr. Coleman chooses not to comply Mr. Vollrath would be prepared to bring the matter back before Council to rescind the rezoning.

Councillor Stanley questioned if Council could ask Mr. Coleman to put privacy strips in the chain link. Mr. Vollrath indicated a request could be made but that action cannot be enforced.

Moved by Councillor Smith
Seconded by Councillor Stamer
That Council adopt District of Barriere Zoning Amendment Bylaw No. 0060, 2010.

CARRIED

7. STAFF REPORTS

- a. **Barriere RCMP Detachment Policing Activity Report: April 2010** – Non-Commissioned Officer in Charge, Barriere RCMP Detachment.

Moved by Councillor Paula
Seconded by Councillor Stanley
That the report be received for information.

CARRIED

b. **Barriere in Transition Tour Questionnaire: SILGA April 28, 2010 – Wayne Vollrath, CAO**

Mr. Vollrath indicated that this questionnaire was filled out after the SILGA tour of Barriere and provided a good indication of what outsiders coming in thought of our community. Survey results were provided to Council.

Mayor Fennell questioned if any of the information is useable for our sustainability plan. Councillor Kershaw indicated it could all be used as background information.

Moved by Councillor Kershaw
Seconded by Councillor Stanley
That the survey results be received for information.

CARRIED

c. **Fire Department Report: April, 2010 – Wayne Vollrath, CAO**

Mr. Vollrath outlined that statistics for April. The report also provides the statistics for the two previous years. Mr. Vollrath noted that the fire department provided one ambulance assist where the crew went out to lift a heavy patient that the ambulance attendants could not lift on their own.

Moved by Councillor Stamer
Seconded by Councillor Smith
That the April, 2010 Fire Department Report be received for information.

CARRIED

d. **SILGA Delegate Evaluation – Wayne Vollrath, CAO**

Mr. Vollrath provided Council with the SILGA Delegate evaluation results. The overall rating can provide information for future conferences. Mayor Fennell indicated the need to make sure Merritt gets a copy of this evaluation. Mr. Vollrath indicated that the District would provide a generic template for future use. In anticipation of this, generic signs were created for re-use and the name tag holders were recycled.

Councillor Smith questioned if the District will have a chance to debrief with the SILGA Executive. Mr. Vollrath indicated there would be no formal de-briefing, however he could ask for a delegation to go to one of the upcoming SILGA Executive meetings and provide feedback.

Councillor Kershaw questioned whether the District had a final budget prepared for the SILGA convention. Mr. Vollrath indicated it was anticipated that the District would receive \$10,000. Mrs. Johnson advised that there were unexpected costs of approximately \$3,000 from Civic Info. Mrs. Johnson indicated that the final bill from Delta Hotel had been received and verified as accurate.

Moved Councillor Stanley
Second by Councillor Kershaw
That the SILGA Delegation Evaluation Report be received for information.

CARRIED

- e. **Mr. A. Love :Petition to Council April 26, 2010 Oriole Way – Wayne Vollrath, CAO**

Mr. Vollrath indicated that a restrictive covenant was found to be registered against the properties in this subdivision and that the delegation had retained a lawyer to write to the new owner in the Oriole Way subdivision. The TNRD has been asked to provide a report to council on the issue.

Moved by Councillor Paula
Second by Councillor Stanley
That the report regarding Mr. A. Love: petition to Council, April 26, 2010 – Oriole Way be received for information.

CARRIED

- f. Mr. Vollrath provided a late item Report to Council – **Press release regarding the Memorandum of Understanding signed by SIMPCW, District of Barriere and District of Clearwater.** Mr. Vollrath indicated the release would be the lead story tomorrow on Civic Info.

Councillor Smith indicated that she had been talking to Mrs. Groulx from Clearwater and that she indicated there is more Community to Community forum funding available. Councillor Smith asked staff to pursue who would make that application.

Councillor Kershaw indicated that it was her impression that each community could make application separately.

Moved by Councillor Kershaw

Seconded Councillor Smith

That staff investigate the Community to Community funding application to continue the talks with Clearwater and Simpcw First Nation.

CARRIED

- g. Mr. Vollrath provided a late item Report to Council – **Zoning Bylaw – Siting of Accessory buildings.**

Background information: At the May 19, 2009 Regular Council Meeting, Council considered a report that dealt with developing a new definition for accessory buildings and structures as well as a definition for shipping containers. The new definition for accessory structures was to be based on the definition taken from the City of Kamloops.

Mr. Vollrath indicated that when the definition for an accessory structure was put into Bylaw form, the words 'on side street yard setback' were omitted and he asked council to amend the definition which would allow putting an accessory structure at the side of a house.

Councillor Stanley indicated that there is a property on McLean Road that is non-conforming now. Mr. Vollrath indicated that the TNRD bylaw allowed that, adding that if our zoning amendment was in place the owner would have had to apply for a Development Variance Permit.

Mr. Vollrath indicated that the purpose of this amendment is to allow accessory structures not to come any further than the side of a house.

Moved by Councillor Stamer

Seconded by Councillor Smith

That the current definition in Section 1.2(a) of District of Barriere Zoning Bylaw No. 008 be deleted and the following Section 1.2(a) be inserted.

“a) no accessory building or structure shall be located within a required front yard setback or side street yard setback.”

CARRIED

8. PROCLAMATIONS

There were no proclamations scheduled.

9. CORRESPONDENCE

A. For Information

- I. Thompson Okanagan Tourism Association – **Golf Tournament Invitation.**
- II. UBCM Community Economic Development Committee – **Letter and UBCM Economic Development report**
Attachment: Evaluating the Economic Development Role of BC Local Governments – A Snapshot of Community Effort and Opportunity, April 2010” held in the District office for review.
- III. Randee Platz, LGMA Administrative Assistant – **E-Learning: Spring 2010 Webinars.**
- IV. BC Children’s Hospital – **Receipt for Donation of \$87.00**
collected at SILGA for the annual Jeans Day
- V. Order of British Columbia – **Call for Nominations**
- VI. City of Kelowna, Mayor Sharon Shepherd – **SILGA thank you.**
- VII. SILGA – **Thank you for hosting the very successful convention.**
- VIII. Susanne Theurer – **Southern Interior Spring Sustainability Update.**
- IX. UBCM Secretariat – **Changes to Liquor Licensing Policy**

Councillor Stamer questioned if the changes to the Liquor Licensing Policy would have any impact at the local level. Mr. Vollrath indicated the changes could have an impact on licensed premises if they make application to change their hours of operation or apply for a new license.

Moved by Councillor Smith
Seconded by Councillor Kershaw
That the correspondence for information be received for
information.

CARRIED

B. For Action

I. John Harwood, Mayor of Clearwater – **Invitation: Grand Opening of Rotary Sports Park**

Councillor Stanley and Councillor Paula indicated they could attend.

II. Terrence S. Sullivan, Ph.D, School District No. 73 Superintendent – **Request for letter of support.**

Councillor Smith questioned if the District had provided a letter of support. Mr. Vollrath indicated the issue was time sensitive and that a letter would have been done if the District was co-sponsoring an application.

III. Harry Nyce, UBCM President – **Access Awareness Day.**

Moved by Councillor Smith
Seconded by Councillor Kershaw
That the correspondence be received for information.

CARRIED

IV. John Harwood, Mayor of Clearwater – **Invitation to Official Ribbon cutting Ceremony of the Clearwater Sewer Lagoon.**

Councillor Stanley and Councillor Paula indicated they could attend.

V. Ceri Marlo, Manager of Legislative Services, District of Maple Ridge – **BC Water Act Modernization Input Submission.**

Moved by Councillor Stanley
Seconded by Councillor Paula
That the correspondence be received for information.

CARRIED.

VI. **Jerrard Brown, Watersmeet Farm – Request for information regarding trespassing, rivers and trails.**

Mayor Fennell indicated that property Mr. Brown is referring to is not public property. Mr. Vollrath questioned if Gilbert Smith's property goes all the way to the river, adding that the property in question has been used by public over the years. Mr. Vollrath indicated he will ascertain the property ownership and report back to the Council.

Moved by Councillor Smith
Seconded by Councillor Kershaw
That Staff reply to Mr. Brown's letter.

CARRIED.

VII. **Neqweyqwelsten School – Simpew Cultural Day invitation.**

Councillor Kershaw indicated she may be able to attend.

VIII. **John Harwood, Mayor of Clearwater – SILGA Thank you.**

10. MAYOR'S REPORT

- a. Mayor Fennell indicated that the sod for the oval in the park would be ordered and that Council would be looking for volunteers to install the lawn on the weekend of May 29/30th.

Mayor Fennell indicated the installation would be over \$15,000 if performed by a professional company. Councillor Stanley questioned if a request could be put in the paper and user groups in the community notified of the intended work. Councillor Stamer indicated he would ask the Lions group to volunteer and let staff know of their volunteer numbers.

- b. Mayor Fennell indicated that the daycare within the Ridge is closing indefinitely. He has initiated primary talks with the YMCA in Kamloops as they may be prepared to help set up and manage the space as a satellite daycare. Mayor Fennell requested Council's permission to pursue this course of action.

Councillor Smith indicated there is a proposed daycare being initiated within the Baptist church, and questioned if there was enough business for two facilities. Councillor Kershaw indicated that the need is for the younger children. She indicated the need to look at licensing for younger children and added that she was not aware of the daycare proposal for the Baptist Church.

Councillor Paula questioned if there had been official word regarding the closure of the Daycare. Councillor Kershaw indicated there is an official notice on the door.

- c. Mayor Fennell indicated he had received information from a paramedic in Clearwater indicating that the Clearwater ambulance is not on standby anymore and instead of waiting 20-30 minutes for a response we will be waiting 40-60 minutes for a response. Mayor Fennell indicated the need to talk with the Unit Chief within the local BC Ambulance Service

Moved by Councillor Smith

Seconded by Councillor Paula

That letters be sent to the appropriate authorities expressing Council's concerns.

CARRIED

Mayor Fennell indicated he had been contacted by Ted Drummond regarding exploration at Harper Creek as his company will be spending approximately two million dollars in the area this summer.

11. COUNCILLOR REPORTS

- a. Councillor Smith indicated that she and Councillor Kershaw attended the opening of the SIMPCW water treatment plant and that SIMPCW was very appreciative to have representation from the District.

- b. Councillor Smith questioned the status of the Memorandum of Understanding with Minor Ball. Mr. Vollrath indicated that a draft is in process and the draft will be submitted to the Parks Committee.
- c. Councillor Kershaw questioned if the Fieldhouse is open for use and being unlocked for minor ball use. Mr. Vollrath indicated it was.
- d. Councillor Kershaw questioned if a meeting date had been set with the Southern Interior Construction Association. Mr. Vollrath indicated he was waiting for SICA to give us available dates.

12. PUBLIC INQUIRIES

There were no public inquiries.

13. OTHER BUSINESS

Mr. Vollrath reported that Council requested information regarding solid fuel burning appliances. Mr. Vollrath indicated that Mrs. Johnson has the information and will provide it for the next Regular Council Meeting.

Councillor Smith indicated she would not be available for the June 7th Regular Council Meeting.

14. NEXT MEETING

June 7, 2010 @ 7:00 p.m.

15. ADJOURNMENT

Moved by Councillor Stamer
Seconded by Councillor Paula
That the meeting adjourn.

The meeting adjourned at 8:05 p.m.

Mike Fennell, Mayor

Wayne Vollrath, CAO

**DISTRICT OF BARRIERE
MINUTES OF A TOURISM & ECONOMIC DEVELOPMENT
COMMITTEE MEETING**

Held on May 31, 2010
In the Council Chambers at Municipal Hall
4936 Barriere Town Road,
Barriere, BC

Present: Councillor Ward Stamer – Chair
Councillor Virginia Smith
Councillor Glen Stanley
Mayor Fennell
Mr. Lorne Richardson

Regrets: Mr. Bill Kershaw

Also Present: Wayne Vollrath, Chief Administrative Officer
Nora Johnson, Financial Officer
Pam Rudd, Administrative Assistant

Chair Stamer called the meeting to order at 6:30 p.m.

1. ADOPTION OF AGENDA

Moved by Councillor Smith
Seconded by Mayor Fennell
That the Committee approve the May 31, 2010 Meeting Agenda.

CARRIED

2. BARRIERE AND DISTRICT CHAMBER OF COMMERCE

- a. District of Barriere – Marketing Initiatives
January – April 2010

Mr. Richardson indicated the report has been circulated to Council with no feedback being received.

Councillor Stamer requested elaboration on the trail recreation site development plan.

Mr. Richardson indicated the initiative was done through Barriere Employment Services to clean the trails up that were built over the last 5 years.

Mr. Richardson indicated that an application has gone in for further funding in order to clean up additional trails and recreation sites.

Employment dollars spent to date exceeds 1.5 million dollars and is an ongoing opportunity.

Councillor Stamer questioned if the trails on Skull Mountain were being considered. Mr. Richardson indicated the concentration is still on Bonaparte and workers are putting another 35 unit recreation site in just south of Bonaparte Lake that has an anticipated completion of 3-4 weeks.

Councillor Smith questioned if there had been any movement in prospective businesses. Mr. Richardson indicated that recently a law firm backed out of opening a pilot office in Barriere. Mr. Richardson noted that the economy is still not strong and financing is almost unavailable. He indicated there is still interest in commercial land.

b. Inquiry on status of Tolko Property.

Mayor Fennell reported that the Ministry of Environment has requested more information from Golder and Associates. Mayor Fennell indicated that information has been submitted to MOE and Council has had an indication that they will receive word by the end of June as to the status of the Tolko Property.

c. Inquiry on status of marketing initiative for Tolko Property.

Mayor Fennell indicated if an offer is made to turn over the Tolko property as promised by the Ministry, then Council will form a plan of action. Mayor Fennell indicated that to date an action plan hasn't been undertaken.

Mr. Richardson indicated that if word is imminent Council needs to be thinking ahead. He indicated he can see the Ministry asking for numbers on what development is going to cost. Mr. Richardson indicated that NTEDS money has been put aside for economic development that can be used for developing a plan.

Councillor Stamer pointed out that there are several existing properties available for industrial land use.

Mr. Vollrath indicated that the existing water supply on the property is not potable. An integral part of the expansion of the property is building a larger reservoir.

Current commercial and industrial land use was discussed. Mayor Fennell indicated that a letter should be written to industrial property owners asking if they are interest in development.

Councillor Stanley questioned inviting property owners to a TEDS meeting.

Moved by Councillor Smith
Seconded by Councillor Stanley
That industrial property owners be invited to a Tourism and Economic Development meeting to discuss the potential of developing their property.

CARRIED

3. STATUS OF LOWER NORTH THOMPSON TOURISM SOCIETY

Mr. Richardson indicated that a society has been established.

4. UPDATE ON COMMERCIAL AND INDUSTRIAL PROPERTY INVENTORY

Mr. Vollrath indicated a list of developed and undeveloped commercial and industrial property is being put together. He indicated he could foresee having the information available on the District website. Mr. Vollrath indicated he will come back to the Committee with this information.

5. THOMPSON NICOLA FILM COMMISSION DIRECTORY

Mr. Vollrath forwarded a circular on advertising rates within the Thompson Nicola Film Commission Directory that asked for advertising from the District.

Councillor Smith indicated that there are currently no funds available in the advertising budget. Mr. Richardson indicated that the Chamber provides photos and advertising for the District free of charge.

6. OTHER BUSINESS

Mr. Vollrath forwarded a circular from the Business Improvement Association indicating an opportunity to go to a seminar on creating a business investment blue print. Councillor Stamer noted interest and indicated he would check his calendar.

Mr. Richardson indicated he had received and declined an invitation from NDP leader Carol James to a regional forum on June 22nd to discuss BC's social economic future. Mayor Fennell indicated he planned to attend.

7. NEXT MEETING

June 28, 2010 at 6:30 p.m.

8. ADJOURNMENT

Moved by Councillor Smith
Seconded by Mayor Fennell
That the meeting adjourn.

CARRIED

The meeting adjourned at 7:10 p.m.

Councillor Ward Stamer—Chair

Wayne Vollrath, CAO

**DISTRICT OF BARRIERE
MINUTES OF A PARKS COMMITTEE MEETING**

Held on May 31, 2010
In the Council Chambers at Municipal Hall
4936 Barriere Town Road,
Barriere, BC

Present: Councillor Virginia Smith- Chair
Mayor Mike Fennell
Councillor Rhonda Kershaw
Councillor Ward Stamer
Councillor Glen Stanley

Also Present: Wayne Vollrath, Chief Administrative Officer
Nora Johnson, Finance Officer
Pam Rudd, Administrative Assistant

Chair Smith called the meeting to order at 7:20 p.m.

1. ADOPTION OF AGENDA

Moved by Councillor Stamer
Seconded by Councillor Stanley
That the Committee approve the May 31, 2010 Parks Committee Agenda.

CARRIED

2. FIELD HOUSE – Occupancy Certificate received from TNRD Building Inspector

Councillor Smith presented the final cost breakdown on the Fieldhouse at \$104, 079.98, which works out to \$67.77 per square foot. Councillor Smith outlined the volunteer hours which equaled over 700 hours and saved the District an estimated \$72, 100. The District carried the Worker's Compensation and liability insurance.

Councillor Smith indicated that 'in-kind' donations were also received in the form of interior painting, free delivery on several items from Barriere Irlly Bird, and architectural drawings by Mr. Ron Smith. The value of the 'in-kind goods and services are valued at \$80,000 or \$119.77/sq. foot.

Councillor Smith provided the District with a binder full of various photographs of the project as well as purchase orders and paint chips.

Mayor Fennell thanked both Councillor Smith and husband Ron for their hard work and efforts.

Councillor Kershaw indicated she has received a number of inquiries from the public and questioned if the cost estimated included the water installation by District Employees. Councillor Smith indicated the time was all included and separated from their regular wages.

3. BANDSHELL

As Mr. Ruppel had not yet arrived, the Committee moved on to discuss the Cemetery conditions and then tabled the conversation upon Mr. Ruppel's arrival.

Mr. Ralph Ruppel from M. Milligan and Associates was present to discuss the design of the bandshell. He indicated that through communication and input back and forth he had received a number of items regarding the change in design. Mr. Ruppel indicated he was able to address some of them, but not all of the changes could be made.

Mr. Ruppel outlined the changes he made included making the family washroom larger, however he indicated that keeping handicapped washrooms in the standard washrooms is required by code in both the male and female washrooms.

The requested change to move the female washroom to the east side of the building was accommodated.

Mr. Ruppel indicated a ramp is very cost prohibitive on this building, stating that because of the grade you would need a ramp that was at least 35 feet long. By providing access from the rear, the design provides for level loading.

Mr. Ruppel circulated new drawings showing that double doors can be accommodated although a request to provide a roof overhang would not be provided due to the fact that it would visually cut off a performance from a side view. He indicated it was his preference to make a durable facility to stand the test of time, stating that a wood frame does add a lot of maintenance and that concrete block is more durable.

The roof remains a stumbling block.

Mr. Ruppel indicated that the reason for the wing walls is that it provides an opportunity for people to enter the stage from the side.

Mr. Ruppel noted that the overall footprint of the building is now bigger, which will drive up costs. He suggested that Council could drop one fixture from each washroom to absorb some costs.

Mayor Fennell voiced concern over snow load and water damage with the current roof design and questioned why the roof could not be more peaked. Mr. Ruppel indicated that you want the sound to go out rather than up and that the roof is designed for the snow load to stay on with natural melting. Mr. Ruppel indicated that as designed the truss cost is \$162/ per truss.

The Committee discussed the possibility of using a curved steel beam. Mr. Ruppel indicated that the design includes a curve within the outside of the stage.

Councillor Kershaw expressed concerns over the budget due to increased sizes and changes to design and indicated she would prefer a smaller overall footprint.

Councillor Stamer questioned how confident Mr. Ruppel was with the pricing and the design coming in on budget. Mr. Ruppel indicated he didn't know.

Mr. Ruppel suggested that the design could go to tender and Council could see the bids or reduce the washroom size prior to tendering out.

Mr. Ruppel took questions from the gallery. One homeowner questioned if the bandshell would be a seasonal building. Mr. Ruppel indicated it would typically be operated as a summer only building, but could be designed and operated as a winter facility if it was done properly from the initial design.

Councillor Stamer indicated it would be a minimal cost to insulate and keep the facility from freezing.

Councillor Stamer questioned the timeframe between agreement of the design and bringing the project to tender. Mr. Ruppel indicated that upon finalization of the design it would take approximately four to six weeks to go to tender at which time it would take a week to two weeks for review before the tender is awarded.

Councillor Stamer questioned the timeline on funding. Mr. Vollrath indicated the money must be allocated by March of next year.

Councillor Smith questioned the absence of a septic design. Mr. Ruppel indicated it was not part of the scope of the project.

Moved by Councillor Stamer

Seconded by Councillor Stanley

That the Parks Committee make a recommendation to move forward with the latest (revised) plans to bring to Council for approval.

CARRIED

Mr. Ruppel indicated that his company had recently engaged the services of a company that does a materials and cost analysis. The fee is approximately 1,400-1,500 dollars.

Moved by Councillor Kershaw

Seconded by Mayor Fennell

That the District engage the service of a quantity surveyor through Milligan and Associates.

CARRIED

4. CEMETERY

The Committee discussed a recent newspaper article on the condition of the Cemetery.

Mr. Vollrath provided historical information on the Cemetery indicating that the Cemetery Society was running cemetery up until mid 2009, when Council was advised the Society was ceasing operation and asked the District to take over. Since then the District has provided a capital upgrade of the new fence and is installing an irrigation system. A future capital upgrade item may be upgrading the roadway.

Mr. Vollrath indicated that in the budget the cemetery expenses are in a separate category.

One of the complaints was that some of the headstones were being covered over with grass. Mr. Vollrath indicated that one of the challenges is that there is no standard of care outlined.

Mr. Vollrath advised that a delegation has made application to make a presentation at the next Council meeting regarding the care of the Cemetery.

He indicated that with one employee who has had scheduling conflicts, this has been a learning process. He pointed out the lack of a long range plan and asked the Committee to consider developing a standard and over the next while to develop a long range plan.

Moved by Mayor Fennell

Seconded by Councillor Kershaw

That the item be tabled to address the delegation present to discuss the bandshell – Mr. Ruppel of Milligan and Associates

CARRIED

After the delegation's departure, the Committee returned to the discussion of the Cemetery.

Councillor Smith expressed interest in forming a Society. Mayor Fennell indicated he would be interested in a Society that takes the operation, but would not be interested in a committee as they would be telling the district how to spend the District's money.

Mr. Vollrath indicated that the Committee could look at different service level costs and questioned if the Committee wanted staff to have a separate maintenance person looking after just the Cemetery.

Councillor Stamer questioned how much funding the TNRD provides the District. Mrs. Johnson indicated it was approximately \$12,000.

Councillor Stamer indicated that when the Parks employee was hired he was hired to look after the four ball diamonds only. The Cemetery had their own paid employee.

Councillor Kershaw questioned if staff had an estimation of how much time is required for the Cemetery Work. Mr. Vollrath estimated that the work could be performed in approximately 225 hours at a cost of \$20.00 per hour, which could be done within budget.

Councillor Kershaw indicated concern that with the sporadic requirements within the cemetery it would be difficult to have a paid employee and suggested looking at hiring a contractor.

Mr. Vollrath indicated a contractor could work out quite well with the option to contract out completely or alternatively the continuing use of services of the current employee to do the opening/ closing and stone laying within the Cemetery.

Mayor Fennell questioned the standards that have to be met. Mr. Vollrath indicated the District falls under the guide of the Cemetery Act and the District is required to develop a perpetual care fund which would eventually maintain the Cemetery without the use of tax dollars.

Councillor Kershaw indicated that because the District does cost share with the TNRD that hiring a contractor would help to compartmentalize those costs.

Councillor Paula questioned whether any of the requirements for Local Government operating the Cemetery would add to the cost of the maintenance of the Cemetery. Mr. Vollrath indicated that the standard of care holds Local Government to a higher standard and expectation.

Moved by Mayor Fennell

Seconded by Councillor Stanley

That Council hire one person for the number of hours per week that the budget provides.

Mayor Fennell voted in favour

The remainder of the Committee members were not in favour.

Motion defeated.

5. FADEAR PARK

a. Turf – Installation Status

Mr. Vollrath indicated that approximately 1/3 of the sod had been currently laid. He asked the Committee to consider hiring some additional help as the volunteer numbers were smaller than anticipated.

Moved by Councillor Stamer

Second by Councillor Stanley

That Council hire four or five people registered with Employment Services to assist in the laying of the sod.

CARRIED

Councillor Kershaw questioned where the money would come from to hire this help. Mr. Vollrath indicated the funds would come from the existing parks improvement budget.

Mayor Fennell indicated his intention to send out thank you letters to all who donated their time. He expressed disappointment at the lack of volunteers, but indicated that the donated time has saved the District upwards of \$15,000.

- b. Landscaping of balance of park (ground cover) –This item was on the agenda, however it was not discussed.
- c. Fencing –This item was on the agenda, however it was not discussed.

6. IRRIGATION SYSTEM – Status

- a. Cemetery
- b. Gray Place
- c. Oriole Park

Mr. Vollrath indicated that due to the layout of the Cemetery, the contractor is going to run the line outside the fence so as to not to disturb gravesites. Mr. Vollrath indicated it would not affect the cost.

Councillor Smith questioned the installation of the irrigation at the triangle. Mr. Vollrath indicated he would look at having someone to install it.

Moved by Mayor Fennell

Seconded by Councillor Stamer

That staff find a contractor to install the irrigation at the triangle.

CARRIED

7. BMX TRACK – RCMP FOUNDATION GRANT

Mr. Vollrath indicated that there is a public information meeting on June 1st.

8. MEMORIAL PROGRAM

Councillor Smith indicated that she had brought some samples and pricing for the Committee to decide on the type of bench that will be used.

Moved by Mayor Fennell

Seconded by Councillor Kershaw

That the Committee defer a decision on the benches until the next parks meeting.

CARRIED

9. BARRIERE MINOR SOFTBALL ASSOCIATION

Mr. Vollrath circulated a copy of the two agreements for the Committee to review and indicated that a draft had been sent to Mr. Ransome and he is still waiting for his comments.

Councillor Smith indicated that it was her understanding that the terms of agreement for the ball park signage was for a period of three years, not five years. She indicated that item 6 speaks to the upkeep of the signs and questioned what would happen if a company went out of business.

Councillor Smith questioned the wording of the concession agreement that indicates the District would waive the tournament concession fee for one event. She requested the wording to be a little more explicit.

Councillor Stamer indicated the need to talk about the amount of advertising on fences. There must be a gap between signs for the wind.

Councillor Stanley indicated that minor ball will be required to remove their supplies from the concession during the use of the concession by another group. He also indicated that FoodSafe would be required.

The Committee discussed advertising fees. Councilor Kershaw indicated she thought the Committee had already passed a resolution in order to allow waive advertising fees and asked staff to investigate.

10. TOURNAMENT PARKING

The Committee was asked to address when cars are allowed to park in the park area for tournaments.

Councillor Stanley indicated parking was acceptable in front of the gate, but not behind the gate, on the east side of the fields and down Airfield Road.

Mayor Fennell indicated he has been asked for permission to camp adjacent to Airfield Road. He suggested telephoning the local camping facilities to find out if they would agree to house ball players during a tournament.

Councillor Stamer asked if staff could purchase a temporary 15 minute parking sign to facilitate parking to load and unload concession products. He also indicated he would like to see the purchase of 2-3 disabled parking signs.

Moved by Councillor Stamer

Seconded by Mayor Fennell

That staff purchase 2-3 handicapped parking signs and a 15 minute temporary parking sign.

CARRIED

11. OTHER BUSINESS

A request from a citizen was received about future use of the sports court. Mr. Vollrath asked the Committee members to think about it and bring their recommendations to the next meeting.

Councillor Stamer requested a copy of two to three best choices for the memorial park benches for the Committee to review.

Councillor Smith indicated she would like the Committee to consider priority items for the park and bring them back to the June 28 meeting.

12. NEXT MEETING

June 28, 2010 at 7:30 p.m.

13. ADJOURNMENT

Moved by Councillor Kershaw
Seconded by Councillor Stamer
That the meeting adjourn.

The meeting adjourned at 9:29 p.m.

Councillor Virginia Smith – Chair

Wayne Vollrath, CAO

DISTRICT OF BARRIERE
MINUTES OF A REGULAR COUNCIL MEETING

Held on Monday, June 7, 2010 at 7:00 p.m.
In the Council Chambers at Municipal Hall
4936 Barriere Town Road
Barriere, B.C.

Present: Mayor Mike Fennell
Councillor Ron Glanville
Councillor Rhonda Kershaw
Councillor Pat Paula
Councillor Ward Stamer
Councillor Glen Stanley

Regrets: Councillor Virginia Smith

Also Present: Wayne Vollrath, Chief Administrative Officer
Nora Johnson, Finance Officer
Pam Rudd, Administrative Assistant

Mayor Fennell called the meeting to order at 7:00 p.m.

1. ADOPTION OF AGENDA

Moved by Councillor Stanley
Seconded by Councillor Kershaw
That Council approve the June 7, 2010 Regular Council Meeting Agenda.

CARRIED

2. ADOPTION OF MINUTES

a. Moved by Councillor Glanville
Seconded by Councillor Stanley
That Council adopt the minutes and recommendations of an April 26, 2010 Finance and Audit Committee Meeting.

CARRIED

Councillor Paula indicated an amendment needed to be made to the third paragraph. Councillor Paula noted that she had spoken to Mr. Vollrath regarding the amendment and that he would provide the rewording.

Councillor Stamer asked Mr. Vollrath for more elaboration regarding the TNRD planning agreement. Mr. Vollrath indicated that the volume of planning items is not that significant, the timing of applications is not as fast as homeowners would like and if expertise was needed, then a consultant could advise.

- b. Moved by Councillor Stamer
Seconded by Councillor Paula
That Council adopt the minutes of a May 3, 2010 Regular Council Meeting.

CARRIED

- c. Moved by Councillor Kershaw
Seconded by Councillor Stanley
That Council adopt the minutes of a May 10, 2010 Integrated Community Sustainability Education Committee Meeting.

CARRIED

3. DELEGATIONS

Lianne and Brent Hamblin and a group of Barriere residents were present to speak to the Council in regards to the Barriere Cemetery. Mr. Hamblin presented Council with a copy of photos taken in July, 2009 and in May, 2010 outlining the difference in the perceived upkeep of the Cemetery. Mr. Hamblin also presented Council with a copy of the Cremation, Interment and Funeral Services Act in addition to a copy of Cemetery Fees from the City of Nelson.

Mr. Hamblin questioned the future maintenance and upkeep of the Cemetery and thanked the District for their prompt attention to the Cemetery after the complaint of neglect was received.

Mr. Hamblin asked Council if they were aware of regulations under part 7 and part 8 of the Cremation, Interment and Funeral Services Act that requires the establishment of a future care fund and a Board of trustees.

Moving forward, Mr. Hamblin requested transparency and asked Council to consider appointing members of the general public to a Committee.

Mr. Hamblin questioned if the District currently has a fund for future care.

Mr. Hamblin indicated that burial site selection is an important part of grieving and the burial process.

Councillor Stanley questioned if Mrs. Hamblin knew the exact date the May, 2010 picture was taken. Mrs. Hamblin indicated the photo was taken on May 19. Councillor Stanley indicated it was the beginning of the year and staff were busy maintaining trees because the irrigation system had not yet been installed.

Mr. Hamblin indicated he was looking for input from Council because whoever called the District office with questions was getting a different answer to their question. Moving forward, Mr. Hamblin stated he would like to see that this does not re-occur.

Mayor Fennell stated that by July 2010 the Cemetery will look much like the photo Mr. Hamblin provided of July 2009. He indicated the work on the Cemetery got started a bit late and that the pumphouse got hit by lightning, shutting down major irrigation systems for 7 days. Irrigation at the Cemetery was shut down for 7 days. Mayor Fennell indicated that the Parks Committee will establish a set of standards for the future upkeep of the Cemetery. Mayor Fennell indicated that there is a care fund established and that Council may need to raise taxes or increase fees for burial in the Cemetery. Mayor Fennell indicated that Council will look at forming a Board of trustees and may invite the public to be a part of the Board, stating that the only foreseeable problem was if the public members of the Board made recommendations that required spending money for improvements that are not in the budget. Mayor Fennell indicated that a substantial amount of money had been put into the Cemetery budget for a new fence, and new irrigation system.

Mr. Hamblin questioned if there wasn't a sprinkler system in place before. Mayor Fennell indicated it was an above ground sprinkler system.

Councillor Stamer indicated that the Parks Committee had a meeting on Monday, May 31st and that he realizes there were things not done in an expedient fashion. Councillor Stamer explained that part of the problem stemmed from late fall and winter burials.

Councillor Stanley questioned the use of the perpetual care fund. Mrs. Johnson explained that only the interest earned on the fund is allowed to be used. Mrs. Johnson stated that before the District of Barriere took over the care and maintenance of the Cemetery that there was not a perpetual care fund established. Now, when there are burials 25 per cent of the fees charged go into the care fund. She indicated the interest earned on that fund was approximately five dollars last month.

Mr. Hamblin questioned if the existing amount put into the care fund is the same as what other Boards do. Mrs. Johnson indicated it was.

Councillor Stamer indicated that prior to the lawn maintenance, the plastic flowers need to be removed and then reset and that most cemeteries do not allow plastic flowers. Councillor Stamer indicated community assistance in the form of a Committee would be welcome.

Councillor Stanley indicated that the Cemetery had a paid employee to look after the maintenance last year and that once the society folded; there was one person to look after both the Cemetery and Parks. Mr. Hamblin indicated that if citizens had known there was a short term problem, that they could arrange to get people out to look after it.

Mayor Fennell indicated he would like members of the delegation that are willing to be on a Committee and help out from time to time with the maintenance to leave their contact information with Drake Smith.

Mrs. Hamblin addressed Council and thanked Council for listening to the delegation's presentation. Mrs. Hamblin indicated with emotion that she had a family member who has been affected by the collapse (sinking) of gravesites. Mrs. Hamblin indicated that Agnes Miller was her Nana and has been in the Cemetery for 35 years. Mrs. Hamblin indicated that each Mothers day it is her tradition to spend time at the Cemetery on maintenance of her family's site. Mrs. Hamblin indicated that 5 years ago her mother passed away and that she needs a place to go to where she can be close to her mom. She indicated she goes to the Cemetery every holiday and Mother's Day and felt the state of the Cemetery on Mother's Day this year was an insult to her relative's memory. Mrs. Hamblin indicated she was shocked and upset to hear, upon inquiry, why the Cemetery maintenance was behind and was told by staff that caskets don't last forever, and that further maintenance was not in the budget. She requested compassion by staff dealing with Cemetery issues. Mrs. Hamblin indicated there are currently 13 grave sites affected by the collapse and that there were still weeds, etc. on the site. She indicated that July 1st was her Mother's birthday, at which time she hoped the maintenance of the Cemetery would be much improved.

Mayor Fennell assured the delegation on behalf of the District of Barriere that the plans are to make this a site that the community will be proud of, adding that there is expected to be some leftover sod from planting in the oval that will be added to the Cemetery so that on July 1st she will be able to go to the Cemetery with pride.

Councillor Stanley noted that his wife has family members in Sweden whom once a year, have a day of recognition and form a work party at the grave sites. He asked the delegation to consider this.

4. **BYLAWS**

- a. District of Barriere Zoning Bylaw No. 008, 2008 Amendment Bylaw No. 0064, 2010 – First and Second reading.

The purpose of this bylaw is to amend Section 1.2 Accessory Building to require that no accessory building or structure shall be located within a required front yard setback or side street yard setback.

After second reading a public hearing will be scheduled for this Bylaw.

Moved by Councillor Stanley
Seconded by Councillor Paula
That District of Barriere Zoning Bylaw No. 008, 2008 Amendment Bylaw No. 0064, 2010 receive the first and second reading.

CARRIED

5. **STAFF REPORTS**

- a. **Wood Stove Exchange Program**– Wayne Vollrath, CAO,
Nora Johnson, Finance Officer

This report regarding a wood stove exchange program was circulated for future use as a reference document.

Moved by Councillor Stamer
Seconded by Councillor Kershaw
That staff to gather information and organize a Burn It Smart Workshop in the early Fall.

CARRIED

Councillor Stamer questioned if the workshop could be presented in combination with other information such as the Adopt a street program and not be presented as a standalone workshop.

- b. **Fire Department Report: May 2010** – Wayne Vollrath, CAO

Moved by Councillor Stanley
Seconded by Councillor Paula
That Council receive the May, 2010 Fire Department report for information.

CARRIED

- c. **TNRD Development Services** – Dan Wallace, Planner
Re: Temporary Commercial Use Permit Application TUP00001

Mayor Fennell left due to a conflict of interest. Acting Mayor, Councillor Glanville took over as chair of the meeting.

Moved by Councillor Kershaw

Seconded by Councillor Stanley

That Council authorize distribution of Notice of Intent to authorize a Temporary Commercial Use Permit for Lot A, District Lot 1317 and 1325, KDYD, Plan KAP52220 (4254 Yellowhead Highway South) to permit recreational vehicle and boat storage within an existing equestrian building.

CARRIED

Councillor Kershaw indicated that the report from Mr. Wallace references a Commercial Access Permit and questioned at what point a CAP is required. Mr. Vollrath indicated that the CAP is received after Highways have approved the use of the permit.

Councillor Stamer requested clarification on renewal of the T.U.P. Mr. Vollrath indicated the Temporary Use Permit is granted for three years and is eligible for a further three year renewal at the discretion of Council.

Councillor Stamer requested clarification as to what point of the process Council was in tonight. Mr. Vollrath clarified that Council had just initiated the process to distribute a Notice of Intent, which initiates a public hearing process. Councillor Stamer questioned if there would be a cost attached as security for the T.U.P. Mr. Vollrath advised he will get a recommendation from Dan Wallace at the TNRD and bring it back to public hearing.

Mayor Fennell returned as Chair of the Meeting.

- d. **RFP 2010-03 ICSP and OCP** – Wayne Vollrath, CAO

Councillor Kershaw left from the meeting due to a conflict of interest.

Mr. Vollrath indicated the Subcommittee met last Monday and made recommendation for the award of RFP2010-03.

Moved by Councillor Stanley
Seconded by Councillor Glanville
That Focus Corporation be engaged to prepare the Integrated
Community Sustainability Plan and Official Community Plan at a cost
of \$55,650 including disbursements and GST.

CARRIED

Councillor Stanley questioned the difference in price on Focus
Corporation's bid as two amounts were listed. Mr. Vollrath indicated
the bid was adjusted to remove additions that were not requested.

Councillor Kershaw returned to the meeting.

- e. **Community to Community Forum: SIMPCW FIRST NATION and
District of Clearwater** – Wayne Vollrath, CAO

Mr. Vollrath advised that the District is in the next steps of the
Community to Community forum and indicated a further meeting date
had been tentatively scheduled. Mr. Vollrath indicated he will be
meeting with Clearwater to set the agenda.

Moved by Councillor Stamer
Seconded by Councillor Stanley
That Council approve the October 14, 2010 meeting date.

CARRIED

Councillor Kershaw questioned if there was a further grant application
submitted. Mr. Vollrath indicated that it had been done.

- f. **2010 SILGA Convention Revenue and Expenses** – Nora Johnson,
Finance Officer.

Mrs. Johnson advised that the information had been presented to the
Parks Committee but felt that entire Council should be a part of the
process, and as such, presented the report to Council.

Mr. Vollrath advised that there were a number of late reports he offered to
Council indicating Council could accept the late reports or defer them to the next
meeting. Council accepted the late reports.

- g. **District of Barriere Water System Improvements:
Recommendation of Contract Award** – Wayne Vollrath, CAO

Mr. Vollrath advised that in 2009, the District was awarded a grant
under the Building Canada Fund – Infrastructure Stimulus for an
upgrade to our water distribution systems.

The grant application proposed upgrades to 3 sections of our water distribution supplies. The sections were:

1. Extending water line from Barriere Town Road to Airfield Road.
2. Upsizing the water main on Spruce Crescent.
3. Replacing the water line on Barriere Lakes Road from Lodgepole Drive to the point where the water system comes across the River.

After detailed designs were undertaken the three proposed projects cost less than the grant amount. Council authorized the project to be expanded to include new pipe on the east side of Lodgepole Drive from Barriere Lakes Road to the end of the street.

Twenty sets of tender documents were sent out to prospective tenders and subcontractors during the tender period. Eight tenders were received prior to the June 3, 2010, 2 p.m. deadline.

True Engineering has advised that the audited tender results are as follows:

1. Con-Ex Civil Contractors	\$ 768,454.40
2. General Assembly Excavating	\$ 783,051.36
3. On-Call Service Centre	\$ 783,492.64
4. Loric Construction	\$ 845,476.80
5. Diamond Lil's Trucking	\$ 910,162.40
6. Mass Construction Ltd.	\$ 940,464.00
7. Demidoff Equipment Ltd.	\$ 964,812.27
8. Gable Construction ltd.	\$ 999,544.00

The budget for this project is as follows:

1. Federal Government	1/3	\$ 262, 894.00
2. Provincial Government	1/3	\$ 262, 894.00
3. District of Barriere	1/3	\$ 262, 894.00

The low bid is within the District's budget for the project. True Consulting Group is recommending that the Building Canada Fund – Infrastructure Stimulus Water Distribution Supplies Improvement Project be awarded to Con-Ex Civil Contractors Ltd. in the amount of \$ 768, 454.40.

Moved by Councillor Stanley
Seconded by Councillor Glanville.
That the Water System Improvement Project be awarded to Con-Ex Civil Contractors Ltd. in the amount of \$ 768,454.40 as recommended by True Consulting Group.

CARRIED

Councillor Stanley questioned the start date of this project. Mr. Vollrath advised that TRUE will prepare contract documents and an anticipated start date is the beginning of July.

Mayor Fennell questioned the use of the contingency fund, should it not be needed for the project. Mr. Vollrath indicated we won't know until we get further into the project, advising he would check with the Province to see in what capacity the contingency money may be used.

h. Evaluation of RFP's for Municipal Engineering Consulting Services – Wayne Vollrath, CAO.

Mr. Vollrath indicated that the RFP closed on Friday, May 21st. Four proposals were received. Mr. Vollrath requested the appointment of a Committee to evaluate the four contracts and suggested a meeting for next Monday.

Moved by Councillor Glanville
Seconded by Councillor Kershaw
That Council appoint a Committee to review the 4 RFP's for Municipal Engineering Consulting Services.

CARRIED

Mayor Fennell, Councillor Stamer and Councillor Stanley indicated they would sit on the Committee to review.

i. Withholding Building Permits – Amendments to Zoning Bylaw – Wayne Vollrath, CAO

Mr. Vollrath provided background information that at the April 26, 2010 Regular Council meeting Mr. Love asked that Council consider prohibiting mobile homes or modular homes from being developed on lots 1-147 Plan 32522 being Oriole Way. TNRD Planning Staff were requested to develop options for Council to consider.

Mr. Wallace also advised that the Building Permit for Lot 12, Plan 32522 (527) Oriole Way) for a double wide manufactured home was issued on May 18, 2010.

Mr. Vollrath presented Council with five options from the TNRD for the District to consider and questioned if Council would like to consider the recommendations for the remaining three lots or leave in abeyance until such time the zoning bylaw with OCP is developed.

Councillor Kershaw indicated her preference to defer to the Public Works Committee for further information as Council hasn't had time to read the recommendation.

Mayor Fennell indicated there are other subdivisions that do not allow trailers yet trailers have been there for 30 years. Mr. Vollrath advised that the District has no jurisdiction over restrictive covenants and the District's only way of dealing with the issue is through development permits.

Moved by Councillor Kershaw
Seconded by Councillor Stamer
That the information be received,
That Mr. Love be advised that the placement of a double wide manufactured home at 527 Oriole Way will proceed,
That the TNRD Planning report be forwarded to the Public Works Committee for consideration.

CARRIED

j. Plaza turf status – Wayne Vollrath, CAO

Mr. Vollrath provided a brief report on the status of the plaza turf indicating that to date the cost of the turf is \$18,238.40. Mr. Vollrath advised that the District still needs to place approximately 1,800 square feet of turf and asked Council to approve the District again hiring 5 individuals from the employment centre to place the turf at a cost of approximately \$525.00.

Moved by Councillor Stamer
Seconded by Councillor Stanley
That Council approve hiring 5 individuals from Barriere Employment Services to complete placement of the turf at a cost of approximately \$525.00

CARRIED

- k. **Notice of Meeting with Southern Interior Construction Association**
– Wayne Vollrath, CAO.

Mr. Vollrath provided a written invitation to the meeting with SICA indicating that an advertisement will be placed in the paper inviting contractors.

Mayor Fennell indicated he has another meeting that day that conflicts and would not be in attendance.

6. PROCLAMATIONS

There were no proclamations scheduled.

7. CORRESPONDENCE

A. For Information

- I. Randy McLean, Mayor of Princeton – **Invitation to Princeton Regional Airport's 3rd Annual Airshow.**

B. For Action

- I. Glenda Feller, Barriere Elementary School Parent Advisory Council – **Request for additional street lighting along Airfield Road.**

Councillor Stamer indicated that there are a number of posts that don't have street lights and questioned the additional street lighting budget. Mr. Vollrath indicated that the cost of additional lights is paid by all residents via a utility fee.

Councillor Kershaw questioned if the Public Works Committee had discussed putting in additional lighting down Barriere Town Road. Mr. Vollrath requested that Council provide further information on where additional lights were required.

Councillor Stamer questioned if there was an additional cost if transformers needed to be added. Mr. Vollrath advised he will check with BC Hydro to find out.

Mayor Fennell suggested scheduling a meeting with Barriere Elementary School to discuss the playground which is on District of Barriere property.

Moved by Councillor Kershaw
Seconded by Councillor Stanley
That the installation of additional street lighting and the Barriere Elementary School playground be deferred to the Public Works Committee for further review.

CARRIED

II. Sanrda Realff, Fundraiser, Pee Wee Boys Select Zone –
Request for donation.

Councillor Stanley indicated that he spoke to Mrs. Realff regarding sending three boys from Barriere to the BC Summer Games. Councillor Stanley also advised that the TNRD Area O Director had made a 200 dollar donation.

Councillor Kershaw indicated she would like to see requests for grant in aid be submitted on appropriate forms and asked staff to defer to the policy prior to submitting the request to Council.

Councillor Paula questioned if the grant in aid policy and form could be posted on the website. Mrs. Rudd indicated she would do so.

Moved by Councillor Stanley
Seconded by Councillor Kershaw
That the Pee Wee Boys Select Zone 2 District be awarded a grant in aid in the amount of \$200.00

CARRIED

III. Cindy Wilgosh, Success by 6 Aboriginal Coordinator –
Invitation to speak at opening ceremony and ribbon cutting of National Aboriginal Day.

Mayor Fennell indicated he could not attend. Councillor Paula indicated she would go to speak at the ceremony in Mayor Fennell's absence.

8. MAYOR'S REPORT

- a. Mayor Fennell requested that letters go out to all volunteers who helped lay the sod in Fadear Park.

Moved by Councillor Stanley

Seconded by Councillor Kershaw

That staff send thank you letters to all the volunteers who helped lay the sod in Fadear Park.

CARRIED

- b. Mayor Fennell indicated that he would like the District to organize a function at the ball parks on July 1st and suggested that a grand opening of the field house be arranged.
- c. Mayor Fennell indicated he would like to see the District consider organizing formal functions such as a grand opening of the walking trails at Fadear Park in addition to holding a sod turning ceremony for the bandshell construction.

9. COUNCILLOR REPORTS

- a. Councillor Stanley indicated that he and Councillor Paula attended the grand opening of sewage lagoons in Clearwater as well as the Rotary Park grand opening.
- b. Councillor Kershaw indicated that a BMX interest meeting was held on June 1st. She advised that there had been approximately 10 people attending the meeting. Due to a conflict with meeting dates an additional meeting date was scheduled. The next meeting was scheduled for June 17th, 2010 in Council chambers.
- c. Councillor Stamer indicated 5 Councillors attended the Celebration of the Arts.

Moved by Councillor Stamer

Seconded by Councillor Paula

That staff send a letter to the Celebration of the Arts organizers congratulating them for their successful celebration.

CARRIED

- d. Councillor Stanley questioned the completion of the irrigation systems. Mr. Vollrath indicated the contractor may or may not be performing as well as anticipated, advising that a letter will be sent out again outlining the work that still needs to be completed and provide an expected timeframe for completion

Councillor Stanley questioned if Park staff are continuing to water the trees when it gets warm. Mr. Vollrath indicated that to date Mother Nature is working in the District's favour. He advised if Darfen does proceed to delay the project the District can look at deducting cost of hand watering the trees from the Darfen contract.

10. PUBLIC INQUIRIES

There were no public inquiries.

11. OTHER BUSINESS

There was no other business indicated.

12. NEXT MEETING

June 21, 2010 @ 7:00 p.m.

13. ADJOURNMENT

Moved by Councillor Stamer
Seconded by Councillor Stanley
That the meeting adjourn.

CARRIED

The meeting adjourned at 8:30 p.m.

Mike Fennell, Mayor

Wayne Vollrath, CAO

JUN 1 2010

DISTRICT OF BARRIERE

Application to Appear Before Council or Committee

Anyone wishing to be placed on an agenda to address Council or a Committee may apply by delivering a request in writing to the Chief Administrative Officer before 12:00 noon on the Monday proceeding the week of the meeting. Delegations are contacted after the Agenda is finalized to confirm if scheduled or referred to a committee or future meeting. Council meetings are held on the first and third Monday at 7:00 p.m., at Municipal Hall. Special Meetings are held at other times as required.

4936 Barriere Town Road, P.O. Box 219, Barriere, B.C., V0E 1E0
Phone: 250-672-9751, Email: inquiry@districtofbarriere.com

Date: June 16/10

FAX: (250) 672-9708

Name of Applicant: TAMMY McDONALD

On Behalf of: NORTH THOMPSON RECREATION SOCIETY
(Organization, Business, Self, etc.)

Mailing Address: Box 647 BARRIERE BC

Local Street Address: _____

Telephone Number: 250 672-0121 or () _____

Issue Applicant Wishes Addressed:
GRANT IN AID APPLICATION

I WILL TRY TO ATTEND TO ANSWER QUESTIONS ONLY!
THANK YOU!

Applicant's Relevant Information:

(Provide additional information as an attachment if required)

Preferred Forum (Council or Committee) Appearance Date: JUNE 21/10

- Note: *
- Council, Committee of the Whole and Committee meetings are public meetings; unless the public interest required closure to the public pursuant to the Local Government Act.
 - This form will become part of the public record and will be distributed to Council, staff, media and the public.
 - The information on this form is collected in order to respond to your request to appear before Council. If you have any questions about the collection and use of this information, please contact the Chief Administrative Officer, Municipal Hall.
 - The Agenda is posted at Municipal Hall. The complete package is available for viewing at the Municipal Hall.

FOR DISTRICT USE ONLY

Scheduled Council or Committee Appearance Date: _____

Agenda Number: _____ Back-Up Received _____

RECEIVED
JUN 16 2010

DISTRICT OF BARRIERE
Grant Application - Organizations

Organization Official Name: NORTH THOMPSON
RECREATION SOCIETY

Mailing Address: P.O. Box 647
BARRIERE B.C. V0E 1E0

Phone: 250-672-0121 Fax: / Email: teamcdonald@telus.net
250-319-4301 cell

Contact Person: Tammy McDonald Title: PROGRAM COORDINATOR

Briefly describe your organizations purpose: HISTORICALLY,
TO PROVIDE RECREATION PROGRAMS
AND FACILITIES FOR BARRIERE & AREA CHILDREN, YOUTH
FAMILIES.

Briefly describe how the requested grant money will be used: FOR SUMMER
RECREATION PROGRAMS
SOCCER QUEST CAMP, BASKETBALL/VOLLEYBALL
SWIM LESSONS, SKILLS CAMPS.

What amount of Grant-in-Aid is being requested? \$ 2048.00

Total organization operating budget for current year \$ 20,545.00

Total budget for project the grant is being applied for \$ 12548.00

Did you receive a Grant-in-Aid last year Yes _____ No _____

If yes, what was the amount of the grant? \$ _____

Attachments: Please provide the following to your application (if available):
June 2009 ③ ② (Remaining months) ①
Financial Statement, Current Year Budget, Project Budget
PLEASE FIND ATTACHED

Please forward completed application by mail to: District of Barriere, Box 219, Barriere, B.C. V0E 1E0 or in person at "The Ridge Building" at 4936 Barriere Town Road, or by fax to 250-672-9708. Applications must be received by the first Monday of the month to be considered in that month.

District of Barriere
REPORT TO COUNCIL

Date: June 18, 2010	File: 530.20/Rpts
To: Mayor and Council	From: Wayne Vollrath, CAO
Re: Tourism and Economic Development Services	

Background:

For the past 3 years the Barriere and District Chamber of Commerce has provided tourism and economic development services for the District.

The cost for the past three years has been:

2008	23, 132
2009	24, 500
2010	24, 500


Discussion:

In 2010, Council approved a one year contract with the Chamber for the provision of tourism and economic development.

It is my assessment that the Chamber is doing a good job providing tourism services; however I feel that the District staff has the ability to provide economic development services. We are completing the industrial and commercial land inventory. In many cases individuals contact the Mayor directly concerning business opportunities.

Recommendation:

That the Barriere and District Chamber of Commerce be contracted to provide tourism services for the District of Barriere for 2011 and that the Mayor and CAO be authorized to sign the agreement.



Wayne Vollrath, CAO

District of Barriere
REPORT TO COUNCIL

Date: June 18, 2010	File: 530.20/Rpts
To: Mayor and Council	From: Wayne Vollrath, CAO
Re: Municipal Engineering Consulting Services	

Background:

In order to establish continuity in the provision of Engineering Services, Council authorized an R.F.P. for the provision of Municipal Engineering Consulting Services.

Discussion:

At the close of the R.F.P. call on May 21, 2010 at 2:00 p.m. the following 4 proposals were received:

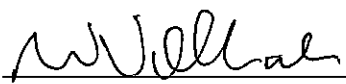
- True Consulting Group
- Urban Systems
- Focus
- CTQ

A sub-committee consisting of Mayor Fennell, Councillor Stamer and Councillor Stanley met on June 14, 2010 at 5:00 p.m. to review the tenders. Each Committee member compiled the evaluation matrix and the totals are as follows:

True Consulting	256
CTQ	236
Focus	235
Urban Systems	213

Recommendation:

That True Consulting Group be retained to provide Municipal Engineering Consulting Services for a term starting on June 21, 2010 to December 31, 2011 with the option of a further two year period.



Wayne Vollrath, CAO

District of Barriere
REPORT TO COUNCIL

Date: June 18, 2010	File: 530.20/Rpts
To: Mayor and Council	From: Wayne Vollrath, CAO
Re: Community to Community Forum: SIMPCW First Nation and District of Clearwater	

Background:

On May 13, 2010 Council representatives met with representatives of SIMPCW First Nation and the District of Clearwater. At this time the District of Barriere signed a Memorandum of Understanding and a Protocol Agreement with SIMPCW First Nation. At this meeting the parties agreed to meet in the fall to start building a relationship. This meeting will include a presentation by each party and what their governmental responsibilities are.

Discussion:

At the June 7, 2010 Regular Council Meeting Council passed the following resolution:

“That Council approve the October 14, 2010 meeting date.”

Councillor Kershaw questioned if a further grant application was made.

As with the first meeting, the District of Clearwater and Barriere submitted a joint application as we are meeting together. The District of Barriere is not holding separate functions with the SIMPCW First Nation.

For Council's reference the group has been expanded to include Electoral Areas 'A', 'B', 'O', and 'P' and the TNRD SunPeaks will also be asked if they would like to join.

It is expected that the District of Barriere will host a Forum in 2011.



Wayne Vollrath, CAO

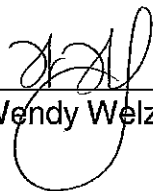
District of Barriere
REPORT TO COUNCIL

Date: June 18, 2010	File: 530.20/Rpts
To: Mayor and Council	From: Wendy Welz
Re: Garbage Pick Up Schedule	

Attached are two options for the Garbage Pick Up Schedule that will be printed and distributed to Barriere residents.

Recommendation:

That Council indicate to Staff their preference of layout.



Wendy Welz

GARBAGE PICKUP SCHEDULE

Garbage/ recycling must be placed curbside before 7am on your pick up day
 Two regulation sized garbage containers per household/ week are permitted
 \$1.00 fee per extra garbage bag/container will apply-
 Pre-paid vouchers for the extra \$1.00 fee are available for purchase at
 the District Office

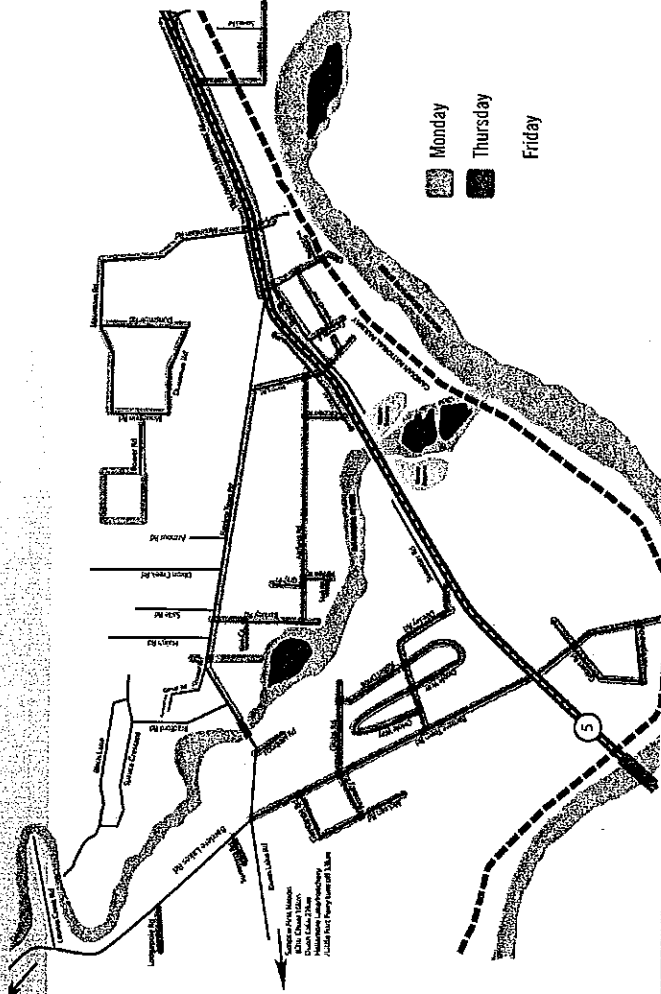
Unlimited numbers of Recycling Blue Bags per household/ week are permitted
 Items acceptable in Blue Bags: (no food residue)
 paper/ newspaper
 plastic 1-7 (plastic milk jugs, dish soap/ laundry containers etc)
 tin cans and aluminum foil
 small pieces of cardboard

Recycling bins for newspaper and large pieces of cardboard are located
 next to the Fire Hall

Thank you for supporting the District's recycling initiatives



Box 219, 4836 Barriere Town Road
 Barriere, BC V0E 1E0
 Tel: 250.672.9751 Fax: 250.672.9708
 Email: inquiry@districtofbarriere.com



www.districtofbarriere.com

Locate your street on the map above and use the calendar on the reverse side to confirm your garbage pick-up dates to June 2011.

JULY 2010

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2010

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29	30	31				

SEPTEMBER 2010

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26	27	28	29	30		

OCTOBER 2010

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2010

S	M	T	W	T	F	S
		2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2010

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

JANUARY 2011

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23	24	25	26	27	28	29
30						

FEBRUARY 2011

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20	21	22	23	24	25	26
27	28	29	30			

MARCH 2011

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13	14	15	16	17	18	19
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27	28	29	30	31		

APRIL 2011

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24	25	26	27	28	29	30

MAY 2011

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2011

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DISTRICT OF BARRIERE GARBAGE PICKUP SCHEDULE

ZONE 1

ZONE 2

- ARMOUR RD
- BANNISTER RD
- BARRIERE LAKES RD
- BARRIERE TOWN RD (even side)
- BIRCH LANE
- BRADFORD RD
- DIXON CREEK RD
- DUNN LAKE RD
- GENIER RD
- HAIGH RD
- LEONE CREEK RD
- SALLE RD
- SHAWER RD
- SPRUCE RD

- Garbage/ recycling must be placed curbside before 7am on your pick up day
- Two regulation sized garbage containers per household/ week are permitted
- \$1.00 fee per extra garbage bag/container will apply-
- Pre-paid vouchers for the extra \$1.00 fee are available for purchase at the District Office
- Unlimited numbers of Recycling Blue Bags per household/ week are permitted
- Items acceptable in Blue Bags: *(no food residue)*
- paper/ newspaper
- plastic 1-7 (plastic milk jugs, dish soap/ laundry containers etc)
- tin cans and aluminium foil
- small pieces of cardboard

Recycling bins for newspaper and large pieces of cardboard are located next to the Fire Hall
 Thank you for supporting the District's recycling initiatives



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 Email: inquiry@districtofbarriere.com

Locate your street on the list above and use the calendar on the reverse side to confirm your garbage pick-up dates to June 2011.

www.districtofbarriere.com

RECEIVED

JUN 16 2010



Interior Health

Mr. Mike Fennell
Mayor of Barriere
District of Barriere
Box 219, 4936 Barriere Town Road
Barriere, BC
VOE 1E0

June 9, 2010

Re: Health Connections Bus Service

Dear Mayor Fennell,

I'd like to take this opportunity to formally advise you of changes that will be occurring with the Interior Health *Health Connections* service that provides low-cost transportation to and from Kamloops on a weekly basis.

As you are aware, Interior Health and Northern Health have been operating relatively identical services, and on the same day, through the North Thompson Valley for more than three years. This has been noted not only by ourselves as neighbouring health authorities but by the traveling public.

After careful consideration and review, and to ensure the best use of health care resources and avoid duplication, Interior Health has made a decision to amalgamate its service with the trip currently offered by Northern Health. This change will take effect October 1, 2010. In turn, savings will be reinvested in the larger *Health Connections* program allowing us to serve more patients.

Residents in the North Thompson will continue to have access to low-cost transportation for non-urgent medical appointments in Kamloops; the difference is the arrangements will be made solely through the Northern Health service.

Linking in with Northern Health will bring with it the following changes:

- Ridership will be limited to medical patients and their companions. This is in keeping with the original intent of the *Health Connections* program and with the approach taken by Northern Health on all its routes.
- Fares will be based on the "zone" model currently used by Northern Health where charges are based on distance travelled. For residents in Clearwater and Barriere,

there is no change to the current \$5 one-way fare. For residents in Blue River traveling to Kamloops, the charge will increase to \$10 one-way (the same rate applied to residents in Valemount). Interior Health will support Blue River clients through this transition by funding the additional fare increase for the first six months of the new service.

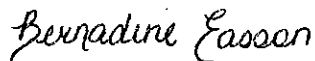
- Pick-up and drop-off will occur at a designated location in each community, and drop-off will be at Royal Inland Hospital in Kamloops.

We are pleased to be able to continue to provide this valuable, affordable medical transportation service in partnership with Northern Health. In reviewing past ridership for both the Interior Health and Northern Health services, both parties are comfortable the new service arrangement will continue to meet the needs of this area. As always, we will continue to monitor ridership regularly to ensure our service matches need.

I appreciate the public may have questions regarding the change and how to make travel arrangements. Details such as these will be provided closer to launch in the fall.

Should you have any questions or concerns regarding this change, please don't hesitate to give me a call at my office, at 250-674-2244.

Sincerely,



Bernadine Easson
Manager for Health Services
Barriere, Clearwater and Blue River

cc:

Brent Hobbs, Interior Health
Ashley Stoppler, Northern Health
Steve Harvard, BC Transit

RECEIVED

JUN 16 2010



Interior Health

Mr. Mike Fennell
Mayor of Barriere
District of Barriere
Box 219, 4936 Barriere Town Road
Barriere, BC
VOE 1E0

June 9, 2010

Re: Health Connections Bus Service

Dear Mayor Fennell,

I'd like to take this opportunity to formally advise you of changes that will be occurring with the Interior Health *Health Connections* service that provides low-cost transportation to and from Kamloops on a weekly basis.

As you are aware, Interior Health and Northern Health have been operating relatively identical services, and on the same day, through the North Thompson Valley for more than three years. This has been noted not only by ourselves as neighbouring health authorities but by the traveling public.

After careful consideration and review, and to ensure the best use of health care resources and avoid duplication, Interior Health has made a decision to amalgamate its service with the trip currently offered by Northern Health. This change will take effect October 1, 2010. In turn, savings will be reinvested in the larger *Health Connections* program allowing us to serve more patients.

Residents in the North Thompson will continue to have access to low-cost transportation for non-urgent medical appointments in Kamloops; the difference is the arrangements will be made solely through the Northern Health service.

Linking in with Northern Health will bring with it the following changes:

- Ridership will be limited to medical patients and their companions. This is in keeping with the original intent of the *Health Connections* program and with the approach taken by Northern Health on all its routes.
- Fares will be based on the "zone" model currently used by Northern Health where charges are based on distance travelled. For residents in Clearwater and Barriere,

RECEIVED

JUN 16 2010

Canadian Wood Council
Conseil canadien du bois



June 10, 2010

Mayor, Councillors & CAO
District of Barriere
Box 219, 4936 Barriere Town Road
Barriere, BC
VOE 1E0

Dear Mayor, Councillors & CAO,

The Wood First Act received Royal Assent on October 29, 2009. In short, it requires that all provincially-funded projects use wood where appropriate and within the BC Building Code. Wood *WORKS!* BC was asked by the provincial government to help local governments navigate their way through the “build with wood” requirements of the Wood First Act.

UBCM identifies Wood First Act resource for local governments: In December 2009, Wood *WORKS!* BC and UBCM staff met to discuss the Act and the potential opportunities and challenges for local governments. Both Wood *WORKS!* BC and UBCM staff felt that one of the ways to reach out and provide essential information would be to develop a webinar which would be made widely available in a DVD format.

A webinar has been produced featuring Wood *WORKS!* BC technical advisors Peter Moonen and Bill Billups, together with Werner Hofstätter, the former Director of the BC Ministry of Forests & Range’s Wood First Initiative and our newest Wood *WORKS!* team member as of June 1, 2010. The webinar explains the Wood First Act and the value of building with wood, and also provides valuable information on how to put wood into municipal projects. It is targeted specifically to elected local government officials, their respective staff and municipal project design teams.

Why Wood *WORKS!*? For more than a decade, Wood *WORKS!* BC has been actively involved in providing technical support and wood expertise to building and design professionals for major projects throughout the province. Wood *WORKS!* BC has worked extensively with local governments on projects ranging from fire halls to libraries; from pools to ice arenas and recreation centres.

Wood *WORKS!* BC looks forward to helping BC’s elected leaders and their staffs find their way to innovative and cost-effective uses of natural, beautiful, sustainable wood in design and construction.

Putting the Wood First Act to work in BC: This video is being distributed to elected representatives throughout the province. We realize you receive a great deal of material and we hope that this material fulfills your needs.

Should you have any questions about the Wood First Act, please refer to the Civicinfo BC website www.civicinfo.bc.ca where you'll find a link at the top right of the home page that will provide you with additional resources. You may also refer to the Wood First Act page on Wood *WORKS!* BC www.wood-works.ca and the provincial government's Wood First Initiative website www.for.gov.bc.ca/mof/woodfirst/

If you have other questions, please call Gary MacIsaac, Executive Director of the UBCM or Mary Tracey, Executive Director of Wood *WORKS!* BC.

Sincerely,



Marvin Hunt
Councillor, City of Surrey
Wood *WORKS!* BC Provincial Steering Committee



Gary MacIsaac
Executive Director
Union of B.C. Municipalities

Contact information:

Mary Tracey
mtracey@wood-works.ca
1.877.929.9663 ext. 1

Gary MacIsaac
604.270.8226 ext 105
250.356.2956
gmacisaac@ubcm.ca



Wood *WORKS!* BC is pleased to make the new Wood First Act webinar available on its website as of Tuesday, June 15. Visit www.WoodFirstAct.info to learn more about the new Wood First Act in BC!

JUN 14 2010

EX.

**DISTRICT OF BARRIERE
Grant Application – Individual**

Name: KARINA PELAYO

Mailing Address: General Delivery, HCLURE
British Columbia, V0E 2H2

Phone: (250) 672-5150 Fax: _____ Email: Silpinakarina@yahoo.ca

Contact Person: _____ Title: _____

Briefly describe how the requested grant money will be used:

Funding for my humanitarian trip to Ecuador with
Free the Children from July 22 - August 7.

What amount of Grant-in-Aid is being requested? \$ 600

Total anticipated expenses: \$ 3893 USD

Did you receive a Grant-in-Aid last year Yes _____ No

If yes, what was the amount of the grant? \$ _____

Please forward completed application by mail to: District of Barriere, Box 219, Barriere, B.C. V0E 1E0 or in person at "The Ridge Building" at 4936 Barriere Town Road, or by fax to 250-672-9708. Applications must be received by the first Monday of the month to be considered in that month.

RECEIVED

JUN 11 2010

Karina Noelyn Pelayo
212 Sadlier-Brown Road
McLure, BC V0E 2H0

Phone: 250-672-5150

E-Mail: filipinakarina@yahoo.ca

To Whom It May Concern:

My name is Karina Pelayo, aged sixteen and currently a Grade 11 student at Barriere Secondary School. I value volunteerism and community service, such as coaching and officiating 'elementary school volleyball, commissioning my school's Leadership class, spending numerous hours entertaining at our local Seniors' Home, and I am constantly seen in our small town either singing or playing piano. Not only is it an outlet to meet new people, but also a way to show my community how much I care.

In March 2009, I became a candidate for the North Thompson Fall Fair and Rodeo Pageant – our local ambassador program. I will always be grateful for the educating experience. During the coronation competition on August 28, my speech was "The World's Biggest Problem," which is based on our current generation of bystanders. Though I did not walk away with the royal title, I did walk away with a personal inspiration from my speech that I should not only talk about the world, but expand my work outside of my school and community. For me, this would mean leaving the comfort of my home.

When school resumed in September, I began to investigate how I could pursue my new humanitarian goals. I have decided to go on a trip in July 2010 to Ecuador with Free the Children, an organization with the largest network of children helping children through education. More than 1 million young people have been involved in innovative youth-driven programs in over 45 countries. Next summer, they are also providing trips for youth to Kenya, India, China, Sierra Leone, and Mexico – Texas.

Along with twenty other volunteer teens from all over North America, I will be building a village school, drilling a clean water well system, and teaching English to the local children.

The total cost for my trip is \$3595 USD, which is a challenging amount to fundraise on my own. My reason for writing is to ask you for help since I am also saving money for my university tuition, where I will pursue a career as a high school teacher. My family supports my dream of making the world a better place, and they have granted me permission to travel abroad this coming summer. However, we have just started a family business, and for me to take such a large amount of money would leave our family even more financially unstable, and we are already struggling day by day. Whether it is a few dollars or a larger amount, I am hoping for your partnership and support. Attached are reference letters from two individuals who have witnessed my love for leadership and volunteerism. Thank you for your time and I am hoping for your consideration.

Sincerely,



Karina Pelayo

To Whom It May Concern,

I am writing to recognize and commend Karina Pelayo for her leadership and commitment to make the world a better place. She is an intelligent and committed young person who is willing to work hard at whatever she sets her mind to. This letter serves as a reference and authentication of Karina's participation in our Ecuador Volunteer and Leadership Trip and of her tremendous commitment, skill and leadership ability.

Free The Children is the largest network of children helping children through education. Through the organization's unique youth-driven approach, more than one million young people have been involved in innovative youth-driven programs in more than 45 countries. The organization has an established track-record of success, with three nominations for the Nobel Peace Prize and partnerships with the United Nations and Oprah's Angel Network.

The primary goal of the organization is not only to free children from poverty and exploitation but to also free young people from the idea that they are powerless to bring about positive social change and improve the lives of their peers. Free The Children and its sister organization, Me to We, empower youth with the skills, confidence and awareness to take action on important social issues.

Me to We is the top youth leadership training organization in the world, having delivered innovative local and international training experiences to more than 350,000 youth since our founding. With inspirational peer leaders and the bestselling Take Action! curriculum, Me to We brings their hands-on training programs to schools and communities around the world while providing opportunities for young people to travel and learn through international volunteer trips. Through a coordinated system of partnerships Me to We empowers youth with leadership education, inspiration, and action tools.

During Karina's trip to Ecuador, she will take part in leadership and volunteer reflections training, which will help her gain a deeper understanding of world issues, the needs of poor people all over the world and force her to look inside to see how she can help.

It will be a pleasure to have Karina participate in our Ecuador Volunteer and Leadership Trip and to see her grow and develop new leadership skills. Karina always asks one of my favorite questions at Free The Children and Me to We: **what have you done to change the world today?**

Sincerely,

Pratima Gounden

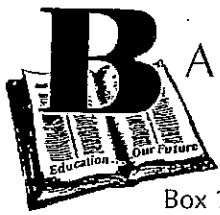
International Trips Coordinator

(P) 1.416.964.8942 x 127

(F) 1.416.964.2199

(E) pratima@metowe.com

www.metowe.com/trips



ARRIERE SECONDARY SCHOOL

SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)

Box 130

Barriere, B.C.

VOE 1E0

Phone: (250) 672-9943

Fax: (250) 377-2254

To Whom It May Concern:

I am very pleased to write a letter of reference for Karina Pelayo. As her teacher for the past two years, I have watched Karina develop both academically and personally into a mature young lady ready in every way to take on new adventures that the world has to offer.

Karina is bright, energetic, compassionate, and well rounded. Her grades have been above average in all of her courses, and she has achieved academic honour roll, effort honour roll, and has made the Principal's List in each year of high school. Karina is actively involved within her school and does not shy away from taking on leadership roles. For example, she is a delegate for *Free the Children* at Barriere Secondary, as well as a member of the SD73 Leadership Council. Karina has represented her school at numerous leadership conferences and was selected by her teachers to be Commissioner of her school's S.W.A.T leadership team. Her willingness to give of herself is always evident in everything she does within the school. It was no surprise to hear that she was applying to the *Me to We* program to assist developing countries with the construction of schools and clean water systems.

Karina has also spent considerable time outside the school involved in the community of Barriere. This has included work with youth as a teen mentor for Big Brothers and Sisters, an elementary volleyball coach, and as a conductress for the Barriere Elementary School Chorus. As well, Karina was a participant in the North Thompson Fall Fair and Rodeo Pageant. She was the recipient of the 2009 Pageant Talent and Speech Award.

Although academics are important to Karina, she also finds the time to be involved in other aspects of life. Karina shows a passion for athletics and has been involved with the Okanagan Netball team. She has represented her community at numerous netball tournaments throughout the province. As well, Karina is a talented musician. She has accomplished her grade ten piano and grade six opera certifications. She has future plans to open up her own piano studio so she can teach other aspiring musicians within her community. I can truly say that she will find success in all that she pursues for she has tremendous determination and an incredible work ethic.

It is clear to me as I hope it is to you that Karina Pelayo is an exceptional young woman. Any assistance your organization can provide would be appreciated. I wholeheartedly recommend her and wish her the very best in all future endeavors.

Sincerely,

Gino Covaceuszach

Teacher

"PLEASE DISTRIBUTE TO EACH ELECTED OFFICIAL"

UNION OF
BRITISH
COLUMBIA
MUNICIPALITIES

JUN 15 2010

CALL FOR NOMINATIONS FOR UBCM EXECUTIVE

June 2010

UBCM is the collective voice for local government in BC. The membership signals the directions it wants to pursue during the Annual Convention. The members elect an Executive during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to the UBCM between Conventions.

This circular is notice of the UBCM Executive nomination process, including information about the positions open for nomination and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following Executive positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (five positions)
- Small Community Representative
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

A candidate must be nominated by two elected officials from a UBCM member local government. The candidate must be an elected official of a UBCM member.

Background information on Executive duties for candidates is attached that sets out the main responsibilities and commitments of a UBCM Executive member.

A nomination and consent form is attached and should be used for all nominations.

The members of the 2010 Nominating Committee are:

- Chair Robert Hobson, Immediate Past President, UBCM, Chair
- Chair Karen Goodings, North Central Local Government Association
- Councillor Kevin Flynn, Southern Interior Local Government Association
- Director Grace McGregor, Association of Kootenay & Boundary Local Governments
- Councillor Sav Dhaliwal, Lower Mainland Local Government Association
- Mayor Christopher Causton, Association of Vancouver Island and Coastal Communities

3. NEXT STEPS

The Nominating Committee reviews the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed on or about August 15, 2010.

To be included in this report, nominations must be received by July 30, 2010.

4. FINAL COMMENTS

The advance nomination process does not change the process whereby candidates can be nominated "off the floor" at the Convention. This nomination process provides for those who are interested in seeking office to be directly nominated prior to the Convention.

5. FURTHER INFORMATION

Additional copies of the consent form, related policies and duties of Executive members are available from the UBCM office (phone: 604.270.8226) or on the UBCM website at www.ubcm.ca/convention/nominations and elections.

All other inquiries should be directed to:

Chair Robert Hobson
Chair, UBCM Nominating Committee
c/o UBCM office
60-10551 Shellbridge Way
Richmond, BC
V6X 2W9

Chair email: rhobson@shaw.ca
Chair Ph: 250.470.8030

UBCM Ph: 604.270.8226
UBCM Fax: 604.270.9116
UBCM email: mcrawford@ubcm.ca

6. SMALL COMMUNITY REPRESENTATIVE AND ELECTORAL AREA REPRESENTATIVE ELECTIONS

Those candidates running for Small Community or Electoral Area representative will be presented on the Thursday of the convention and **ONLY** representatives from small communities and electoral area directors will be able to vote for their respective representative.

BACKGROUND INFORMATION FOR CANDIDATES TO THE UBCM EXECUTIVE

1. RESPONSIBILITY OF UBCM EXECUTIVE

Under the UBCM Bylaws:

The Executive shall have the power and it shall be their duty to put into effect the will of the Union as expressed by resolutions at any of its meetings. Between meetings they shall manage the affairs of the Union and shall report all the transactions of the year to the Annual Convention.

2. UBCM EXECUTIVE STRUCTURE

President

First Vice-President

Second Vice-President

Third Vice-President

Director at Large (five positions)

Small Community Representative

Electoral Area Representative

Vancouver Representative

Metro Vancouver (GVRD) Representative

Immediate Past President

Area Association Representatives
(five positions)

COMMITTEES

The President appoints Executive members to Committees – of which the following are currently active:

- Resolutions
- Convention
- Community Safety
- Environment
- Healthy Communities
- First Nations Relations
- Community Economic Development

Each Executive member generally serves on two committees.

3. EXECUTIVE MEETINGS

The full Executive meets six times a year, following this general pattern:

- During the last day of the annual Convention (one hour)
- End of October/ early November
- Second or third week of January
- Second or third week of April (except if held in conjunction with an Area Assoc. meeting)
- Third full week of July
- Sunday preceding the Annual Convention (half day)

Executive meetings (other than those in conjunction with the Convention) are generally held over a Thursday and Friday. Committee meetings are held Thursday and the full Executive meets on Friday.

Some Committees' activities require attendance at meetings or conferences throughout the year. This is usually a two or three day added commitment except for Committee Chairs or Table Officers who may be called on for more regular representation.

Travel expenses and a per diem for meals and incidentals are provided for all activities on behalf of UBCM (with reimbursement for only the added expenses that would not normally be incurred for attending the annual Convention).

NOMINATIONS AND ELECTIONS PROCEDURES AND REPORT FOR THE UBCM EXECUTIVE

The ongoing administration and policy determination of the UBCM is governed by a 19 person Executive Board that is elected and appointed at the Annual Convention.

THERE ARE ELEVEN ELECTED POSITIONS:

President
First Vice-President
Second Vice-President
Third Vice-President
Director at Large (five positions)
Small Community Representative
Electoral Area Representative

THERE ARE EIGHT APPOINTED POSITIONS:

Immediate Past President
Vancouver Representative
GVRD (Metro Vancouver) Representative
Area Association Representatives – AKBLG, AVICC, LMLGA, NCLGA, and SILGA

NOMINATING COMMITTEE – is appointed under provisions of the UBCM bylaws and is composed of the Immediate Past President and representatives of the five Area Associations.

The Nominating Committee is responsible for overseeing the nomination and election process.

THE NOMINATIONS PROCESS

MAY / JUNE

Nominating Committee will circulate a Call for Nominations notice that will contain the following information:

- positions open for nomination
- process for nomination
- qualifications for office
- role of Nominating Committee
- closing date for nominations (prior to the Convention)
- general duties of an Executive member

It will include instructions on how to access additional information on UBCM Executive responsibilities and how, preferably, to submit a nomination.

JULY - LAST BUSINESS DAY

Advance nominations close – all candidates must have their documentation submitted.

Following that deadline the Nominating Committee will review the credentials and prepare their report. It is not the role of the Nominating Committee to recommend any one nomination. They are to ensure nominations are complete and in accordance with policies and procedures.

MID - AUGUST

The Nominating Committee report will be distributed to all UBCM members and will include:

- names of members and positions

- photo (to size set by Nominating Committee Chair)
- biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still does not meet the maximum, the Nominating Committee Chair shall edit as required.

Nominations may also be received during the Convention – see below.

THE ELECTIONS PROCESS

The process will proceed as it has in past years in two steps:

STEP 1 – ELECTION OF TABLE OFFICERS

WEDNESDAY, SEPTEMBER 29, 9:20 A.M.

Nominating Committee presents the nominations for positions of President, First Vice-President, Second Vice-President, and Third Vice-President.

WEDNESDAY, SEPTEMBER 29, 11:55 A.M.

Nominations from the floor for Table Officer positions.

WEDNESDAY, SEPTEMBER 29, 2:15 P.M.

Candidate speeches if necessary.

WEDNESDAY, SEPTEMBER 29, 2:30 P.M. - 5:00 P.M.

Elections for Table Officer positions (as necessary).

THURSDAY, SEPTEMBER 30, 8:00 A.M. - 9:00 A.M.

Elections continue for Table Officer positions (as necessary).

STEP 2 – ELECTION OF REMAINING EXECUTIVE POSITIONS

THURSDAY, SEPTEMBER 30, 8:30 A.M.

Nominating Committee present nominations for five Directors at Large, Small Community Representative and Electoral Area Representative.

THURSDAY, SEPTEMBER 30, 10:40 A.M.

Nominations from the floor for the above positions.

THURSDAY, SEPTEMBER 30, 10:45 A.M.

Candidate speeches if necessary.

THURSDAY, SEPTEMBER 30, 2:30 P.M. – 5:00 P.M.

Election for remaining Executive positions (as necessary).

FRIDAY, OCTOBER 1, 7:30 A.M. – 8:30 A.M.

Elections continue for remaining Executive positions (as necessary).

For further information on the nomination and election process contact the Chair of the UBCM Nominating Committee.

BACKGROUND INFORMATION ON UBCM NOMINATIONS AND ELECTIONS

EXTRACTS FROM THE UBCM BYLAWS SECTIONS 2 TO 5

2. OFFICERS:

The Officers of the Union shall be: President, First Vice-President, Second Vice-President, and Third Vice-President.

3. EXECUTIVE:

- (a) There shall be an Executive which shall be composed of:
- the Officers of the Union;
 - the Immediate Past President, who shall be the last president to have completed the term of office as President;
 - a Vancouver Representative, who shall be a member of the Vancouver City Council;
 - a GVRD Representative, who shall be a member of the GVRD Board;
 - a Small Community Representative, who shall be a member of a Council of a Village or a municipality with a population not greater than 2,500;
 - an Electoral Area Representative, who shall be an Electoral Area Director of a Regional Board;
 - five Directors representing the five Area Associations as defined in Section 21; and
 - five Directors at Large.

The members of the Executive shall be the Directors of the Union.

- (b) The Officers, the Directors at Large, the Small Community Representative and the Electoral Area Representative, shall be elected annually at the Annual Convention, and except as herein otherwise provided shall hold office until their successors are elected at the next Annual Convention. The Vancouver Representative shall be appointed by the Vancouver City Council and the five Area Associations Directors shall be appointed by the appropriate Area Association as defined in Section 21. The GVRD Representative shall be elected by the GVRD Board of Directors.
- (c) Except for the Immediate Past President, all members of the Executive, including Officers of the Union, shall hold office only so long as they remain elected representatives of a member of the Union. If a person holding the office of Immediate Past President ceases to be an elected representative of a member of the Union while holding the office such person shall only hold the office for the remainder of the then current term.
- (d) No person shall hold a position as Officer of the Union unless elected as an Officer by the membership of the Union and no person shall be elected more than twice, whether consecutively or otherwise, as President of the Union.

In the event of a vacancy occurring amongst the Officers, the next ranking Officer willing to serve shall fill the vacancy, provided that if the office of President cannot for any reason be filled as aforesaid, the Executive shall call a special election for the office of President and such election may be held by a mail ballot pursuant to the rules and procedures established and determined by the Executive.

In the event of a vacancy:

- amongst the Officers, other than President, the Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies;
- amongst the Directors at Large, or the Small Community Representative or the Electoral Area Representative, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;
- in the position of Vancouver Representative, GVRD Representative or amongst the five Directors appointed by the Area Associations such vacancies shall be filled in the manner of the original appointment.

- (e) The Union shall pay the expenses of the Executive incurred on authorized business of the Union, except for attendance at the Annual Convention. For attendance at the Executive meeting immediately preceding the Annual Convention such expenses shall be limited to the per diem rates and extra hotel accommodation costs incurred for the period of that Executive meeting only. No travelling expenses nor any part of other expenses ordinarily incurred by Executive members in attending the Annual Convention will be borne by the Union. In the event that the Immediate Past President no longer holds municipal office, while still remaining a member of the Executive, his or her expenses incurred in attending the Annual Convention and the Executive meeting immediately prior to it shall be paid by the Union.

4. NOMINATIONS FOR ELECTION OF OFFICERS AND EXECUTIVE:

- (a) There is constituted a committee of the Executive to be known as the Nominating Committee consisting of the Immediate Past President (if any) and the five appointed Area Association Directors provided that where any of the five appointed Area Association Directors declares an interest in seeking election to the Executive of the Union, the Area Association that appointed such Area Association Director may name another elected official of a member of the Union to serve on the Nominating Committee.
- (b) The Nominating Committee shall elect a Chair from amongst the members of the Committee and shall prior to the Annual Convention:
- issue a call for nominations for each of the positions of Officer of the Union and for the positions of Small Community Representative, Electoral Area Representative and the five Directors at Large;
 - encourage potential nominees to come forward as candidates for office and as requested provide information to such person relating to duties, responsibilities and roles pertaining to the various offices;
 - review the credentials of nominees to ensure that each nominee is qualified to hold office pursuant to Section 4(j);
 - accept qualified nominees nominated by two elected officials of members of the Union;
 - obtain the name of a qualified person who has been appointed by the City of Vancouver to assume office as the Vancouver Representative, the GVRD Representative and the names of the five Area Association Directors who have each been appointed to assume the office of Area Association Director by the respective Area Association;
 - at least 30 days prior to the Annual Convention, prepare and provide to all members of the Union a report on nominations accepted for each office and on the persons appointed by the City of Vancouver, the GVRD and the five Area Associations. Such report shall be neutral and the Nominating Committee shall not recommend any nominee or group of nominees.
- (c) In making its report the Nominating Committee, taking into consideration the names of appointees submitted by the City of Vancouver, the GVRD and the five Area Associations, shall ensure there are balanced and representative nominations including:
- that sufficient nominations are received;
 - that each general area of the Province is represented on the Executive nominated or appointed.

The Nominating Committee shall not recommend any nominee or group of nominees.

- (d) The Chair of the Nominating Committee, during the morning session of the first day of the Annual Convention, shall present the nominations for the positions of Officers on the UBCM Executive, i.e. President, First Vice-President, Second Vice-President, and Third Vice-President. After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Officers, in addition to the names presented by the Nominating Committee.
- (e) If, at the close of nominations, only one candidate for each position of Officer stands validly nominated, the Chair of the Nominating Committee shall forthwith proclaim the candidate elected.

- (f) If, at the close of nominations, more than one candidate stands validly nominated for any of the positions of Officers, the Chair of the Nominating Committee shall cause an election to be held.
- (g) On the second day of the Annual Convention at the time after the results of the election of Officers has been announced, the Chair of the Nominating Committee shall present the nominations for the positions of:
 - Small Community Representative;
 - Electoral Area Representative; and,
 - for the five positions of Executive Directors at large.

After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Small Community Representative, Electoral Area Representative and for the five positions of Executive Directors at large.

- (h) If, at the close of nominations, only one person stands validly nominated for the positions of Small Community Representative, Electoral Area Representative, or in the case of the five positions of Executive Directors at large, only five persons stand validly nominated, the Chair of the Nominating Committee shall forthwith declare the candidates elected.
- (i) If, at the close of nominations, more than one person stands validly nominated for the positions of Small Community Representative, Electoral Area Representative, or in the case of the five positions of Executive Directors at large, more than five persons stand validly nominated, the Chair shall cause an election to be held.
- (j) Where a nomination is made from the floor, the nominators must advise the Chair that the nominee is qualified pursuant to Section 3 to hold the office and that he or she has consented to be nominated. The Chair shall forthwith ask the nominee to confirm such consent from the floor and if the nominee is not present on the floor at the time of nomination, the nominators may either withdraw the nomination or immediately provide the Chair with the written and signed consent of the nominee.
- (k) Nominations shall require two nominators. The nomination shall state only the candidate's name, official position, municipality, regional district or other membership affiliation, and Area Association, and that the consent of the person nominated has been received

5. ELECTION OF OFFICERS AND EXECUTIVE:

- (a) If, at the close of nominations, more than one candidate stands validly nominated for each position of the Officers, and the positions of Small Community Representative, Electoral Area Representative, or in the case of the five positions of Executive Directors at large, more than five such candidates stand, the Chair of the Nominating committee shall cause elections to be held as may be required.
- (b) The election of Officers shall be held on the afternoon of the first day and the morning of the second day of the Annual Convention.
- (c) The election of Small Community Representative, Electoral Area Representative and the five positions of Executive Directors at large shall be held on the afternoon of the second day and the morning of the third day of the Annual Convention.
- (d) If any election is to be held, ballot papers shall be prepared and distributed. In the case of an election for Officer positions, one ballot shall be used. In the case of elections for Small Community Representative and Electoral Area Representative and the five positions of Executive Directors at large, individual ballots shall be used. The names of the candidates shall be printed alphabetically in order of surnames on the ballots, and shall show only the candidate's names, official positions, municipality, regional district or other member affiliation and Area Association. Before any ballot is taken, any person nominated may decline or withdraw his or her name by giving two hours' notice thereof following the time of the candidates' speeches.
- (e) Scrutineers shall be appointed by the President and it shall be among the duties of such Scrutineers to count the votes on such ballots and declare the result of such elections to the Chair of the Nominating Committee who shall report the results of the elections to the Convention. In the case

of a ballot vote being held for the five positions of Executive members at large, all ballots marked for more than the number to be elected shall be counted as spoiled ballots.

- (f) All elected representatives from members who are present at the convention shall be entitled to vote for Directors at Large. Only representatives from Small Communities who are present at the Convention shall vote for the Small Community Representative and only representatives from Electoral Areas who are present at the Convention shall vote for the Electoral Area Representative. No vote by proxy shall be recognized or allowed.
- (g) In the event that the result of election for the position of any Officer of the Union, Small Community Representative or Electoral Area Representative cannot be declared because of an equality of votes between two or more persons receiving the greatest number of votes, then the Chair shall hold a run-off election amongst those persons who received equal votes.

In the case of an election for office as Director at Large, the Chair shall declare elected the five candidates who received the highest number of votes, provided that if a candidate cannot be declared elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

¹NOMINATIONS FOR THE 2010/2011 UBCM EXECUTIVE

We are qualified under the UBCM Bylaws to nominate¹ a candidate and we nominate:

Name: _____

Position in local government (Mayor / Councillor / Director): _____

Municipality or Regional District represented: _____

UBCM Executive Office Nominated for: _____

NOMINATED BY:

Name: _____ Name: _____

Position: _____ Position: _____

Mun/RD: _____ Mun/RD: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws². I will also forward by the **July 30 deadline** to the Chair of the Nominating Committee, c/o UBCM Office the following documentation required for publication in the Report on Nominations:

- photo (to size set by Nominating Committee Chair)
- biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still does not meet the maximum the Nominating Committee Chair shall edit as required.

CANDIDATE:

Name: _____

Position: _____

Mun/RD: _____

Nominated for: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Union [Bylaw 4(b)]

² All nominees of the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)]
Nominees for Electoral Area Representative or Small Community Representative must hold the appropriate office.

TO BE RETURNED BY JULY 30, 2010