



# The District of Taylor

## Agenda

Committee of the Whole Meeting  
to be held in Council Chambers

Located at the District Office at 10007 - 100 A Street  
Monday, June 15, 2026 at 3:30 PM

Pages

### 1. CALL TO ORDER

### 2. FIRST NATIONS LAND ACKNOWLEDGEMENT

The District of Taylor recognizes with respect, this traditional territory of Treaty 8. We honour the deep connection to the land and water, where everyone's rights are respected, and opportunities are available for all to thrive.

### 3. NOTICE OF NEW BUSINESS

### 4. ADOPTION OF AGENDA

### 5. GUESTS AND DELEGATIONS

### 6. GALLERY COMMENTS ON AGENDA TOPICS

### 7. ADOPTION OF MINUTES

### 8. BUSINESS ARISING FROM THE MINUTES

### 9. CORRESPONDENCE

### 10. NEW BUSINESS

### 11. COMMITTEE REPORTS

### 12. STAFF REPORTS

12.1 Protective Services Departmental Update - June 2026  
Steve Byford, Director of Protective Services, Fire Chief, CD  
[Protective Services Departmental Update - June 2026](#)

4 - 6

12.2 Operations Departmental Update  
Ryan Nelson, Director of Operations  
[Operations Departmental Update](#)

7 - 9

12.3	2026 Financial Report: January 1 - March 31, 2026 Lisa Ford, Interim Director of Corporate Services <a href="#">2026 Financial Report: January 1 - March 31, 2026</a>	10 - 20
12.4	Q1 2026 : Governance Expense Update Lisa Ford, Interim Director of Corporate Services <a href="#">Q1 2026 : Governance Expense Update</a>	21 - 24
12.5	Unightly Premises and Maintenance Bylaw No.909, 2026 - Draft (V2) Steve Byford, Director of Protective Services, Fire Chief, CD <a href="#">Unightly Premises and Maintenance Bylaw No. 909, 2026 - Draft (V2)</a>	25 - 57
12.6	District Ice Centre On-Line Booking System Mike Farquharson, Director of Community Services Mike Whalley, Manager of Parks & Facilities <a href="#">District Ice Centre On-Line Booking System</a>	58 - 63
12.7	2026 Election Officials and Remuneration Dawn McGinn, Interim Deputy Corporate Officer <a href="#">2026 Election Officials and Remuneration</a>	64 - 67
12.8	2026 UBCM Ministerial Meetings Dawn McGinn, Interim Deputy Corporate Officer <a href="#">2026 UBCM Ministerial Meetings</a>	68 - 70
12.9	NPSR & ESS Active Living Policy Follow-up Lisa Ford, Interim Director of Corporate Services <a href="#">NPSR &amp; ESS Active Living Policy Follow-up</a>	71 - 75
12.10	Lone Wolf Golf Club May Financials Mike Farquharson, Director, Community Services <a href="#">Lone Wolf Golf Club May Financials</a>	76 - 78
12.11	Sand Pro Replacement Mike Farquharson, Director of Community Services <a href="#">Sand Pro Replacement</a>	79 - 81

### 13. MEDIA AND GALLERY - QUESTION PERIOD

### 14. RECOMMENDATIONS TO MOVE TO CLOSED MEETING

- 14.1 As per the *Community Charter* Section 90 (1):
- (c) labour relations or other employee relations;
  - (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

### 15. ADJOURNMENT

A handwritten signature in black ink that reads "Lisa Ford". The signature is written in a cursive style with a large initial "L" and "F".

---

**Interim Director of  
Corporate Services**



## Staff Report

PO Box 300 | 10007 - 100A Street | Taylor, BC V0C 2K0 | [www.districtoftaylor.com](http://www.districtoftaylor.com)

---

**TO:** Committee of the Whole  
**FROM:** Steve Byford, Director of Protective Services, Fire Chief, CD  
**DATE:** June 15, 2026  
**SUBJECT:** Protective Services Departmental Update - June 2026

---

### **STRATEGIC GOALS & PRIORITIES:**

This report complies with the following strategic goals set out by Council:

- Community Engagement

This report meets the above noted strategic goal and priority of Council by ensuring we all continue to provide strong communications at all levels.

### **RECOMMENDED RESOLUTION:**

N/A - For informational purposes only.

### **COMMENTS & DISCUSSION:**

Taylor Fire Rescue (TFR)

- Emergency calls for service (at the time of submitting this report) are currently at 94 for 2026. At this time last year, TFR had 82 calls for service.
- TFR has started to host year end school BBQs completing their Fire Prevention education within the community for this school year. The remaining activities scheduled will take place over the next two weeks.
- TFR hosted a First Responder (FR) medical course, further expanding and qualifying our department members capabilities. This training and qualification furthers our teams commitment to the community.
- Driver training for TFR members was conducted to support the continued development and progression of apparatus operators. Complementing this training, TFR has scheduled a Pumps and Pumping course for September 2026, which will provide these members with the opportunity to complete the full training requirements necessary to effectively drive and operate District apparatus.
- TFR has completed its Canada Summer Jobs hiring process with the assistance of the Director of Parks and Facilities. The eight-week Firefighter Apprentice

position has been filled by a District resident who is also a current member of TFR's Junior Firefighter Program. This initiative continues to be a valuable asset to the overall development and succession planning of the Fire Department.

#### Emergency Management

- Staff met with the Taylor Industrial Mutual Aid Group (TIMAG) executive to coordinate planning for their annual emergency management exercise. As part of a three-year progression toward a full-scale exercise, TIMAG is currently in year two, which involves conducting a "functional" exercise scheduled for this October. A functional exercise is a simulated, real-time operational drill designed to assess an organization's command, control, and coordination capabilities. It evaluates specific functions and multi-agency response processes while simulating field operations, without deploying personnel or actual emergency equipment. This exercise will serve as preparation for the full-scale exercise planned for fall 2027.
- Updates to, and review of, the District's Emergency Plan are ongoing. Regular revisions are undertaken to ensure compliance with current legislation, including the new Emergency and Disaster Management Act here in British Columbia. The updated plan will be presented to this Committee in the coming months for review.
- Monthly Emergency Operations Centre (EOC) training continued, with staff focusing on strengthening their understanding and application of the Incident Command System.

#### Bylaw Services

- Bylaw complaints to date for 2026 are at 11. At this point last year there were 33 complaints.
- District staff (Corporate Services and Protective Services) continue to refine the adjudication process for contested bylaw enforcement ticket disputes. This work is intended to ensure the District has an efficient and effective procedure in place to manage these infrequent matters.

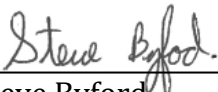
#### Occupational Health and Safety (OH and S)

- The Occupational Health and Safety Committee reviewed the District's Confined Space Entry Program as part of its ongoing efforts to strengthen workplace safety practices.

#### **SUMMARY & CONCLUSION:**

Protective Services staff continue operational and team-based training activities throughout the summer months to support TFR readiness. In parallel, preliminary work has commenced on the 2027 budget, alongside ongoing individual professional development initiatives for staff.

#### **RESPECTFULLY SUBMITTED:**

  
\_\_\_\_\_  
Steve Byford  
Fire Chief

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



## Staff Report

PO Box 300 | 10007 – 100A Street | Taylor, BC V0C 2K0 | [www.districtoftaylor.com](http://www.districtoftaylor.com)

---

**TO:** Committee of the Whole  
**FROM:** Ryan Nelson, Director of Operations  
**DATE:** June 15, 2026  
**SUBJECT:** Operations Departmental Update  
**ATTACHMENT(S):**  [Capital Project Tracker -June](#)

---

### STRATEGIC GOALS & PRIORITIES:

This report complies with the following strategic goals set out by Council:

- Community Engagement

### PURPOSE:

To provide the Committee of the Whole and the community an overview of top projects that the Operations team is working on.

### COMMENTS & DISCUSSION:

#### Streets:

- Mobile Street Sweeper has completed 2 rounds of town. Staff will continue sweeping of lawn swept materials as they continue and other road debris situations throughout the season. The sand from these passes are now at the sand screener site to be reused for next season's sanding material
- Winter sanding materials from lawns of approved senior and disabled applications have been completed
- Crosswalk and stop sign painting contractor tentatively starting June 20
- Replacement of wooden culvert on Birch Avenue East completed
- Shortt and Cherry Avenue East Road washout repairs are completed

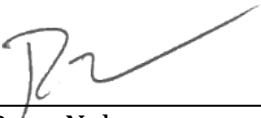
#### Water System:

- Staff is continuing with Northern Health's water treatment inquiries to the Environmental Health Officer
  - Urban Systems is looking into costs and options associated with the request

#### Operations:

- An RFP was posted for the construction of a concrete pad for the placement of a new fueling facility at the Operations and Golf Course Maintenance compound
  - The proposal period ended on Friday June 5 with 5 submissions received
  - The project has been awarded to Inglehart and Sons
- Staff has assisted the Golf Course Maintenance crew with getting the raw water side of the Golf Course irrigation system up and running
- Fleet is assisting the Golf Course with golf cart maintenance and other units
- Staff has done some work at Peace Island Park with topsoil and gravel placing

**RESPECTFULLY SUBMITTED:**



---

Ryan Nelson

Director of Operations

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

# Public Works 2026 Projects & Policy Tracker

Capital Projects				
Project/Task Name	Proposed Start	Actual Start	Proposed Completion	Actual Completion

<b>Landfill Sulfur Cap Project</b>				
Clay Cap	May 26, 2025	May 26, 2025	June 6, 2025	June 6, 2025
Top soil placing	June 16, 2025		June 18, 2025	July 11, 2025
Seeding and matting	June 18, 2025		July 8, 2025	July 11, 2025
Bulky Waste Removal	August 25, 2025	August 25, 2025	August 28, 2026	

<b>Solids Thickenning - WWTP</b>				
Grant Announcement	May 18, 2023	May 18, 2023	May 18, 2023	May 18, 2023
Design	October 5, 2023	October 5, 2023	September 4, 2024	September 4, 2024
Tender RFP	September 18, 2024	September 18, 2024	October 23, 2024	October 23, 2024
Clarification Period	November 5, 2024	November 5, 2024	November 29, 2024	November 29, 2024
RFP Award	December 2, 2024	December 2, 2024	December 3, 2024	December 3, 2024
Final Design	December 16, 2024	December 16, 2024	June 27, 2025	June 27, 2025
Onsite Work	May 20, 2025	May 20, 2025	March 31, 2026	April 9, 2026

<b>Future Projects</b>
Street Lighting Upgrades
Operations Parking Lot
Curbside Recycling
Pine Ave E & Alder Street Truck Bypass Route - Design

Policies				
Snow and Ice Control	May 26, 2025	May 26, 2025	October 6, 2025	October 6, 2025
Inspection Policies	March 6, 2026		June 26, 2026	
Road Construction Standards				
Solid Waste Bylaw				

**COMPLETED TASKS**



## Staff Report

PO Box 300 | 10007 - 100A Street | Taylor, BC V0C 2K0 | [www.districtoftaylor.com](http://www.districtoftaylor.com)

---

**TO:** Committee of the Whole

**FROM:** Lisa Ford, Interim Director of Corporate Services

**DATE:** June 15, 2026

**SUBJECT:** 2026 Financial Report: January 1 - March 31, 2026

**ATTACHMENT(S):**

- [Appendix 1: March 31, 2026 Activity Centre Income Statement](#)
- [Appendix 2: March 31, 2026 Object Code Actual vs. Budget](#)
- [Appendix 3: March 31, 2026 Capital Report](#)

---

### STRATEGIC GOALS & PRIORITIES:

This report complies with the following strategic goals set out by Council:

- Fiscal Responsibility

This report complies with the above noted strategic goal through communication of financial results in alignment with the Budget Reallocation and Quarterly Financial Reporting Policy for the period ending March 31, 2026.

### RECOMMENDED RESOLUTION:

"That, the January 1 - March 31, 2026 Financial Report be accepted as presented."

### PURPOSE:

To provide a report on the District's financial position as of March 31, 2026 in comparison to the approved 2026 Financial Plan.

### BACKGROUND:

Attached to this report are three financial reports outlining the District's financial position as of March 31, 2026:

1. Appendix 1: An Income Statement Report identifying the variance analysis for revenue and expenditures for municipal Activity Centres.
2. Appendix 2: An Actual vs Budget Year-to-Date Report identifying the variance analysis for revenue and expenditures for object codes across the organization.
3. Appendix 3: A Capital Plan Report, which identifies the variance for approved capital projects.

Please note that the income statement attached to this report is dated for April 25th, however the comments on variance data in this report are for January 1st to March 31st.

Additionally, please disregard the first column of the income statement report, as there was an error when importing the information causing an additional column to populate that is not required. Staff will be working with budgeting software representatives to rectify this issue for future reporting.

### **FINANCIAL IMPLICATIONS:**

The financial information contained in the attached reports indicate that:

- Revenues are in line with expectations for the period ending March 31, 2026.
- 89% of budgeted expenditures remain unspent as of March 31, 2026. This is in alignment with expectations for the end of the period, given that there are a number of expenditures that do not generally occur until December, such as volunteer remuneration or year end transactions.
- 0% of total capital expenditures have been spent as of the end of March. This is in alignment with expectations for the end of the period due to the required timeframe needed to adopt the 2026 financial plan and to post and award procurement opportunities.

### **COMMENTS & DISCUSSION:**

For ease of financial reporting, if a transaction occurred in one account and was budgeted for or funded from another account within the same Activity Centre or Department, I have not identified these as variances, as there were sufficient funds and an appropriate budget to support the transaction.

There are some transactions that will require adjustments to properly allocate costs to their appropriate Activity Centres.

For Council's information, there are a few items to bring awareness to as of March 31st:

#### *Corporate Services*

1. Asset Lease, Rent generated a favorable variance in the amount of \$29,019 (49% variance) as a result of revenue generated from a license of occupation on light industrial land and a right-of-way easement agreement.

#### *Operations*

1. Repairs Maintenance Services - Facilities incurred an overage of expenditures in the amount of \$2,542 (159% variance).
  - a. The overage is due to maintenance performed on the Public Works Building during Quarter 1.

- b. No reallocations will occur at this time. The Director of Operations will continue to monitor expenses allocated to this account over the next quarter to determine the appropriate course of action and variance amount required for forecasted remaining expenditures for the year.
- c. Additional information will be brought forward in Quarter 2 variance reporting.

*Community Services*

1. Parks and Grounds Small Assets and Equipment incurred an overage of expenditures in the amount of \$400 (40% variance).
  - a. The overage is due to the purchase of a used Toro Powermax Snowblower that was not included in the budget.
  - b. Funds will be reallocated from from Complex Repairs, Maintenance, Service (RMS) - Facilities, Grounds, and Ice Centre RMS - Facilities, Grounds.
  - c. The reallocation amount is within the approval limits outlined in the Budget Reallocation Policy, and a formal resolution is not required to support the reallocation of funds.
2. Golf Course RMS - Facilities, Grounds incurred in overage of \$601 (15% variance).
  - a. The overage is due to the purchase of an aluminum frame from Impact Canopies.
  - b. Funds will be reallocated from Golf Course RMS - Facilities, Grounds.
  - c. The reallocation amount is within the approval limits outlined in the Budget Reallocation Policy, and a formal resolution is not required to support the reallocation of funds.

**ALTERNATIVE OPTIONS:**

The Committee may request additional information on the financial details outlined in the report or provide additional feedback on the revised financial reporting framework.

**SUMMARY & CONCLUSION:**

Staff is seeking the Committee's review and feedback of the March 31, 2026 Financial Report.

**RESPECTFULLY SUBMITTED:**

  
\_\_\_\_\_  
Lisa Ford

Interim Director of Corporate Services

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

Income Statement

12 months ending December 31st, 2026-2030 Financial Plan Version 5 (Live)

	#Error	2026-2030 Financial Plan Budget	2026-2030 Financial Plan Actuals	\$ Variance	% Variance
Revenues					
10 - General Government					
103 - Corporate Services					
10-103 - Corporate Services	829,289	647,721	109,367	(538,353)	(83.1)
10-190 - Government Transfers	1,984,053	1,967,602	14,548	(1,953,054)	(99.3)
10-191 - Internal Transfers	220,912	51,308	-	(51,308)	-
Total 103 - Corporate Services	3,034,254	2,666,631	123,915	(2,542,715)	(95.4)
104 - Taxation					
10-104 - Taxation	4,494,006	4,780,789	208	(4,780,581)	(100.0)
Total 104 - Taxation	4,494,006	4,780,789	208	(4,780,581)	(100.0)
Total 10 - General Government	7,528,260	7,447,419	124,123	(7,323,296)	(98.3)
20 - Operations					
200 - Operations					
20-202 - Operations	1,233	-	-	-	-
20-205 - Solid Waste and Compost	77,343	77,889	70,943	(6,946)	(8.9)
Total 200 - Operations	78,576	77,889	70,943	(6,946)	(8.9)
Total 20 - Operations	78,576	77,889	70,943	(6,946)	(8.9)
30 - Community Services					
300 - Community Services					
30-302 - Programs and Events	15,412	20,850	6,090	(14,760)	(70.8)
30-307 - Cemetery	5,930	5,000	-	(5,000)	-
30-311 - Tourism	18,605	17,500	-	(17,500)	-
30-312 - Economic Development	-	195,000	-	(195,000)	-
30-314 - Library	82,558	24,738	2,405	(22,333)	(90.3)
Total 300 - Community Services	122,506	263,088	8,495	(254,593)	(96.8)
303 - Parks and Facilities					
30-303 - Community Hall	32,493	25,000	3,024	(21,976)	(87.9)
30-304 - Complex: Pool, Curling Rink	15,496	14,140	360	(13,780)	(97.5)
30-305 - Ice Centre	144,236	133,500	93,400	(40,100)	(30.0)
30-306 - Parks and Grounds	11,834	-	-	-	-
30-306 - Parks and Grounds (Capital Grant Revenue)	88,980	-	-	-	-
30-310 - Peace Island Park	317,076	286,000	34,334	(251,666)	(88.0)
Total 303 - Parks and Facilities	610,115	458,640	131,117	(327,523)	(71.4)
308 - Golf Course					
30-308 - Golf Course	945,369	806,450	15,513	(790,937)	(98.1)
30-309 - Clubhouse	989,401	805,000	24,569	(780,431)	(96.9)
Total 308 - Golf Course	1,934,771	1,611,450	40,082	(1,571,368)	(97.5)
Total 30 - Community Services	2,667,391	2,333,178	179,695	(2,153,484)	(92.3)

Income Statement

12 months ending December 31st, 2026-2030 Financial Plan Version 5 (Live)

	#Error	2026-2030 Financial Plan Budget	2026-2030 Financial Plan Actuals	\$ Variance	% Variance
<b>Revenues</b>					
40 - Protective Services					
400 - Protective Services					
40-402 - Fire	247,467	254,085	20,231	(233,854)	(92.0)
40-403 - Emergency Services	39,003	-	24,473	24,473	100.0
40-404 - Bylaw	6,659	3,000	1,246	(1,754)	(58.5)
40-406 - Building Inspection	240,946	7,000	-	(7,000)	-
Total 400 - Protective Services	534,076	264,085	45,950	(218,135)	(82.6)
Total 40 - Protective Services	534,076	264,085	45,950	(218,135)	(82.6)
50 - Water Services					
500 - Water Services					
50-104 - Taxation	58,800	58,800	-	(58,800)	-
50-502 - Water	428,410	418,000	282,050	(135,951)	(32.5)
Total 500 - Water Services	487,210	476,800	282,050	(194,751)	(40.8)
Total 50 - Water Services	487,210	476,800	282,050	(194,751)	(40.8)
60 - Sanitary Sewer Services					
600 - Sanitary Sewer Services					
60-104 - Taxation	57,450	57,450	-	(57,450)	-
60-602 - Sewer	240,979	242,000	225,884	(16,116)	(6.7)
60-602 - Sewer (Capital Grant Revenue)	1,672,544	-	929,909	929,909	100.0
Total 600 - Sanitary Sewer Services	1,970,973	299,450	1,155,793	856,343	286.0
Total 60 - Sanitary Sewer Services	1,970,973	299,450	1,155,793	856,343	286.0
Total Revenues	13,266,486	10,898,821	1,858,552	(9,040,269)	(82.9)
<b>Expenses</b>					
10 - General Government					
102 - Governance					
10-102 - Governance	233,637	278,450	19,403	(259,047)	(93.0)
Total 102 - Governance	233,637	278,450	19,403	(259,047)	(93.0)
103 - Corporate Services					
10-000 - Non Reporting	-	4,596,500	-	(4,596,500)	-
10-103 - Corporate Services	1,958,776	749,022	279,102	(469,920)	(62.7)
10-191 - Internal Transfers	1,867,448	1,892,837	-	(1,892,837)	-
Total 103 - Corporate Services	3,826,224	7,238,359	279,102	(6,959,257)	(96.1)
104 - Taxation					
10-104 - Taxation	510	1,500	-	(1,500)	-
Total 104 - Taxation	510	1,500	-	(1,500)	-
Total 10 - General Government	4,060,370	7,518,309	298,505	(7,219,804)	(96.0)

Income Statement

12 months ending December 31st, 2026-2030 Financial Plan Version 5 (Live)

	#Error	2026-2030 Financial Plan Budget	2026-2030 Financial Plan Actuals	\$ Variance	% Variance
Expenses					
20 - Operations					
200 - Operations					
20-202 - Operations	680,021	72,150	112,227	40,077	55.5
20-203 - Roads and Sidewalks	203,890	282,400	60,092	(222,308)	(78.7)
20-204 - Fleet	94,963	112,500	41,013	(71,487)	(63.5)
20-205 - Solid Waste and Compost	59,889	66,500	12,613	(53,888)	(81.0)
Total 200 - Operations	1,038,762	533,550	225,945	(307,605)	(57.7)
Total 20 - Operations	1,038,762	533,550	225,945	(307,605)	(57.7)
30 - Community Services					
300 - Community Services					
30-302 - Programs and Events	315,285	114,250	43,516	(70,734)	(61.9)
30-307 - Cemetery	1,541	3,320	-	(3,320)	-
30-311 - Tourism	43,335	5,920	2,658	(3,262)	(55.1)
30-312 - Economic Development	27,067	65,850	13,152	(52,698)	(80.0)
30-313 - Medical Clinic	10,899	8,400	1,643	(6,757)	(80.4)
30-314 - Library	246,742	172,757	30,211	(142,545)	(82.5)
Total 300 - Community Services	644,869	370,497	91,180	(279,316)	(75.4)
303 - Parks and Facilities					
30-303 - Community Hall	70,596	62,425	9,657	(52,768)	(84.5)
30-304 - Complex: Pool, Curling Rink	301,139	259,050	22,095	(236,955)	(91.5)
30-305 - Ice Centre	543,345	250,225	129,618	(120,607)	(48.2)
30-306 - Parks and Grounds	462,261	81,486	31,992	(49,494)	(60.7)
30-310 - Peace Island Park	266,935	135,100	17,340	(117,760)	(87.2)
Total 303 - Parks and Facilities	1,644,276	788,286	210,701	(577,585)	(73.3)
308 - Golf Course					
30-308 - Golf Course	440,901	223,985	50,392	(173,593)	(77.5)
30-309 - Clubhouse	1,192,395	597,265	33,710	(563,555)	(94.4)
Total 308 - Golf Course	1,633,295	821,250	84,102	(737,148)	(89.8)
Total 30 - Community Services	3,922,440	1,980,033	385,983	(1,594,049)	(80.5)
40 - Protective Services					
400 - Protective Services					
40-402 - Fire	670,004	299,915	79,475	(220,440)	(73.5)
40-403 - Emergency Services	69,998	25,240	3,661	(21,579)	(85.5)
40-404 - Bylaw	17,737	25,650	460	(25,190)	(98.2)
40-405 - Health and Safety	9,629	22,175	1,562	(20,613)	(93.0)
40-406 - Building Inspection	27,936	32,850	26,404	(6,446)	(19.6)
Total 400 - Protective Services	795,304	405,830	111,563	(294,267)	(72.5)
Total 40 - Protective Services	795,304	405,830	111,563	(294,267)	(72.5)

Income Statement

12 months ending December 31st, 2026-2030 Financial Plan Version 5 (Live)

	#Error	2026-2030 Financial Plan Budget	2026-2030 Financial Plan Actuals	\$ Variance	% Variance
Expenses					
50 - Water Services					
500 - Water Services					
50-502 - Water	299,592	284,350	65,033	(219,317)	(77.1)
Total 500 - Water Services	299,592	284,350	65,033	(219,317)	(77.1)
Total 50 - Water Services	299,592	284,350	65,033	(219,317)	(77.1)
60 - Sanitary Sewer Services					
600 - Sanitary Sewer Services					
60-602 - Sewer	186,028	176,750	57,836	(118,914)	(67.3)
60-602 - Sewer (Capital Grant Revenue)	118,083	-	-	-	-
Total 600 - Sanitary Sewer Services	304,111	176,750	57,836	(118,914)	(67.3)
Total 60 - Sanitary Sewer Services	304,111	176,750	57,836	(118,914)	(67.3)
Total Expenses	10,420,580	10,898,821	1,144,865	(9,753,957)	(89.5)
<b>Net Income</b>	<b>2,845,906</b>	<b>-</b>	<b>713,687</b>	<b>713,687</b>	<b>(86.2)</b>

# Actual vs Budget Year To Date

January 2025 To December 2025 (12 Months)

Fund All  
 Department All  
 Object Code All  
 Activity Centres All

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
<b>Revenues</b>				
500 - Taxation Revenue				
501 - General Municipal Purposes	4,130,666	4,169,604	38,938	0.94 %
502 - BC Assessment	-	-	-	0.00 %
503 - Municipal Finance Authority	-	-	-	0.00 %
504 - Regional District	-	-	-	0.00 %
505 - Regional - Hospital	-	-	-	0.00 %
506 - School - Provincial	-	-	-	0.00 %
507 - School - Residential	-	-	-	0.00 %
508 - Police	-	-	-	0.00 %
509 - Grants in Lieu of taxes	295,792	295,792	-	0.00 %
510 - Prov Gov't Housing - GILT	2,300	2,933	633	27.52 %
511 - Parcel Taxes	116,250	116,250	-	0.00 %
<b>Total 500 - Taxation Revenue</b>	<b>4,545,008</b>	<b>4,584,579</b>	<b>39,571</b>	<b>0.87 %</b>
520 - Grants, Donations, Borrowing				
521 - Unconditional Grants	369,000	369,000	-	0.00 %
522 - Conditional Grants	422,730	2,163,579	1,740,849	411.81 %
523 - Peace River Agreement	1,286,903	1,283,277	(3,626)	-0.28 %
524 - Fire Protection Agreement	244,201	194,201	(50,000)	-20.47 %
526 - Library Grants and Donations	98,879	80,520	(18,360)	-18.57 %
527 - Human Resource Grants	-	-	-	0.00 %
528 - Donations and Sponsorship	40,500	29,903	(10,597)	-26.16 %
530 - Site C Legacy Funds	-	39,530	39,530	100.00 %
<b>Total 520 - Grants, Donations, Borrowing</b>	<b>2,462,213</b>	<b>4,160,010</b>	<b>1,697,797</b>	<b>68.95 %</b>
540 - Internal Transfers				
541 - Contribution from Reserves	329,002	220,912	(108,090)	-32.85 %
542 - Contribution from Surplus	-	-	-	0.00 %
<b>Total 540 - Internal Transfers</b>	<b>329,002</b>	<b>220,912</b>	<b>(108,090)</b>	<b>-32.85 %</b>
600 - Sale of Service				
601 - Utilities	690,250	694,050	3,800	0.55 %
602 - Advertising	5,750	878	(4,872)	-84.73 %
603 - Facility Rentals	126,500	168,501	42,001	33.20 %
604 - Sale of Services	1,598,375	1,958,205	359,830	22.51 %
605 - Third Party Services	25,100	30,611	5,511	21.96 %
<b>Total 600 - Sale of Service</b>	<b>2,445,975</b>	<b>2,852,247</b>	<b>406,272</b>	<b>16.61 %</b>
620 - Licenses, Permits				
621 - Licenses and Permits	82,900	329,499	246,599	297.47 %
<b>Total 620 - Licenses, Permits</b>	<b>82,900</b>	<b>329,499</b>	<b>246,599</b>	<b>297.47 %</b>
625 - Asset Revenue				
626 - Asset Lease, Rent	71,772	128,522	56,750	79.07 %
627 - Sale of Assets, Inventory	263,500	312,607	49,107	18.64 %
628 - Gain on Tangible Capital Assets	-	94,794	94,794	100.00 %
<b>Total 625 - Asset Revenue</b>	<b>335,272</b>	<b>535,923</b>	<b>200,652</b>	<b>59.85 %</b>

# Actual vs Budget Year To Date

630 - Fines, Interest, Penalties				
631 - Investment Interest	500,000	499,347	(653)	-0.13 %
633 - Arrear Interest	8,000	6,682	(1,318)	-16.48 %
634 - Delinquent Interest	1,500	1,591	91	6.09 %
635 - Penalties	15,000	16,062	1,062	7.08 %
636 - Fines and Ticketing	1,000	3,858	2,858	285.83 %
<b>Total 630 - Fines, Interest, Penalties</b>	<b>525,500</b>	<b>527,540</b>	<b>2,040</b>	<b>0.39 %</b>
640 - Recoveries, Other				
641 - Prior Year Adjustments	16,500	303	(16,197)	-98.17 %
642 - Recoveries	21,635	56,931	35,296	163.14 %
<b>Total 640 - Recoveries, Other</b>	<b>38,135</b>	<b>57,234</b>	<b>19,099</b>	<b>50.08 %</b>
<b>Total Revenues</b>	<b>10,764,004</b>	<b>13,267,943</b>	<b>2,503,939</b>	<b>23.26 %</b>
Expenses				
700 - Human Resources				
701 - Salaries and Wages	4,621,798	3,396,728	(1,225,070)	-26.51 %
702 - Volunteer Remuneration	87,200	84,199	(3,001)	-3.44 %
703 - Statutory Deductions	-	435,543	435,543	100.00 %
704 - Employment Benefits	-	474,294	474,294	100.00 %
705 - Training and Travel	215,725	191,370	(24,355)	-11.29 %
706 - Membership Dues	13,272	10,885	(2,387)	-17.98 %
707 - Uniforms, Apparel	43,025	48,228	5,203	12.09 %
708 - Employment Expenses: Retention,	25,500	34,864	9,364	36.72 %
<b>Total 700 - Human Resources</b>	<b>5,006,520</b>	<b>4,676,111</b>	<b>(330,409)</b>	<b>-6.60 %</b>
720 - Administrative				
721 - Office and General	4,900	1,491	(3,409)	-69.57 %
722 - Advertising and Promotion	49,400	33,500	(15,900)	-32.19 %
723 - Subscriptions and Renewals	122,985	124,256	1,271	1.03 %
724 - Professional Fees	863,049	724,895	(138,154)	-16.01 %
725 - Communications and IT	223,080	202,925	(20,155)	-9.03 %
726 - Insurance	201,500	200,881	(619)	-0.31 %
<b>Total 720 - Administrative</b>	<b>1,464,914</b>	<b>1,287,948</b>	<b>(176,966)</b>	<b>-12.08 %</b>
740 - Fees, Interest, Other				
741 - Prior Year Adjustments	-	32,948	32,948	100.00 %
742 - Recoverable Expenditures	9,185	11,425	2,240	24.39 %
743 - Discounts - Allowed	34,000	39,831	5,831	17.15 %
744 - Bank Charges and Interest	57,300	68,155	10,855	18.94 %
745 - Prepayment and Tax Sale Interest	1,500	510	(990)	-66.01 %
746 - Over/Short	-	(7)	(7)	-100.00 %
<b>Total 740 - Fees, Interest, Other</b>	<b>101,985</b>	<b>152,861</b>	<b>50,876</b>	<b>49.89 %</b>
750 - Internal Transfers, Debt				
751 - Debt - Principal	125,300	-	(125,300)	-100.00 %
752 - Debt - Interest	135,800	135,747	(53)	-0.04 %
753 - Contribution to Reserves	595,664	1,244,734	649,070	108.97 %
754 - Contribution to Internal Fund	1,024,621	622,714	(401,907)	-39.22 %
<b>Total 750 - Internal Transfers, Debt</b>	<b>1,881,385</b>	<b>2,003,195</b>	<b>121,810</b>	<b>6.47 %</b>
760 - Cost of Sales				
761 - Cost of Sales - General	9,850	10,113	263	2.67 %
762 - Cost of Sales - Proshop	197,500	241,988	44,488	22.53 %
763 - Cost of Sales - Food	179,400	174,238	(5,162)	-2.88 %
764 - Cost of Sales - Beverage	78,000	78,381	381	0.49 %
<b>Total 760 - Cost of Sales</b>	<b>464,750</b>	<b>504,719</b>	<b>39,969</b>	<b>8.60 %</b>
770 - Assets Expenditures				
771 - Small Assets and Equipment	104,075	118,258	14,183	13.63 %

## Actual vs Budget Year To Date

772 - Leased, Rented Assets	61,350	36,813	(24,537)	-40.00 %
773 - Loss on Tangible Capital Assets	-	3,320	3,320	100.00 %
779 - Amortization	-	109,885	109,885	100.00 %
<b>Total 770 - Assets Expenditures</b>	<b>165,425</b>	<b>268,275</b>	<b>102,850</b>	<b>62.17 %</b>
780 - Consumables				
781 - Utilities	359,200	361,776	2,576	0.72 %
782 - Vehicle Usage (Fuel)	112,500	94,240	(18,260)	-16.23 %
783 - Materials and Supplies - General	178,000	135,038	(42,962)	-24.14 %
784 - Materials and Supplies - Facilities, Grounds	73,025	82,025	9,000	12.33 %
785 - Materials and Supplies - Fleet	4,000	1,789	(2,211)	-55.28 %
<b>Total 780 - Consumables</b>	<b>726,725</b>	<b>674,867</b>	<b>(51,858)</b>	<b>-7.14 %</b>
790 - Repairs, Maintenance, Service				
791 - Repairs, Maintenance, Service - General	115,425	82,832	(32,593)	-28.24 %
792 - Repairs, Maintenance, Service - Facilities,	185,200	137,547	(47,653)	-25.73 %
793 - Repairs, Maintenance, Service - Fleet	93,450	80,950	(12,500)	-13.38 %
794 - Repairs, Maintenance, Service - 3rd Party	173,625	163,524	(10,101)	-5.82 %
795 - Repairs, Maintenance, Service - Other,	194,500	159,240	(35,260)	-18.13 %
<b>Total 790 - Repairs, Maintenance, Service</b>	<b>762,200</b>	<b>624,093</b>	<b>(138,107)</b>	<b>-18.12 %</b>
800 - Recreational, Distrectionary				
801 - Grants in Aid	55,500	54,460	(1,040)	-1.87 %
802 - Recreational Programming	109,500	101,129	(8,371)	-7.65 %
803 - Recreational Programming - 3rd Party	25,100	19,543	(5,557)	-22.14 %
<b>Total 800 - Recreational, Distrectionary</b>	<b>190,100</b>	<b>175,131</b>	<b>(14,969)</b>	<b>-7.87 %</b>
<b>Total Expenses</b>	<b>10,764,004</b>	<b>10,367,202</b>	<b>(396,803)</b>	<b>-3.69 %</b>
<b>Net Total</b>	<b>-</b>	<b>2,900,742</b>	<b>2,900,742</b>	<b>100.00 %</b>

2026 Capital Plan Expenditures - Quarter 1						
Department *	Activity Centre	Project *	Cost	Actual	\$ Variance	% Variance
<b>2026 Projects - Funding Source Confirmed</b>						
103 - Corporate Services	103 - Corporate Services	Information Technology Upgrades	\$ 50,000.00		\$ (50,000)	-100%
103 - Corporate Services	300 - Facilities	District Office Renovation	\$ 20,000.00		\$ (20,000)	-100%
200 - Operations	202 - Operations	Jarvis Subdivision - House Development	\$ 320,000.00		\$ (320,000)	-100%
200 - Operations	300 - Facilities	Public Works Shop: Paving, Landscaping	\$ 737,000.00		\$ (737,000)	-100%
303 - Parks and Facilities	304 - Complex: Pool, Curling Rink	Seasonal Pool Improvements	\$ 25,000		\$ (25,000)	-100%
303 - Parks and Facilities	305 - Ice Centre	Ice Centre Improvements	\$ 85,000		\$ (85,000)	-100%
303 - Parks and Facilities	306 - Parks and Grounds	Outdoor Ice Centre Playground Base Improvement	\$ 50,000		\$ (50,000)	-100%
303 - Parks and Facilities	310 - Peace Island Park	Peace Island Park Improvements (Council)	\$ 50,000		\$ (50,000)	-100%
308 - Golf Course	204 - Fleet	LWGC: Driving Range Gator Replacement	\$ 25,000		\$ (25,000)	-100%
308 - Golf Course	308 - Golf Course	Golf Carts: Fleet Replacement	\$ 95,000		\$ (95,000)	-100%
308 - Golf Course	308 - Golf Course	LWGC Aerator	\$ 20,000		\$ (20,000)	-100%
308 - Golf Course	308 - Golf Course	LWGC Pumphouse/Trailer	\$ 30,000		\$ (30,000)	-100%
500 - Water Services	502 - Water	Potable Water Mainline Heat Trace	\$ 100,000		\$ (100,000)	-100%
500 - Water Services	502 - Water	Water Treatment Plant Process Equipment	\$ 300,000		\$ (300,000)	-100%
500 - Water Services	502 - Water	Water Well Transducer Junction Box	\$ 25,000		\$ (25,000)	-100%
600 - Sanitary Sewer Services	602 - Sewer	Wastewater Treatment Plant - Air Distribution	\$ 25,000		\$ (25,000)	-100%
			\$ 1,957,000	\$ -	\$ (1,957,000)	-100%
<b>2026 Grant Contigent Projects (Pending Grant Approval Portion Only)</b>						
200 - Operations	203 - Roads and Sidewalks	Industrial Bypass Road	\$ 5,881,950.00			
308 - Golf Course	309 - Clubhouse	Clubhouse Renovations	\$ 150,000			
600 - Sanitary Sewer Services	602 - Sewer	Wastewater Treatment Plant - Solids Dewatering (Sludge Thickening)	\$ 1,566,623			
303 - Parks and Facilities	306 - Parks and Grounds	Participaction Trail Improvements: Phase 1-4	\$ 665,500			
500 - Water Services	502 - Water	Alternate Water Source Study	\$ 496,300			
303 - Parks and Facilities	310 - Peace Island Park	Peace Island Park: Pavilion Improvements	\$ 105,000			
			\$ 8,865,373			
<b>2025 Reserve Allocations</b>						
103 - Corporate Services	103 - Corporate Services	Reserve Accrual, Allocation: Streetlights	\$ 58,000			
103 - Corporate Services	103 - Corporate Services	Reserve Accrual Allocation: Parking Lots	\$ 1,000			
103 - Corporate Services	103 - Corporate Services	Reserve Accrual Allocation: Road Infrastructure	\$ 51,214			
200 - Operations	204 - Fleet	Reserve Accrual: 1998 Sweeper #41 Replacement	\$ 50,000			
200 - Operations	204 - Fleet	Reserve Accrual: Backhoe Replacement	\$ 50,000			
200 - Operations	204 - Fleet	Reserve Accrual: Plow, Dump Truck Replacement, Unit #48	\$ 70,000			
200 - Operations	204 - Fleet	Reserve Accrual: Unit 900 Trackless Replacement	\$ 50,000			
308 - Golf Course	308 - Golf Course	Reserve Accrual: Unit 29: Rough Mower Replacement	\$ 70,000			
		Reserve Accrual: Ice Centre Board Replacement	\$ 150,000			
		Reserve Accrual: Command 1 Replacement	\$ 28,400			
		Reserve Accrual: Engine 11 Replacement	\$ 75,000			
		Reserve Accrual: Hydraulic Rescue Tools	\$ 28,750			
400 - Protective Services	204 - Fleet	Reserve Accrual: Engine 12 Replacement	\$ 163,000			
308 - Golf Course	308 - Golf Course	Reserve Accrual: Golf Course Irrigation Replacement	\$ 200,000			
400 - Protective Services	204 - Fleet	Reserve Accrual: Rescue 10 Replacement: 2002 Ford F-550	\$ 50,000			
			\$ 1,095,364			
			\$ 11,917,737	\$ -	\$ (1,957,000)	-100%



## Staff Report

PO Box 300 | 10007 – 100A Street | Taylor, BC V0C 2K0 | [www.districtoftaylor.com](http://www.districtoftaylor.com)

---

**TO:** Committee of the Whole  
**FROM:** Lisa Ford, Interim Director of Corporate Services  
**DATE:** June 15, 2026  
**SUBJECT:** Q1 2026 : Governance Expense Update  
**ATTACHMENT(S):**  [2026 Q1 Governance Report](#)  
 [2026 Q1 Governance Report Training & Travel](#)

---

### STRATEGIC GOALS & PRIORITIES:

This report complies with the following strategic goals set out by Council:

- Fiscal Responsibility

### PURPOSE:

To provide Council with an update of governance expenses for Quarter 1 2026, as they relate to the function of Council.

### BACKGROUND:

In compliance with *Community Charter* Section 1(1)(a) which identifies that municipalities and their councils are democratically elected, autonomous, responsible and accountable; thus, the following information ensures Council and public are aware of Quarter One expenses as they relate to the function of Council.

### COMMENTS & DISCUSSION:

The attached document presents the information noted below in a spreadsheet format for review by the Committee.

Council Remuneration - the 2026 budgeted amount for remuneration is \$134,000, and is inclusive of meeting attendance and Council remuneration. At the end of Quarter 1, \$30,591.79 of remuneration has been paid out, inclusive of meeting fees. Additional meeting fees have been submitted and will be reported in Quarter Two.

Training and Travel - the 2026 budgeted amount for training and travel is \$50,000. Within Quarter 1, there are no training and travel expenditures to report, and costs for the Creating Energy and Keeping it Rural conferences will be reported in Quarter 2.

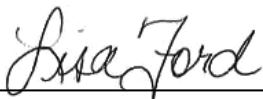
Grant-In-Aid - the 2026 budgeted amount for grant-in-aid is \$65,600, and the spreadsheet highlights the break out of this category. In Quarter 1, the following grant-in-aid was provided:

- North Peace Cultural Centre Q1 Funding: \$3,500
- Church of the Good Shepherd Utility Fee Forgiveness: \$1.82
- Vertical Slam Challenge Sponsorship: \$500
- Festival of Arts Sponsorship: \$250

Memberships, Subscriptions and Dues - the 2026 budgeted amount for memberships, subscriptions and dues is \$3,550. In Quarter 1, the Fort St. John Chamber of Commerce Membership was purchased at a cost of \$234.41 (\$15.59 under budget) and the UBCM membership was purchased at a cost of \$1,102.14 (\$97.86 under budget).

General Expenses - the 2026 budget amount for general expenses is \$3,500, with \$573.12 being spent in Quarter 1, leaving a balance of \$2,926.88 for the remainder of the year.

**RESPECTFULLY SUBMITTED:**



---

Lisa Ford

Interim Director of Corporate Services

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

## Quarter 1 , 2026 Governance Expense Update

Account	2026 Budget	Q1 Expense	Committed & Forecasted Expenses	Balance
<b>Council Remuneration</b>	<b>134,000.00</b>	30,591.79	103,408.21	103,408.21
<b>Council Insurance</b>	<b>1,200.00</b>	-	1,200.00	-
<b>Training &amp; Travel</b>				
Creating Energy Conference	-	-	400.00	400.00
Keeping It Rural Conference			9,500.00	9,500.00
UBCM Conference			15,000.00	15,000.00
				-
TOTAL	50,000.00	-	24,900.00	25,100.00
<b>Grant-In-Aid</b>				
General	12,000.00	751.82	275.82	10,972.36
North Peace Cultural Center	14,000.00	3,500.00	10,500.00	-
Handi-Dart	12,000.00	-	12,000.00	-
Facilities	18,000.00	-	2,030.00	15,970.00
Funerals	6,000.00	-	-	6,000.00
Bursaries	2,000.00	-	1,000.00	1,000.00
Community Living	1,100.00	-	1,100.00	-
Golf Course Membership	500.00	-	-	500.00
	65,600.00	4,251.82	26,905.82	34,442.36
<b>Memberships, Subscriptions and Dues</b>				
DC Chamber	375.00	-	110.00	265.00
FSJ Chamber	250.00	234.41	-	15.59
NCLGA	1,200.00	-	-	1,200.00
UBCM	1,200.00	1,102.14	-	97.86
FCM	525.00	-	-	525.00
	3,550.00	1,336.55	110.00	2,103.45
<b>General Expenses</b>				
Council meals and snacks & General Supplies	3,500.00	573.12	-	2,926.88

Councillor	NCLGA	UBCM	SPARK	MEETING FEES	TOTAL
<b>Mayor Taillefer</b>					
<b>Councillor Ponto</b> Registration Travel Accommodations Per Diem					
<b>Councillor Turnbull</b> Registration Travel Accommodations Per Diem					
<b>Councillor Graziano</b> Registration Travel Accommodations Per Diem				200.00	<b>200.00</b>
<b>Councillor Giesbrecht</b> Registration Travel Accommodations Per Diem					
<b>Other Expenses</b>					



## Staff Report

PO Box 300 | 10007 – 100A Street | Taylor, BC V0C 2K0 | [www.districtoftaylor.com](http://www.districtoftaylor.com)

---

**TO:** Committee of the Whole

**FROM:** Steve Byford, Director of Protective Services, Fire Chief, CD

**DATE:** June 15, 2026

**SUBJECT:** Unsightly Premises and Maintenance Bylaw No.909, 2026 - Draft (V2)

**ATTACHMENT(S):**  [Unsightly Premises and Maintenance Bylaw No.909, 2026 - Draft \(19 May 2026 - Report\)](#)  
 [Unsightly Premises and Maintenance Bylaw No. 909, 2026 - Draft \(V2\)](#)

---

### STRATEGIC GOALS & PRIORITIES:

This report complies with the following strategic goals set out by Council:

- Community Engagement
- Advocacy

This report meets the above strategic goals and priorities set out by Council by advocating for community needs, aiming to improve quality of life, as well as creating a connected community with a sense of collective ownership.

### RECOMMENDED RESOLUTION:

That the Committee of the Whole review the proposed repeal of Unsightly Premises Bylaw No. 876, 2023, and the introduction of the proposed Unsightly Premises and Maintenance Bylaw No. 909, 2026, with amendments prepared by Staff, for the purposes of review, stakeholder engagement, and adoption.

### PURPOSE:

The purpose of this report is to support ongoing bylaw review and development, promote public education, and encourage responsible property ownership within the District.

### BACKGROUND:

Staff presented a report to this Committee on May 19, 2026. At that meeting, the Committee requested that staff explore and present alternative options within the

proposed Snow Removal section of the proposed bylaw. Attached is a copy of the original report from 19 May 2026.

**FINANCIAL IMPLICATIONS:**

Updated fines associated with this bylaw have been attached as Schedule A at the end of the document.

**COMMENTS & DISCUSSION:**

Additionally attached for the Committee's consideration is the revised proposed Unsightly Premises and Maintenance Bylaw No. 909, 2026 (Version 2).

Staff have incorporated the following amendments to Section 21 (Snow Removal) in response to the Committee's direction:

1. The removal of the term "neighbouring properties" (21.(a)i); and
2. The addition of "Except for the boulevard abutting their premise or premises" (21.(a)i)

Staff have included three examples of snow removal provisions from neighbouring municipalities that have adopted bylaws similar to the proposed bylaw.

*District of Chetwynd*

*Obstruction of and Damage to Streets or Sidewalk*

*5.15.1 No person shall place, or allow to be placed, any debris, rubbish, construction material, earth, fill or snow, or any other thing, which may cause an obstruction on a street or a sidewalk, except with written permission from the Director.*

*5.15.2 No person shall shovel or place, or allow to be shoveled or placed, snow from any private property onto a street, sidewalk or other District property without the written permission of the Director.*

*City of Dawson Creek*

*4.4 All snow or ice moved from sidewalks, footpaths or driveways will be placed on the property of the owner or occupier and cannot be shoveled onto highways or neighbouring properties. Any materials which must be removed from private property will be placed in an area approved by the Director of Development Services.*

*City of Fort St John*

*7. Snow Removal a) No person shall deposit or in any way cause to be deposited:*

*i. snow or ice from their parcel and place it on the roadway.*

*ii. snow or ice from their parcel and place it on any City property.*

*iii. snow or ice from a sidewalk or parcel on any fire hydrant or the area adjacent to a fire hydrant which in any way blocks or prevents access or, restricts visibility of the hydrant.*

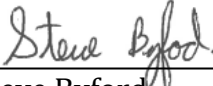
**ALTERNATIVE OPTIONS:**

The Committee of the Whole may elect to refer the draft bylaw amendments back to Staff for further consideration and revision.

**SUMMARY & CONCLUSION:**

Staff are of the view that the proposed amendments will enhance the effectiveness of the District's bylaw and support sustainable development. Protective Services anticipates that these changes will contribute positively to a safe and inclusive community.

**RESPECTFULLY SUBMITTED:**

  
\_\_\_\_\_  
Steve Byford  
Fire Chief

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



## Staff Report

PO Box 300 | 10007 – 100A Street | Taylor, BC V0C 2K0 | [www.districtoftaylor.com](http://www.districtoftaylor.com)

---

**TO:** Committee of the Whole

**FROM:** Steve Byford, Director of Protective Services, Fire Chief, CD

**DATE:** May 19, 2026

**SUBJECT:** Unsightly Premises and Maintenance Bylaw No.909, 2026 - Draft

**ATTACHMENT(S):**  [Unsightly Premises and Maintenance Bylaw No. 909, 2026 - Draft](#)

---

### STRATEGIC GOALS & PRIORITIES:

This report complies with the following strategic goals set out by Council:

- Community Engagement
- Advocacy

This report meets the above strategic goals and priorities set out by Council by advocating for community needs, aiming to improve quality of life, as well as creating a connected community with a sense of collective ownership.

### RECOMMENDED RESOLUTION:

That the Committee of the Whole review the proposed repeal of Unsightly Premises Bylaw No. 876, 2023, and the introduction of the proposed Unsightly Premises and Maintenance Bylaw No. 909, 2026, with amendments prepared by Staff, for the purposes of review, stakeholder engagement, and adoption.

### PURPOSE:

The purpose of this report is to support ongoing bylaw review and development, promote public education, and encourage responsible property ownership within the District.

### BACKGROUND:

Unsightly Premises Bylaw No. 876, 2023 was introduced, publicly engaged and adopted by Council in spring of 2023.

### FINANCIAL IMPLICATIONS:

Updated fines associated with this bylaw have been attached as Schedule A at the end of the document.

**COMMENTS & DISCUSSION:**

Municipalities use unsightly premises and property maintenance bylaws to help keep communities safe, protect property values, and maintain neighbourhood standards. These rules require property owners to clean up debris, keep vegetation maintained, and address other issues that can cause properties to fall into disrepair. This helps reduce risks like fire hazards and pest problems, and also supports efforts to prevent vandalism, disorder, and neighbourhood decline.

Attached is a red-line version of the proposed bylaw, which strengthens the current bylaw and addresses areas identified by staff.

Notable changes within the proposed bylaw updates are:

- Amending the bylaw title to incorporate the term “and Maintenance.”
- Refining and introducing additional definitions to enhance clarity and consistency.
- Adding "Snow Removal" and storage requirements.
- Updating and adding fines to “Schedule A” to address provisions in the proposed bylaw that were not previously covered.
- Further clarifying requirements related to trees, shrubs, and landscaping that obstruct or interfere with the use of sidewalks, highways, and traffic signage.

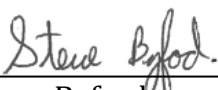
**ALTERNATIVE OPTIONS:**

The Committee of the Whole may elect to refer the draft bylaw amendments back to Staff for further consideration and revision.

**SUMMARY & CONCLUSION:**

Staff are of the view that the proposed amendments will enhance the effectiveness of the District’s bylaw and support sustainable development. Protective Services anticipates that these changes will contribute positively to a safe and inclusive community.

**RESPECTFULLY SUBMITTED:**

  
\_\_\_\_\_  
Steve Byford  
Fire Chief

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

**UNSIGHTLY PREMISES and MAINTENANCE BYLAW NO. 876909,  
20232026**

A bylaw to establish and enforce minimum standards for properties in the  
District of Taylor

WHEREAS the Council of the District of Taylor wishes to ensure that properties within the District are properly maintained and not allowed to become unsightly;

AND WHEREAS the Council of the District of Taylor may, by bylaw, regulate, prohibit, and impose requirements with respect to the protection and enhancement of the well-being of its community in relation to nuisances, disturbances and other objectionable situations;

AND WHEREAS the Council of the District of Taylor seeks to protect the community from unsightly, hazardous and blighting conditions that contribute to the deterioration of neighbourhoods, to provide for the abatement of such conditions, and to prescribe standards for the maintenance of property;

NOW THEREFORE the Council of the District of Taylor, in open meeting assembled, ENACTS AS FOLLOWS:

**TITLE**

1. This bylaw may be cited as "Unsightly Premises and Maintenance Bylaw No. 873909, 20232026".

**REPEAL**

2. ~~Nuisances and Unsightly Premises Bylaw No. 465, 1993, Abatement and Prevention of Property Nuisances Bylaw No. 501, 1994 and Abatement and Prevention of Property Nuisances Bylaw No. 556, 1997~~ Unsightly Premises Bylaw No.873, 2023 ~~are is~~ hereby repealed.

**DEFINITIONS**

3. In this bylaw:

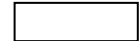
"**Boulevard**" means the area between the property line and:

- (a) the edge of the pavement or curb on an adjacent highway; or
- (b) where there is no pavement or curb, the edge of the regularly travelled portion of the adjacent highway, alleys, rights-of-way and utility corridors;

"**Clean Up Order**" means an order issued under Section 23 of this bylaw;

"**Community Charter**" means the *Community Charter*, S.B.C. 2003, c. 26;

"**Council**" means the Council of the District of Taylor;



**DEFINITIONS** (continued)

3. In this bylaw:

**"Derelict vehicle"** means an unregistered motor vehicle or farm implement that is inoperable, partially or totally disassembled, substantially damaged, wrecked, dilapidated, abandoned, or is in a condition otherwise harmful to public health, safety, or welfare.

**"Destructive insect"** means any insect that is injurious, noxious and troublesome, and includes, but not limited to: destructive defoliators and woody tissues feeders, such as Sawflies, Caterpillars, Hoppers, Leafminers, Budworms, Loopers, Mites, Adelgid and Aphids, Beetles, Weevils, Moths, Midges and Borers, and the list of quarantine pests regulated by the Canadian Food Inspection Agency (CFIA), under the *Plant Protection Act*;

**"Graffiti"** means an unauthorized drawing, printing, or writing that is scratched, sprayed, painted or scribbled on a wall or other surface by an individual or group,

**"Grasses"** means planted or wild vegetation including sod, turf and weeds but excluding fireweed;

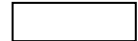
**"Highway"** has the same meaning as in the *Community Charter*,

**"Inspector"** means any person who has been appointed by Council to administer and enforce this bylaw;

**"Land"** means any lot, block or other area in which land is held or into which it is subdivided and includes any improvement on a parcel but excludes streets, lanes and Municipality-owned parks and open spaces;

**"Litter"** means substances of no apparent economical value (which may include tins, glass, fabric, discarded clothing, soiled bedding and linen, paper, cardboard, beverage containers and food containers left or deposited outdoors) that can be discarded into a standard household waste container, recycling bin, or garbage bag.

**"Municipality"** means the District of Taylor;



**DEFINITIONS** (continued)

3. In this bylaw:

**"Noxious weed"** means a plant that grows aggressively, multiplies quickly and adversely affects native habitats and includes but is not limited to:

- (a) Canada thistle, Russian thistle, marsh plume thistle, scentless chamomile, ox-eye daisy, common daisy, common tansy, cleavers, green foxtail, wild mustard, burdock, yellow and orange hawkweed, spotted and diffuse knapweed;
- (b) Every weed designated by regulation as a noxious weed under the *Weed Control Act*, R.S.B.C. 1996, c. 487;
- (c) Every plant identified as an invasive plant by the Peace River Regional District Invasive Plant Committee; and
- (d) A seed of any plant specified above;

**"Occupier"** means a tenant, licensee or other person who occupies or is in possession of a premise or premises or who has control over who is allowed to enter a premise or premises;

**"Overgrown"** includes, with regard to grasses, grasses that are more than 20 cm in height;

**"Owner"** means, in respect of a premise or premises:

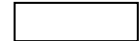
- (a) the person registered as the owner in fee simple of the land or improvement; and
- (b) in the case of the absence or incapacity of the person registered as owner of the land or improvement, a trustee, an executor, a guardian, an agent, a mortgagee in possession or other person having the care or control of the land or building;

**"Owner's address"** means either of the following:

- (a) the address given for the owner on the certificate of title for the premise or premises; or
- (b) the most recent contact address provided by the owner to the Municipality;

**"Person"** includes a corporation and the heirs, executors, administrators or other legal representatives of a person;

**"Premise or premises"** means an area of land with or without buildings;



### **DEFINITIONS** (continued)

3. In this bylaw:

"Refuse" includes:

- (a) liquid and solid waste, polluted water, discarded and disused materials, rubbish and litter,
- (b) refrigerators, washing machines, televisions, dryers, air conditioners, vacuum cleaners and other household appliances, including their parts;
- (c) indoor furniture and household goods, including but not limited to, couches, desks, cabinets, mattresses, carpets and rugs, flooring material, books, magazines;
- (d) lights, computers, screens, mobile phones, alarm clocks, watches, stereos, and other electrical appliances, including their parts;
- (e) chattels stored in garbage bags or under tarpaulins;
- (f) dilapidated or dismantled aircraft, boats, trailers;
- (g) grass cuttings, shrubbery and tree pruning, garden waste; and
- (h) explosives, flammable liquids, diesel fuel and gasoline products;

~~-"Right-of-Way" is a legal agreement or interest in land allowing specific passage or use, often for utilities, roads, or public access, without transferring ownership. but does not include tree stumps, roots and turf;~~

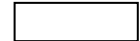
~~(h)~~ **"Weeds Grass and Litter Order"** means an order issued under Section 21 of this bylaw.

### **INSPECTORS**

- 4. The Municipality's Fire Chief, Director of Operations and Bylaw Enforcement Officer are appointed as Inspectors under this bylaw.
- 5. Council may, from time to time, appoint additional Inspectors by resolution.

### **RIGHT OF ENTRY**

- 6. Pursuant to Section 16 of the *Community Charter*, an Inspector may enter into or upon any premise or premises within the Municipality at any reasonable time, including for the following purposes:
  - (a) to inspect and determine whether all regulations, prohibitions and requirements imposed under or pursuant to this bylaw are being met;
  - (b) to take action on default of an order under this bylaw; and



### **RIGHT OF ENTRY** (continued)

6. Pursuant to Section 16 of the *Community Charter*, an Inspector may enter into or upon any premise or premises within the Municipality at any reasonable time, including for the following purposes: (continued)
  - (c) to request anything to be produced to assist with an inspection, enforcement or action on default performed for the purpose of this bylaw.
7. An Inspector shall display or produce identification upon the request of an occupant of premise or premises that are the subject of an inspection or work performed by the Municipality under this bylaw.
8. A person must not obstruct an Inspector in the performance of the Inspector's duties.

### **GENERAL PROHIBITIONS**

9. No person shall plant, place or leave the following on a highway, in a park or public space, or outside on any other land within the Municipality:
  - (a) refuse, unless placed in an appropriate receptacle;
  - (b) derelict vehicles;
  - (c) noxious weeds;
  - (d) destructive insects; or
  - (e) yard waste, grass clippings, and tree and hedge cuttings.
- ~~10.~~ 10. No person shall place graffiti on the exterior of any building, fence, or other structure.

~~10.~~

### **BOULEVARD MAINTENANCE**

11. The owner or occupier of a parcel abutting a boulevard must maintain the boulevard by:
  - (a) keeping the boulevard free of refuse, and noxious weeds;
  - (b) not parking vehicles on the boulevard;
  - (c) regularly cutting grasses on the boulevard and treating them for disease;
  - (d) keeping hedges and trees trimmed to prevent visual obstruction or other hazard.
12. No person shall ~~injure or damage~~ any boulevard, injure or damage any tree, shrub, plant, bush or hedge located on a boulevard.

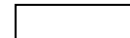


**BOULEVARD MAINTENANCE** (continued)

13. The owner or occupier shall not place the sweepings, ~~ashes or ashes~~, or refuse from their premises on public boulevards, streets or back alleys.

**PROPERTY MAINTENANCE STANDARDS**

14. No owner or occupier of a premise or premises shall cause or allow a fence or the exterior of a building or other structure on the premise or premises to fall into disrepair or to become a hazard.
15. No owner or occupier of a premise or premises shall cause or allow the following to be placed outdoors on the premise or premises in a location that is visible from a highway or neighbouring parcel:
- (a) building materials, unless the owner or occupier of the premise or premises is in possession of a valid building permit from the Municipality, authorizing construction on those premise or premises;
  - (b) chattels belonging to the owner or occupant offered for sale (exceeding 14 days), if the premise or premises are within a residential zone under Zoning Bylaw ~~No. 783, 2014~~ as amended from time to time, or
  - (c) graffiti.
16. The following exceptions apply to Section 15 of this bylaw:
- (a) Section 15(a) does not apply to a premise or premises containing a licensed business that principally sells building materials;
  - (b) Section 15(b) does not apply to a garage sale on a premise or premises if the garage sale has a duration of no more than two days and occurs a maximum of two (2) times per calendar month.
17. No owner or occupier of a premise or premises(s) shall allow the premise or premises(s) to contain an infestation of destructive insects.



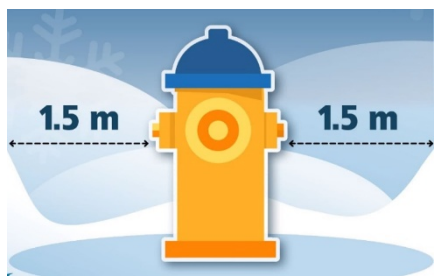
**PROPERTY MAINTENANCE STANDARDS** (continued)

18. No owner or occupier of a premise or premises shall allow the following to be located outdoors on the premise or premises, including on balconies, decks, patios or within carports:
- (a) refuse;
  - (b) derelict vehicles;
  - (c) an accumulation of yard waste, including an accumulation of grass clippings, tree and hedge cuttings and compost piles; or
  - (d) weeds, brush, bush, trees, or other growth that constitutes a fire or health hazard.
19. Section 18(b) of this bylaw does not apply to a premise or premises containing a licensed salvage yard or licensed automobile dealership.
20. No owner or occupier of a premise or premises shall allow the premise or premises to contain the following:
- (a) litter;
  - (b) overgrown grasses; or
  - (c) noxious weeds.

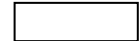
21. Snow Removal

(a) No person shall deposit or in any way cause to be deposited:

- i. all snow or ice moved from footpaths or driveways will be placed on the property of the owner or occupier and cannot be placed onto highways or neighbouring properties. Any material which must be removed from private property will be placed in an area approved by the Director of Operations;
- ii. snow or ice from their premise or premises cannot be placed on any municipal property, including boulevards, ditches, utility corridors or rights-of-way; and
- iii. any snow or ice from a sidewalk, premise or premises cannot be placed on any fire hydrant or the area adjacent (1.5 metre in all directions) to a fire hydrant which in any way blocks or prevents access or restricts visibility of the fire hydrant.



22. No owner or occupier of a premise or premises(s) will allow smelly or messy compost heaps,



excessive animal feces or the production of offensive odours.

23. Only compostable materials are permitted in the municipal compost site. Garbage and household trash are not permitted.

24. No person will obstruct the drainage of surface water on or in any ditch or highway within the municipality.

(e)

### **WEEDS, GRASS AND LITTER ORDER**

24.25. If an Inspector determines that an owner or occupier of a premise or premises has contravened Section 20 of this bylaw, the Inspector may, with prior notice, issue a Weeds, Grass and Litter Order requiring the owner or occupier to remedy the contravention by doing any or all of the following on the premise or premises:

(a) removing and disposing of noxious weeds;

(b) cutting overgrown grasses and removing the cuttings from the premise or premises; ~~and~~

(c) removing and disposing of litter, within the time and in the manner specified in the Weeds, Grass and Litter Order; and

(d) trim and cut back any tree, shrub or landscape screen from a premise or premises boarding a sidewalk or highway. If such tree, shrub or landscape screen encroaches upon the sidewalk, impedes the use of the sidewalk or highway, or impedes viewing of traffic signage.

(e) \_\_\_\_\_.



**WEEDS, GRASS AND LITTER ORDER** (continued)

22:26. A Weeds, Grass and Litter Order must:

- (a) be in writing;
- (b) identify the person who must fulfill the requirement;
- (c) be posted in a conspicuous location on the premise or premises;
- (d) be sent by regular mail to the owner's address;
- (e) be sent by regular mail to the occupier of the premise or premises if the occupier is the person who must fulfill the requirement;
- (f) provide the owner or occupier of the premise or premises with no less than seven (7) calendar days to fulfill the requirement after the date the Weeds, Grass and Litter Order was posted on the premise or premises and sent; and
- (g) advise that upon default, the Municipality may fulfil the requirement set out in the Weeds, Grass and Litter Order and seek recovery of the costs incurred under Section 17 of the *Community Charter*.

**CLEAN UP ORDER**

23:27. If an Inspector determines that the regulations, prohibitions and requirements of this bylaw are not being met with respect to a certain premise or premises, the Inspector may, by notice, advise the owner or occupier of the premise or premises of the contravention and request that compliance with this bylaw be achieved within the time period stated in the notice.

24:28. If, after receiving a notice from an Inspector under Section 21 of this bylaw, an owner or occupier fails to remedy a contravention occurring on the owner or occupier's premise or premises, the Inspector may issue a Clean Up Order requiring the owner or occupier to remedy the contravention in the manner specified and within the time specified in the Clean Up Order.

25:29. A Clean Up Order must:

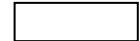
- (a) be in writing;
- (b) identify the person who must fulfill the requirement;
- (c) be hand delivered to the address or sent by regular mail to the owner of the premise or premises at the owner's address; and



**CLEAN UP ORDER** (continued)

25. A Clean Up Order must: (continued)

- (d) be hand delivered to the address or sent by regular mail to the occupier, if the occupier of the premise or premises is the person who must fulfill the requirement;
  - (e) be sent by regular mail to the occupier of the premise or premises if:
    - i. the address of the premise or premises is different from the owner's address; and
    - ii. the owner of the premise or premises is the person must fulfill the requirement;
  - (f) be sent by regular mail to each holder of a registered charge in relation to the premise or premises whose name is included on the assessment roll, if any, at the address set out in that assessment roll and to any later address provided to the Municipality;
  - (g) be posted in a conspicuous place on the premise or premises;
  - (h) provide the owner or occupier with no less than thirty (30) days to fulfill the requirement after the date the Clean Up Order was posted on the premise or premises and sent;
  - (i) advise that a person may request that Council reconsider the Clean Up Order in accordance with this bylaw; and
  - (j) advise that, upon default, the Municipality may fulfil the requirement set out in the Clean Up Order and seek recovery of the costs incurred under Section 17 *Community Charter*.
27. If an Inspector concludes that a person is evading receipt of a Clean Up Order, the Inspector may request that Council, by resolution, authorize steps to be taken as an alternative to compliance with Section 25(c) or 25(d) of this bylaw.
28. A person may request to dispute a Clean Up Order by delivering a request in writing to the Municipality's clerk within 14 days of the date on which the person received or is presumed to have received Clean Up Order.
29. The dispute will go through the bylaw notice dispute adjudication process as outlined in Bylaw Notice Enforcement Bylaw No. 877, 2023.



### **REQUIREMENT AND ACTION ON DEFAULT**

30. An owner or occupier who is required to take action under a Clean Up Order or a Weeds, Grass and Litter Order must comply with that order.
31. If the owner or occupier fails to comply with a Clean Up Order or a Weeds, Grass and Litter Order, the Municipality may, by its employees, contractors and agents, enter onto the premise or premises and take action in accordance with Section 17 of the *Community Charter* and fulfil the requirements of the order and furthermore may recover the cost of such action on default, including administrative costs equal to 15% of the value of all contractor and agent invoices, from the person subject to the order. If such costs remain unpaid by December 31 of the year in which they are owing, the costs may be recovered as property taxes in arrears in accordance with Part 14 Section 258 of the *Community Charter*.
32. If the Municipality's action on default includes the removal of one or more items from the premise or premises, the Inspector may, as the Inspector considers reasonable given the nature, condition and market value of each item:
  - (a) dispose of the item after thirty (30) days;
  - (b) sell the item for salvage and credit the money received against the cost of acting on default and any applicable storage fees; or
  - (c) auction the item and credit the money received against the cost of acting on default.

### **ENFORCEMENT**

33. Any person designated as a Bylaw Enforcement Officer in the Bylaw Enforcement Notice Bylaw or the Municipal Ticket Information Bylaw are also hereby authorized and empowered to enforce the provisions of this Bylaw to the Bylaw Notice Enforcement Bylaw ~~No. 877, 2023~~, as amended from time to time, or by the Municipal Ticket Information System Bylaw No. 468, 1993 as amended from time to time.

### **OFFENCE AND PENALTIES**

34. The penalty for a contravention dealt with by bylaw notice in accordance with the Bylaw Notice Enforcement Bylaw ~~No. 877, 2023~~ is as follows:
  - (a) The Penalty amount set out in Column A3 of Schedule "A" is payable for the corresponding contravention except when subsections 32(b) or 32(c) apply;
  - (b) The early Payment Penalty set out in Column A4 of Schedule "A" applies if payment is received by the District within 14 days of the person receiving or being presumed to have received the bylaw notice; and



\_\_\_\_\_

\_\_\_\_\_

**OFFENCE AND PENALTIES** (continued)

34. The penalty for a contravention dealt with by bylaw notice in accordance with the Bylaw Notice Enforcement Bylaw ~~No. 877, 2023~~ is as follows: (continued)

- (c) The Late Payment Penalty set out in Column A5 of Schedule "A" applies if payment is received more than 31 days after the person received or is presumed to have received the bylaw notice.

**GENERAL**

35. If any portion of this bylaw is held to be invalid by a decision of a Court of competent jurisdiction, such invalidity will not affect the validity of the remaining portions of this bylaw.

READ FOR THE FIRST THREE TIMES this \_\_\_\_\_ day of  
\_\_\_\_\_ ~~2024~~2026.

ADOPTED this \_\_\_\_\_ day of  
\_\_\_\_\_ 202~~4~~6.

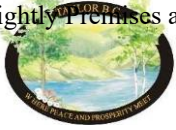
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer



**SCHEDULE A**

<b>A1 Section</b>	<b>A2 Description</b>	<b>A3 Penalty (15-30 Days)</b>	<b>A4 Early Payment (1-14 Days)</b>	<b>A5 Late Payment 31-60 Days) (Collections 60+)</b>	<b>Compliance Agreement Available (50% of Penalty)</b>
8	Obstructing an Inspector	200	150	250	No
9	Illegal dumping	200	150	250	No
10	Applying graffiti	200	150	250	No
11(a)	Fail to clear boulevard	200	150	250	Yes
11(b)	Parking on boulevard	200	150	250	Yes
11(c)	Fail to mow boulevard grass	200	150	250	Yes
11(d)	Damage to plant on boulevard	200	150	250	Yes
12	Fail to trim hedge or tree	200	150	250	Yes
13	Dispose of sweepings, snow, ashes, refuse on sidewalk, street or in back alley	200	150	250	No
14	Dilapidated or unsafe structure	300	250	350	Yes
15(a)	Building materials in view	200	100	250	Yes
15(b)	Prohibited sales	200	100	250	Yes
15(c)	Failure to remove graffiti	200	150	250	Yes
17	Destructive insect infestation	200	150	250	Yes
18(a)	Accumulation of refuse	200	150	250	Yes
18(b)	Derelict vehicle or parts in view	200	150	250	Yes



**SCHEDULE A**

<b>A1 Section</b>	<b>A2 Description</b>	<b>A3 Penalty (15-30 Days)</b>	<b>A4 Early Payment (1-14 Days)</b>	<b>A5 Late Payment 31-60 Days) (Collections 60+)</b>	<b>Compliance Agreement Available (50% of Penalty)</b>
18(c)	Accumulation of yard waste	200	150	250	Yes
18(d)	Hazardous plant growth	200	150	250	Yes
20(a)	Litter on premise or premises	200	150	250	Yes
20(b)	Failure to cut grass	200	100	250	Yes
20(c)	Noxious weeds on premise or premises	200	150	250	Yes
<u>20(d)</u>	<u>Tree, shrub or landscape screen encroachment</u>	<u>200</u>	<u>150</u>	<u>250</u>	<u>Yes</u>
<u>21(a)(i)</u>	<u>Snow removal, depositing (roadway)</u>	<u>200</u>	<u>150</u>	<u>250</u>	<u>Yes</u>
<u>21(a)(ii)</u>	<u>Snow removal, depositing (municipal property)</u>	<u>200</u>	<u>150</u>	<u>250</u>	<u>Yes</u>
<u>21(a)(iii)</u>	<u>Snow removal, depositing / visibility (fire hydrant)</u>	<u>300</u>	<u>250</u>	<u>350</u>	<u>No</u>
<u>22</u>	<u>Offensive odours</u>	<u>200</u>	<u>150</u>	<u>250</u>	<u>Yes</u>
<u>23</u>	<u>Compost site misuse</u>	<u>200</u>	<u>150</u>	<u>250</u>	<u>Yes</u>
<u>24</u>	<u>Drainage of surface water</u>	<u>200</u>	<u>150</u>	<u>250</u>	<u>Yes</u>

## **UNSIGHTLY PREMISES and MAINTENANCE BYLAW NO. 909, 2026**

A bylaw to establish and enforce minimum standards for properties in the  
District of Taylor

WHEREAS the Council of the District of Taylor wishes to ensure that properties within the District are properly maintained and not allowed to become unsightly;

AND WHEREAS the Council of the District of Taylor may, by bylaw, regulate, prohibit, and impose requirements with respect to the protection and enhancement of the well-being of its community in relation to nuisances, disturbances and other objectionable situations;

AND WHEREAS the Council of the District of Taylor seeks to protect the community from unsightly, hazardous and blighting conditions that contribute to the deterioration of neighbourhoods, to provide for the abatement of such conditions, and to prescribe standards for the maintenance of property;

NOW THEREFORE the Council of the District of Taylor, in open meeting assembled, ENACTS AS FOLLOWS:

### **TITLE**

1. This bylaw may be cited as "Unsightly Premises and Maintenance Bylaw No. 909, 2026".

### **REPEAL**

2. Unsightly Premises Bylaw No.873, 2023 is hereby repealed.

### **DEFINITIONS**

3. In this bylaw:

**"Boulevard"** means the area between the property line and:

- (a) the edge of the pavement or curb on an adjacent highway; or
- (b) where there is no pavement or curb, the edge of the regularly travelled portion of the adjacent highway, alleys, rights-of-way and utility corridors;

**"Clean Up Order"** means an order issued under Section 23 of this bylaw;

**"Community Charter"** means the *Community Charter*, S.B.C. 2003, c. 26;

**"Council"** means the Council of the District of Taylor;



**District of Taylor Unsightly Premises and Maintenance  
Bylaw No. 909, 2026**

**DEFINITIONS** (continued)

3. In this bylaw:

**"Derelict vehicle"** means an unregistered motor vehicle or farm implement that is inoperable, partially or totally disassembled, substantially damaged, wrecked, dilapidated, abandoned, or is in a condition otherwise harmful to public health, safety, or welfare.

**"Destructive insect"** means any insect that is injurious, noxious and troublesome, and includes, but not limited to: destructive defoliators and woody tissues feeders, such as Sawflies, Caterpillars, Hoppers, Leafminers, Budworms, Loopers, Mites, Adelgid and Aphids, Beetles, Weevils, Moths, Midges and Borers, and the list of quarantine pests regulated by the Canadian Food Inspection Agency (CFIA), under the *Plant Protection Act*;

**"Graffiti"** means an unauthorized drawing, printing, or writing that is scratched, sprayed, painted or scribbled on a wall or other surface by an individual or group,

**"Grasses"** means planted or wild vegetation including sod, turf and weeds but excluding fireweed;

**"Highway"** has the same meaning as in the *Community Charter*,

**"Inspector"** means any person who has been appointed by Council to administer and enforce this bylaw;

**"Land"** means any lot, block or other area in which land is held or into which it is subdivided and includes any improvement on a parcel but excludes streets, lanes and Municipality-owned parks and open spaces;

**"Litter"** means substances of no apparent economical value (which may include tins, glass, fabric, discarded clothing, soiled bedding and linen, paper, cardboard, beverage containers and food containers left or deposited outdoors) that can be discarded into a standard household waste container, recycling bin, or garbage bag.

**"Municipality"** means the District of Taylor;



**District of Taylor Unsightly Premises and Maintenance  
Bylaw No. 909, 2026**

**DEFINITIONS** (continued)

3. In this bylaw:

**"Noxious weed"** means a plant that grows aggressively, multiplies quickly and adversely affects native habitats and includes but is not limited to:

- (a) Canada thistle, Russian thistle, marsh plume thistle, scentless chamomile, ox-eye daisy, common daisy, common tansy, cleavers, green foxtail, wild mustard, burdock, yellow and orange hawkweed, spotted and diffuse knapweed;
- (b) Every weed designated by regulation as a noxious weed under the *Weed Control Act*, R.S.B.C. 1996, c. 487;
- (c) Every plant identified as an invasive plant by the Peace River Regional District Invasive Plant Committee; and
- (d) A seed of any plant specified above;

**"Occupier"** means a tenant, licensee or other person who occupies or is in possession of a premise or premises or who has control over who is allowed to enter a premise or premises;

**"Overgrown"** includes, with regard to grasses, grasses that are more than 20 cm in height;

**"Owner"** means, in respect of a premise or premises:

- (a) the person registered as the owner in fee simple of the land or improvement; and
- (b) in the case of the absence or incapacity of the person registered as owner of the land or improvement, a trustee, an executor, a guardian, an agent, a mortgagee in possession or other person having the care or control of the land or building;

**"Owner's address"** means either of the following:

- (a) the address given for the owner on the certificate of title for the premise or premises; or
- (b) the most recent contact address provided by the owner to the Municipality;

**"Person"** includes a corporation and the heirs, executors, administrators or other legal representatives of a person;

**"Premise or premises"** means an area of land with or without buildings;



**District of Taylor Unsightly Premises and Maintenance  
Bylaw No. 909, 2026**

**DEFINITIONS** (continued)

3. In this bylaw:

"**Refuse**" includes:

- (a) liquid and solid waste, polluted water, discarded and disused materials, rubbish and litter,
- (b) refrigerators, washing machines, televisions, dryers, air conditioners, vacuum cleaners and other household appliances, including their parts;
- (c) indoor furniture and household goods, including but not limited to, couches, desks, cabinets, mattresses, carpets and rugs, flooring material, books, magazines;
- (d) lights, computers, screens, mobile phones, alarm clocks, watches, stereos, and other electrical appliances, including their parts;
- (e) chattels stored in garbage bags or under tarpaulins;
- (f) dilapidated or dismantled aircraft, boats, trailers;
- (g) grass cuttings, shrubbery and tree pruning, garden waste; and
- (h) explosives, flammable liquids, diesel fuel and gasoline products;

"**Right-of-Way**" is a legal agreement or interest in land allowing specific passage or use, often for utilities, roads, or public access, without transferring ownership.

"**Weeds Grass and Litter Order**" means an order issued under Section 21 of this bylaw.

**INSPECTORS**

- 4. The Municipality's Fire Chief, Director of Operations and Bylaw Enforcement Officer are appointed as Inspectors under this bylaw.
- 5. Council may, from time to time, appoint additional Inspectors by resolution.

**RIGHT OF ENTRY**

- 6. Pursuant to Section 16 of the *Community Charter*, an Inspector may enter into or upon any premise or premises within the Municipality at any reasonable time, including for the following purposes:
  - (a) to inspect and determine whether all regulations, prohibitions and requirements imposed under or pursuant to this bylaw are being met;
  - (b) to take action on default of an order under this bylaw; and



**District of Taylor Unsightly Premises and Maintenance  
Bylaw No. 909, 2026**

**RIGHT OF ENTRY** (continued)

6. Pursuant to Section 16 of the *Community Charter*, an Inspector may enter into or upon any premise or premises within the Municipality at any reasonable time, including for the following purposes: (continued)
  - (c) to request anything to be produced to assist with an inspection, enforcement or action on default performed for the purpose of this bylaw.
7. An Inspector shall display or produce identification upon the request of an occupant of premise or premises that are the subject of an inspection or work performed by the Municipality under this bylaw.
8. A person must not obstruct an Inspector in the performance of the Inspector's duties.

**GENERAL PROHIBITIONS**

9. No person shall plant, place or leave the following on a highway, in a park or public space, or outside on any other land within the Municipality:
  - (a) refuse, unless placed in an appropriate receptacle;
  - (b) derelict vehicles;
  - (c) noxious weeds;
  - (d) destructive insects; or
  - (e) yard waste, grass clippings, and tree and hedge cuttings.
10. No person shall place graffiti on the exterior of any building, fence, or other structure.

**BOULEVARD MAINTENANCE**

11. The owner or occupier of a parcel abutting a boulevard must maintain the boulevard by:
  - (a) keeping the boulevard free of refuse, and noxious weeds;
  - (b) not parking vehicles on the boulevard;
  - (c) regularly cutting grasses on the boulevard and treating them for disease;
  - (d) keeping hedges and trees trimmed to prevent visual obstruction or other hazard.
12. No person shall damage any boulevard, injure or damage any tree, shrub, plant, bush or hedge located on a boulevard.



**District of Taylor Unsightly Premises and Maintenance  
Bylaw No. 909, 2026**

**BOULEVARD MAINTENANCE** (continued)

13. The owner or occupier shall not place the sweepings, ashes, or refuse from their premises on public boulevards, streets or back alleys.

**PROPERTY MAINTENANCE STANDARDS**

14. No owner or occupier of a premise or premises shall cause or allow a fence or the exterior of a building or other structure on the premise or premises to fall into disrepair or to become a hazard.
15. No owner or occupier of a premise or premises shall cause or allow the following to be placed outdoors on the premise or premises in a location that is visible from a highway or neighbouring parcel:
  - (a) building materials, unless the owner or occupier of the premise or premises is in possession of a valid building permit from the Municipality, authorizing construction on those premise or premises;
  - (b) chattels belonging to the owner or occupant offered for sale (exceeding 14 days), if the premise or premises are within a residential zone under Zoning Bylaw, as amended from time to time, or
  - (c) graffiti.
16. The following exceptions apply to Section 15 of this bylaw:
  - (a) Section 15(a) does not apply to a premise or premises containing a licensed business that principally sells building materials;
  - (b) Section 15(b) does not apply to a garage sale on a premise or premises if the garage sale has a duration of no more than two days and occurs a maximum of two (2) times per calendar month.
17. No owner or occupier of a premise or premises(s) shall allow the premise or premises(s) to contain an infestation of destructive insects.



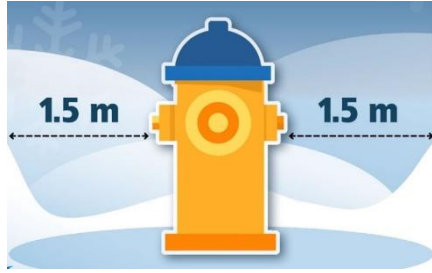
**District of Taylor Unsightly Premises and Maintenance  
Bylaw No. 909, 2026**

**PROPERTY MAINTENANCE STANDARDS** (continued)

18. No owner or occupier of a premise or premises shall allow the following to be located outdoors on the premise or premises, including on balconies, decks, patios or within carports:
  - (a) refuse;
  - (b) derelict vehicles;
  - (c) an accumulation of yard waste, including an accumulation of grass clippings, tree and hedge cuttings and compost piles; or
  - (d) weeds, brush, bush, trees, or other growth that constitutes a fire or health hazard.
  
19. Section 18(b) of this bylaw does not apply to a premise or premises containing a licensed salvage yard or licensed automobile dealership.
  
20. No owner or occupier of a premise or premises shall allow the premise or premises to contain the following:
  - (a) litter;
  - (b) overgrown grasses; or
  - (c) noxious weeds.
  
21. Snow Removal
  - (a) No person shall deposit or in any way cause to be deposited:
    - i. all snow or ice moved from footpaths or driveways will be placed on their ~~property~~ premise or premises, of the owner or occupier and cannot be placed onto highways, municipal property, including boulevards, ditches, utility corridors or rights-of-way, or neighbouring properties. Except for the boulevard abutting their premise or premises. Any material which must be removed from ~~private property~~ their premise or premises will be placed in an area approved by the Director of Operations; and
    - ii. ~~snow or ice from their premise or premises cannot be placed on any municipal property, including boulevards, ditches, utility corridors or rights-of-way; and~~
    - iii. any snow or ice from a sidewalk, premise or premises cannot be placed on any fire hydrant or the area adjacent (1.5 metre in all directions) to a fire hydrant which in any way blocks or prevents access or restricts visibility of the fire hydrant.



**District of Taylor Unsightly Premises and Maintenance  
Bylaw No. 909, 2026**



22. No owner or occupier of a premise or premises(s) will allow smelly or messy compost heaps, excessive animal feces or the production of offensive odours.
23. Only compostable materials are permitted in the municipal compost site. Garbage and household trash are not permitted.
24. No person will obstruct the drainage of surface water on or in any ditch or highway within the municipality.

**WEEDS, GRASS AND LITTER ORDER**

25. If an Inspector determines that an owner or occupier of a premise or premises has contravened Section 20 of this bylaw, the Inspector may, with prior notice, issue a Weeds, Grass and Litter Order requiring the owner or occupier to remedy the contravention by doing any or all of the following on the premise or premises:
  - (a) removing and disposing of noxious weeds;
  - (b) cutting overgrown grasses and removing the cuttings from the premise or premises;
  - (c) removing and disposing of litter, within the time and in the manner specified in the Weeds, Grass and Litter Order; and
  - (d) trim and cut back any tree, shrub or landscape screen from a premise or premises boarding a sidewalk or highway. If such tree, shrub or landscape screen encroaches upon the sidewalk, impedes the use of the sidewalk or highway, or impedes viewing of traffic signage.



**District of Taylor Unsightly Premises and Maintenance  
Bylaw No. 909, 2026**

**WEEDS, GRASS AND LITTER ORDER** (continued)

26. A Weeds, Grass and Litter Order must:
- (a) be in writing;
  - (b) identify the person who must fulfill the requirement;
  - (c) be posted in a conspicuous location on the premise or premises;
  - (d) be sent by regular mail to the owner's address;
  - (e) be sent by regular mail to the occupier of the premise or premises if the occupier is the person who must fulfill the requirement;
  - (f) provide the owner or occupier of the premise or premises with no less than seven (7) calendar days to fulfill the requirement after the date the Weeds, Grass and Litter Order was posted on the premise or premises and sent; and
  - (g) advise that upon default, the Municipality may fulfil the requirement set out in the Weeds, Grass and Litter Order and seek recovery of the costs incurred under Section 17 of the *Community Charter*.

**CLEAN UP ORDER**

27. If an Inspector determines that the regulations, prohibitions and requirements of this bylaw are not being met with respect to a certain premise or premises, the Inspector may, by notice, advise the owner or occupier of the premise or premises of the contravention and request that compliance with this bylaw be achieved within the time period stated in the notice.
28. If, after receiving a notice from an Inspector under Section 21 of this bylaw, an owner or occupier fails to remedy a contravention occurring on the owner or occupier's premise or premises, the Inspector may issue a Clean Up Order requiring the owner or occupier to remedy the contravention in the manner specified and within the time specified in the Clean Up Order.
29. A Clean Up Order must:
- (a) be in writing;
  - (b) identify the person who must fulfill the requirement;
  - (c) be hand delivered to the address or sent by regular mail to the owner of the premise or premises at the owner's address; and



**District of Taylor Unsightly Premises and Maintenance  
Bylaw No. 909, 2026**

**CLEAN UP ORDER** (continued)

25. A Clean Up Order must: (continued)

- (d) be hand delivered to the address or sent by regular mail to the occupier, if the occupier of the premise or premises is the person who must fulfill the requirement;
  - (e) be sent by regular mail to the occupier of the premise or premises if:
    - i. the address of the premise or premises is different from the owner's address; and
    - ii. the owner of the premise or premises is the person must fulfill the requirement;
  - (f) be sent by regular mail to each holder of a registered charge in relation to the premise or premises whose name is included on the assessment roll, if any, at the address set out in that assessment roll and to any later address provided to the Municipality;
  - (g) be posted in a conspicuous place on the premise or premises;
  - (h) provide the owner or occupier with no less than thirty (30) days to fulfill the requirement after the date the Clean Up Order was posted on the premise or premises and sent;
  - (i) advise that a person may request that Council reconsider the Clean Up Order in accordance with this bylaw; and
  - (j) advise that, upon default, the Municipality may fulfil the requirement set out in the Clean Up Order and seek recovery of the costs incurred under Section 17 *Community Charter*.
27. If an Inspector concludes that a person is evading receipt of a Clean Up Order, the Inspector may request that Council, by resolution, authorize steps to be taken as an alternative to compliance with Section 25(c) or 25(d) of this bylaw.
28. A person may request to dispute a Clean Up Order by delivering a request in writing to the Municipality's clerk within 14 days of the date on which the person received or is presumed to have received Clean Up Order.
29. The dispute will go through the bylaw notice dispute adjudication process as outlined in Bylaw Notice Enforcement Bylaw No. 877, 2023.



**District of Taylor Unsightly Premises and Maintenance  
Bylaw No. 909, 2026**

**REQUIREMENT AND ACTION ON DEFAULT**

30. An owner or occupier who is required to take action under a Clean Up Order or a Weeds, Grass and Litter Order must comply with that order.
31. If the owner or occupier fails to comply with a Clean Up Order or a Weeds, Grass and Litter Order, the Municipality may, by its employees, contractors and agents, enter onto the premise or premises and take action in accordance with Section 17 of the *Community Charter* and fulfil the requirements of the order and furthermore may recover the cost of such action on default, including administrative costs equal to 15% of the value of all contractor and agent invoices, from the person subject to the order. If such costs remain unpaid by December 31 of the year in which they are owing, the costs may be recovered as property taxes in arrears in accordance with Part 14 Section 258 of the *Community Charter*.
32. If the Municipality's action on default includes the removal of one or more items from the premise or premises, the Inspector may, as the Inspector considers reasonable given the nature, condition and market value of each item:
  - (a) dispose of the item after thirty (30) days;
  - (b) sell the item for salvage and credit the money received against the cost of acting on default and any applicable storage fees; or
  - (c) auction the item and credit the money received against the cost of acting on default.

**ENFORCEMENT**

33. Any person designated as a Bylaw Enforcement Officer in the Bylaw Enforcement Notice Bylaw or the Municipal Ticket Information Bylaw are also hereby authorized and empowered to enforce the provisions of this Bylaw to the Bylaw Notice Enforcement Bylaw, as amended from time to time, or by the Municipal Ticket Information System Bylaw No. 468, 1993 as amended from time to time.

**OFFENCE AND PENALTIES**

34. The penalty for a contravention dealt with by bylaw notice in accordance with the Bylaw Notice Enforcement Bylaw is as follows:
  - (a) The Penalty amount set out in Column A3 of Schedule "A" is payable for the corresponding contravention except when subsections 32(b) or 32(c) apply;
  - (b) The early Payment Penalty set out in Column A4 of Schedule "A" applies if payment is received by the District within 14 days of the person receiving or being presumed to have received the bylaw notice; and



**District of Taylor Unsightly Premises and Maintenance  
Bylaw No. 909, 2026**

**OFFENCE AND PENALTIES** (continued)

- 34. The penalty for a contravention dealt with by bylaw notice in accordance with the Bylaw Notice Enforcement Bylaw as follows: (continued)
  - (c) The Late Payment Penalty set out in Column A5 of Schedule "A" applies if payment is received more than 31 days after the person received or is presumed to have received the bylaw notice.

**GENERAL**

- 35. If any portion of this bylaw is held to be invalid by a decision of a Court of competent jurisdiction, such invalidity will not affect the validity of the remaining portions of this bylaw.

READ FOR THE FIRST THREE TIMES this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer



**District of Taylor Unightly Premises and Maintenance  
 Bylaw No. 909, 2026**

**SCHEDULE A**

<b>A1 Section</b>	<b>A2 Description</b>	<b>A3 Penalty (15-30 Days)</b>	<b>A4 Early Payment (1-14 Days)</b>	<b>A5 Late Payment 31-60 Days) (Collections 60+)</b>	<b>Compliance Agreement Available (50% of Penalty)</b>
8	Obstructing an Inspector	200	150	250	No
9	Illegal dumping	200	150	250	No
10	Applying graffiti	200	150	250	No
11(a)	Fail to clear boulevard	200	150	250	Yes
11(b)	Parking on boulevard	200	150	250	Yes
11(c)	Fail to mow boulevard grass	200	150	250	Yes
11(d)	Damage to plant on boulevard	200	150	250	Yes
12	Fail to trim hedge or tree	200	150	250	Yes
13	Dispose of sweepings, snow, ashes, refuse on sidewalk, street or in back alley	200	150	250	No
14	Dilapidated or unsafe structure	300	250	350	Yes
15(a)	Building materials in view	200	100	250	Yes
15(b)	Prohibited sales	200	100	250	Yes
15(c)	Failure to remove graffiti	200	150	250	Yes
17	Destructive insect infestation	200	150	250	Yes
18(a)	Accumulation of refuse	200	150	250	Yes
18(b)	Derelict vehicle or parts in view	200	150	250	Yes



**District of Taylor Unightly Premises and Maintenance  
 Bylaw No. 909, 2026**

<b>SCHEDULE A</b>						
<b>A1 Section</b>	<b>A2 Description</b>	<b>A3 Penalty (15-30 Days)</b>	<b>A4 Early Payment (1 14 Days)</b>	<b>A5 Late Payment 31 -60 Days) (Collections 60+</b>	<b>Compliance Agreement Available (50% of Penalty)</b>	
18(c)	Accumulation of yard waste	200	150	250	Yes	
18(d)	Hazardous plant growth	200	150	250	Yes	
20(a)	Litter on premise or premises	200	150	250	Yes	
20(b)	Failure to cut grass	200	100	250	Yes	
20(c)	Noxious weeds on premise or premises	200	150	250	Yes	
20(d)	Tree, shrub or landscape screen encroachment	200	150	250	Yes	
21(a)(i)	Snow removal, depositing (roadway, <u>municipal property</u> )	200	150	250	Yes	
<del>21(a)(ii)</del>	<del>Snow removal, depositing- (municipal property)</del>	<del>200</del>	<del>150</del>	<del>250</del>	<del>Yes</del>	
21(a)(iii)	Snow removal, depositing / visibility (fire hydrant)	300	250	350	No	
22	Offensive odours	200	150	250	Yes	
23	Compost site misuse	200	150	250	Yes	
24	Drainage of surface water	200	150	250	Yes	



## Staff Report

PO Box 300 | 10007 – 100A Street | Taylor, BC V0C 2K0 | [www.districtoftaylor.com](http://www.districtoftaylor.com)

---

**TO:** Committee of the Whole

**FROM:** Mike Farquharson, Director of Community Services  
Mike Whalley, Manager of Parks & Facilities

**DATE:** June 15, 2026

**SUBJECT:** District Ice Centre On-Line Booking System

---

### **STRATEGIC GOALS & PRIORITIES:**

This report complies with the following strategic goals set out by Council:

- Fiscal Responsibility
- Economic Development

### **RECOMMENDED RESOLUTION:**

"THAT, Council approves contracting Univerus Software Inc. as the District of Taylor online booking system partner for a term of 5-years."

### **PURPOSE:**

The Parks & Facilities team is bringing forward the opportunity to engage with an Online Booking partner to improve ice booking opportunities for all users of the District Ice Centre while optimizing available ice during the operational season.

### **BACKGROUND:**

Historically, staff have managed ice bookings manually by using an Excel spreadsheet. This process works well as long as users provide the appropriate information and cancellations are received in accordance with policy and user agreements.

A significant negative impact to the current process is that the ability to book ice is directly related to the availability of staff to manage cancellations and rebooking's. In short, a user has between 8:30am and 4:30pm, Monday to Friday, to be able coordinate a cancellation or a booking.

The current management of cancellations and bookings operates at about 80% efficiency, as tracking cancellations can sometimes be quite challenging for both parties as a series of emails and phone calls take place while waiting to confirm either the cancellation or the

booking. Likewise, booking ice after a cancellation can have limited outreach as it becomes dependent on a user group list and limited social media followers. This becomes more evident on a Friday private cancellation for Sunday.

Staff have worked hard to find ways to improve opportunities for booking ice after receiving cancellations from user groups and individuals, however, there remains a large gap in the effectiveness of this action thus, the Parks & Facilities team brings forward the discussion of partnering with an Online Booking partner.

### **FINANCIAL IMPLICATIONS:**

The financial impact of moving to an online booking system is more significant in the first year of operations. A breakdown of first year fees are as follows:

- Start-up Fee: \$3,670
- Annual Fee: \$2,415
- Total Cost: \$4,676

While not budgeted as an expense in the 2026 Community Services budget, staff have reduced costs with other aspects of the budget to help offset the cost of engaging with an online booking system and, are confident that the increased revenue opportunities will further offset the impact.

### **COMMENTS & DISCUSSION:**

The review of On-Line Booking Systems included presentations from the following vendors:

1. DASH by DaySmart
2. Xplor Recreation
3. Univerus
4. Finnly Sport
5. EZ Facilities

DASH is a subsidiary of DaySmart, a business management company that has operated for over 25 years in the United States. DASH is their brand of Recreation Facility Management Software which is specifically designed to support facilities in their booking of public space.

Xplor Recreation is a Canadian based organization that provides Parks and Recreation Management Software through PerfectMind Software, specifically designed for government agencies and private recreation facilities.

Univerus is a Canadian based company that has been in business since 2019, delivering services to government, sport and recreation organizations, utilities and energy, and various other clientele.

Finnly Sport is an American based Sports Facility Management Software company supporting parks and recreation facilities.

EZ Facilities, founded in 2003 and based in the United States, with offices in the UK. They run a software program designed to help sports facilities and parks manage scheduling in a seamless approach.

As part of our analysis of the five (5) vendors we have chatted with, our focus was on the following:

1. Experience in working with local government, as a local government we have many constraints in which we must follow and looked to ensure the vendor was able to meet those expectations. The primary concern was where does their data get stored, and do we have access.
2. Training and support for our team, recognizing that we may have many people involved in using the software, can they provide a level of training that will allow us to train our own team members. Likewise, can they provide timely support to our team when needed.
3. Multiple facility usage, while the initial goal is to use on-line booking for the rental of ice at the District Ice Centre, we needed to have the ability to also manage program bookings and space rentals for other facilities within the District organization.
4. Customization of the program to meet our needs and not a boiler plate product, is the program and vendor flexible to be able to meet our unique needs, and in a moments notice.
5. Public interface and the ease of its use. We looked at the ability to have monitors located in various locations to support our team but also, provide a visual reference to the public, likewise, is it easy to use from a staff perspective as well as a potential customer through the booking experience.
6. Cost, we looked at value for our money. While respecting that the lowest price always didn't mean it was the right product. As noted in the description of each of the vendors we chatted with, three (3) are American based firms, cost would have to be calculate in Canadian dollars. In this instance, only EZ Facilities was competitive with the two (2) Canadian vendors.

Looking at price point alone, the choice would be between Univerus and EZ Facilities, as the others, including Xplor Recreation were overpriced for the services we require now and into the future. However, back to an earlier statement, price can get in the way of choosing the right system from a future needs perspective.

**DASH** – (US based) offered the greatest amount of training time and provide E-learning access to help grow and improve the team's ability to manage the system. Support from DASH was through phone or email. The program allowed for multiple facilities or recreational sites and program/event registration. The system could allow us to implement a wrist band system if desired but has additional cost per month for displays that would

equate to an additional \$2,400 annually in operating costs. The program uses only DaySmart payment systems which would be an additional \$957 cost at start up plus usage and services costs.

While DASH has a very impressive presence as a vendor and can provide us a program tailored to our specific needs, the annual operating costs would be approximately \$8,700.00 CDN.

*Start-up costs: \$957 CDN. Annual cost: \$11,100 CDN.*

**Xplor Recreation** – (CDN based) offering the least amount of training at 4-hours, however, its annually and Xplor does provide unlimited support. The program is capable of handling multiple facilities or recreation sites as well as program/event registrations. Payment system is not proprietary. Totally customizable to our needs, however, we noticed that their base program requires significant add-ons for what others provided as part of their base program. Requiring further discussion but, at an additional cost, it appears they could only add an additional 3 displays to the system. While we are not currently looking for any more than that, we should consider this when thinking of future use and growth.

Explor was the costliest proposal at \$8,000.00 CDN with a start-up cost of \$8,000.00 CDN plus costs for GL exporting, and Data Mitigation.

*Start-up costs: \$8,000 CDN. Annual costs: \$8,000 CDN*

**Univerus**– (CDN based) offers 9 hours of training with 12 hour response time to support. The program can manage 1- 10 facilities or recreation sites. Payment system is not proprietary. The program is customizable to our needs and support a multitude of displays. Events/program registration can be done through the program as well. While all programs reviewed do provide an in-person payment system, Univerus promoted it.

Surprisingly the start-up cost of \$3,996.00 CDN is higher than their annual fee of \$2,415.00 CDN.

*Start-up costs: \$3,996 CDN. Annual costs: \$2,415 CDN*

**Finnly Sport** – (US based) No mention an amount of training provided in their proposal or what supports are available. The program supports multiple facilities or recreation site, along with program/events registration. A non-proprietary payment system is in place, however, like the other American based vendors, it's through Chase. Displays are an additional \$1,500.00 CDN annually for the three (3) that we would require.

Finnly Sport proposed a \$5,468.00 CDN start-up cost and an annual fee of \$6,224.00 CDN, without the inclusion of displays.

*Start-up costs:\$5,468 CDN. Annual costs \$7,724 CDN.*

**EZ Facilities** – (US based) 6 hours of training but, no defining of what support was available other than an email address and a phone number. The proposal supports 4

facilities but, does not seem to support program/event registrations. Of all the proposals, EZ Facilities provided the least information.

Start-up cost for EZ Facilities is the lowest at \$410.00 CDN, and an annual fee of \$1,625.00 CDN.

*Start-up costs:\$410 CDN. Annual costs: \$1,625 CDN.*

As with many other opportunities, the District of Taylor works to ensure we are purchasing goods and services that are local, or as local as possible. This supported approach reduces the vendor list to Xplor Recreation and Univerus.

The Parks & Facilities team after reviewing the proposals received from all service providers; recommend partnering with Univerus to provide an online booking system for the District Ice Centre.

#### **ALTERNATIVE OPTIONS:**

The Committee may choose:

- Not to proceed with the recommended online booking software
- To request additional information on other vendors
- That staff continue to manage facility rentals as they are now

#### **SUMMARY & CONCLUSION:**

The benefits of an Online Booking partner provides the opportunity for the District to have a more efficient and effective approach to ice bookings and revenue generation at the District Ice Centre, as the service provides:

- 24/7 booking convenience: Users can browse real-time availability and secure ice time anytime without relying on office hours or phone calls.
- Operational efficiency: Reduce risk of scheduling errors, through double bookings or missed bookings.
- Streamline payments: Users are required to pay in-full to confirm booking, lowering the administration burden of cash handling or no shows.
- Improved user experience: Users are required to acknowledge the terms and conditions set out in our user agreement and pay in-full prior to being able to book ice time, eliminating a series of email or phone conversations.

The online booking system will allow Parks & Facilities to tailor the program to allow appropriate scheduling of ice maintenance, appropriate floods between user groups, special events, and hours of operation; providing users real-time information of what is happening at the District Ice Centre as well as times available for bookings.

Staff are seeking further direction from the Committee on the online booking software options presented.

**RESPECTFULLY SUBMITTED:**

  
\_\_\_\_\_  
Mike Farquharson  
Director of Community Services

  
\_\_\_\_\_  
Mike Whalley  
Parks and Facilities Manager

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



## Staff Report

PO Box 300 | 10007 – 100A Street | Taylor, BC V0C 2K0 | [www.districtoftaylor.com](http://www.districtoftaylor.com)

---

**TO:** Mayor and Council  
**FROM:** Dawn McGinn, Interim Deputy Corporate Officer  
**DATE:** June 15, 2026  
**SUBJECT:** 2026 Election Officials and Remuneration

---

### **STRATEGIC GOALS & PRIORITIES:**

This report complies with the following strategic goals set out by Council:

- Fiscal Responsibility
- Community Engagement

This report aligns with the above noted strategic goals and priorities through transparent government and providing fair compensation and benefits.

### **RECOMMENDED RESOLUTION:**

"THAT, pursuant to Section 58(1) and (2) of the *Local Government Act*, Lisa Ford be appointed Chief Election Officer for conducting the 2026 general local election with power to appoint other election officials required for the administration and conduct of the 2026 general local election; and

THAT, Dawn McGinn be appointed as Deputy Chief Election Officer for the 2026 general local election; and

THAT, the following remuneration be provided for each position:

- Chief Elections Officer: \$1,500 flat rate
- Deputy Chief Elections Officer: \$1,200 flat rate
- Election Officials: \$600 flat rate."

### **PURPOSE:**

To appoint a Chief Election Officer and Deputy Chief Election Officer in accordance with the *Local Government Act* for the 2026 general local election and to set remuneration rates for elected officials.

**BACKGROUND:**

In 2022, a resolution was passed for District of Taylor election official remuneration as follows:

- Chief Elections Officer: \$1,000
- Deputy Chief Elections Officer: \$800
- Election Officials: \$400

**FINANCIAL IMPLICATIONS:**

The following table outlines 2022 remuneration rates for election officials in benchmark communities identified in District policy:

	<b>Chief Officer</b>	<b>Election</b>	<b>Deputy Election Officer</b>	<b>Chief Election Officials</b>
Dawson Creek	\$1,675		\$1,000	\$20.00/hr
Fort St. John	\$1,700		\$1,200	\$20/hr
Hudson's Hope	\$1,200		\$900	\$600/day
Logan Lake	\$1,000		\$750	Not available
Mackenzie	\$1,500		\$1,250	\$25/hr
Northern Rockies Regional Municipality	\$1,700		\$1,700	\$20.00
Pouce Coupe			\$400/day	\$20/hr
Tumbler Ridge	\$1,000		\$900	\$25/hr
<b>2018 Average Remuneration Rates</b>				
<i>*hourly and daily rates were converted into flat rates based on two (2) 12-hour days (advanced voting date and general voting date)</i>	<b>\$1,301.88</b>		<b>\$1,020.80</b>	<b>\$513.01</b>

Please note that remuneration information was not available for 100 Mile House and Chetwynd as CivicInfo surveys were not submitted after the 2022 general local elections.

Staff are proposing that remuneration rates be amended to the following for the 2026 general local election:

- Chief Elections Officer: \$1,500 flat rate
- Deputy Chief Elections Officer: \$1,200 flat rate
- Election Officials: \$600 flat rate

**COMMENTS & DISCUSSION:**

Duties and powers of the Chief Election Officer are outlined in the *Local Government Act* as follows:

### **Chief election officer duties and powers**

**59** (1) In addition to all other duties established by this Part and the *Local Elections Campaign Financing Act*, the chief election officer must do the following:

- (a) ensure that a sufficient number of ballots are prepared for an election by voting;
- (b) ensure that each voting place
  - (i) is supplied with sufficient numbers of ballots, ballot boxes and voting books, and
  - (ii) has an area that may be used as a voting compartment;
- (c) take all reasonable precautions to ensure that a person does not vote more than once in an election
- (d) do all other things necessary for the conduct of an election in accordance with this Part, the *Local Elections Campaign Financing Act* and any bylaws and regulations under this Part or that Act.

(2) In addition to all other powers given by this Part, the chief election officer may do one or more of the

following:

- (a) exercise any power conferred on a presiding election official in relation to the election proceedings for which the presiding election official is responsible;
- (b) as an exception to the restrictions on where an elector may vote when municipal voting divisions are established, authorize an election official to vote at the voting place at which the official is working;
- (c) take solemn declarations where these are required under this Part or the *Local Elections Campaign Financing Act*;
- (d) delegate to other election officials the chief election officer's duties and powers under this Part or the *Local Elections Campaign Financing Act*, subject to any restrictions or conditions specified by the chief election officer;
- (e) apply to the minister for an order under section 167 [ministerial orders in special circumstances] of this Act or section 99 [ministerial orders in special circumstances] of the *Local Elections Campaign Financing Act*.

The Deputy Chief Election Officer provides support with background preparations leading up to the election and has the ability to act as Chief Election Officer, if necessary, for duties related to the election.

### **ALTERNATIVE OPTIONS:**

Council may choose to appoint other individuals as the Chief and Deputy Chief Election Officer positions, and/or set alternate remuneration rates.

**SUMMARY & CONCLUSION:**

When adjusted for inflation (approximately 30–35%) and current labour market conditions, updated 2026 remuneration levels are required to maintain competitiveness and ensure adequate staffing availability.

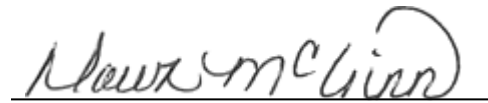
Key considerations include:

- Increased labour market pressure for temporary election staff
- Extended voting day hours and training requirements
- Statutory responsibilities of senior election officials
- Regional wage alignment across comparable BC municipalities

The proposed rates reflect established comparator clustering and ensure consistency across senior and operational election roles.

Staff is seeking a resolution from Council for the Chief and Deputy Chief Election Officer positions and remuneration rates for the upcoming 2026 general local election.

**RESPECTFULLY SUBMITTED:**



Dawn McGinn

Interim Deputy Corporate Officer

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



## Staff Report

PO Box 300 | 10007 – 100A Street | Taylor, BC V0C 2K0 | [www.districtoftaylor.com](http://www.districtoftaylor.com)

---

**TO:** Committee of the Whole  
**FROM:** Dawn McGinn, Interim Deputy Corporate Officer  
**DATE:** June 15, 2026  
**SUBJECT:** 2026 UBCM Ministerial Meetings

---

### STRATEGIC GOALS & PRIORITIES:

This report complies with the following strategic goals set out by Council:

- Advocacy

### PURPOSE:

Annually during the Union of BC Municipalities Conference, municipalities are given an opportunity to meet with Ministers or Ministry staff to discuss issues of concern.

Staff is reaching out to the Committee to begin discussions on which Ministries Council may wish to meet with while attending this years Union of BC Municipalities Conference, in Vancouver from September 14 to September 18, 2026.

### BACKGROUND:

In previous years, the District of Taylor has attended the following ministry meetings during UBCM Conventions:

- 2023 and 2024: Ministry of Transportation and Infrastructure
  - Discussion topics:
    - Peace River Bridge Construction
    - Highway 97 Rail & Road Crossings
    - Public Transit and/or Ride Sharing
- 2023: Ministry of Agriculture:
  - Discussion topics:
    - Agrifood Development
- 2022: Ministry of Transportation and Infrastructure
  - Discussions topics:
    - Peace River Bridge Construction
    - North Peace Gravel Depletion

- 2022: Ministry of Health:
  - Discussion topics:
    - Health Care Services in the North

**COMMENTS & DISCUSSION:**

On May 5th, 2026, staff attended an UBCM information session on the process for requesting meetings with the Premier, Cabinet Ministers and Provincial Ministry, Agency, Commission, and Corporation (MACC) staff at the Conference, to maximize Council's opportunity to meet with those that they choose.

The Committee should note that the deadline to request meetings with Premier Eby and Cabinet Ministers is June 24, 2026. The MACC staff will be available virtually only, from August 31 to September 4, which is a new approach by UBCM. The deadline to set meeting dates and times to meet with MACC staff is August 5, 2026.

Staff recommends that Council seek a meeting with the Ministry of Health to discuss the current state of mental health services and supports available in the Northeast region. The purpose of the meeting would be to better understand existing service levels, identify gaps and challenges affecting residents, and explore opportunities to improve access to mental health resources within the region.

Also recommended would be to meet with the Ministry of Transportation and Transit to discuss the current condition of the Taylor Bridge, timelines for a long-term replacement solution, and the potential impacts to residents, businesses, and regional transportation networks.

**ALTERNATIVE OPTIONS:**

Council may choose not to schedule any ministry meetings during the 2026 UBCM Convention.

**SUMMARY & CONCLUSION:**

Staff is seeking direction on desired meetings and topics for discussion for the 2026 UBCM Convention.

**RESPECTFULLY SUBMITTED:**



Dawn McGinn

Interim Deputy Corporate Officer

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



## Staff Report

PO Box 300 | 10007 – 100A Street | Taylor, BC V0C 2K0 | [www.districtoftaylor.com](http://www.districtoftaylor.com)

---

**TO:** Committee of the Whole  
**FROM:** Lisa Ford, Interim Director of Corporate Services  
**DATE:** June 15, 2026  
**SUBJECT:** NPSR & ESS Active Living Policy Follow-up  
**ATTACHMENT(S):**  [NPSR ESS Active Living Policy](#)

---

### STRATEGIC GOALS & PRIORITIES:

This report complies with the following strategic goals set out by Council:

- Advocacy

By demonstrating regional governance leadership by actively championing the health, mental wellness, and physical readiness of frontline emergency response teams.

### RECOMMENDED RESOLUTION:

Should the Committee wish to proceed with this policy in 2026, the following resolution is recommended:

"THAT, the NPSR & ESS Active Living Policy be adopted as presented."

### PURPOSE:

To bring forward additional information on financial implications and member eligibility for the proposed NPSR & ESS Active Living Policy.

### BACKGROUND:

At the June 1, 2026 Committee of the Whole Meeting, the proposed NPSR & ESS Active Living Policy was brought forward for the Committee's consideration. The Committee requested that additional information be brought forward on financial implications and member eligibility.

### FINANCIAL IMPLICATIONS:

Upon further discussion with North Peace Search and Rescue (NPSR) representatives and the Fire Chief, it was determined that 7 Emergency Support Services (ESS) members and 25 NPSR members would be eligible to utilize this benefit. A breakdown of costs and financial implications are as follows:

- 7 ESS members x \$600 = \$4,200
- 25 NPSR members x \$600 = \$15,000
- Total Annual Cost (based on full usage by eligible members in 2026) = \$19,200

Should the Committee wish to proceed with implementation of this policy in 2026, actual expenditures will be monitored quarterly, and any long-term structural adjustments required for future fiscal years will be brought forward during the annual five-year financial planning process. For the first year, the funding can be varied during the variance process from a number of general ledger accounts based on actual usage.

**COMMENTS & DISCUSSION:**

Since NPSR is an external organization, they have advised that they would be amenable to providing reimbursement to their members for use of District facilities and invoicing the District for these costs. This would ensure that the taxable benefit is included on their members' annual T4 statements.

ESS volunteers that receive annual remuneration from the District would be required to submit their receipts to the District for reimbursement.

Attached for the Committee's review is the proposed NPSR & ESS Active Living Policy with the revisions suggested at the June 1, 2026 Committee of the Whole Meeting.

**ALTERNATIVE OPTIONS:**

The Committee may choose:

- To request further information
- To delay the implementation of this policy to 2027, or
- Not to proceed with this policy

Should the Committee choose to adopt the policy and delay implementation to 2027, the following resolution is recommended:

"THAT, the NPSR & ESS Active Living Policy be adopted with an implementation date of January 1, 2027."

**SUMMARY & CONCLUSION:**

Staff are seeking further direction from the Committee on the adoption and implementation of the proposed NPSR & ESS Active Living Policy.

**RESPECTFULLY SUBMITTED:**

A handwritten signature in cursive script that reads "Lisa Ford". The signature is written in black ink and is positioned above a horizontal line.

Lisa Ford

Interim Director of Corporate Services

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



## NPSR and ESS Health & Wellness Program Policy

**Policy No.:**

**Date Adopted:**

**Strategic Goals and Priorities:**

- Provide exceptional service and an excellent place to live and work
- Enhance safety and provide a welcoming community with a strong social fabric

**Purpose**

To establish a Health & Wellness Benefit Policy for North Peace Search and Rescue, and Taylor Emergency Support Services

**Scope**

All North Peace Search and Rescue Members and all Taylor Emergency Support Services Members

**Policy**

The District of Taylor has agreed to provide a Health & Wellness Benefit (the “Benefit”) to North Peace Search and Rescue and Taylor Emergency Support Services members in the amount of \$600.00 to access selected facilities in the District of Taylor as described in the District of Taylor Active Living Program Policy, excluding the active lifestyle equipment benefit.

To be eligible for the Benefit, the North Peace Search and Rescue members must meet the following criteria:

- Completed 200 hours of Eligible Service as defined by Revenue Canada for the Volunteer Firefighters Tax Credit; and
- Attended at least 25 practices in the past year; and
- Attended at least 25% of call-outs the previous year.

To be eligible for the Benefit, Taylor Emergency Support Services members must attend 80% of scheduled training nights in the past calendar year.

All North Peace Search and Rescue and Taylor Emergency Support Services members shall be eligible for this Benefit. Should the Volunteer also be a full time employee of the District, a Taylor Fire Department Member or a member of Council, they may use this benefit only after maximizing their Benefit through their other position.

No part of this Benefit is to imply that the Volunteers are employees of the District and although this Benefit is similar to the Benefit offered to the District employees, it is a separate Benefit and is not tied to the aforementioned Benefit apart from as specified in this policy.

DRAFT



## Staff Report

PO Box 300 | 10007 – 100A Street | Taylor, BC V0C 2K0 | [www.districtoftaylor.com](http://www.districtoftaylor.com)

---

**TO:** Committee of the Whole  
**FROM:** Mike Farquharson, Director, Community Services  
**DATE:** June 15, 2026  
**SUBJECT:** Lone Wolf Golf Club May Financials  
**ATTACHMENT(S):**  [May 2026 Dashboard](#)

---

### STRATEGIC GOALS & PRIORITIES:

This report complies with the following strategic goals set out by Council:

- Fiscal Responsibility

By providing accurate, timely financial information to inform Mayor and Council about the performance of the Lone Wolf Golf Club.

### RECOMMENDED RESOLUTION:

This report is provided for information purposes only.

### PURPOSE:

To provide Mayor and Council with accurate, timely financial information concerning the performance of the Lone Wolf Golf Club.

### BACKGROUND:

Mayor and Council requested monthly financial reports in 2020 regarding the performance of the Lone Wolf Golf Club which has carried forward since.

### COMMENTS & DISCUSSION:

The following information provides an overview of the attached Lone Wolf Golf Club dashboard financials and where they stand through the end of May.

### Golf Course Revenue

Golf Course Revenues are strong, with over 129% of Budgeted Membership Revenues being collected by the end of May.

**Pro Shop**

Pro Shop revenues are off to a strong start, with 34% of the Budgeted Revenues being collected through May.

**Food and Beverage**

Following the trends above, the restaurant continues to perform well, with 23% of Budgeted Revenues collected and strong margins through May.

**Salaries and Benefits**

Salaries remain within range for the early part of the season. Staff will continue to monitor expenses; however, Staff is confident in staying within budget.

**Operating Expenses**

Operating Expenses are within range for the early part of the season. Staff will continue to keep an eye on expenses, however, Staff is confident in keeping within budgeted expenses.

**SUMMARY & CONCLUSION:**

Through the end of May, the Lone Wolf Golf Club has a \$351,422.00 surplus compared to a \$345,755.00 surplus on the same date in 2025. Staff is pleased with the financial performance of the Golf Club through the end of May.

**RESPECTFULLY SUBMITTED:**



---

Mike Farquharson

Director of Community Services

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

# LWGC Dashboard

## 2026 Revenue and Expenditures through May 31st

### Golf Revenue

Description	2025 Numbers	2026 Budget	Sales to Date	% Achieved	Over/(Under)
Power Cart Rental	\$ 95,974	\$ 160,000	\$ 83,348	52%	\$ (76,652)
Club Rental	\$ 3,108	\$ 12,750	\$ 2,088	16%	\$ (10,663)
Driving Range	\$ 28,440	\$ 38,500	\$ 25,523	66%	\$ (12,977)
Green Fees	\$ 128,224	\$ 375,000	\$ 115,723	31%	\$ (259,277)
Membership Fees	\$ 242,656	\$ 205,000	\$ 265,472	129%	\$ 60,472
Misc Revenue	\$ 2,440	\$ 5,200	\$ 3,364	65%	\$ (1,836)
Sponsorship	\$ 2,817	\$ 10,000	\$ 6,005	60%	\$ (3,996)
<b>Total Golf Sales</b>	<b>\$ 503,659</b>	<b>\$ 806,450</b>	<b>\$ 501,521</b>	<b>62%</b>	<b>\$ (300,934)</b>

### Pro Shop Revenue & Expense

Description	2025 Numbers	2026 Budget	Sales to Date	% Achieved	Over/(Under)
Pro Shop	\$ 87,606	\$ 255,000	\$ 86,758	34%	\$ (168,242)
less					
Cost of Goods Sold	\$ 66,944	\$ 198,900	\$ 70,355	35%	\$ (128,545)
<b>Gross Profit</b>	<b>\$ 20,662</b>	<b>\$ 56,100</b>	<b>\$ 16,402</b>	<b>29%</b>	<b>\$ (39,698)</b>

### F&B Revenue & Expenses

Description	2025 Numbers	2026 Budget	Sales to Date	% Achieved	Over/(Under)
Food Revenue	\$ 95,414	\$ 270,000	\$ 67,066	25%	\$ (202,934)
Beverage Revenue	\$ 75,811	\$ 265,000	\$ 58,409	22%	\$ (206,591)
	\$ 171,225	\$ 535,000	\$ 125,475	23%	\$ (409,525)
Less Cost of Goods Sold					
Food Supplies	\$ 46,090	\$ 148,500	\$ 23,101	16%	\$ (125,399)
Beverage Supplies	\$ 8,953	\$ 66,250	\$ 931	1%	\$ (65,319)
<b>Gross Profit</b>	<b>\$ 116,182</b>	<b>\$ 320,250</b>	<b>\$ 101,443</b>	<b>32%</b>	<b>\$ (218,807)</b>

### Wage Costs up to Pay Period 11

Description	2025 Numbers	2026 Budget	Spent to Date	% Achieved	Over/(Under)
Food and Beverage Wages	\$ 70,583	\$ 274,610	\$ 51,244	19%	\$ (223,366)
Golf Shop Wages	\$ 56,575	\$ 270,336	\$ 50,827	19%	\$ (219,509)
Golf Course Maintenance	\$ 59,540	\$ 305,843	\$ 44,773	15%	\$ (261,070)
<b>Total Expense</b>	<b>\$ 186,698</b>	<b>\$ 850,789</b>	<b>\$ 146,844</b>	<b>17%</b>	<b>\$ (703,945)</b>

### Operating Costs (Year to May 31st posted)

Description	2025 Numbers	2026 Budget	Spent to Date	% Achieved	Over/(Under)
Groundskeeping	\$ 68,062	\$ 208,685	\$ 54,656	26%	\$ (154,029)
Clubhouse	\$ 38,016	\$ 173,115	\$ 28,736	17%	\$ (144,379)
<b>Total Expense</b>	<b>\$ 106,078</b>	<b>\$ 381,800</b>	<b>\$ 83,392</b>	<b>22%</b>	<b>\$ (298,408)</b>

### Insurance Costs (Year to May 31st posted)

Description	2025 Numbers	2026 Budget	Spent to Date	% Achieved	Over/(Under)
Insurance	\$ 1,972	\$ 25,800	\$ 37,688	146%	\$ 11,888
<b>Total Expense</b>	<b>\$ 1,972</b>	<b>\$ 25,800</b>	<b>\$ 37,688</b>	<b>146%</b>	

Total Revenue- Total Expenses= \$713,753-\$362,311 = \$351,422 Surplus to date vs. \$345,755 Suprlus in 2025



## Staff Report

PO Box 300 | 10007 – 100A Street | Taylor, BC V0C 2K0 | [www.districtoftaylor.com](http://www.districtoftaylor.com)

---

**TO:** Committee of the Whole  
**FROM:** Mike Farquharson, Director of Community Services  
**DATE:** June 15, 2026  
**SUBJECT:** Sand Pro Replacement  
**ATTACHMENT(S):**  [Doc1](#)

---

### STRATEGIC GOALS & PRIORITIES:

This report complies with the following strategic goals set out by Council:

- Asset Maintenance and Enhancement

### RECOMMENDED RESOLUTION:

THAT Council approve the reallocation of 2026 Capital Plan funds budgeted for a tow-behind aerator to purchase a refurbished 2018 Toro 5040 Sand Pro for \$18,500, plus taxes."

### PURPOSE:

Staff is requesting a reallocation of funds approved in the 2026 Capital Plan for the purchase of a pull-behind aerator. Staff proposes that these funds instead be used to purchase a refurbished 2018 Toro 5040 Sand Pro to replace the Lone Wolf Golf Course's existing 1998 Toro 5020 Sand Pro, which has reached the end of its useful service life.

### BACKGROUND:

At the conclusion of the previous golf season, the Golf Course was operating with only one of its two Sand Pro units, as the 1997 Toro 5020 Sand Pro (Unit #5) required repairs that were scheduled for completion prior to the start of the 2026 season. However, at the beginning of the 2026 golf season, the engine on the Golf Course's remaining operational unit, the 1998 Toro 3020 Sand Pro (Unit #28), failed while staff were preparing to rake bunkers. As replacement parts for both units are being discontinued, repairs have become increasingly difficult and costly, resulting in reduced equipment reliability and availability.

### FINANCIAL IMPLICATIONS:

The 2026 Capital Plan includes a budget allocation of \$20,000 for the purchase of a tow-behind aerator. While fairway aeration would enhance overall turf health and playing conditions, maintaining properly groomed bunkers is essential to meeting the standard of play that members and guests have come to expect at the Golf Course.

Staff has identified an opportunity to purchase a refurbished 2018 Toro 5040 Sand Pro from Oakcreek Golf & Turf for \$18,500. The unit has a rebuilt engine and hydraulic system and is available at a significantly lower cost than a new replacement unit, which is estimated at approximately \$50,000.

To address the Golf Course's immediate operational needs, staff has reached an agreement with the supplier to rent the unit with an option to purchase, subject to Council approval, while repairs are being completed on the existing 1997 Toro 5020 Sand Pro (Unit #5). Should Council approve the purchase, staff would include the replacement of the remaining 1998 Sand Pro (Unit #28) with a newer model in the next five-year Capital Plan.

**COMMENTS & DISCUSSION:**

Attached for the Committee's review is the quote received from Oak Creek Golf and Turf.

**ALTERNATIVE OPTIONS:**

The Committee may choose not to proceed with the reallocation of funds to purchase the 2018 SandPro, or may request additional options.

**SUMMARY & CONCLUSION:**

Staff recommends the purchase of the 2018 SandPro, in order to be able to maintain the golf course bunkers to acceptable standards as parts for our current units are becoming more and more difficult to source.

**RESPECTFULLY SUBMITTED:**

  
\_\_\_\_\_  
Mike Farquharson  
Director of Community Services

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

# OAKCREEK

Golf & Turf

June 4, 2026

Lone Wolf Golf Club

Dear Craig,

Thank you for giving **OAKCREEK Golf & Turf Lp.** the opportunity to provide a quotation for your 2026 Toro equipment requirements.

## TORO EQUIPMENT DESCRIPTIONS

### USED TORO SANDPRO 5040 MODEL: 08705

- > 18HP VANGUARD V-TWIN ENGINE
- > QUICK ATTACH SYSTEM
- > 3 WHEEL DRIVE
- > NEW ENGINE
- > COMPLETE RECON UNIT



2018 SANDPRO 5040

PRICE:

\$18,500.00

- \* Prices do not include GST or PST
- \* Pricing Subject to Change Without Notice

Sincerely,  
**Oakcreek Golf & Turf LP**

Tanner Waters  
waterst@oakcreekgolf.com