



**Minutes of the Regular Meeting of Council
held January 23rd, 2019
In the Adult Learning Centre**

Those in Attendance:

Council:

Councillor LePoidevin (Acting Mayor)
Councillor Watt-Senner
Councillor Fennema
Councillor Jenkinson

Staff:

Rodney Holland, Chief Administrative Officer
LeEtta LaFontaine, Director of Recreation

Public:

Norm DeLong
Elaine Storey

A/Mayor Councillor LePoidevin called the meeting to order at 5:30 and asked for a motion to adopt the agenda and for a declaration of any new business.

Agenda

Resolution 01-23-025 M/S Councillor Jenkinson/ Councillor Watt-Senner
"Motion to adopt the agenda"

Carried

Delegation

None

Minutes from Previous Meeting

Resolution 01-23-026 M/S Councillor Watt-Senner/ Councillor Fennema
"Motion to adopt the minutes of the Regular Meeting of Council held January 9th, 2019,
with requested amendment"

Carried

Councillor Watt-Senner asked for clarification in the order of supervision for Mayor, Council and CAO. CAO Holland explained the accepted model adopted by most municipalities is the "One Employee Model". The CAO is the conduit between Council and Staff. The CAO is responsible to enact decisions of Council. Mayor and Council supervise the Chief Administrative Officer. Typically, the Mayor is the spokesperson for Council when talking to the CAO when dealing with

performance issues; however, that rule is not exclusive. Members of Council have free access to the CAO to discuss topics, seek information or clarifications or concerns. CAO Holland noted there is a lot of literature on this subject. Each member of Council has received Volume 1 & 2 of George Cuff's Guide for Municipal Leaders. The "one employee model" is discussed in these books.

The requested amendment to page 10 is the Mayor and Council supervise the Chief Administrative Officer.

Councillor Reports

Councillor Watt-Senner attended the January 15th. 2019 Special Meeting of Council. She attended the Regional District on January 10, 2019. A presentation was received from the Chief Forester working with the Community Forest in the Nadina and the Lakes Natural Resource District. A review of the Annual Allowable Cut is being conducted for the Lakes District. Following the Mountain Pine Beetle epidemic, 57 percent of all pine trees were killed by the beetle. Today, the rate of trees dying is lessening. There is now more green wood than dead coming to market. The Lakes District Timber Supply Review will be announced in June 2019.

Rio Tinto Power Services presented on cellular coverage and how the limited infrastructure impacted the emergency response during the 2018 wild fires. Rio Tinto would like to see expanded cellular connectivity for rural and remote areas of the Province. A second pursuit involves better coordination of Emergency Preparedness and Response Plans. This would include better alignment of Provincial Fire services, fire departments and the public. Climate change is impacting our environment in the north. We need to re align our processes to adapt to the new normal. Rio Tinto has partnered with UNBC and other agencies who have expertise in climate change. Rio Tinto hopes to improve their management approaches of water levels for fish and fur bearing animal habitat. They plan to share this information with communities, industry and the water shed industries. Rio Tinto are planning to develop a new water management plan; one that is adapted to the changing environment. Round table discussion will begin in the next 6 weeks. For more information on this initiative, interested persons can visit Rio Tinto's website: www.getinvolvednechako.ca .

On January 18th Councillor Watt-Senner and Councillor Fennema met with EDO Dave Christie for iPad training. They were both very pleased to have EDO Christie take time out of his schedule to help. He was able to resolve their concerns and to pass along several hints and tips.

Councillor Jenkinson attended the Special Meeting on January 15th. This past week, he was trying to assist our Public Works who have been looking for hard to find parts. On January 30, Councillor Jenkinson will be attending the Science Fair at FLESS.

Councillor Fennema attended the Special Meeting on Tuesday January 15th. She also attended a meeting at Autumn Services. They plan to open their new facilities on March 1st. Volunteers have been busy installing dry wall, painting walls and laying flooring.

Councillor Fennema also expressed her appreciation for EDO Christie's assistance with her iPad. Councillor Fennema is not familiar with using an iPad and it was becoming quite problematic for her. EDO Christie's session was very helpful.

Councillor LePoidevin had nothing to report.

Resolution 01-23-027 M/S Councillor Jenkinson/ Councillor Watt-Senner
"Motion to receive Councillor Reports"

Carried

Accounts Payable

Resolution 01-23-028 M/S Councillor Jenkinson/ Councillor Watt-Senner
"Motion to adopt Accounts Payable and Payroll in the amount of \$103,704.30"

Carried

Councillor Jenkinson requested more information about cheque #27896 to Burns Lake Automotive Supply in the amount of \$2592.34. The service described on the ledger is "wiper blades".

CAO Holland explained this payment was for 19 separate purchases from Burns Lake Automotive. Purchases included parts for Village vehicles, the backhoe and winter supplies.

Correspondence List

Resolution 01-23-029 M/S Councillor Watt-Senner/ Councillor Fennema
"Motion to receive the Correspondence List"

Carried

Councillor Fennema wanted to mention how well written the letter to Nathan Cullen was.

Councillor Watt-Senner referred to the letter to the Liquor Control and Cannabis Regulation branch which supports Mr. Dhaliwal's application for a Cannabis Retail Store. She would like further discussion on this when Mayor Storey is back.

Business from CAO

2019 Canada Summer Student Jobs Program

This is a Federal program that provides wage subsidy in support of summer student employment. The wage subsidy is half the minimum wage. Our budget for summer employment has been \$60,000.00. The amount supports the employment of four university or college students. If we are successful in our application for funding under the Canada Summer Jobs program, the funding received pays most of the cost of 4 high school students. University or College students are hired for 16 weeks. High School Students are hired for 9 weeks.

The Village of Fraser Lake has been successful in our applications over the past three years. We typically don't receive the amount requested, however, we've received funding. The amount received determines the number of high school students who can be hired.

CAO Holland commented the Village attempts to maximize the opportunities for summer employment each year. This work force assists with summer maintenance and supports students with necessary summer income as they pursue post secondary education.

The closing date for applications to the Canada Summer Student Jobs Grant is January 25th. Administration is asking for Council's support to make an application for up to \$22,720.00. EDO Christie has the application ready and can make adjustment as per Council's preference.

Resolution 01-23-030 M/S Councillor Watt-Senner/ Councillor Fennema

"Motion of apply to the 2019 Canada Summer Jobs Program for up to \$22,720.00 in subsidy in support of summer student employment"

Carried

Councillor Jenkinson asked if this application would impact our 2019 budget.

CAO Holland advised the application doesn't need to influence budgetary decisions. Budget decisions will determine summer student hiring. BC Assessment has released the Assessment Roll for 2019. In general, property values in our area have gone up slightly. With this information, Administration does not anticipate a shrinkage of municipal revenue.

2019 Business Façade Improvement Program – NDIT Funding

This is an economic development initiative through the Northern Development Initiative Trust. The program assists small business in maintaining the appearance of their exterior façade. If the business is attractive on the outside, people are more likely to go inside. This is 100 percent funding. The Village manages the program on behalf of NDIT. The program provides business owners with matching funding up to \$5,000.00 for façade upgrades. Examples of benefits received in our community are Hardie Plank siding to the exterior of TGP, new signage for Signature Creations and Fraser Lake Legion. A couple of local resorts have upgraded signage as well. This program is extended to area businesses both inside and outside the municipality. Based on previous experience for access to the program, NDIT has offered the Village \$15,000. Administration requests Council's support to apply to NDIT for this funding.

Resolution 01-23-031 M/S Councillor Jenkinson/ Councillor Fennema

"Motion to apply for up to \$15,000 from NDIT for the Business Façade Improvement Program 2019"

Carried

2019 Community Resilience Through Arts and Culture Program – Funding Opportunity

This is a new funding opportunity from the Province that may stem from the tourism decline during the 2018 wild fire season. This funding hopes to reinvigorate interest in our area through support of cultural events and community celebrations. Administration would like to apply for funding in support of our Canada Day Celebrations; Mouse Mountain Days. Our Mouse Mountain Day budget is typically \$20,000. Any amount we can get from this program would

reduce this cost. Administration is asking for Council's support to apply for up to \$15,000 or 75% of the cost of our Canada Day Celebrations.

Resolution 01-23-032 M/S Councillor Fennema/ Councillor Watt-Senner

"Motion to apply to the 2019 Community Resilience Through Arts and Culture Program for up to \$15,000.00 in support of our Mouse Mountain Days celebrations"

Carried

Fabulous Festivals and Events – NDIT Funding.

The mid July Music Festival and Cruise-In events have become an annual event. Although our Village doesn't organize the event, we do sponsor them. In the past the Village has contributed \$4000. These monies are used to pay musicians and other expenses. NDIT provides funding for festivals and events; to a maximum of \$2,500.00. Administration would like Council's support to apply for the \$2500.00 from the Fabulous Festivals and Events program.

Resolution 01-23-033 M/S Councillor Watt-Senner/ Councillor Jenkinson

"Motion to apply to NDIT through the Fabulous Festivals and Events program for \$2500.00 in support of our 2019 Music Festival and Cruise In Car show"

Carried

Community Vehicle Garage Project

The Community Vehicle Garage Project will preserve and secure our Community Vehicle. The garage will keep the vehicle out of the elements and provide a location where it can be cleaned. Due to the height of the vehicle, it won't fit into most of the Village garages. The vehicle requires a 12-foot-high garage door.

The community vehicle garage will be constructed next to the three-door garage at the Village Office. This project has been put out for proposals three times now. Each time we have evaluated the results and taken steps to improve the results. From speaking with local contractors, administration has been told this project would best be tendered at this time of year. This will allow local contractors time to fit the project into their 2019 work schedule. Previously, the council was willing to expend \$50,000 from community works fund. The Community Works Fund is a Gas Tax Fund. The Village receives annual revenue of \$92,000 a year to this fund. The CWF balance currently sits at \$421,000.00. This grant funding is conditional, and this project fits the criteria.

In 2018 applications were made to NKDF to assist with this project. NKDF has offered \$39,995.00 toward this construction. Administration anticipates the construction cost to be around \$90,000.00. Our Public Works staff have already prepared the gravel base and floor drain infrastructure for the building.

This project will not cause a budgetary pressure. Administration asks for Council's support to expend up to \$50,000.00 from the Community Works Fund to construct the Community Vehicle Garage. Assuming this support is received, the plan moving forward is to contact our local contractors and begin the RFP process. Administration would like to incorporate a Winton Global package or a steel building to keep costs lower.

Councillor Jenkinson asked for clarification on the uses for the Federal Gas Tax fund. Would the money set aside for the garage hurt other opportunities?

CAO Holland explained the Community Works Fund is a conditional grant provide by the Province through the Federal Gas Tax Fund. This means, the expenditure of these funds must meet specified criteria before they can be expended on a project. Examples include infrastructure that supports drinking water, waste water, sidewalks, roads, and museums. CAO Holland explained this funding is not intended to be accumulated as a rainy-day fund. Due to our focus on infrastructure maintenance over the past four years, it has sometimes been difficult to find projects that fit the parameters of this fund. This one does as it supports Public Transportation. CAO Holland added we need to use this funding where possible. It is intended to assist Local Government with infrastructure projects. Sidewalks are a great example of infrastructure that fits the CWF criteria.

Councillor Watt-Senner asked about sidewalk costs. CAO Holland shared the costs of two sidewalk projects. The first saw installation of sidewalks down Chowsunket from the Medical Clinic to Highway 16 and at the front of the Village Office. The second project installed the sidewalk down Chowsunket from Endako Avenue to FLESS. The two projects cost a total of \$90,000. Councillor Watt-Senner replied that it would be nice getting more sidewalks done for sure.

Councillor Fennema wondered if it would it be more affordable to only add a lean-to onto the existing garage for the community bus. Is a full garage required?

CAO Holland explained the grant funding received from the Nechako Kitimaat Development Fund is for a full garage. To maintain that funding support, the project could not be changed to a lean-to.

Councillor Jenkinson asked if the garage would be self-sufficient with everything needed upon completion and would there be any other uses for it. What about ventilation concerns.

CAO Holland stated the proposed project would be self-sufficient. The building would have everything needed to house the vehicle and cleaning supplies. The building will be heated and will house a water supply.

Councillor Jenkinson asked what would happen when the vehicle is started?

CAO Holland thought the operator would need to open the main door when the bus is running.

Resolution 01-23-034 M/S Councillor Fennema/ Councillor Jenkinson
"Motion to allocate up to \$50,000 from the Community Works Fund for the construction of the Community Vehicle Garage Project"

Carried

Resolution 01-23-035 M/S Councillor Watt-Senner/ Councillor Jenkinson

“Motion to approve posting the Request for Proposals to elicit contractor bids for the Community Vehicle Garage Project”

Carried

Nadleh Whut’enne Yah Cross Cultural Awareness Day

Nadleh Whut’en has invited Council and staff to attend a cross-cultural awareness day next Monday; January 28, 2019. Eleanor Nooski has been notified that Mayor Storey, Councillor Watt-Senner and Councillor Fennema will be attending.

Ministry of Environment Warning Letter

Each year our Wastewater Treatment Facility and Wastewater records are subject to an inspection. This annual inspection was conducted by Ministry of Environment staff on January 11, 2019. They have issued a warning letter to the Village. Concerns listed include wastewater discharges that exceed our permitted volumes, the timing of reporting these exceedances, and notification of EOCP when a certified operator leaves the Village employ.

The management of Waste Water creates a liability for the Village. The warning letter cautions the Village of potential fines in the amount of \$100,000.00. It also cautions the potential for an administrative penalty in the amount of \$40,000.00. The Administration Penalty is non-negotiable, non-appealable.

CAO Holland advised, the Village has been working to address seasonal overflow issues that relate to heavy precipitation events such as spring runoff or heavy multi day rain. In 2016 the Village contracted McElhanney Engineering to conduct a review of our wastewater treatment processes. Although our wastewater management processes are of good quality, the environmental engineer proposed the design and construction of an overflow lagoon to catch the season influx of ground water and wastewater during high water flows.

Councillor Jenkinson wanted to know what is being done to ensure that there are no missed or late reports in the future?

CAO Holland explained we have a regime for monthly reporting. This most recent inspection highlighted several points that have not been an issue in the past. In effect, it brings our understanding of these requirements up to date. Our Public Works staff ensure regulatory testing and bimonthly reporting is completed. Our Director of Public Works has been completing this paperwork. However, this recent Inspection report highlights our lack of understanding of when an exceedance should be reported or that the EOCP needs to be notified when a certified operator leaves the employment of the Village.

Councillor Jenkinson re stated how important it is to have something in place to remind persons doing the report that it needs to be done by a certain date, so the Village doesn’t lose credibility with the Ministry of Environment.

CAO Holland agreed. As operators of regulated facilities, our staff need to be properly trained and aware of the reporting requirements of the various statutes. Where necessary, we will modify work processes to ensure these infractions are not repeated. The two months of reporting noted in the Inspection Report as missing were sent by the Village but not received by

the Ministry. At the time of the inspection, the evidence of this claim was produced to the inspector. Regardless, this point appears in the inspection report.

CAO Holland commented the central issue are the annual events of effluent discharge exceedances. These events are influenced by natural events; much of which is being influenced by climate change. The Village is taking steps to address this problem. Specific to training and knowledge of Regulations, our public works staff do a good job of this reporting. Interpretation of the regulation may be a contributing factor. They are an extremely busy crew, with many different responsibilities. Developments such as this warning letter highlight issues that were not previously being considered. Until recently, our Village Works crew had two persons designated to waste water management. With the departure of Gary Smith and then Ken Breehn, our Public Works staff who manage wastewater are understaffed. The vacancy has been advertised. The position previously occupied by Gary Smith was not filled at the Director of Public Works request. At the time, our Director of Public Works didn't feel it was necessary; however, looking forward, this position may need to be filled. The Village will look for appropriate training to ensure our operator(s) are up to date and able to fulfill their duties.

Councillor Jenkinson stressed to please let Council know when there is an issue with a timeline, so they can pass a motion to move on things right away which will alleviate any shadow of a penalty.

CAO Holland agrees that it would be devastating to pay a \$100,000.00 fine. The main issue are the seasonal exceedances and reporting of those exceedances. From this Warning Letter we learned exceedances need to be reported immediately and that a follow up report is required when the full spread of information is available. Public Works has taken all reasonable steps to manage our Waste Water Treatment Facility in its current configuration to reduce the events of exceedances. Administration has done what they can to develop a solution. Our grant application has been forwarded. A response will be prepared for the Ministry of Environment to outline these steps.

Nechako Valley Search and Rescue

Administration has received a message from Nechako Valley SAR, inviting Mayor, Council and staff to a ribbon cutting ceremony at their new Search & Rescue Hall in Vanderhoof. The event will occur Saturday, January 26th, 2019 at 1 pm.

Resolution 01-23-036 M/S Councillor Watt-Senner/ Councillor Fennema
"Motion to receive CAO Reports"

Carried

Staff Reports

None

Reading List

Resolution 01-23-037 M/S Councillor Jenkinson/ Councillor Watt-Senner
"Motion to receive the reading list"

Carried

New Business

None

Bylaws

Resolution 01-23-038 M/S Councillor Watt-Senner/ Councillor Fennema

“Move the First, Second and Third reading of the Village of Fraser Lake Cemetery Operations and Maintenance Bylaw No. 797, 2019”

Carried

Resolution 01-23-039 M/S Councillor Jenkinson/ Councillor Watt-Senner

“Motion the third reading of the Village of Fraser Lake Re-Zoning Bylaw No. 800, 2018”

Carried

Next Meeting of Council

February 13, 2019 at 5:30 pm at the Adult Learning Centre.

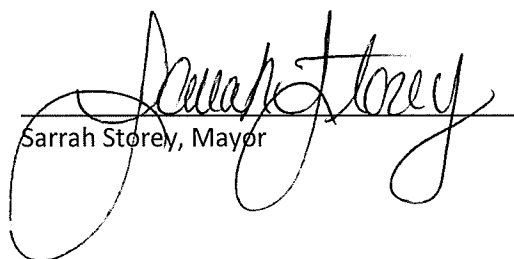
Adjournment:

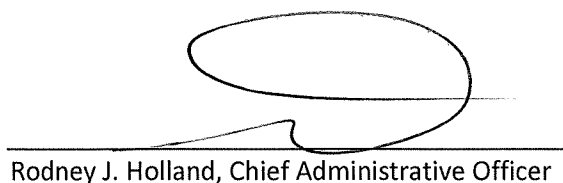
Resolution 01-23-040 M/S Councillor Fennema / Councillor Watt-Senner

“Motion to adjourn the meeting at 6:30pm”

Carried

Certified Correct:


Sarah Storey, Mayor


Rodney J. Holland, Chief Administrative Officer