

Minutes of the Regular Council Meeting held in the Municipal Chambers on Wednesday, July 8, 2020 at 5:30 pm.

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Mayor S. Storey presided. Councillors present were K. Watt-Senner, A. Fennema and J. Jenkinson. Staff present were R.J. Holland, Chief Administrative Officer and D. Christie, Economic Development Officer.

**Meeting Called to Order  
At 5:30 pm.**

**Agenda:**

MOVED/SECONDED to adopt the agenda.

Resolution 07-08-242

Carried

**Delegations & Guests:**

Jason Regnier provided an update on the Fraser Lake Community Forest operations. The wet weather has caused some challenges. Due to the wet condition, operations have focused on moving decked wood.

Jason Regnier reported on the employment opportunities created by the Community Forest. Contractors scheduled to work in the Community Forest include Kenneth Schmidt of Chazbut Contracting, Khobran Holdings and Brandon Connelly. Jason Regnier feels the Community Forest employs at least 20 people in the bush plus the truck drivers and our two Foresters.

Consideration is being given to expanding the involvement of local contractors within the limits of Community Forest capacity. 2020 goals for the Community Forest include cleaning up the decked wood from cutting permits 1,2,3, and 4. Three new permits have been submitted to FLNRO and we are hopeful these will be ready shortly.

Our Community Forest operations have typically been in small pine that has blown down. Jason Regnier and Dave Johnson hope to identify stands that provide a better mix of small and large diameter trees. This will be more attractive to our logging contractors.

Jason Regnier discussed the timber marketing strategy. In every case, Fraser Lake Sawmills is provided the opportunity to purchase an offer for the wood. The Fraser Lake Sawmills has honored their agreement from this past winter and is buying the

remaining wood they signed up for this past winter. CanFor Pulp in Prince George continues to purchase our pulp logs. The strong pulp market is important to the success of the Community Forest. A significant amount of the trees in the Community Forest have been dead for a number of years. As we salvage this wood, a significant percentage has degraded to the point where it is only appropriate for pulp or biomass. In some blocks, as much as 35 percent of the wood is pulp.

Carrier Lumber continues to purchase our oversized logs; 14" and bigger. On average, our Community Forest ships three loads a day to Carrier Lumber where 2X12" lumber is produced.

Jason Regnier advises the Fraser Lake Community Forest has a positive relationship with each of these mills. That positive relationship adds value to our fibre. In addition, by marketing our fiber to various consumers, we have a better understanding of the value of our fibre. It also building in a level of resiliency in our marketing plan in the event one of the mills closes for any period of time.

Looking to the future, a healthy pulp market will be important to the continued success of the Community Forest.

Councillor Jenkinson asked about re-planting activities?

Jason Regnier talked about the process of purchasing seeds, growing seedlings and planting.

Councillor Jenkinson asked about the potential for local employment for tree planting.

Jason Regnier explained there are several tree planters in the area, and they will be given the opportunity to plant in the Community Forest.

Mayor Storey thanked Jason Regnier for his presentation and his work on our Community Forest.

Mayor Storey talked about a tour of the Community Forest.

CAO Holland advised it has been very wet in the bush. Assuming our weather dries up a little, CAO Holland hopes to invite Council to a tour of several sites in the Community Forest.

CAO Holland noted, there are three styles of logging occurring in the Community Forest. The first uses a timber harvester. This enables selective harvest of dead and damaged trees and allows

for more retention of smaller nonmarketable trees. This supports wildlife habitat.

The second style of logging is an innovative approach where processors are being used to horizontally remove and process fallen and crisscrossed trees. Use of the processors achieves a high level of saw log recovery. Although this method of logging is more expensive and labour intensive, it supports our goal of better use of the available fibre.

The third method is conventional logging. This uses feller bunchers and typically results in clear cuts.

CAO Holland noted each logging style is site specific. The proposed tour will visit sites logged using each of these approaches.

CAO Holland commented on the importance of a healthy pulp market. As much as 35 percent of our timber supply is pulp wood. Many of our dead or damaged trees have been dead for over 20 years. We are recovering this fibre and keeping it out of the waste piles.

Councillor Jenkinson asked about obligations to report back to the Ministry of Forests, Lands and Natural Resources?

CAO Holland advised there are regular opportunities to interact with Ministry staff. When the roads dry up, we have invited the District Manager and his staff for a tour of our operations to see what we are doing in the Community Forest. We believe our processes are innovative and we are doing a good job of maximizing use of the available fibre. Our methods are also reducing the fuel load across the land by clearing off the dead and damaged trees. By addressing the clutter of dead timber, we are also improving opportunities for the land to return to a healthy state of productivity.

Our approaches support our Community Forest goals of local employment, better utilization of the available fibre, improving wildlife habitat, supporting clean water, and supporting innovative ideas that improve the use and value of our fibre.

EDO Dave Christie noted he is working with Eddy Ray to develop a video around what is happening in our Community Forest. The idea is to create a video that showcases the good things we are doing in our Community Forest.

Councillor Jenkinson thanked staff for the update.

**Minutes:**

**Regular Council Minutes,  
June 24, 2020**

MOVED/SECONDED that the Regular Council Minutes of June 24, 2020 be adopted as read on this day and that such Minutes as read set out all the business before Council that day and fully and properly record all of the resolutions and bylaws passed and adopted by Council at that meeting.

Resolution 07-08-243

Carried

**Business arising from  
the Minutes:**

None

**Reports on Council  
Activities:**

**Councillor Watt-Senner**  
Nothing to report.

**Councillor Jenkinson**  
Nothing to report

**Councillor Fennema**  
Councillor Fennema commented on the parade July 1, 2020. She participated in the parade and has since received many good comments.

Councillor Fennema asked about the road that is being built through the Fraser Lake Villa Trailer Park down to the 4<sup>th</sup> lagoon. Will the construction of that road set back the completion of the improvements to the trailer park?

EDO Christie stated it would not. The contractor anticipates completion of the trailer park upgrades by the end of July 2020.

Councillor Fennema met with Tracey Dunn and James Simpson of Northern Health. Councillor Fennema noted James Simpson is our new contact for Northern Health. She looks forward to working with him.

**Mayor Storey**  
Mayor Storey also participated in the meeting with Tracey Dunn and James Simpson. James is our new Health Services Administrator. She enjoyed her conversation with Mr. Simpson. Mayor Storey looks forward to better relationships and lines of communication with Northern Health through James Simpson.

Mayor Storey attended the Northern Medical Trust AGM. Mayor Storey noted her past two weeks have been quieter. There have been fewer COVID-19 related conference calls.

Mayor Storey participated in the Canada Day parade. She thanked those who participated. She recognized the assistance of the Fire Department and the Ambulance Services for their help and participation. She added her appreciation for the assistance provided by Fire Chief Joe Pacheco in helping make this event possible.

MOVED/SECONDED to receive Councillor Reports.

Resolution 07-08-244

Carried

**Accounts payable:**

MOVED/SECONDED to adopt Accounts Payable and Payroll in the amount of \$107,972.30.

Resolution 07-08-245

Carried

**Correspondence List:**

None.

**Business from the CAO:**

Purchase & Sale Agreement:

CAO Holland presented the Purchase & Sale Agreement for 298 McMillan Avenue as prepared by our Municipal lawyers. CAO Holland noted the purchase of this property will not proceed until the various conditions have been addressed. Issues such as the closing date have yet to be determined.

MOVED/SECONDED to adopt the Purchase and Sale Agreement between the Board of Education of School District No. 91 and the Village of Fraser Lake for the purchase of 298 McMillan Avenue, Fraser Lake, B.C.

Resolution 07-08-246

Carried

2020 UBCM:

CAO presented the information that is currently available for 2020 UBCM. The event will be held in a virtual format. CAO Holland asked Council how they would like to participate in the conference? Would Council like to gather in Council Chambers. CAO Holland added a comment about the importance of cancelling hotel rooms that may have been reserved last year.

Mayor Storey commented on her hotel reservation. As the new president of NCLGA, she may need to travel to UBCM. Mayor Storey noted the format of this year's UBCM is not entirely clear. There have been invitations for meetings with Ministers and Resource Breakfasts. She feels NCLGA will cover the costs related to her accommodation.

#### UBCM Resolutions

Correspondence has been received from the Province regarding the Mayor and Council's resolution relating to emergency services to rural communities.

A discussion followed.

Council does not agree with the comments from the Province. Our ambulance crews are regularly sent to other communities for their shift. Our paramedics are being deployed to these other communities due to limited qualified resources in places like Burns Lake, Vanderhoof or Fort St. James. Our ambulance personnel regularly max out their work hours while working in other communities. This means, they are not able to return to Fraser Lake and to take call in our community. Recently, our Fire Chief was called to drive the ambulance because our local paramedics had already worked the maximum number of allowable hours while serving in other communities. It is generally thought, the folks down south are out of touch with what is happening in the north.

Councillor Jenkinson commented he has seen some improvement on the part of their dispatch personnel. When they send one car to work in another community, they are trying to keep the second car in town.

Councillor Fennema asked why other communities do not have enough paramedics?

Councillor Jenkinson stated we are lucky to have the embedded paramedics we do. Many are here because of their employment with the mine or the sawmill. In other communities, they do not have the same dynamic. Councillor Jenkinson commended our local paramedics for their level of commitment to our community. Even with limited resources, they ensure the shifts are covered.

FCM Asset Management – Munisight proposal  
CAO Holland talked about the importance of developing the Village's Asset Management Planning processes. Most grant

funding agencies, including the Federal and Provincial Governments, required a robust Asset Management Plan.

In larger centres, the activity of Asset Management Planning is conducted by the Planning and Engineering Departments. The Village of Fraser Lake has neither. The services offered by Munisight are equivalent to what would be achieved if we had those services.

Munisight has approached the Village of Fraser Lake with a business proposal. They have offered to write the FCM grant application for \$50,000.00 with the agreement that with a successful funding outcome, they get the work.

CAO Holland and Director of Public Works Vern Hilman sat in on a presentation from Munisight. Although they promise a wide range of services, much of what is provided relates to mapping and ease of use.

Munisight's proposal includes development of an Asset Management Policy, strategy, roadmap, and Plan. They offer to compile our asset information into one central database and finally, they offer to provide workshops to staff relating to asset management principles, in house asset management and data collection.

CAO Holland noted this is a 2021 budgetary activity. If Munisight prepares our FCM application, once submitted it is not uncommon for it to take 3 to 4 months for a response from FCM. The five-year financial commitment for the Village is \$12,500.00 in the first year and \$8,000.00 per year in the following four years. The total financial commitment over the five-year term is \$44,500.00.

Mayor Storey asked about dispute resolution. If the Village is unhappy with anything about the service, how does the Village address those concerns?

CAO Holland advised the agreement includes both a dispute mechanism and a mechanism for termination. In both cases, the Village puts their concern in writing and delivers them to Munisight.

Councillor Fennema asked about staff capacity to provide the required information.

CAO Holland replied staff have already gathered a tremendous amount of asset inventory information. All that information has been stored electronically. Staff continue to add to this inventory as information becomes available. Although it will

cause work, CAO Holland and Director of Public Works Hilman feel this is necessary work.

Councillor Jenkinson asked if Council had ever considered budgeting for a full-time planner?

CAO Holland explained most small municipalities are unable to afford a full-time planner. He noted the RDBN has proposed hiring an additional planner to support smaller municipalities with activities such as asset management, subdivision, etc. The Regional District's proposal would involve an allocation of the planner's time for a corresponding cost to address the needs of each small municipality. CAO Holland has expressed a strong interest in this proposal each time it has surfaced. If this were to move forward, this would be the most economical and manageable means of obtaining the skills of a Professional Planner.

CAO Holland noted there has been funding available through NDIT in the past to subsidize hiring of a planner. That subsidy was for up to \$45,000.00. In speaking with a representative from NDIT, CAO Holland was told the municipality would likely have to match that amount to hire and relocate a professional municipal planner for a short term employment opportunity.

A discussion followed around the benefits of having our own planner versus contracting with a consultant such as Munisight.

EDO Christie commented how proposals such as Munisight's are attractive. They provide a team of subject matter experts who are typically able to supply better results.

CAO Holland appreciates the economy of this proposal. Although the proposal requires the \$50,000.00 from the FCM application, the Village component is only \$12,500.00 in the first year and \$8,000.00 per year in the following four years. This is significantly less than hiring our own employee.

MOVED/SECONDED to apply to the Federation of Canadian Municipalities through their Municipal Asset Management Program for \$50,000.00 to support our Asset Data project and to advance our Asset Management program through development of an asset management policy, strategy, roadmap and plan, compilation of our asset information and staff development through the provision of asset management workshops.

Resolution 07-08-247

Defeated



Mayor Storey asked for further discussion.

Councillor Jenkinson asked about the software used for this program. He asked do we lose the software if we chose to end the contract.

Mayor Storey agreed. She likes the proposal but is concerned about the software. If it is proprietary to Munisight, is there an annual fee beyond the 5-year contract. The Village does not want to get caught in a never-ending financial obligation.

MOVED/SECONDED to amend resolution 07-08-247 to apply to the Federation of Canadian Municipalities through their Municipal Asset Management Program for \$50,000.00 to support our Asset Data project which will advance our Asset Management program by developing an asset management policy, strategy, roadmap, plan, compilation of our asset information and staff development through the provision of asset management workshops. Resolution 07-08-247 is amended with the stipulation the Village of Fraser Lake will retain a functional, workable Asset Management Plan after either the conclusion of the 5-year term of the agreement or in the event of termination of the agreement with Munisight. And that the software that runs the program will not create constraints or unreasonable costs into the future due to software ownership.

Resolution 07-08-248

Carried

MOVED/SECONDED to expend \$12,500.00 from the Northern Capital and Planning Reserve in 2021 and \$8,000.00 per year in the following four years in support of development of our Asset Management Policy, Strategy, Roadmap, Plan and increasing staff awareness of Asset Management principles and practices.

Resolution 07-08-249

Carried

MOVED/SECONDED to receive the business from the CAO.

Resolution 07-08-250

Carried

**Staff Reports:**

None.

**Reading List:**

MOVED/SECONDED to receive the Reading List.

Resolution 07-08-251

Carried

**New Business:**

Councillor Jenkinson asked who is appointed as the Acting Mayor from July 1 2020 to December 31, 2020?

Mayor Storey advised she would like to take a week of vacation.

CAO Holland advised he will confirm and disseminate an email to all members of Council.

MOVED/SECONDED to receive New Business.

Resolution 07-08-252

Carried

**Bylaws:**

None

**Next Regular Meeting of Council:**

August 26, 2020 at 5:30 pm in Council Chambers

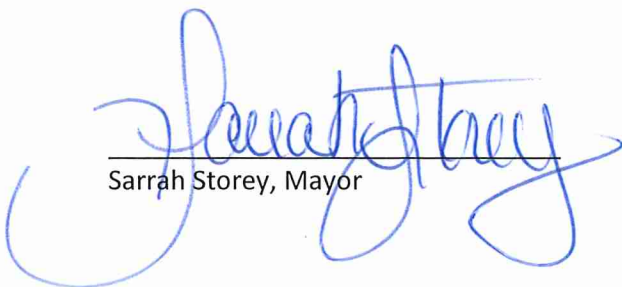
**Adjournment:**

MOVED/SECONDED that the July 08, 2020 Regular Meeting of Council be adjourned at 6:54 pm.

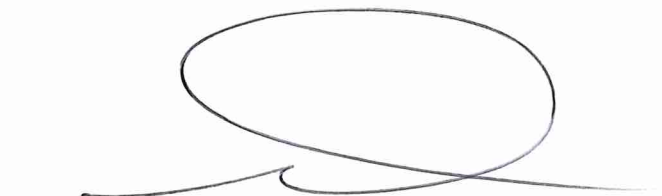
Resolution 07-08-253

Carried

Certified Correct:



Sarah Storey, Mayor



Rodney J Holland, Chief Administrative Officer