



**Minutes of the Regular Council Meeting held in the Municipal Chambers  
on Wednesday, November 24, 2021, at 5:30 pm**

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Mayor S. Storey presided. Councillors present were J. Jenkinson, C. LePoidevin and K. Watt-Senner.

Staff present were Chief Administrative Officer R. Holland, Director of Finance L. McMaster, and Recording Secretary T. Austin.

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

**Agenda:**

Mayor Storey called for a motion to adopt the agenda and the declaration of new business.

MOVED/SECONDED to adopt the agenda.

Resolution 11-24-377

Carried

**Delegations & Guests:**

None

**Regular Council Minutes,  
November 10, 2021**

MOVED/SECONDED that the Regular Council Minutes of November 10, 2021, be adopted as presented on this day and that such Minutes as read set out all the business before Council that day and fully and properly record all the resolutions and bylaws passed and adopted by Council at that meeting.

Resolution 11-24-378

Carried

**In-Camera Council Minutes,  
November 10, 2021**

MOVED/SECONDED that the In-Camera Council Minutes of November 10, 2021, be adopted as presented on this day and that such Minutes as read set out all the business before Council that day and fully and properly record all the resolutions and bylaws passed and adopted by Council at that meeting.

Resolution 11-24-379

Carried

**Business arising from  
the Minutes:**

Childcare

Mayor Storey reported that she left a message with Michelle Kirby regarding childcare and will let council know what she says.

Preparing Feedback on BC's Old Growth Forest Protection Plan

Mayor Storey commented that the meeting to prepare the feedback to the Province has not yet happened and noted that the window for feedback is 30 days.

Water Bylaw

CAO Holland reported that there are meters on 15 businesses. During 2021 budget discussions the upgrade of water meter software was reviewed. The decision was made to not expend the required \$6,000.00. CAO Holland suggested that it could be a topic for the 2022 budget discussions, as well a bylaw to set and bill for water consumption rates. CAO Holland added another solution may be to address the issue of a 2-inch hydrant.

It was agreed to discuss at another time.

**Reports on Council**

**Activities:**

**Councillor Jenkinson**

None

**Councillor LePoidevin**

None

**Councillor Watt-Senner**

Reported that she attended the Regional District of Bulkley-Nechako (RDBN) meeting. Most of the discussion centered around the old growth forest deferrals. There was no new information to share.

**Mayor Storey**

Attended the Remembrance Day Ceremonies. Due to Covid-19, it was a different ceremony again this year.

Mayor Storey attended a North Central government meeting and Union of BC Municipalities (UBCM) meetings this past Thursday and Friday.

Mayor Storey met with MLA John Rustad to discuss the proposed old growth deferrals. The new policy and the feedback timeline were discussed. Tariffs from the US were announced earlier that day. It is Mayor Storey's understanding the current softwood lumber tariffs will be doubled. This will impact the forest industry. With forestry being the main industry in Fraser Lake, she is concerned. The importance of diversifying Fraser Lake's economy is important.

While at UBCM Mayor Storey met with provincial ministers regarding the flooding in the lower part of the province. Those discussions included an update on the repairs to highways. More rain is expected in the coming days. Generally, the availability of only a few things is being affected. She noted that there may be an increase in cost of groceries.

MOVED/SECONDED to receive Councillor Reports.

Resolution 11-24-380

Carried

**Accounts payable:**

The accounting reports were presented.

Councillor LePoidevin asked for information about cheque no. 30100 and purchasing fireworks and storing.

CAO Holland confirmed that the fireworks have been purchased but will be stored with the fireworks company until we request them. The Village does not have the ability or licensing to store fireworks.

Councillor Jenkinson inquired about the bobcat window and wondered if there might be a design issue since this is the second one.

CAO Holland confirmed that a new window for the bobcat was purchased. The design question was discussed, and the public works department is going to look into it.

MOVED/SECONDED to adopt Accounts Payable and payroll in the amount of \$642,589.95

Resolution 11-24-381

Carried

**Correspondence List:**

None

**Business from the CAO:**

**Asset Management Policy & Strategy**

A year ago, the Village applied to FCM for funding to support the advancement of the Village’s asset management processes through the hiring of a professional consulting firm. Munisight was the contractor of choice. Munisight is an FCM partner agency. They are recognized for their expertise in developing asset management plans for municipalities.

The Village has been working with MuniSight over the past 8 months. Village Staff and Munisight have compiled most of the village assets into a database. This database provides quick retrieval and access to asset related information. Aside from building our asset database, Munisight is working with Village staff to develop our asset management policy, strategy, and plan. The asset management policy and strategy are complete. These two documents are meant to guide future decisions around asset management issues, planning and expenditures. CAO Holland thanked Intern Kristin Levy for her work on this initiative.

Mayor Storey inquired about the requirement for a steering committee that was referred to on Page 5. Who will be invited to participate?

CAO Holland confirmed that the committee would consist of staff from all departments

CAO Holland explained the steering committee consists of representatives from finance, public works, and administration. These are ongoing

discussion and are used in part to prepare for the annual budget discussions.

Councillor Jenkinson inquired about the on-going maintenance of the program.

CAO Holland explained the new digitalized format is user friendly. The work that has been completed over the past 8 months has created the foundation for this program. Establishing a solid foundation was important. Looking to the future, we will be adding regular updates. However, most of this work will not be burdensome if the data entry is kept current. Staff will receive training on how to complete this work. CAO Holland noted that life expectancy of an asset can vary depending on maintenance and other factors. Age is not the only determinant. Our asset management plan, policy and strategy must work to create sustainability. CAO Holland believes as new information is input into the system as the result of inspections, maintenance, and other planned activities, the accumulated data will allow Council and staff to see the bigger picture and to plan accordingly.

Councillor Jenkinson noted that asset discussions are an important part of the budget process and inquired if council could offer any other type of support.

CAO Holland noted that the importance of a professional community planner. The skills that accompanied Intern Levy have been valuable to the staff team. He noted that at the next council meeting he would like to ask Intern K. Levy to present the new system and show council it's function.

Mayor Storey noted that for small municipalities, work from specialists is valuable from time to time.

MOVED/SECONDED to adopt the Village of Fraser Lake – Asset Management Policy with the requested amendment.

Resolution 11-24-382

Carried

MOVED/SECONDED to adopt the Village of Fraser Lake – Asset Management Strategy as presented.

Resolution 11-24-383

Carried

#### Christmas Office Hours

There was a discussion on past practice and current requirements.

MOVED/SECONDED to close the municipal office at 12:00 noon on December 24, 2021, and all-day December 29, 30, and 31 for Christmas holidays.

Resolution 11-24-384

Carried

Christmas Parties & COVID-19 Restrictions

CAO Holland noted that in previous years staff have organized a Christmas party, however last year due to Covid-19, a Christmas party was not possible.

Mayor Storey noted that a gathering of 50 people is allowed for those who have their vaccine passport. She feels a Christmas dinner would be nice for staff and Council.

Councillor Watt-Senner suggested an open house.

There was a discussion on different options.

In the end, it was decided that a dinner would be planned at a local restaurant.

It was agreed to leave the annual gift to staff the same as past years. No resolution was needed.

Year-End Financial Clean-up

CAO Holland presented a list of financial reallocations for year-end clean-up.

Director of Finance McMaster noted that part way through the year, it was decided to fund projects through different funding sources. The proposed resolutions are required to reallocate funds as part of those decisions.

MOVED/SECONDED to amend resolution 02-11-61 and to expend \$3,604.48 to install a raw water supply to the White Swan Park public washrooms and irrigation system and to expend those funds from the Village of Fraser Lake Community Works Fund.

Resolution 11-24-385

Carried

MOVED/SECONDED to amend resolution 02-11-77 and to expend \$15,499.81 for the purchase of fifteen self watering planters and to expend those funds from the Northern Capital and Planning grant reserve.

Resolution 11-24-386

Carried

MOVED/SECONDED to amend resolution 02-11-78 and to expend \$22,459.89 for the purchase of two concrete ping pong tables and two concrete chess tables and to expend those funds from the Northern Capital and Planning Grant reserve.

Resolution 11-24-387

Carried

MOVED/SECONDED to amend resolution 06-23-269 and 02-11-69 to authorize the expenditure of \$2,575.00, as the Village's contribution toward the installation of a generator plug at the professional building and to purchase a trailer to hold the emergency generator and to expend those funds from the Northern Capital and Planning grant reserve.

Resolution 11-24-388

Carried

MOVED/SECONDED to amend resolution 02-11-84 and to expend \$21,000.00 for the purchase and installation of picnic tables, concrete bases, and a community fire pit in White Swan Park and to expend those funds from the Northern Capital and Planning grant reserve.

Resolution 11-24-389

Carried

MOVED/SECONDED to amend resolution 03-10-148 by authorizing the expenditure of \$11,872.41 for the purchase and erecting of community signage and to expend those funds from the Northern Capital and Planning grant reserve.

Resolution 11-24-390

Carried

MOVED/SECONDED to amend resolution 02-11-64 and to expend \$2,726.91 as the Village's contribution toward energy upgrades to the Fraser Lake Public Library and to expend those funds from the Fraser Lake Community Works Fund reserve.

Resolution 11-24-391

Carried

MOVED/SECONDED to amend resolution 02-11-66 and to expend \$8,352.00 for the purchase of sand for the beach at White Swan Park and to expend that expenditure from general revenues.

Resolution 11-24-392

Carried

MOVED/SECONDED to amend resolution 02-11-75 and to expend \$22,919.52 for the rebuild of the compressor at the arena and to expend those funds from the Northern Capital and Planning grant reserve.

Resolution 11-24-393

Carried

MOVED/SECONDED to amend resolution 02-11-83 and to expend \$31,825.00 to refurbish ballfield number 2 with red shale and to expend those funds from the Northern Capital and Planning grant reserve.

Resolution 11-24-394

Carried

MOVED/SECONDED to amend resolution 02-11-82 and to expend \$28,200.00 to complete lighting upgrades as an energy conservation measure at the Village Office, Fire Department, Public Works Office, and Museum and to expend those funds from the Village of Fraser Lake Community Works Fund reserve.

Resolution 11-24-395

Carried

MOVED/SECONDED to amend resolution 02-11-63 and to expend \$5,858.04 for the purchase of a sewer backflow prevention valve and to expend those funds from the Northern Capital and Planning grant reserve.

Resolution 11-24-396

Carried

MOVED/SECONDED to amend resolution 06-09-252 and to expend \$22,351.02 for the purchase of a vertical water pump and to expend those funds from the Northern Capital and Planning grant reserve.

Resolution 11-24-397

Carried

MOVED/SECONDED to amend resolutions 02-11-70 and 02-11-71 and to expend \$23,590.45 for the installation of drainage infrastructure in the Fraser Lake cemetery and to expend those funds from the Northern Capital and Planning grant reserve.

Resolution 11-24-398

Carried

MOVED/SECONDED to amend resolution 02-11-73 and to expend \$83,180.52 to establish 15 fully serviced modular home pads at the Fraser Lake Villa Trailer Park and to expend those funds from the Northern Capital and Planning grant reserve.

Resolution 11-24-399

Carried

MOVED/SECONDED to amend resolution 03-17-161 and to expend \$12,500.00 as the Village's contribution to conduct an asset

management planning activity and to expend those funds from the Northern Capital and Planning grant reserve.

Resolution 11-24-400

Carried

MOVED/SECONDED to amend resolution 02-11-87 and to expend \$2,826.00 for the installation of a fire and security alarm in the Village Office and to expend those funds from general revenues.

Resolution 11-24-401

Carried

MOVED/SECONDED to amend resolution 02-11-85 and to expend \$5,000.00 to complete upgrades to toilets and countertops at the Professional Building and to expend those funds from general revenues.

Resolution 11-24-402

Carried

MOVED/SECONDED to amend resolutions 03-10-143 and 06-23-270 and to expend \$52,775.93 as the Village's contribution in a cost splitting venture between the Village and School District 91 to rebuild the tennis courts at FLESS and to expend those funds from general revenues.

Resolution 11-24-403

Carried

MOVED/SECONDED to amend resolution 02-11-86 and to expend \$5,000.00 to develop updated tourism guides and to expend those funds from general revenues.

Resolution 11-24-404

Carried

MOVED/SECONDED to amend resolutions 03-17-160 and 04-14-180 and to expend \$170,000.00 to repair the wharf at White Swan Park and to expend those funds from the Northern Capital and Planning grant reserve.

Resolution 11-24-405

Carried

#### 2022 Schedule of Public Meetings

CAO Holland distributed the 2022 Schedule of Public Meetings. The Meeting Schedule is based on the Village of Fraser Lake Council Procedure Bylaw that stipulates Regular Meetings of Council will be held on the second and fourth Wednesday of the month with provisions for a summer and Christmas break.



Mayor Storey noted that for the February 9<sup>th</sup> and April 27<sup>th</sup> an acting mayor will need to be scheduled, as she is already scheduled to attend other meetings during those times.

Councillor Jenkinson inquired if a schedule showing the meetings with acting mayors could be made for council.

Mayor Storey agreed that would be helpful to have on hand for staff and council.

MOVED/SECONDED to adopt the 2022 Schedule of Public Meetings.

Resolution 11-24-406

Carried

Last Mile Network Infrastructure Partnering Agreement

CAO Holland referred to the proposed partnering agreement that had been distributed electronically to council for their review. Prior to authorizing the agreement, legislation requires the agreement be made public and approval sought from electors by way of either an alternative approval process (AAP) or a referendum. Administration is recommending the AAP. This process involves posting a notice to the electorate in two consecutive publications of the Omineca Express. The public notice will also be posted on the Village website, Village Facebook page and on our public board at the front of the Village Office. A 32-day period will follow the second publication of the notice to provide Village residents the opportunity to comment on the partnering agreement proposal. Residents or electors who are opposed to the partnering agreement are required to fill out an "Elector Response Form" and deliver the form to the Village Office. If 52 of our qualified residents submit an objection to the agreement, a full referendum would be required.

CAO Holland asked Council if they would like to extend the time frame for elector response in consideration of the Christmas and New Years holidays.

Council did not feel that was necessary. Most of the community is welcoming the improvement in service and since the partnering agreement contribution does not require property tax dollars, this is not seen as a contentious issue.

Mayor Storey noted the only public question she has received is whether revenues from taxes are being used to fund this project. She has reassured that resident that the Village contribution did not come out of tax revenues.

MOVED/SECONDED to receive the CAO Report.

Resolution 11-24-407

Carried

**Staff Reports:**

None

**Reading List:**

MOVED/SECONDED to receive the Reading List.

Resolution 11-24-408

Carried

**New Business:**

Billing for Water Usage

Councillor Watt-Senner inquired on how businesses are currently charged for water.

CAO Holland noted the village has installed water meters on 15 businesses, but the Village does not charge for water by volume using the meter readings. There is a schedule of rates for all business for water, but business that expected to use more water are paying more. The process has not transitioned to metered rates. CAO Holland provided the example of a water rate for a car wash versus a bank.

Mayor Storey noted that the village is about supporting local business. The council choose not to implement metered water rates.

There was a discussion on water meters and water rates, and how these costs affect business.

Director of Finance, Laura McMaster noted businesses are billed twice a year. Their billing is for water, sewer, and garbage.

Wharf Repairs

Councillor Jenkinson inquired if the public works crew could lift the ramp out of the water. He is concerned about damage to the ramp when the ice forms.

Santa Parade

Councillor Jenkinson inquired if the Santa Parade was still proceeding.

CAO Holland referred to a flyer that had been prepared by EDO Christie. CAO Holland commented the Santa Claus parade was being planned for Friday December 10<sup>th</sup>. The event will conform with the restrictions placed on the event under existing health orders.

Public Skating

Mayor Storey inquired if a decision about public skating had been made.

CAO Holland noted that preparations to re start the service have not yet been made.

Snowman Building Contest

Mayor Storey shared an idea for a community snowman building contest to get people doing activities again. She felt this could accommodate the need for physically distancing.

Councillor LePoidevin suggested this could happen right along the highway. The snowmen would welcome people as they drive in or by.

MOVED/SECONDED to receive New Business.

Resolution 11-24-409

Carried

Bylaws:

Corporation of the Village of Fraser Lake Partnering Agreement (Last Mile Network Infrastructure) Authorization Bylaw No. 827, 2022

MOVED/SECONDED to conduct the First, Second, and Third readings of the Corporation of the Village of Fraser Lake Partnering Agreement (Last Mile Network Infrastructure) Authorization Bylaw No. 827, 2022.

Resolution 11-24-410

Carried

MOVED/SECONDED to direct the Chief Administrative Officer to take the Corporation of the Village of Fraser Lake Partnering Agreement (Last Mile Network Infrastructure) Authorization Bylaw No. 827, 2022 to the electorate for their approval or opposition by way of conducting an Alternate Approval Process and to return the results of that electorate consultation process back to Council at the Regular Meeting of Council scheduled on January 12, 2022.

Resolution 11-24-411

Carried

Next Regular Meeting of Council: December 8, 2021, at 5:30 pm

Adjournment:

MOVED/SECONDED that the November 24, 2021, Regular Meeting of Council be now adjourned at 6:37 pm.

Resolution 11-24-412

Carried

Certified Correct:

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Sarrah Storey, Mayor

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Rodney J. Holland, Chief Administrative Officer