



**Minutes of the Regular Council Meeting held in the Municipal Chambers
on Wednesday, April 13, 2022, at 5:30 pm**

Mayor S. Storey presided. Councillors present were C. LePoidevin, K Watt-Senner and A. Fennema. Councillor J. Jenkinson joined electronically.

Staff present were Chief Administrative Officer R. Holland, Director of Finance L. McMaster and Economic Development Officer D. Christie

Public present: N. Delong.

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

Agenda:

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

MOVED/SECONDED to adopt the agenda.

Resolution 04-13-171

Carried

Delegations & Guests:

Micaela Roque of KPMG was the senior auditor for this year's financial audit. She presented the Consolidated Financial Statements. A power point presentation was used in her presentation.

In presenting the Auditor's Report, Ms. Roque advised a clean audit report had been issued in accordance with the Canadian Public Sector Accounting Standards.

Ms. Roque reviewed the findings for the following financial positions as of December 31, 2021:

- Financial Assets
- Financial Liabilities
- Non-Financial Assets
- Tangible Capital Assets
- Operational Revenue and Expenses
- Revenues
- Expenses
- Net Financial Assets, and
- Accumulated Surplus

Ms Roque advised the Village is in a strong financial position in that it has enough reserves to be able to cover the liabilities.

Mayor Storey thanked Auditor Roque for her completion of the Audit and her presentation of her Auditor's Report.

Regular Council Minutes,
March 23, 2022

MOVED/SECONDED that the Regular Council Meeting Minutes of March 23, 2022, 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 04-13-172

Carried

Business arising from
the Minutes:

Councillor Fennema noted people are already beginning to use the compost area. She was of the understanding the compost area was to be closed.

Mayor Storey replied the RDBN is not yet ready to receive compost materials at the Transfer Station.

Councillor Fennema asked about the letter to the Electoral Commission.

Mayor Storey advised the letter has been sent. She commented on an expected update on the process from MLA Shirley Bond. Minister Bond will be sending out a one-page update on the process.

MOVED/SECONDED to receive business arising from the minutes

Resolution 04-13-173

Carried

Reports on Council
Activities:

Councillor LePoidevin

None

Councillor Watt-Senner

None

Councillor Jenkinson

None

Councillor Fennema

None

Mayor Storey

Mayor Storey commented on her activities with NCLGA. There has been a lot of discussion about the implementation of the Step Code. This program will have a significant impact on construction. The requirements for an Energy Advisor will be an issue. There are very few Energy Advisors in the north.

The used vehicle tax is also a contentious issue. Regardless of the amount paid for the vehicle, tax will be required on the blue book value of the vehicle. If a family member gifts a vehicle or a buyer finds a good deal, the actual value of the vehicle will be determined using blue book values.

Marketplace Tax. People making purchases on electronic mediums such as Kijiji or Market place will pay a consumer tax on their purchases.

Mayor Storey talked about the incentives that are currently available for the installation of heat pumps. NCLGA is asking for an increased rebate on heat pumps due to the inefficiencies of heat pumps in cold weather. The alternative is for the province to provide a level of flexibility on Step Code requirements.

Earlier today, Mayor Storey attended two electronic meetings. The first related to Senior's Housing. The second related to Workforce Housing.

Mayor Storey attended a NIRD Primary Care Network meeting.

She was interviewed through UNBC. She was asked to comment on her thoughts about the primary health care service.

MOVED/SECONDED to receive Councillor Reports.

Resolution 04-13-174

Carried

Accounts payable:

The accounting reports were presented.

MOVED/SECONDED to adopt Accounts Payable and payroll in the amount of \$436,675.93

Resolution 04-13-175

Carried

Correspondence List:

MOVED/SECONDED to receive the correspondence list.

Resolution 04-13-176

Carried

Business from the CAO:

Sale of Lot 9:

MOVED/SECONDED to accept the Offer to Purchase 175 Langley Avenue, Fraser Lake, B.C. PID: 028-159-977. The property is currently zoned C2 for use as a highway commercial development. The purchaser

plans to build a welding fabrication shop. The offered price of \$14,841.00 is accepted subject to the terms and conditions contained in the Offer to Purchase Agreement.

Resolution 04-13-177

Carried

Sale of Lot 8:

MOVED/SECONDED to accept the Offer to Purchase 165 Langley Avenue, Fraser Lake, B.C. PID: 028-159-969. The property is currently zoned C2 for use as a highway commercial development. The purchaser plans to develop retail space. The offered price of \$18,850.00 is accepted subject to the terms and conditions contained in the Offer to Purchase Agreement.

Resolution 04-13-178

Carried

Sale of Lot 11:

MOVED/SECONDED to accept the Offer to Purchase 12 Chowsunket Street, Fraser Lake, B.C. PID: 028-159-993. The property is currently zoned M1 for use as a light industrial development. The purchaser will develop retail space. The offered price of \$29,652.00 is accepted subject to the terms and conditions contained in the Offer to Purchase Agreement.

Resolution 04-13-179

Carried

Zoning amendment for Lots 4 & 5 from P2 to C2

CAO Holland noted, most of the Highway Commercial Lots in the Southside Subdivision have been sold. Lots 4 & 5 are zoned P2 – Public and Institutional. These lots were previously zoned C2- Highway Commercial, however, the zoning was amended to reflect the anticipated use with the movement of the Visitor Centre to that location. That Project collapsed. Administration recommends reverting the zoning on Lots 4 & 5 to C2- Highway Commercial to allow for additional development in the subdivision.

MOVED/SECONDED to complete the process of re zoning lots 4 & 5 from P2 – Public and Institutional to C2 – Highway Commercial. If an amendment to the Official Community Plan is required, an OCP amendment is approved.

Resolution 04-13-180

Carried

Housing Needs Assessment:

The Village of Fraser Lake has been invited by the province to apply for up to \$15,000.00 in funding to complete a Housing Needs Assessment. The cost of the assessment is expected to be between \$20,000.00 and \$23,000.00. NDIT has remaining funding for Housing Needs Assessments. The proposal is to submit an application to UBCM for the first \$15,000.00 and an application to NDIT for the remaining \$8,000.00.

MOVED/SECONDED to apply to UBCM for up to \$15,000.00 to complete a Housing Needs Assessment for the Village of Fraser Lake.

Resolution 04-13-181

Carried

MOVED/SECONDED to apply to NDIT for up to \$8,000.00 to complete a Housing Needs Assessment for the Village of Fraser Lake.

Resolution 04-13-182

Carried

Appointment of the Chief Elections Officer:

CAO Holland noted Municipal Elections will occur this Fall. Preparations for the Fall elections are ongoing. To facilitate the process, Administration is asking Council to appoint the recommended staff to the positions of Chief Elections Officer and Deputy Elections Officer.

MOVED/SECONDED to appoint Laura McMaster as the Chief Elections Officer for the Village of Fraser Lake for the 2022 Municipal Election.

Resolution 04-13-183

Carried

MOVED/SECONDED to appoint Sylvia Hendriksen as the Deputy Elections Officer for the Village of Fraser Lake for the 2022 Municipal Election.

Resolution 04-13-184

Carried

Highway 16 & South Carrier intersection review:

In anticipation of the construction of the Four River's Cooperative Cardlock this summer, Administration is proposing the completion of an engineered study of the Highway 16/South Carrier intersection. The Ministry of Transportation and Infrastructure has not required alteration to this intersection under the current use. However, administration anticipates an increase in commercial and recreational traffic to the Four River's Cooperative site once the project has been constructed. The engineered study will provide the Village with a current understanding to traffic flows and the adequacy of the intersection. If future improvements are

required, the study will provide a reference point for the time just before the construction of the Four River's Cooperative Cardlock. Administration noted, improvements to this intersection would not be for the sole benefit of Four River's Cooperative, however, the impacts on the intersection that result from their project would be a point for negotiation.

MOVED/SECONDED to complete an engineered intersection review as proposed by Urban Systems and to expend the \$5,500.00 cost from general revenues.

Resolution 04-13-185

Carried

Cemetery Improvement project:

Administration proposed the installation of a 20'X20' concrete pad around the columbarium. The concrete pad will provide a dry place for family and friends to stand while a person is interred.

MOVED/SECONDED to install a concrete pad around the base of the columbarium for the cost of \$5,600.00 and to expend the cost from general revenues.

Resolution 04-13-186

Carried

Option Pay – Payment of Utilities by Credit Card:

The Village allows the payment of utilities by debit card but not credit card. Property taxes cannot be paid by credit card. Option Pay handles the fees differently. The rate payer can use a credit card and pay the related fees for use of the card. On average the fee is 3.5 percent.

A discussion followed. Director of Finance Laura McMaster advised she had checked with other municipalities where Option Pay is offered. Very few people use this service due to the fees.

Residents can pay their utility bills online using their debit card. They do not need to come to the Village Office to pay their utilities.

The provincial rules relating to payment of property taxes are provincial rules. The Village does not have influence on them.

The decision was to not initiate the Option Pay service.

Asset Management Plan:

CAO Holland presented the Asset Management Plan for approval. CAO Holland advised the Village received funding through FCM to advance our Asset Management Planning processes. Through that process, our Public Asset Inventory has been digitized. The Village has adopted an Asset Management Policy and an Asset Management Strategy. The Asset Management Plan is the next step in the process. The final step will be to

develop an asset management roadmap that sets out our plan for the next 10 years.

MOVED/SECONDED to adopt the Asset Management Plan as presented.

Resolution 04-13-187

Carried

MOVED/SECONDED to receive the CAO reports.

Resolution 04-13-188

Carried

Staff Reports:

Airport Clearing Project:

EDO Dave Christie presented. Feedback from pilots using the Fraser Lake airport have suggested we clear trees from the glidepath at either end of the airstrip. The trees are too tall and are impacting the angle of approach that planes need to descend at to land.

Fraser Lake Forest Consulting has offered to do the work for free in exchange for the wood for their post and rail business.

MOVED/SECONDED to complete the Fraser Lake Airport clearing project and to allow Fraser Lake Forest Consulting to keep the wood in exchange for the work completed.

Resolution 04-13-189

Carried

Easter Scavenger Hunt:

April 16th from 11:00 to 1:00 pm

For Council's attention.

Small Business Expo and Job Fair:

Friday June 3rd and Saturday June 4th

For Council's attention.

MOVED/SECONDED to receive staff reports.

Resolution 04-13-190

Carried

Reading List:

MOVED/SECONDED to receive the reading list.

Resolution 04-13-191

Carried

New Business:

Councillor Watt Senner asked about enforcement of Village Bylaws?

CAO Holland explained, the Village enforces bylaws through compliance orders. The Village does not have a Municipal Ticketing process, so we are unable to issue fines for noncompliance.

Councillor Fennema asked when the water will be turned on at the Sani dump station?

CAO Holland advised, the water at the Sani Dump Station is not turned on until the threat of freezing is past. Typically, the water is available at the Sani Dump Stations the first week of May.

Mayor Storey noted that Kristin Levy would be leaving soon. She would like the Village to hire someone to replace Kristin upon her departure.

Mayor Storey talked about disc golf. She was visiting family in Prince George, B.C. They played disc golf. The game is produced by Evolve in Prince George, B.C. The cost for a nine (9) post game is approximately \$8,100.00. Mayor Storey felt the game would be a fun activity for people in the community.

MOVED/SECONDED to receive new business

Resolution 04-13-192

Carried

Bylaws:

The Corporation of the Village of Fraser Lake
2022 – 2026 Financial Plan Bylaw No. 832, 2022

MOVED/SECONDED to conduct the first, second and third readings of the Corporation of the Village of Fraser Lake 2022 – 2026 Financial Plan Bylaw No. 832, 2022.

Resolution 04-13-193

Carried

The Corporation of the Village of Fraser Lake
Tax Rate Bylaw No. 833, 2022

MOVED/SECONDED to conduct the first, second and third readings of
The Corporation of the Village of Fraser Lake Tax Rate Bylaw No. 833-2022

Resolution 04-13-194

Carried

The Corporation of the Village of Fraser Lake
Elections Bylaw No. 834, 2022

MOVED/SECONDED to conduct the first, second and third readings of
the Corporation of the Village of Fraser Lake Elections Bylaw No.
834, 2022.

Resolution 04-13-195

Carried

In Camera:

As per Section 90(2)(b) of the Community Charter which states a part of a Council Meeting may be closed to the public if the subject matter being considered relates to the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

MOVED/SECONDED to move the Regular Meeting to In Camera under
Section 90(2)(b) of the Community Charter at 7:24 pm.

Resolution 04-13-196

Carried

Return to the Regular Meeting at 8:13 pm

MOVED/SECONDED to approve the Phase 1 portion
of the Curling Rink upgrade I for an estimated cost of \$2,084,000.00,
including contingency. This cost of this upgrade will be expended from
grant funding and Community Forest Reserves.

Resolution 04-13-202

Carried

MOVED/SECONDED to set up a meeting with Area Director Mark Parker to discuss a contribution toward this project as it will be a facility and service available to residents of the RDBN.

Resolution 04-13-203

Carried

Next Regular Meeting of Council: April 27, 2022, at 5:30 pm


Adjournment:

MOVED/SECONDED that the March 23, 2022, Regular Meeting of Council adjourn at 8:18 pm.

Resolution 04-13-204

Carried

Certified Correct:



Sarah Storey, Mayor

Acting Mayor



Rodney J. Holland, Chief Administrative Officer