

**Minutes of the Regular Meeting of Council held November 14, 2018  
In the Municipal Hall in Open Forum**

Those in Attendance:	Mayor Storey Councillor Lepoidevin Councillor Fennema Councillor Jenkinson Councillor Watt-Senner
Staff	Rodney Holland, Chief Administrative Officer
Regional District Staff	Jason Llewellyn – RD Planning Department Maria Sandberg – RD Planning Department
Public	Norm Delong

Mayor Storey called the meeting to order at 5:30 pm.

**Agenda:**

Mayor Storey asked for a motion to adopt the Agenda and for a declaration of any new business.

Resolution 11-14-290 M/S Councillor Fennema / Councillor LePoidevin  
"Motion to adopt the agenda"

Carried

**Delegation:**

Jason Llewellyn and Maria Sandberg of the Regional District Bulkley Nechako Planning Department presented the proposed update of the Village of Fraser Lake Official Community Plan (OCP). Jason Llewellyn stated he and Maria would review the draft OCP document section by section, with a focus on sections 2, 5 and 15. The hope was to engage Council in discussion of the document.

Maria Sandberg reviewed Section 1. Section 1 provides an overview of the general purpose of the OCP. The OCP is a Local Government bylaw. The authority to adopt an OCP is found under the Local Government Act. OCP are developed by both Regional Districts and Municipalities. The OCP is used to develop the longer-term vision for the community. It guides decisions on land use planning and development. The OCP is used by Council, Local Government staff, Realtors, Developers and the public to guide their decision around land use development. A typical OCP consists of a text document and several maps. Its important the OCP is reviewed every 5 to 10 years because Community priorities and values change with time. The OCP needs

to be updated to reflect those changes. Once the OCP is adopted, all bylaws that follow must be consistent with the OCP.

The Local Government Act provides the framework for an OCP. The OCP sets out existing residential development and anticipated needs over the next 8 to 10 years. Policies must be established to accommodate affordable, rental and special needs housing. The OCP also sets out current and proposed locations for Commercial, Industrial, Institutional, Agricultural, Recreational and Public Utilities. The location and type of public facilities such as schools or parks is identified in the plan. Plans for the phased development of roads and utilities are set out. Restrictions on the use of lands subject to hazardous conditions or environmental sensitivity to development are identified. The approximate location of sand and gravel deposits are also identified. Finally, all local governments are required to set targets for the reduction of green house gas emissions along with their plan on how to achieve those targets.

The OCP is not restricted to these issues. The OCP can make recommendations on other matters. Something that is found in many other OCPs is a recommendation to encourage the Province to require the rehabilitation of gravel pits.

The difference between the OCP and zoning is the OCP is a high-level plan for the community, where the Zoning Bylaw is prescriptive. The zoning bylaw provides the regulations around land use, such as set backs, the number of dwellings, the minimum size of land parcels, etc.

The Village of Fraser Lake OCP review has been completed concurrent with the Area "D" OCP review. The process began in the spring of 2017. Referrals were sent out to the agencies listed at the back of the staff report. There were no responses to those referrals. Community meetings and an Open House was conducted. Next steps included Council appointment of the OCP Working group. The working group met 5 times. The RDBN Planning staff worked to develop the OCP draft. They also completed an inventory of residential lots that were vacant or under developed. The Planning Staff also conducted a school mapping process. They went to FLESS and asked Grade 5 students to draw maps of the most important places in the community. Finally, a survey was circulated. The survey was conducted in conjunction with the rural area. A total of 24 responses from both rural and municipal residents. The summary of those surveys is included in the staff report.

During the past summer, the RDBN Planning staff have been working on the OCP draft and updating the OCP map.

Jason Llewellyn presented on Section 2. He noted section 2.5 sets out the Community Vision. The Vision guides the interpretation of the document. It focuses on maintaining and improving the sense of community and quality of life for residents. The Vision is also seen as an important component of the Village of Fraser Lake's economic development plan. Diversifying our economy and improving the quality of life in our community will make our community more competitive. Economic development in the modern setting is mostly about retaining existing residents and attracting new residents. People can live anywhere. Creating an attractive and liveable community where people will want to live is the goal.

The Land Use maps were reviewed. There are 5 maps associated with the OCP. The Working Group identified a number of properties and made recommendations around re designating the land use for the identified properties.

Section 4 speaks about housing policies and housing demand issues. The survey of vacant and under developed lots identified 49 vacant lots available for new housing and 11 lots that are under developed. If the Village considers a reasonable growth rate of one percent, there would be 45 new housing units added to the existing inventory of housing stock in the Village. This doesn't mean this amount of growth is going to happen but its reasonable to prepare for one percent growth. Since the number of vacant and under developed lots would easily accommodate those new builds, we don't need to begin planning for develop on Village Reserve lands in the short term. If the Village were to experience a bump in development, it would be important to have a development strategy to deal with future subdivisions or other housing developments. This is a bigger discussion that needs to be sorted out ahead of time. The most important issue facing the Village of Fraser Lake is the age of the housing stock. Our buildings are getting older and very little is being replaced through new builds. The cost of construction exceeds the market value of the structure. Until land and property values rise, the Village won't likely see significant amounts of investment in new construction.

Section 5 discusses the downtown core and commercial development. Having a vibrant commercial area that acts as the community core, community centre. This is important socially and economically. It helps create that quality of life the community is looking for. The existing development spread along the highway doesn't create that core. Development of an interactive main street that is pedestrian oriented should be the goal. Creating a place where people can go shopping for recreation and social activity; this would happen over time. The OCP encourages the concentration of small tenancy retail, new restaurants, offices, and services into the area that has been designated in the new OCP as General Commercial.

Section 6 discusses the waterfront. The RDBN Planning staff recommend development of a waterfront development plan, with consideration of developing some lease opportunities. The waterfront is a huge opportunity for the community.

Section 7 discusses Industrial areas. The community is encouraged to retain space for Light Industry. There is a possibility for General Commercial to want to move into Light Industrial areas. There is significant potential for conflict between light industrial activities and general commercial. The recommendation is to concentrate general commercial in the core area.

Section 8 deals with Public and Institutional Uses. This has not changed much. Public uses, such as the Village Office, do attract people. At some time in the future, the recommendation is to re locate the Village Office to the proposed downtown core along McMillan Avenue.

Regarding Village Reserve lands, a good portion are in the Agricultural Land Reserve. At some point, the Village may want to begin the work of removing that land from the ALR by addressing the Agricultural Land Commission.

Councillor Jenkinson asked about the Waterfront Development Plan that he believed was developed around 10 or 15 years ago.

Resolution 11-14-291 M/S Councillor Watt-Senner/Councillor Jenkinson  
"Motion to have staff look into the Waterfront Development Plan"

Carried

Jason Llewellyn continued his presentation. He referred to Section 11. A flood plain bylaw should be in place to set limits for property development along the waterfront. A flood plain bylaw sets the 200-year flood plain and require all liveable space to be above that elevation.

Councillor Jenkinson stated he was required to abide by the Village Flood Plain bylaw when he obtained a building permit for his waterfront property.

Section 12 is a new addition. To be able to issue Temporary Use Permits, there must be a section in the OCP to notify the public there is the possibility to issue Temporary Use Permits. These permits allow Council to vary zoning for a limited time. To be able to do that, policy is required to give Council direction around points that need to be considered and how to use these permits. Section 12 spells out what those considerations are; enabling the municipality to use Temporary Use Permits. Temporary Use Permits tend to be more common in the rural setting for activities such as a temporary gravel pit or a temporary industrial use.

A discussion followed around the application of temporary use permits to commercial properties.

Temporary Use permits are typically used to facilitate non-conforming uses. The example presented by CAO Holland involved the proposed LNG Camp on the Southside Subdivision properties. The Commercial and Light Industrial properties are not zoned for a Commercial Camp. Rather than going through the re zoning process, the idea was to issue a Temporary User Permit to allow this use for the 2 or 3-year period that the camp would be in place. After the expiry of the temporary use permit, the permitted uses would be restricted to the permitted used listed under the current Zoning Bylaw.

Section 15 discusses Infrastructure. Jason Llewellyn advises the need for Asset Management activities has been noted. This includes planning to replace aging infrastructure. It was noted that agencies who provide grant funding for asset management and asset replacement activities, often request a copy of the OCP to see if those activities have been noted in this planning document. Its important to have these points spelled out in the OCP.

Mayor Storey asked if the OCP should be more specific about our infrastructure challenges.

A discussion followed.

Jason Llewellyn noted it not important to make the case of why replacing a specific structure is important. He stated, this process is intended to take feedback from Council and to make amendments as requested.

Councillor Jenkinson asked who might be looking at an OCP. He was concerned about being too prescriptive in our description of our infrastructure challenges. If an industry were thinking of establishing themselves in our community, could knowing there are problems with our water distribution lines be a deterrent?

Jason Llewellyn commented, the important part is to have an asset management mindset. Recognizing that infrastructure has a life expectancy. Eventually it will come to an end of its serviceable life span. It is important to begin financial planning to replace that infrastructure. The Village also needs to avoid the mindset that an external source will fund those replacement activities. There are grant funding opportunities that may be able to assist, however, they want to see the Village has a plan.

Section 14 is a required section of an OCP. The Province want to see communities doing everything they can do to reduce greenhouse gas emissions.

Section 15 relates to Development Permit areas. The OCP draft proposes to create three development permit areas; the McMillan Avenue permit area, the Highway corridor development permit area and the Family development permit are. Development Permit areas establish guidelines for development. They require board approval of development plans that are submitted by the applicant prior to development. Either the board, or in the case of smaller developments, staff can review and approve development plans; assuming they meet the criteria as set out in the OCP. The objectives of the McMillan Avenue Development Permit area are set out in the guidelines in this section. They are intended to create a pedestrian friendly, interactive feel to this area. It pushes new development toward McMillan Avenue. It also requires landscaping between the Pedestrian walkway and the building, while maintaining ease of access to pedestrians using the walking trail. There are exemptions to this requirement; mostly relating to renovations or smaller scale activities.

The Highway Corridor Development Permit area is structured in a similar way.

The Family Development Permit area is basic.

Two issues to consider when establishing Development Permit areas, initially it does impose additional obligations on the developer. The developer is required to provide site plans, along with elevations and perspective from both the McMillan Avenue and Highway 16 perspectives. On the staff side, it is a labour-intensive activity. Applications need to be review for conformance to the guidelines. Staff reports need to be created and staff need to go back and forth with the developer and the board.

Where there are development permit areas, the guidelines need to be clear and objective. If an application meets the guidelines, a permit must be issued.

Jason Llewellyn asked to discuss next steps.

Mayor Storey stated she'd like to see the amended OCP before it goes out to the public for their comment.

Councillor Fennema asked if the survey should be re circulated?

Jason Llewellyn stated at this point in the process, it would probably be more appropriate to solicit public comment on the document versus re circulating the survey.

Councillor Jenkinson thanked the Regional District staff for their work on the document.

Mayor Storey feels the OCP is good to move to the open house, following the couple of small amendments that have been requested, in early December 2018 for public review.

CAO Holland asked the RD Planning staff to discuss the legal requirements of holding public meetings.

Jason Llewellyn circulated a document titled "OCP Amendment and Rezoning Process: A Discussion Paper". Mr. Llewellyn noted the paper provides a lot of information around holding a Public Meeting. Should Council have any questions following review of the paper, questions can be directed to the CAO.

#### **Minutes:**

Resolution 11-14-291 M/S Councillor Watt-Senner/Councillor Lepoidevin

"Motion to adopt the minutes of the regular meeting held on October 10, 2018 as presented"

Carried

Resolution 11-14-292 M/S Councillor LePoidevin/Councillor Watt-Senner

"Motion to adopt the minutes of the special meeting held on October 17, 2018 as presented"

Carried

Resolution 11-14-293 M/S Councillor Lepoidevin/Councillor Watt-Senner

'Motion to adopt the minutes of the In-Camera meeting held on October 17, 2018 as presented"

Carried

Resolution 11-14-294 M/S Councillor Lepoidevin/Councillor Jenkinson

"Motion to adopt the minutes of the special inaugural meeting held on November 5, 2018 as presented"

Carried

**Business Arising from the Minutes:**

Councillor Fennema asked for more information about the \$17,000.00 investment in the Eco Coop. Who invested the \$17,000.00?

Mayor Storey explained Integris Credit Union has invested. Ms. Shellie Gleave, the project coordinator, also won a \$5,000.00 award from UNBC for the project.

Councillor Fennema asked about the proposed bridge on the Kluskus FSR. Can it be stopped?

Mayor Storey advised a fair amount of work has already gone into this issue. Our objections to the proposal were discussed with Minister Donaldson at UBCM. During that delegation, we discussed the issue of pertency and 9 axel trucks. Mayor Thiessen of Vanderhoof, Mayor Storey and others at NCLGA have also been considering this issue. Discussing our concerns with West Fraser is another step to be considered. We need to pay attention to this issue.

Councillor Jenkinson asked if this bridge would affect the Blackwater access to Quesnel?

Mayor Storey stated it would. The purpose of the 9-axel bridge is the perception it would provide a shortcut for the transport of logs from our area to Quesnel, B.C.

Councillor Jenkinson stated this bridge is also a topic of discussion in the mining industry. Would this bridge create a shortcut to the Blackwater project?

Mayor Storey stated she shares the concern and the potential impact on jobs for our area relative to the Blackwater project.

Councillor Fennema asked about the Cannabis Open House.

CAO Holland advised staff inquired with Councillor Frenkel, the Fraser Lake RCMP detachment and the Medical Clinic to request the involvement of a doctor. The feedback received is this was a hot topic prior to legalization. It is not a hot topic now.

Mayor Storey feels this is still an issue of interest to our community. Mayor Storey believes the local businesses would be interested in the impact of a Retail Outlet in the mall. Mayor Storey provided an overview of previous discussions relating to Cannabis retail.

Councillor Watt-Senner asked for an update on the application for a Cannabis Retail by Mr. Dhaliwal.

CAO Holland advised in preparation to the legalization of cannabis, the Village posted a survey online and we mailed a bulletin to every residence in the Village. There were 100 respondents to the survey. There were two points of concern to our community; access to cannabis by youth and public consumption of cannabis.

Mr. Dhaliwal made a presentation to Council requesting support of his Cannabis Retail Application. In his presentation, he stated he's been involved in the retail of alcoholic beverages business for the past 15 years. He suggested that he's been very conscientious and compliant with liquor regulations in the management of his liquor retail activities. By extension, he committed to being regulation compliant and conscientious in his management of a Cannabis Retail Store.

CAO Holland stated new information has been received regarding the management of the pub at the Fraser Lake Inn. Three violation reports have been filed against the Fraser Lake Inn. The dates of the infractions are dated between mid August to the end of September 2018. Two relating to youth in the licenced premise. The third relating to over service. CAO Holland reports having contact the Liquor Control and Cannabis Regulation Board. The application review process does not consider Liquor act infractions or issues. Although the previous Council passed a resolution supporting Mr. Dhaliwal's application, does this new information prompt further discussion?

A discussion followed. Mayor Storey proposed bringing this issue up during New Business.

Resolution 11-14-294 M/S Councillor Jenkinson/Councillor Fennema  
"Motion to receive Business Arising from the Minutes"

Carried

### **Council Reports:**

Councillor LePoidevin attended the Halloween activities at White Swan Park. He was busy the whole evening cooking burgers. The event was well attended.

Councillor Lepoidevin also attended the Remembrance Day ceremonies. He felt the event was well organized and he appreciated the strong turn out.

Councillor Watt-Senner attended the meeting with MLA John Rustad and his assistant earlier today. Councillor Watt-Senner was happy to have had the opportunity to meet MLA Rustad and to discuss community concerns.

Councillor Jenkinson attended the Halloween and Remembrance Day events. He also attended the meeting with MLA John Rustad.

Councillor Fennema felt Halloween was awesome. She doesn't remember ever having as many people in attendance at the event. Councillor Fennema also received good feedback about the quality and taste of the burgers.



Councillor Fennema attended the Remembrance Day ceremonies. She enjoyed going back to the Legion and the social opportunity there to meet with members of the community. Councillor Fennema also stated her enjoyment of the inaugural meeting. She thanked staff for their organization of the event. The cake that was supplied by Mayor Storey was also enjoyable.

Mayor Storey attended Remembrance Day and gave her first speck as Mayor. She commended Jaimie Nielson for his work as the MC of the event. Mayor Storey thanked Helen McNivan for her work on behalf of the Legion and Councillor Watt-Senner for the skillful announcement during laying of the wreaths.

Mayor Storey and CAO Holland met with Mill Manager Ian Grady, Head Forester Tan Calhoun, Jaret Vander Giessen and Trevor at the Fraser Lake Sawmill. The purpose of the meeting was to discuss the Community Forest. We have asked to see the invoice for the services provided by the mill to date. We discussed our interest to make the Community Forest operational. We have proposed engaging an independent forester to help manage our community forest. There are benefits to this approach. Mayor Storey provided an overview of our efforts to move this project along.

Mayor Storey met with MP Nathan Cullen. MP Cullen congratulates all members of Council on your recent election. During this discussion, MP Cullen asked about Community needs. Mayor Storey advised we could use \$40 M to update Village infrastructure. She also discussed her vision for a recycling plant in Fraser Lake to process recycled materials for BC. The Recycling Plant would create employment.

Mayor Storey attended the meeting with MLA John Rustad. She talked about the 4<sup>th</sup> lagoon for our wastewater treatment plant, the need for \$40 M for infrastructure replacement and her proposed Recycling Plant in northern BC. Mayor Storey has sought research from the Legislative Librarian on the Recycling Plant idea. That information received has been circulated to members of Council. Mayor Storey noted it is not the Village's job to go into business. It is the Village's job to identify economic opportunities in our area.

Mayor Storey commented she was surprised and concerned about paramedic program in our community. She thanked Councillor Jenkinson for bringing this issue to Council's attention.

Mayor Storey felt Halloween went well. She noted there were problems with the BBQ's and a couple of lights were out in the BBQ gazebo.

Resolution 11-14-295 M/S Councillor Fennema / Councillor Lepoidevin  
"Motion to receive the councillor report"

Carried

### **Accounts Payable:**

Resolution 11-14-296 M/S Councillor Lepoidevin / Councillor Fennema

"Motion to adopt accounts payable and payroll in the amount of \$238,593.45"

Carried

Councillor Jenkinson asked for more information about cheque 27679 for \$880.00. The payment was to Gammond Towing for removal of derelict vehicles.

CAO Holland advised this was a Bylaw Enforcement activity under the Good Neighbour Bylaw. CAO Holland provided an overview of the circumstance, the bylaw and the process that leads up to the enforcement action.

Councillor Watt-Senner requested more information about the payment to Canada's Grocery Store; cheque 27666. Councillor Watt-Senner would like to ensure the Village equitably spreads Village expenditures to all businesses in the community.

CAO Holland stated the Village does shop at the various businesses and service providers; assuming their wares or services are needed, and they meet the criteria of the Village purchasing policy. In terms of groceries, the Village supports both Canada's Food Store and the Fraser Lake Super Market.

Mayor Storey asked for more information regarding the payment to ABC Communications; cheque 27668.

CAO Holland advised this cheque is for several services; internet/email and website service for \$431.00. The charge for the EDO's voicemail set up was \$53.21.

Mayor Storey feels ABC should not be charging for voicemail set up.

CAO Holland explained our phone system is managed by ABC Communication. Two years ago, Administration looked at replacing the phone system, with the goal of eliminating the need for the third-party administrator. The estimated cost of replacing the existing phone system was \$12,000.00 to \$15,000.00.

Mayor Storey asked about the purchase of angle iron for Christmas display.

CAO Holland confirmed the angle iron was purchased to refurbish Village Christmas Display items.

Mayor Storey asked about the purchase of the Freedom of Information Manual; cheque 27684.

CAO Holland advised this is the updated manual. The manual is typically updated every 4 or 5 years. It provides the most up to date case law, etc.

Mayor Storey asked about the payment to Martineau Plumbing and Heating; cheque 27685 for \$7136.90.

CAO Holland advised this was a 2018 budgeted project. The old, inefficient gas heaters in the Public Works shop have been replaced with high efficiency radiant heaters.

Councillor Watt-Senner asked about our policy relating to purchasing.

CAO Holland provided an over view of the Village Purchasing policy. A copy of the purchasing policy will be provided to Council.

Councillor Lepoidevin asked about the purchase of winter tires for the Fire Chief's truck. Does the Village still use Fraser Lake Automotive and Recycling?

CAO Holland advised the Village does send business to Fraser Lake Automotive and Recycling, depending on price and availability. As the Fire Chief's truck is an emergency vehicle, it requires specialty tires that could not be sourced through Fraser Lake Automotive and Recycling. Fire Chief Pacheco did inquiry with Kerry at Fraser Lake Automotive and Recycling. At the time, the business was very busy and it was suggested the Fire Chief go elsewhere under the circumstance.

#### **Correspondence List:**

Resolution 11-14-297 M/S Councillor Jenkinson/Councillor Watt-Senner  
"Motion to receive the Correspondence List"

Carried

#### **CAO Reports:**

##### **Parting Gifts - Computers:**

CAO Holland referred to the Village of Fraser Lake Mayor and Council Laptop/iPad Use policy. At the end of the Mayor/Councillor's term, their computer will be offered to them for a nominal fee. Mayor Lindstrom, Councillor Reyden and Council Ray have requested their iPad. CAO Holland spoke with Ron Zayac of Tech North. Mr. Zayac estimated the value of Mayor Lindstrom and Councillor Reyden's computers at \$150.00. Both of those iPads are 4 years old. Due to the more recent acquisition of Councillor Ray's iPad, it has an estimated value of \$300.00.

It was noted, Mayor Lindstrom sat on Council for 13 years, Councillor Reyden for 16 years and Councillor Ray for 2 years.

Resolution 11-14-298 M/S Councillor Watt-Senner/Councillor Jenkinson

"Motion to provide Mayor Lindstrom and Councillor Reyden their iPad for \$1.00 in recognition of their service to the community."

Carried

Resolution 11-14-299 M/S Councillor Watt-Senner/Councillor Fennema  
"Motion to sell Councillor Ray his iPad for \$100.00"

Carried

Parting gifts:

CAO Holland referred to the Village of Fraser Lake Council Departing Gift policy.

Councillor Watt-Senner stated she would like a way of supporting local business.

Councillor Lepoidevin suggested the Departing Gift could be Chamber dollars. Rather than a Visa gift card, Chamber Dollars ensure the money is spent at a Chamber of Commerce member establishment.

Councillor Watt-Senner felt it might be more appropriate to provide the parting member of Council with something that can be placed on the wall; something that is more enduring than a dinner out.

CAO Holland advised staff has discussed this issue and come up blank. Suggestions from Council would be appreciated.

Councillor Jenkinson stated the parting gift is really from the Community. It's a thank you from the community. It should be representative of the community or area.

Mayor Storey would like to see the policy updated to reflect a sliding scale that recognizes years of service and accomplishments.

A discussion followed.

Mayor Storey would like staff to identify appropriate parting gifts for our departing members of Council.

Resolution 11-14-300 M/S Councillor Fennema/Councillor Watt-Senner  
"Motion to prepare a policy that provides a parting gift with a value of \$50.00 per year to a maximum of \$750.00 for departing members of Council"

Carried

Council Appointments:

RDBN: Director and Alternate

Mayor Storey canvassed the member of Council for interest in this appointment. Both Mayor Storey and Councillor Watt-Senner have indicated an interest in the Director appointment.

Mayor Storey feels this position typically goes to the Mayor. In her submission to Council, Mayor Storey feels the decision around who should be appointed to this role is up to the Mayor.

Councillor Watt-Senner stated she is experienced and involved in agriculture. She feels this experience and her availability would make her the most appropriate for this appointment.

CAO Holland commented this appointment typically goes to the Mayor; assuming they are available and able to meet the time commitments.

A discussion followed.

Councillor Watt-Senner asked for more information on how appointments should be decided; whether that be policy or regulation.

Council has requested more information regarding relevant regulation and the practices of other local governments in identifying the most appropriate person for this role.

Mayor Storey stated from discussions with area Mayors, the RD Director is usually the Mayor. She agrees this is something that requires further discussion. Mayor Storey suggested it may be possible for the Director and Alternate to alternate meetings. She stated she has friends who are Councillors in other communities who feel the Director's position should not necessarily go to the Mayor. She referred to a Councillor in Smithers, B.C.

Mayor Storey thanked Councillor Watt-Senner for her viewpoint.

Mayor Storey commented she always knew this was a role she would be taking on. She noted the Electoral Area "D" Director is Mark Parker, so, there is local representation. She added, whoever is attending these board meetings, they need to bring back a report of what is going on.

Councillor Lepoidevin asked to seek the requested information and to address this appointment later.

CAO Holland noted Council Appointments can be changed. Although this role typically goes to the Mayor, the decision of to whom the appointment goes is a decision of Council as a whole. The RDBN will be swearing in the new appointees in the morning. On at least a temporary basis, Council is encouraged to appoint a representative for the Village.

Councillor Fennema asked Mayor Storey if she'd been to any Regional District meetings before.

Mayor Storey indicated she had not been to any Regional District Meetings; however, she has been to the Regional District office for other purposes.

Councillor Lepoidevin noted in the past term there have been Councillors appointed to the RDBN Director roles; Granisle, Burns Lake and Fort St. James.

Councillor Jenkinson stated his decision to support any appointment would be based on what will provide the best consistency for our representation.

Mayor Storey stated this was one of her concerns when asking various members of Council to take on the various appointments. She wanted to choose someone who was flexible enough to attend Regional District meetings in her absence. Mayor Storey feels she is the only member of Council whose schedule is flexible enough to make most of the Regional District meetings. She noted she's made attempts to meet with each members of council individually to discuss their interests and availability.

Councillor Watt-Senner advised she has a flexible schedule and would be able to meet the time and work commitments of being the representative of the Village of Fraser Lake on the Regional District Board. She voiced her concern about open and fair communication. Everyone should be involved in the discussion and be given the opportunity to voice their interest or lack of interest in the various appointments.

Mayor Storey called the matter to a vote. She added, as far as she knows, it is the Mayor's role to appoint members of Council to these positions. She stated, if the appointment to the Regional District has different requirements, then the matter will be brought back to the table for a vote.

CAO Holland noted, Council appoints the representative or Director to the Regional District.

Mayor Storey was very clear, she has asked other Mayors and has been told the Mayor appoints.

Mayor Storey ended the conversation. She stated there was a motion on the floor. She asked if there was seconder?

Councillor Fennema asked to amend her motion to place a two-month term to the appointment. She has asked to review the appointment in two months time.

Resolution 11-14-301 M/S Councillor Fennema/Councillor Lepoidevin

"Motion to appoint Mayor Storey as the RDBN Director for the Village of Fraser Lake for the next two months to allow time to research further information and to further this discussion"

No vote taken

Mayor Storey called for discussion.

Councillor Watt-Senner voiced her concern about the two-month time span. She would like this matter reviewed more quickly. She would like this dealt with at the next Council meeting.

Discussion continued.

Resolution 11-14-302 M/S Councillor Watt-Senner/Councillor Lepoidevin

"Motion to amend the previous motion, to appoint Mayor Storey as the RDBN Director for the Village of Fraser Lake until December 12, 2018 and to revisit the RDBN Director appointment at the December 12<sup>th</sup> Regular Meeting of Council; pending more information."

Carried

RDBN Alternate:

Resolution 11-14-303 M/S Councillor Jenkinson/Councillor Watt-Senner

"Motion to appoint Councillor Lepoidevin as the alternate to the director at the RDBN"

Carried

NDIT:

Resolution 11-14-304 M/S Councillor Watt-Senner/Councillor Fennema

"Motion to appoint Mayor Sarrah Storey as the appointee for the Village of Fraser Lake to the Northern Development Initiative Trust Regional Advisory Committee"

Carried

Resolution 11-14-305 M/S Councillor Lepoidevin/Councillor Jenkinson

"Motion to appoint Councillor Fennema as the alternate for the Northern Development Initiative Trust Regional Advisory Committee"

Carried

Fraser Lake Fire Department liaison:

Resolution 11-14-306 M/S Councillor Jenkinson/Councillor Fennema

"Motion to appoint Councillor Lepoidevin as the Fire Department liaison"

Carried

Mine Advisory Board liaison:

Resolution 11-14-307 M/S Councillor Jenkinson/Councillor Fennema

"Motion to appoint Councillor Watt-Senner as the Mine Liaison"

Carried

Library Board liaison:

Resolution 11-14-307 M/S Councillor Fennema/Councillor Watt-Senner

"Motion to appoint Councillor Lepoidevin as the liaison to the Fraser Lake Library Board"

Carried

Autumn Services liaison:

Resolution 11-14-308 M/S Councillor Lepoidevin/Councillor Watt-Senner

"Motion to appoint Councillor Fennema as the Council liaison to Autumn Services"

Carried

Fraser Lake & District Senior Citizen Home Society:

Resolution 11-14-309 M/S Councillor Lepoidevin/Councillor Fennema

"Motion to appoint Councillor Watt-Senner as the Council liaison for the Fraser Lake & District Senior Citizen Home Society"

Carried

Chamber of Commerce:

Resolution 11-14-310 M/S Mayor Storey/Councillor Fennema

"Motion to appoint Councillor Watt-Senner as the Chamber of Commerce liaison"

Carried

Fraser Lake Sawmill liaison:

Resolution 11-14-311 M/S Councillor Watt-Senner/Councillor Jenkinson

"Motion to appoint Councillor Lepoidevin as the liaison to the Fraser Lake Sawmill"

Carried

Northern Health:

Resolution 11-14-312 M/S Councillor Fennema/Councillor Watt-Senner

"Motion to appoint Councillor Jenkinson to the Northern Health Committee"

Carried

Municipal Emergency Preparedness:

Resolution 11-14-313 M/S Councillor Watt-Senner/Councillor Lepoidevin

"Motion to appoint Councillor Jenkinson to the Emergency Preparedness Committee"

Carried

Historical Society:

Resolution 11-14-314 M/S Councillor Lepoidevin/Councillor Watt-Senner

"Motion to appoint Councillor Fennema as the Historical Society Liaison"

Carried

Community Forest:

Resolution 11-14-315 M/S Councillor Watt-Senner/Councillor Fennema

"Motion to appoint Mayor Storey to the Community Forest Committee"

Carried

Resource Benefits Alliance:

Resolution 11-14-316 M/S Councillor Lepoidevin/Councillor Jenkinson

"Motion to appoint Mayor Storey as the primary appointee to the RBA"

Carried

Resolution 11-14-317 M/S Councillor Lepoidevin/Councillor Watt-Senner

"Motion to appoint Councillor Fennema as the alternate to the RBA"

Carried



Appointment of the Deputy Mayor:

Resolution 11-14-318 M/S Councillor Lepoidevin/Councillor Watt-Senner

"Motion to appoint Councillor Lepoidevin as the Deputy Mayor from today to June 30, 2019. Councillor Watt-Senner will be appointed as the Deputy Mayor from July 1, 2019 to December 31, 2019. Councillor Jenkinson will be appointed as the Deputy Mayor from January 1, 2020 to June 30, 2020. Councillor Fennema will be appointed as the Deputy Mayor from July 1, 2020 to December 31, 2020. This rotation will continue on a 6-month basis to the end of term."

Carried

Signing authorities:

CAO Holland advised the signing authority is for banking purposes. In addition, Council members wishing to have a Village of Fraser Lake credit card for Council related expenses are asked to complete the credit card application.

Councillor Jenkinson asked if using a Village credit card is mandatory?

CAO Holland advised the Village offers members of Council a Village credit card as a matter of convenience. There is no requirement to carry or use a Village credit card. As with any Council related expenditure, Administration asks that expense claims be submitted within the month of the expenditure. The Village does not want to incur interest charges. Council members are asked to collect receipts for expenditures that are to be claimed.

Resolution 11-14-319 M/S Councillor Watt-Senner/Councillor Lepoidevin

"Motion to authorize Mayor Sarrah Storey, Councillor Craig Lepoidevin, Councillor Kim Watt-Senner, Councillor Joe Jenkinson and Councillor Audrey Fennema, Chief Administrative Officer Rodney Holland and Finance Clerk Laura McMaster to hold signing authority for Village of Fraser Lake financial matters."

Carried

Canada Revenue Agency – Authorized persons:

CAO Holland explained from time to time, the Village receives an inquiry from the CRA. To be able to speak to the issue, you have to be listed as an authorized person on the CRA file. To ensure their file is up to date on the names of Council and Staff, Administration is requesting a resolution to authorize members of Council and senior staff to speak to CRA on those matters.

Resolution 11-14-320 M/S Councillor Watt-Senner/Councillor Lepoidevin

"Motion to authorize Mayor Sarrah Storey, Councillor Craig Lepoidevin, Councillor Kim Watt-Senner, Councillor Joe Jenkinson, Councillor Audrey Fennema, Chief Administrative Officer Rodney Holland and Finance Clerk Laura McMaster to access information and speak on behalf of the Village of Fraser Lake CRA account"

Carried

**UBCM Group Health Benefits:**

UBCM offers group health insurance to elected officials. This offer is limited to the term of office. UBCM and Blue Cross require at least three elected officials from our Local Government to register for benefits before they will extend this offer to our elected officials.

A discussion followed. Councillor Lepoidevin and Councillor Fennema are interested in these benefits.

Administration will speak with Blue Cross to see if they are firm on the criteria of three registrants before they will extend benefits to a Local Government.

**Code of Conduct:**

CAO Holland presented the UBCM Conference Code of Conduct for reference. Development of a Code of Conduct is becoming common practice for most Local Governments. A document entitled "Getting Started on a Code of Conduct for Your Council/Board".

Resolution 11-14-321 M/S Councillor Watt-Senner/Councillor Fennema  
"Motion to develop a Code of Conduct"

Carried

Councillor Watt-Senner would like our Code of Conduct to include a social media policy.

**Resource Benefits Alliance:**

The organizers of the Resource Benefits Alliance have scheduled an "All Members" meeting for Saturday December 15, 2018. The meeting will be held at the Regional District Kitimat Stikine Office on Lazelle Avenue, Terrace, B.C. This meeting will provide an orientation to newly elected officials who may not be familiar with the activities of the RBA. This will include an update on recent developments stemming from the announcement of the Final Investment Decision for the Coastal Gaslink Pipeline. Members of Council are encouraged to attend. CAO Holland asked those interested, to advise staff so we can notify RBA and book hotel rooms.

**BC Natural Resource Forum:**

This event is brought to Council's attention for scheduling purposes. The event is scheduled from January 21<sup>st</sup> to 23<sup>rd</sup>. This forum provides good information about what is happening in northern BC in terms of resource development. In the past, our EDO and a member of Council has attended. Hotel accommodation is usually tight for this event.

Mayor Storey advised she will attend.

**Celebrate Canada Grant Funding:**

This is annual funding offered by the Department of Canadian Heritage. In the past, the Village of Fraser Lake has received funding through this fund in support of our Canada Day celebrations. Our Canada Day celebrations typically cost around \$20,000.00. This funding source has provided between \$1,600.00 and \$2,000.00 each year.

Councillor Fennema inquired about the anniversary date for the Village of Fraser Lake.

EDO Dave Christie stated the Village was incorporated in 1966. Relative to the Fraser Lake Sawmill, this is the 100<sup>th</sup> year anniversary of the sawmill.

Councillor Fennema asked if they would donate for those celebrations.

EDO Christie stated he would anticipate a donation but those discussion have not yet occurred.

Resolution 11-14-322 M/S Councillor Lepoidevin/Councillor Fennema

“Motion to apply to the Department of Canadian Heritage – Celebrate Canada fund for \$5,000.00 to support the Village of Fraser Lake’s Canada Day celebrations”

Carried

**Silver Birch Lodge – Development Variance:**

Silver Birch Lodge would like to extend their carport roof structure to the front lot line of the Silver Birch Lodge; 199 Langley Avenue, Fraser Lake, B.C. This will create four new covered parking spots. The request is to vary or eliminate the requirement for a 20-foot set back from the front lot line. The requested variance would be restricted to the carport roof structure only. The elimination of the set back requirement would not be varied for any other purpose.

Councillor Watt-Senner suggested it would likely be better for the residents of Silver Birch Lodge to go from covered parking to the facility.

Councillor Jenkinson asked to be specific to the construction of the carport structures. He was concerned about the impacts on snow clearing or other road maintenance issues.

Resolution 11-14-323 M/S Councillor Lepoidevin/Councillor Watt-Senner

“Motion to approve the Development Variance as requested by Silver Birch Lodge for the construction of covered parking to a zero set back from the front parcel line of 199 Langley Avenue, Fraser Lake, B.C.

Carried

**Alexandra Panagopoulou – Request for Rezoning:**

Administration presented a request from Mrs. Panagopoulou to re zone her vacant commercial lot on McMillan Avenue from General Commercial to Residential. The civic address for this property is 344 McMillan Avenue. It is located to the immediate west of Senior Duggies Restaurant.

Administration has spoken with Mrs. Panagopoulou regarding her application. Her request for this re zoning is to expand her garden. Regardless of the zoning of this property, it can be used for gardening. The second issue Mrs. Panagopoulou raised was her hope to reduce the property tax on this property. CAO Holland advised this property is a vacant lot. Whether it was zoned Commercial or Residential, the assessed value of the property would likely be the same. Mrs. Panagopoulou pays \$298.00 annually for property tax on this property. As a vacant lot, there is no water, sewer and gas levy against the property.

CAO Holland noted this request runs contrary to our Official Community Plan. Our Village has a limited supply of commercial highway frontage properties. Accepting this application would create a break in our Highway Commercial frontage. The position of Administration is supported by the advice from the Regional District Planning Department staff earlier in the meeting. Jason Llewellyn stated, if he were asked for a staff report, based on recognized Community Planning methodology, he would not recommend this zoning change.

Councillor Watt-Senner commented on how the request contradicts the Village of Fraser Lake Official Community Plan. Aside from potentially effecting other commercial development on adjacent properties, approving this application would create a hodge podge of Commercial and Residential lots and potentially restrict commercial development in the area.

A discussion followed.

Resolution 11-14-324 M/S Councillor Watt-Senner/Councillor Fennema

"Motion to deny the application from Mrs. Alexandra Panagopoulou to change the zoning of Lot 11, Range 5, District Lot 617, Plan Number PRP8247 from Commercial (C2) to Residential (R1)."

Carried

Municipal Election Results:

The results of the October 20, 2018 Municipal Election results were presented to Council.

Resolution 11-14-325 M/S Councillor Lepoidevin/Councillor Watt-Senner

"Motion to receive the Election Results of the 2018 Municipal Election held in the Village of Fraser Lake"

Carried

Resolution 11-14-326 M/S Councillor Lepoidevin/Councillor Watt-Senner

"Motion to receive business from the CAO"

Carried

#### **Staff Reports:**

None

### **Reading List**

Resolution 11-14-327 M/S Councillor Lepoidevin/Councillor Watt-Senner  
"Motion to receive the Reading List"

Carried

### **New Business:**

Councillor Lepoidevin asked about the organization of the Community Charity Hockey Tournament.

EDO Dave Christie advised he and the Village Recreation Director have been working on the organization of this event. The Community Charity Hockey game is scheduled for Sunday December 23<sup>rd</sup>, 2018. A meeting is scheduled with the President of Minor Hockey, Josh Weber, on November 29, 2018. Further information will be provided following that meeting.

Councillor Jenkinson asked about bylaw enforcement. Parents are stopping to pick up students after school on Chowsunket Street out front of FLESS. The area has solid yellow lines and signage stating no parking.

CAO Holland stated the Village does not have an enforcement bylaw that makes that "No Parking" zone enforceable.

Councillor Fennema has received several complaints about cats and fences in the community.

CAO Holland advised the Village does have an animal control bylaw. Our existing bylaw does not deal with cats. As for fencing, our zoning bylaw dictates the height of fences. Our good neighbour bylaw addresses the structural condition of the fence. Our Village bylaws do not address aesthetics such as fence color.

Mayor Storey thanked Councillor Jenkinson for discussing the state of our community paramedic program in Fraser Lake. Mayor Storey is concerned about the lack of paramedic coverage when our paramedics are called to other communities to provide coverage. With no after hour health care in our community, we need to ensure our ambulances and our paramedics are in town.

Resolution 11-14-328 M/S Councillor Lepoidevin/Councillor Jenkinson  
"Motion to receive new business"

Carried

### **Bylaws:**

None

**Next Meeting of Council:**

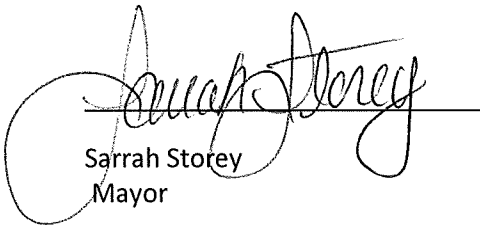
November 28, 2018 at 5:30 pm

**Adjourn:**

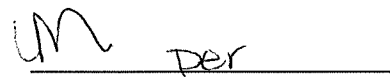
Resolution 11-14-329 M Councillor LePoidevin  
"Motion to adjourn the meeting at 9:42 pm"

Carried

Certified Correct



Sarrah Storey  
Mayor



Rodney J Holland  
Chief Administrative Officer