



## Minutes of the Regular Meeting of Council held April 8th, 2020 In Council Chambers

*With Reference to Ministerial Order No. 83, Local Governments have been given permission to attend Regular Meetings in an electronic format during the COVID 19 Provincial State of Emergency to allow Local Government to focus on emergency and time restricted decisions related to finances. The electronic format is required to meet the recommendations of the Provincial Health Officer to maintain social distancing.*

Those in Attendance:

Council: Mayor Storey  
Councillor LePoidevin  
Councillor Watt-Senner  
Councillor Fennema  
Councillor Jenkinson

Staff: Rodney Holland, Chief Administrative Officer

### Agenda

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

Mayor Storey requested a motion to adopt the agenda and requested the declaration of any new business.

Resolution 04-08-133 M/S Councillor Watt-Senner/ Councillor Jenkinson  
"Motion to adopt the Agenda"

Carried

No new business was declared.

### Delegation

None

### Minutes from the Previous Meetings

Resolution 04-08-134 M/S Councillor Jenkinson/ Councillor LePoidevin  
"Motion to adopt the minutes of the Regular Meeting held March 11, 2020"

Carried

Resolution 04-08-135 M/S Councillor Fennema/ Councillor LePoidevin

“Motion to adopt the minutes of the first In-Camera Meeting held March 11, 2020”

Carried

Resolution 04-08-136 M/S Councillor Watt-Senner/ Councillor Jenkinson

“Motion to adopt the minutes of the second In-Camera Meeting held March 11, 2020”

Carried

Mayor Storey called for discussion.

No discussion.

### **Business Arising from the Minutes**

Mayor Storey asked for an update on the Community Daycare application.

CAO Holland explained the appraisal of the structure being considered for the Community Daycare came in considerably lower than what the owner had anticipated. An email has been received from the property owner advising the Village they wish to opt out of this process. The rest of the application process was stopped because of this fundamental issue.

CAO Holland reiterated the three funding streams in support of Community Childcare. The first is available to operators for Childcare facilities. It wouldn't involve the Village. The second is a planning grant of \$25,000.00. A successful application through this funding stream would allow the Village to hire a consultant to determine the need for new Childcare spaces, develop a business plan and programming for the facility and potentially a design. Michelle Kirby of the Province has offered to advise the Village when and if that funding become available again. She has also offered to assist the Village in future applications.

Discussion.

Resolution 04-08-137 M/S Councillor Watt-Senner/ Councillor Jenkinson

“Motion to receive Business Arising from the Minutes”

Carried

### **Councillor Reports**

Councillor LePoidevin had nothing to report.

Councillor Watt-Senner had nothing to report.

Councillor Jenkinson participated in the conference call for the Omineca Regional Response for Tier two providers. This is a planning committee focused on supporting local communities that feed into St. John's Hospital in Vanderhoof, B.C. They are in the process of collecting personal protection equipment from local industries to prepare for potential impacts of the COVID 19

pandemic. Councillor Jenkinson felt it was a worthwhile meeting. Meetings are scheduled every second Thursday evening.

Councillor Fennema advised the Library is no longer open for individual appointments. It is closed to the public. People can register online to access e-books or audio books etc.

Mayor Storey has been busy, participating in multiple conference calls each day. She commented her busy schedule reminds her of fire season. People in the community have presented her with issues, questions about EI, communication with the sawmill and mine. She is doing her best to keep up with the demanding pace to ensure she stays abreast of matters in our area.

Several of the calls Mayor Storey participated in were the Omineca Response call and the Burns Lake coalition. She has been attending as much as possible. Notable calls include the weekly conference call with the Minister of Municipal Affairs and Housing, Selena Robinson. Other conference calls included the Regional District.

Mayor Storey advised she has been in discussion around levels of communication from both Northern Health and the local clinic. Mayor Storey has asked for better communication from our Medical Clinic.

Mayor Storey met with Stephen Burt and Chuck Hennessy of Centerra Gold regarding the sale of mine apartments. Units will be released slowly and sold individually.

Mayor Storey voiced her concern about the timeliness of COVID 19 information. She believes the public receives information that is 8-10 days behind the true numbers.

The Fraser Lake Sawmill has announced the closure of the sawmill and planner. The ORC will continue to operate. Mayor Storey voiced her concern for our local businesses and employees.

Mayor Storey noted that although there is a lot of bad news, there are some good things coming out of this situation. The services noted were 211, food delivery, laundry services, prescription deliveries, the community stepping up quickly for things that need to be looked after.

Mayor Storey noted we are on the verge of fire season.

Mayor Storey noted she has applied for \$20,000.00 from United Way of Northern BC to assist with delivery of groceries and such.

Councillor Jenkinson has asked to have notes sent out via texts when there are events or changes of circumstances in town.

Mayor Storey also felt this was a good idea and would keep this in mind.

Resolution 04-08-138 M/S Councillor Watt-Senner/ Councillor Jenkinson  
"Motion to receive the Councillor Reports"

Carried

### **Accounts Payable**

Resolution 04-08-139 M/S Councillor LePoidevin/ Councillor Fennema

“Motion to adopt Accounts Payable and Payroll in the amount of \$1,133,398.61”

Carried

CAO Holland noted, further to Councillor Jenkinson’s comment at the last Council Meeting, the Community Forest operational expense payments have been totaled and noted at the bottom of the cheque register. As the Community Forest expenses are quite high, this highlights these costs and provides a more balanced perspective of Village expenditures.

Mayor Storey called for discussion.

No discussion.

### **Correspondence List**

None.

### **Business from the CAO**

Water Conservation Plan:

CAO Holland complimented the work to the consultants who prepared this plan for the Village.

The plan is both in depth and workable. Highlights include, our water distribution pipe should have as much as twenty to thirty years of life left in them. In addition, our water treatment plant should meet the Village needs of our community for at least the next twenty years.

A Canadian Accounting principle is “water should pay for the water”. Simply put, our water fees should cover the cost of treating and distributing water. Our fees should also collect enough for current maintenance and future repairs or replacement. That is not happening. Our current water rates are low, and we are subsidizing water users every month. There are a couple local businesses that use exorbitant amounts of water. Those high usages are not reflecting in our billing.

The report sets out several opportunities to address the concerns that have been identified; water conservation initiatives, leak detection, increases to flat rate billing and incremental billing for those on water meters.

Administration has reactivated the meter reading program. The plan is to begin an educational period where metered businesses will be notified each month of their water consumption. As for flat rate uses, Administration would like to provide a level of education to our residents through the release of the Water Conservation Plan and articles in the Village Newsletter. Administration suggests a re write of the water rate bylaw but to hold off implementation until January 1, 2021.

Resolution 04-09-140 M/S Councillor Watt-Senner/ Councillor Jenkinson

“Motion to adopt the Water Conservation Plan”

Carried

Regional Mass Communication System-Regional District – With Regional District:

This is a proposal from the Regional District Bulkley Nechako. The cost to property owners is meagre at around \$0.25 per year for the average household. Participation in the system is through registration. It provides the ability to notify residents electronically of emergencies, service disruptions, community events, etc. The Regional Mass Communication System would be billed by way of a 911 levy. Staff training is provided. The Regional Mass Communication System should be a time saver and may take the place of an employee going door-to-door with notifications.

If Council supports this initiative, the RDBN has requested the Village enter into an agreement with the Regional District.

Resolution 04-08-141 M/S Councillor Fennema/ Councillor LePoidevin

“Motion to adopt the agreement with Regional District regarding the Regional Mass Communication System”

Carried

Update of the Employee Wage Rate policy:

CAO Holland presented an updated Employee Wage Rate policy. This policy reflects staff wage rates as set by Council.

Resolution 04-08-142 M/S Councillor LePoidevin/ Councillor Watt-Senner

“Motion to adopt the 2020 Employee Wage rate policy”

Carried

White Swan Raw Water:

As the development of this project moves forward, our understanding of the true cost has increased. When this was previously presented to Council, Council was asked to support an application to NKDF in the amount of \$3890.00. Administration is asking Council to support an increased application to NKDF that more accurately reflects 50% of this project. This requires an amended resolution to apply to NKDF for \$6728.99.

Resolution 04-08-143 M/S Councillor Jenkinson/ Councillor Fennema

“Motion to amend Resolution 02-26-58 to apply to NKDF for up to \$6728.99 to install raw water service to White Swan Park Washrooms”

Carried

2020 Grant In Aid Policy update:

EDO Christie has submitted a Grant in Aid policy update proposal. CAO Holland noted this proposal would modernize our 2004 Grant in Aid policy. CAO Holland noted many of our applications don't fit within the guidelines of the current policy. The propose update provides better information that will assist applicants in their understanding of what is eligible for this funding.

A discussion followed. Council would like the policy amended to provide Council with the discretion to deal with applications subject to extenuating or special circumstances. They also

asked for the removal of the definition of team. They did not want to specify a number to be eligible for sporting event funding.

Discussion ended with appreciation for EDO Christie for the work put into this policy.

Resolution 04-08-144 M/S Councillor Jenkinson/ Councillor LePoidevin

“Motion to adopt the Grant in Aid policy with the requested amendments”

Carried

Resolution 04-08-145 M/S Councillor Fennema/Councillor LePoidevin

“Motion to receive the CAO Reports”

Carried

Mayor Storey called for discussion.

No discussion.

### **Staff Reports**

Resolution 04-08-146 M/S Councillor Watt-Senner/ Councillor LePoidevin

“Motion to receive Director of Public Works Hilman Staff Report”

Carried

Mayor Storey called for discussion.

No discussion.

### **Reading List**

Resolution 04-08-147 M/S Councillor Fennema/Councillor LePoidevin

“Motion to receive the Reading List”

Carried

Mayor Storey called for discussion.

No discussion.

### **New Business**

Councillor LePoidevin would like to organize a parade to recognize our front-line workers. He has asked for Council’s support of the event.

Council agreed.

Councillor Jenkinson asked about the process of hiring a contractor for the fourth lagoon project.

Mayor Storey commented she was contacted by CAO Holland about this activity. She supports CAO Holland’s decision and was happy with the price quoted by the contractor.

CAO Holland explained, in anticipation of the 4<sup>th</sup> Lagoon project, Administration has been seeking a qualified contractor to clear this area since last summer. None of our local contractors were identified as having the certifications that are necessary to work in an area crisscrossed by hydro lines. The contractor who was hired was recommended due to his experience with BC Hydro and their WorkSafe BC certifications specific to working around hydro lines. We've just received notice, funding for the 4<sup>th</sup> lagoon project is close. Hoping to complete this project in 2020, the completion of this work was time sensitive. Because the area is very soggy, this work needed to be done before the frost left the ground. Otherwise this project might have to wait another year.

Discussion.

Councillor Jenkinson voiced concern about meeting the two-meter self-distancing protocol during the front-line workers recognition at the Medical Clinic. He had heard there were up to 6 people in the fire trucks.

Councillor LePoidevin reported he took videos of the event and protocol had been respected by everyone present. There were no more than two people in each Fire Truck.

Councillor Jenkinson voiced concern about the economic downturn and its impacts on employment. He wanted to know what Council could do to lessen the impact of property taxes.

Discussion.

All council members agreed to cancel the 2% increase to Council's stipend for 2020.

Emergency Management:

Our Emergency Operations Centre (EOC) has been active for a month at a level 1. Level 1 equates to ensuring we remain current on all issues related to the event. This involves daily attendance on coordination calls with Emergency Management BC, updated from Northern Health, participation with the Omineca Group, a weekly conference call between the Medical Clinic, RCMP, Ambulance and the EOC and a weekly call between the EOC at Stellaquo, Nadleh Whut'en and the Village.

At this point, each of the local communities are stable. Supplies are adequate. Focus is on vulnerable populations and ensuring those who are self isolating in their home have access to basic need. It is understood Autumn Services and the Better at Homes program are doing a fair amount for residents. Fire Chief Pacheco was tasked with checking with the Post Office to make sure no one is so isolated they aren't picking up their mail. If that were the case, Fire Chief Pacheco will go to the home to verify the person(s) is okay. He will also check with local churches to make sure all is well with their congregation(s).

From our weekly conference call with Stellaquo and Nadleh Whut'en, both communities are doing well. Both communities have processes in place to support band members. They are promoting shopping locally and keeping the communication open with their elders and members.

Nadleh Whut'en has established Security Check points to control access to their community.

CAO Holland commented we are lucky to be living in Fraser Lake. Most, if not all members of the community have adopted the recommendations of the Public Health Officer, Dr. Bonnie Henry. We are observing good adherence to social distancing. And according to Northern Health, the level of risk remains low; assuming people are eliminating non-essential travel, washing their hands, maintaining social distancing and implementing proper disinfecting regimes.

Mayor Storey noted there are no ventilators in Fraser Lake. She added, St. John's Hospital in Vanderhoof is not designated for COVID 19 patients. She has received valuable information from the Omineca Group from Doctors and other Health Officials about Tier II service providers. It's unfortunate she can't attend all the conference calls. MLA Robinson's weekly call is helpful. It provides an opportunity for updated information on important issues such as Employment Insurance applications.

Mayor Storey thanked staff for the work they do and especially CAO Holland for the effort he extends to stay updated on community news and COVID 19 preparedness within the Village.

Resolution 04-08-148 M/S Councillor Fennema/ Councillor LePoidevin  
"Motion to receive New Business"

Carried

Mayor Storey called for discussion.  
No discussion.

### **Bylaws**

Record Retention and Destruction:

Prior to 2015 there was no formalized process for managing records at the Village. The Records Management Manual produced by LGMA (Local Government Management Association) was acquired and its recommendations implemented. The Manual is in depth and deals with legal precedents, the Access to Information and Privacy Act and other relevant regulation.

For five years staff has been instituting this process for the management of Village records. Some of these files are now past their retention period. It is appropriate to dispose of records that have met the retention period and are no longer of use to the Village. However, a bylaw is required to legitimize the destruction of these records. This ensures we are managing Village records in line with regulations and legal precedents

Discussion followed.

Resolution 04-08-149 M/S Councillor Jenkinson/ Councillor Watt-Senner  
"Move to conduct the first, second and third reading of the Village of Fraser Lake Record Retention and Destruction Bylaw No. 813, 2020"

Carried

Mayor Storey called for discussion.  
No discussion.

2020 Council Compensation and Allowance Bylaw:  
Council chose to cancel this Bylaw, choosing to remain at their 2019 rate of compensation.

Resolution 04-08-150 M/S Councillor Jenkinson/ Councillor Fennema  
“Motion to cancel the proposed Village of Fraser Lake Council Compensation and Allowance  
Bylaw No 812, 2020”

Carried

### **Next Meeting of Council**

Next Council Meeting on April 22, 2020 at 5:30 pm.

### **Adjournment:**

Resolution 04-08-151 M/S Councillor LePoidevin  
“Motion to adjourn the meeting at 7:35 pm”

Carried

Certified Correct:

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**Sarrah Storey, Mayor**

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**Rodney J Holland, Chief Administrative Officer**