

**Minutes of the Regular Meeting of Council held August 23, 2017  
In the Municipal Hall in Open Forum**

Those in Attendance: Mayor Lindstrom  
Councillor Reyden  
Councillor Lepoidevin  
Councillor Storey  
Councillor Ray

Staff Rodney J. Holland, Chief Administrative Officer  
Elizabeth Litke, Director of Finance  
Vern Hilman, Director of Public Works

Mayor Lindstrom called the meeting to order at 5:30 pm and welcomed everybody back after Council's summer break.

**Agenda:**

Resolution 08-23-220 M/S Councillor Storey/ Councillor Reyden  
"Motion to adopt the agenda"

Carried

**Minutes:**

Resolution 08-23-221 M/S Councillor Storey / Councillor Ray  
"Motion to adopt the minutes of the Regular Meeting held on July 12, 2017"

Carried

**Business Arising from the Minutes:**

Councillor Storey commented on the discussion of Non-Profit Organizations in the CAO Report dated July 12, 2017. Councillor Storey advises a Non-Profit Organization cannot issue a tax receipt. Only registered charities can issue tax receipts.

Resolution 08-23-222 M/S Councillor Storey/Councillor Reyden  
"Motion to receive Business Arising from the Minutes"

Carried

## **Business from the Previous Meeting:**

None

### **Councillor Reports:**

Councillor Storey attended Arts Festival that was held August 11<sup>th</sup> and 12<sup>th</sup>. She felt the event was well organized and believes attendance was up over last year.

Mayor Lindstrom agreed with Councillor Storey, stating the Festival of the Arts was a much better event this year. Mayor Lindstrom complimented the organizers and participants for putting on such a good community event. He believes this event is growing.

Councillor Reyden also attended the Festival of the Arts. Councillor Reyden feels the festival of the arts is good for the community.

Councillor Ray attended the RDBN Meeting as the Village Alternate on Thursday August 17<sup>th</sup>. Councillor Ray enjoyed the meeting. Earlier in the day, there was a lot of discussion about building permits and people building without permits and what should be the consequence for building without a permit.

During the afternoon, there was a presentation relating to Truth and Reconciliation. The discussion focused on the importance of building positive relationships with our FN neighbours. It is also important to develop an understanding of the challenges faced by the FN communities. It was suggested, Community leaders should consider working more closely with Traditional Chiefs. The presenters indicated there has been a movement toward dissolving the Indian Act and moving back to a more traditional form of governance. Councillor Ray stated it was an informative meeting and he enjoyed the experience.

Councillor Lepoidevin had nothing to report. He was busy with work and family through the summer.

Mayor Lindstrom attended White Swan Park over the summer and greeted a number of the campers using the RV sites. He was happy to report he received nothing but positive comments about the park and community hospitality.

Resolution 08-23--223 M/S Councillor Lepoidevin/Councillor Ray

“Motion to receive Councillor Reports”

Carried

### **Accounts Payable and Payroll:**

Resolution 08-23-224 M/S Councillor Storey/Councillor Reyden

“Motion to adopt Accounts Payable and Payroll in the amount of \$804,839.76”

Carried

### **Correspondence List:**

Resolution 08-23-225 M/S Councillor Reyden/Councillor Lepoidevin

"Motion to receive the Correspondence List"

Carried

### **Business from the CAO:**

CAO Holland advised Council it has been a busy summer. Our summer student employees have been very helpful.

#### **Ministry of Environment – Warning Letter:**

CAO Holland presented a Warning Letter from the Ministry of Environment relating to our spring effluent discharges. Typically, during spring run off, our system experiences high volumes of water and effluent due to snow melt or heavy precipitation. When an overflow situation is encountered, we are prompted to discharge a volume of treated effluent that exceeds our permitted 1180 m3/day. In those circumstances, the Village must submit a non-compliance report to the MOE. In the past, non-compliance reporting was directed to a local MOE representative. That person was sensitive to seasonal conditions in our area and/or local weather events. The MOE reporting system has transitioned to electronic reporting. Non-compliance reports are forwarded to Victoria. There seems to be less tolerance for such events.

The Village has been taking steps to ensure the sustainability of our Wastewater Treatment processes over the past couple of years. We have completed a professional assessment through a professional environmental engineer of our Wastewater Treatment processes. This assessment was completed to determine the effectiveness of our current practices and to determine what additional steps need to be taken to ensure our Wastewater Treatment processes remain within regulations. This included a risk assessment. There had been a long-standing concern about discharge into the lake, so we asked the environmental engineer to provide advice on whether we should continue discharging treated effluent into the lake or pursue development of a man-made wetland. The engineer's assessment stated our current practices are exemplary; except for a handful of days each year where we exceed our licenced discharge limit. He suggested the most viable solution is to construct a 4<sup>th</sup> lagoon which will act as a catchment basin during periods of inflow.

With this recommendation, the next step was taken this spring with an application to the Federal Strategic Priorities Gas Tax Fund. This application was to fund the completion of all preparatory work to create a shelf ready project. Our application was submitted in June 2017. Hearing no news from UBCM, the Fund Adjudicators, CAO Holland contacted a representative. CAO Holland was told applications are being reviewed. It will be a lengthy process and decisions will likely not be announced until January 2018.

CAO Holland referred to the correspondence from MOE. The letter suggests a potential for a \$40,000.00 administrative penalty should the Village fail to address seasonal exceedances. With the UBCM timeline, we'll be into the Spring of 2018 before design works could occur. With no change in our infrastructure, we will inevitably exceed our licenced flow rate.

CAO Holland has phoned the compliance officer twice and left messages. CAO Holland would like to have a conversation with this person to discuss what we have been doing to address this issues and the challenges we have encountered.



CAO Holland suggested Council may consider foregoing the UBCM grant application and simply fund the site assessment and design work out of our Community Works fund. After all obligations are considered, the Community Works Fund holds a balance of \$279,000.00. The Community Works Fund can fund the development of Wastewater Infrastructure.

A general discussion followed. Council would prefer to speak with the Compliance Officer to relay our current efforts. It would be preferable to maintain the balance in the Community Works Fund as the construction of the 4<sup>th</sup> lagoon is expected to cost around \$250,000.00.

Resolution 08-23-226 M/S Councillor Storey/Councillor Reyden

“Motion to table the discussion of the MOE Warning letter to the next meeting of Council on September 13, 2017 to allow time to discuss this matter with the compliance officer”

Carried

Parks, Trails and Recreation Facility Policy:

CAO Holland presented the proposed Parks, Trails and Recreation Facility Policy. The Village has been building our Asset Management processes. This policy continues those efforts and assists our Village with liability mitigation. Due to our limited capacity, we are committing to two inspections per year; once per facility in the Spring and once per facility in the Fall. Additional inspections would be triggered through accidents, complaints, significant weather events or as time allows. The Spring and Fall inspections are obligatory. The intent of these inspections is to ensure our facilities are safe and that we identify maintenance issues that require consideration or planning to ensure maximum enjoyment by users. The adoption of this policy will provide structure for the scheduling and conduct of these inspections. This process provides for a more methodical means of identifying maintenance issues requiring immediate attention and improvements that may be so significant they require budgeting.

Mayor Lindstrom commented on the boat launch. He would like to see something that will bridge the gap between the floating docks to eliminate the potential to trip or fall between the floating docks.

Resolution 08-23-227 M/S Councillor Storey/Councillor Reyden

Motion to adopt the Parks, Trails and Recreation Facility policy and check lists”

Carried

Good Neighbour Bylaw proposal:

CAO Holland presented the Good Neighbour Bylaw proposal. Each year the Village receives a number of complaints from local residents. Most of those complaints relate to property maintenance, collections of debris, derelict vehicles and nuisances. The proposed Good Neighbour Bylaw is intended to address those issues by creating a framework that imposes obligations on property owners. Those obligations include maintaining lawns, trees, shrubs. Preventing the accumulation of debris. Managing unlicensed and derelict vehicles. Maintaining fences. Controlling noise from residents and their animals. CAO Holland suggests rolling the Water Conservation Bylaw into the Good Neighbour Bylaw to consolidate like issues into one Bylaw.

A Good Neighbour booklet was also presented. This booklet would be circulated to all residents and property owners. The booklet puts the obligations imposed by the proposed Bylaw into an easy to read format.

A general discussion followed. Regarding Animal Control, Council will not require dogs off their property to be on a leash at all time; however, dog owners must have control of their dog if it is not on leash. Council would also like outdoor cats to be spayed or neutered. The requirement to limit dogs and cats



to a specified number was discussed. As there are pet owners in Fraser Lake who already own more than two dogs and two cats, this limitation will not be imposed. Other aspects of this Bylaw address associated nuisances such as noise.

Regarding Fire and Safety, Council would like to ensure a note is made to ensure property owners must obtain a Fire Permit for all burning within the Village. In addition, it is the property owner's responsibility to watch for Fire Bans. A Fire Permit from the Village does not supersede a Provincial Fire Ban.

CAO Holland advised amendments will be made to the proposed Bylaw. It will be brought back to Council for further consideration. All offenses set out in the Bylaw fall under the umbrella of the Offense Act. Designated fines can be anything from \$0.00 to \$2,000.00 per offense. Council has the authority to set fine amounts based on judicial precedence and what they feel will reasonably provide an appropriate deterrent against continuance of an offense. That will be discussed when the Bylaw is brought back for review.

#### Traffic Control Bylaw proposal:

CAO Holland presented a proposal for the Village of Fraser Lake Regulation & Control of Traffic Bylaw. The development of this Bylaw was again prompted by public complaints relating to this issue. This Bylaw addresses a wide breadth of issues including municipality installed traffic control devices, speed limits, damage to sidewalks and boulevards, damage to streets, load limits, vehicle size limits, obstruction of sidewalks, dumpsters or other materials that will be left on portions of the roadway, and parking. Specific to parking, the proposed bylaw will regulate parking on the road surface and on boulevards. It regulates parking relative to other resident's driveways, fire hydrants and cross walks. Persons parking on the roadway for extended periods of time will need to purchase a monthly permit and if they will park in front of a location that is not in front of their own home, they will need written permission from that home owner to do so. The Bylaw prohibits the operation of ATV's and other off road vehicles within the Village; except as authorized by Council. This may include for the purposes of snow removal or through an ATV corridor should an ATV club develop. The Bylaw imposes a responsibility on any party who litters or deposits debris on our street through an escaping load to stop and take immediate action to clean up.

A general discussion followed.

Mayor Lindstrom stated he felt written permission from the neighbour, if you are parking in front of their residence for an extended period is important.

CAO Holland asked Council to take some time to consider this Bylaw proposal. Although the Village has not been accustomed to parking regulations, this proposal does a lot to address unspoken concerns.

CAO Holland stated he was not asking Council to adopt these Bylaws at this time but rather to familiarize themselves with their contents so required amendments can be identified as we work toward adoption of a Good Neighbour and a Traffic Control Bylaw.

#### Performance Management/Discipline Policy:

CAO Holland presented an updated Performance Management/Discipline Policy. An earlier version of the policy was first presented in March 2016. Inquiries have been conducted to determine what other municipalities are doing in this regard. The new performance management proposal has been shortened by one step. The intent of this policy is guided by labour rules. It embodies the need to guide and

develop employees where performance expectations are not being met. This policy also provides a mechanism where employees who are unwilling to conduct themselves in a satisfactory manner can be dismissed.

Resolution 08-23-228 M/S Councillor Storey/Councillor Reyden  
"Motion to adopt the Performance Management/Discipline Policy"

Carried

RDBN Emergency Support MOU proposal:

CAO Holland presented a draft MOU, as presented by the RDBN. The MOU relates to Emergency Social Services in the Regional District. Some communities do not have an ESS team. Others have small ESS teams. The Fraser Lake ESS Team consists of 14 volunteers. In the past, they have been asked to attend other communities to provide Emergency Social Services. This MOU hopes to continue that agreement. The RDBN has offered to allocate \$2,000.00 toward training and other ESS developmental activities. Due to the size of the Village ESS Team, this amount of money falls significantly short of the costs associated with annual training, etc. The Village allocates \$3,000.00 toward ESS and pays our ESS Director her wages when she is called away for ESS duties.

A general discussion followed. Mayor Lindstrom agreed more discussion is required. He will discuss this proposal with the relevant persons at the Regional District.

Councillor Appointments:

This past Thursday, Councillor Ray attended the RDBN Meeting as the Village of Fraser Lake Alternate Director. This appointment needs to be formalized through Council Resolution.

Resolution 08-23-229 M/S Councillor Reyden/Councillor Storey  
"Motion to appoint Councillor Tyrel Ray as the Village of Fraser Lake's Alternate Director to the Regional District Bulkley Nechako"

Carried

Resolution 08-23- 230 M/S Councillor Storey/Councillor Lepoidevin  
"Motion to receive the CAO Reports"

**Staff Reports:**

None

**Reading List:**

Resolution 08-23-231 M/S Councillor Ray/Councillor Storey  
"Motion to receive the Reading List"

Carried



Mayor Lindstrom noted the invitation to the COFI Community Dinner. Both the Mayor and Councillor Storey would like to attend this dinner. Administration will complete reservations for this event.

### **New Business:**

Councillor Lepoidevin asked Council to consider charging at the Sani Dump? This past weekend, Councillor Lepoidevin observed a significant number of non-resident RVers turning off Highway 16 to use our Sani Dump at the Recreation Centre. During the long weekend, the large number of users using the Sani Dump created an hour and a half wait time to access the site. Councillor Lepoidevin feels a fee may reduce the number of out of town campers using our site.

Mayor Lindstrom stated it was a common practice to pay to access the Sani Dump at other locations along Highway 16.

A general discussion followed. It was suggested a donations box may be a consideration.

Councillor Lepoidevin felt it may be worthwhile to price out the cost of a pay station for the Sani dump.

Councillor Lepoidevin has also been approached by a local resident about making the boat launch docks wheel chair accessible.

Council agreed wheel chair accessibility is a modern expectation. As the docks will be pulled from the lake in the next couple weeks, this modification can be considered for the 2018 Budget year.

Councillor Reyden inquired about canoe rentals? How have they gone this year.

Councillor Lepoidevin advised there have only been 7 or 8 rentals. There has more interest but due to the persistent winds this summer, many of the people who wanted to rent a canoe, didn't.

Councillor Reyden asked about the progress of the dressing rooms? Are they on budget?

Director of Public Works Vern Hilman advised the construction of the dressing rooms is progressing. The project is on budget but it is taking more time than expected.

Councillor Storey suggested the Village should write a letter of Minister Shane Simpson to be one of the pilot project communities for the Basic Income Pilot Project. Minister Shane Simpson is the Minister of Social Development and Poverty Reduction. Councillor Storey has been speaking with others in her network about our local challenges relating to access to food, medical, dental, government services, specialist appointments and cancer care. Through the Food Share program at Autumn Services, access to food is quickly becoming a significant challenge for low income residents or persons with disabilities. Councillor Storey would like Minister Simpson to consider Fraser Lake for this pilot project. Councillor Storey will write the letter.

Councillor Storey noted in the recent past, two commercial vehicles have driven through town and pulled down utility lines. She is concerned the utility lines are too low. She would like to see these lines installed higher up on the poles.

Councillor Storey asked about the Village policy on photocopies for non-profit societies.

CAO Holland advised non-profits pay for the paper. There is no charge for the photocopies.

Director of Finance, Elizabeth Litke advised we do some but not excessive amounts of photocopying for non-profits. We do not provide color photocopying. We only provide black and white photocopying. Those are \$0.01/copy.

Tri Council Meeting – September 19, 2017. Adam Patrick, Chief Archie Patrick's son, has asked if the Village would be interested in a 10:00 am meeting. Patrick Lucas, the consultant promoting the development of Mountain Bike trails, is presenting at Stellaquo that morning.

A brief discussion followed. Council will not be available for the morning meeting. Council would prefer to keep the 5:00 pm start time for the dinner meeting.

Councillor Storey would like to ensure we send a thank you to Bobby and Lori Hurry for their donation of food to the Mouse Mountain Day Celebrations.

Councillor Storey would like to see something done about the parking lot at the Mall and the pot hole at the end of Chowsunket Road and Highway 16. Councillor Storey would like to see something in our Good Neighbour Bylaw that requires commercial property owners to maintain their parking lots to a certain standard.

Mayor Lindstrom agreed, the pot hole on Chowsunket and the highway is terrible. Could a cold patch be used for a more permanent solution?

Director of Public Works, Vern Hilman, responded. He stated the answer is to put pavement over that area. The Village is not doing any paving this year but Vern hopes paving will be considered for the 2018 budget.

Mayor Lindstrom received a complaint from one of the stores in the mall that their garbage is not being picked up.

Director of Public Works, Vern Hilman commented about a box of drywall that had been left at the back of the Mall. The Village will not pick up this sort of material. He suggested the store owner come to the Public Works Yard and pick up a container or arrange for a bin. That will better identify their garbage and facilitate pick up.

Councillor Ray commented on the signs on Park Drive. One is down in the ditch and the second is turned.

Councillor Storey stated she has also seen missing street signs in her neighbourhood.



Resolution 08-23-232 M/S Councillor Lepoidevin/Councillor Reyden

"Motion to receive new business"

Carried

**Bylaws:**

Village of Fraser Lake Re Zoning Bylaw 787, 2017, to amend Village of Fraser Lake Zoning Bylaw 683, 2008

Resolution 08-23-233 M/S Councillor Reyden/Councillor Storey

"Move first and second readings of Re Zoning Bylaw 787, 2017 to amend Village of Fraser Lake Zoning Bylaw 683, 2008 to add Machine Shop as a Permitted Use for Lot 1 of the Southside Subdivision"

Carried

**In Camera:**

Resolution 08-23-234 M/S Councillor Lepoidevin/Councillor Ray

"Motion to move the Regular Meeting of Council In-Camera under Section 90(1)(c) of the Community Charter at 7:45 pm".

Carried

**Return to Regular Meeting:**

**Adjourn:**

Resolution 08-23-238 M Councillor Lepoidevin

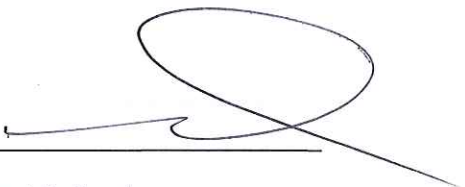
"Motion to adjourn the meeting at 8:27 pm"

Carried

Certified Correct



**Dwayne Lindstrom**  
Mayor



**Rodney J Holland**  
Chief Administrative Officer