



VILLAGE OF FRASER LAKE
REGULAR MEETING OF COUNCIL
AGENDA

Date: September 25, 2024
Time: 5:30 PM
Location: eSCRIBE Test

	Pages
1. <u>Adoption of the Agenda</u>	
Recommendation: THAT The agenda be adopted as presented.	
2. <u>Delegations</u>	
1. Autumn Services	4
Elaine Storey and up to three others presenters.	
Presenting on Food Bank, Get Up & Go Van, daily meals, Soup & Bun Program, Wellness Checks, and United Way-funded programs.	
3. <u>Adoption of Minutes</u>	6
Recommendation: THAT the Minutes for the September 11, 2024 Regular Meeting of Council be adopted as presented.	
4. <u>Business Arising from the Minutes</u>	
5. <u>Councillor Reports</u>	
1. Councillor Fennema	
2. Councillor Jenkinson	
3. Councillor LePoidevin	
4. Councillor Webb	
5. Mayor Storey	
6. <u>Accounts Payable</u>	14
Recommendation: THAT The Village of Fraser Lake Cheque Register for September 5 - September 19, 2024 for the amount of \$140,683.69 be received for information.	
7. <u>Correspondence List</u>	
Recommendation: THAT The correspondence be received for information.	
1. Planning and Land Use Management Acknowledgment	17
2. MADD	20
8. <u>Staff Reports</u>	

1.	Office of the Chief Administrative Officer	
2.	Economic Development Officer	
	a.	Growing Canada's Community Canopies Report 22
		Recommendation: THAT the Village of Fraser Lake supports the application to the Growing Canada's Community Canopies fund for the Fraser Lake Tree Planting Program.
	b.	UBCM Community Emergency Preparedness Fund Report 28
		Recommendation: THAT the Village of Fraser Lake supports the application to the Union of British Columbia Municipalities' 2024 Community Emergency Preparedness Fund: Volunteer Fire Departments for the purchase of three SCBA G1 Breathing Apparatuses and related accessories.
9.	<u>Reading List</u>	
10.	<u>New Business</u>	
11.	<u>Bylaws</u>	
	1.	Bylaw 854, Permissive Tax Exemption 2024 30
		Recommendation: THAT Council give fourth and final reading to Bylaw 854, Permissive Tax Exemption 2024.
	2.	Bylaw 855, Sign Bylaw 32
		Recommendation: THAT Bylaw 855, Sign Bylaw, be given fourth and final reading.
	3.	Bylaw 856, Bylaw Enforcement Bylaw 43
		Recommendation: THAT Council give fourth and final reading to Bylaw 856, Bylaw Enforcement Bylaw.
	4.	Bylaw 857, Northwest Funding Reserve 52
		Recommendation: THAT Council give first, second and third reading to Bylaw 857, Northwest Funding Reserve Bylaw 2024.
	5.	Bylaw 858, Winter Parking Amendment 55
		Recommendation: THAT Council give first, second, and third reading to Bylaw 858, Winter Parking Amendment.
	6.	Bylaw 859, Tree Bylaw Enforcement Amendment 58
		Recommendation: THAT Council give first, second, and third reading to Bylaw 859, Tree Bylaw Enforcement Amendment.
	7.	Bylaw 860, Sign Bylaw Enforcement Amendment 59
		Recommendation:

THAT Council give first, second, and third reading to Bylaw 860, Sign Bylaw Enforcement Amendment.

12. In Camera

Recommendation:

THAT pursuant to the Community Charter Section 90(e) disposition of land, Council move to an in-camera meeting.

13. Rise with Report

14. Adjournment

Autumn Services & the Better at Home Program needs Volunteers!

Do you like to give back to your community?

Remember - *Volunteers do not necessarily
have more time, they have the heart.*

Are you?

- ◆ 21 years of age or older
(any age can help at centre)
- ◆ Willing to provide a driver's abstract
(If doing transportation)
- ◆ Willing to undergo Criminal Record Checks

Do you?

- ◆ Like to help serve coffee?
- ◆ Enjoy visiting with people?
- ◆ Need something to look forward to every week?
If yes, we want to hear from you!

Benefits of Volunteering

- ◆ Gratitude from those you help
- ◆ Joy in helping seniors remain independent
- ◆ Opportunity to be part of the team
 - ◆ Make lasting friendships



Find us at

Website: autumnservices.org

 <https://autumnservices/www.facebook.com/>

Phone: 250-699-0056

Email: autumnservicescentre@gmail.com

And in person at 111 Chowsunket Street, Fraser Lake

For more information, to register or book services, please contact:

Elaine Storey, Chief Executive Officer
Janet Coburn, Program Coordinator
Laurie Mason, Event & Travel Coordinator
Darel Tetz & Christine Higginson, Finance
Karen Scott & Janet Coburn, Food Bank
Diana Briggs & Jennifer Johnston, Kitchen

Call Autumn Services: 250-699-0056

E-mail: director@autumnservices.org

bah@autumnservices.org

nps@autumnservices.org

foodshare@autumn services.org

kitchen@autumnservices.org

THANK YOU TO OUR GRANT FUNDERS

2016-2024 UNITED WAY BC

2022-2024 FOOD BANK BC

2024 NEW HORIZONS

2017-2024 CANADA SUMMER JOBS

Page 4 of 60



YOUR COMMUNITY'S REGISTERED CHARITY

Community & Senior Support Centre

111 Chowsunket Street
Fraser Lake BC

Everyone is welcome here



OPEN MONDAY TO FRIDAY 9:00 to 4:00pm



AUTUMN SERVICES SOCIETY WHERE IT ALL BEGAN

In 2008, our steering committee discussed the need for local support services for area seniors. With formalized planning documents in hand, we filed our society papers in 2009, and held our first board meeting November 1, 2010. With board approval and support from the Regional District Bulkley Nechako, we wrote our first grant to New Horizons in 2011, and received our first cheque in April 2012. In 2013 we renovated and moved into a space on McMillan Avenue, moving to a larger space in the Fraser Lake shopping centre in 2019.

We were granted our charity status in August 2018 – becoming the only non-profit society in town that could honour your donation with a **registered** charitable receipt. In our drop-in wheel-chair accessible center @ 111 Chow-sunket Street, we have a commercial food-safe kitchen, a zoom room, lots of office space, a huge public seating area, storage space in the backroom for our weekly Food Bank and pickup space UPS packages.

YEARLY ON-SITE EVENTS

- ◆ Monthly Community Pot-Luck Dinners
- ◆ Annual Flu clinics
- ◆ Annual Elder Abuse event
- ◆ Seniors Christmas Dinner/Seniors Card Drop
- ◆ Community Christmas Day Dinner
- ◆ Thanksgiving dinner/Harvest night with music
- ◆ Guest speakers on age related topics

DAILY ON-SITE SERVICES

- ◆ Community newspaper—Phraser Connector
- ◆ Professional printing services available
- ◆ Help with technology and computer access (Free Wi-Fi)
- ◆ Assistance with government forms and pension enquiries, scanning & emailing
- ◆ Free WiFi
- ◆ UPS pickup (Fedex, Loomis)
- ◆ Better at Home program to assist seniors to age in their own home

WEEKLY ON-SITE SCHEDULE

- ◆ EVERY OTHER FRIDAY—FOOD BANK
- ◆ Wednesday & Friday Soup & Bun
- ◆ Daily breakfast 9:00 am—10:00 am
- ◆ Wednesday BINGO
- ◆ Foot Care Services by appointment (when available)
- ◆ Coffee around the table
- ◆ Crib always available
- ◆ Sausage rolls Tues/Pizza Thursday
- ◆ Cinnamon buns every Friday
- ◆ Daily senior meals—delivered or to pick up frozen.

BOOK OUR GET UP & GO VAN FOR YOUR NEXT MEDICAL APPOINTMENT

Call 250-699-0056



United Way



Better at Home
United Way helping seniors remain independent.

North Central BC BAH Program

The North Central BC Better at Home Program helps seniors with simple day-to-day tasks, thereby helping them maintain their independence and stay connected with their community.

The program offers specific non-medical services to seniors who are:

- ◆ 65 years old and up (exceptions over 55)
- ◆ Area coverage includes Coreville, Endako, East François Lake, Stellako, Fraser Lake, North Shore, Lejac, Nadleh, & Fort Fraser.
- ◆ Pre-registration is required.
- ◆ Fees for Better at Home services are determined on a sliding scale based on the senior's household income.

SERVICES PROVIDED.

- ◆ **Light Housekeeping** - A contracted housekeeper will perform up to two hours of light housekeeping services.
- ◆ **Light Yard Work** - A Contractor will provide up to 2 hours of leaf raking, lawn mowing and other agreed upon services per visit.
- ◆ **Minor Home Repairs** - A contractor will provide up to 2 hours of pre-approved services.
- ◆ **Snow Removal** - A contractor will provide snow removal from sidewalks and driveways.
- ◆ **Transportation** - Trained volunteer drivers using the Get Up & Go van will get you to your medical appointment out of town.
- ◆ **Grocery Shopping/Friendly Visiting/Laundry** - These services are provided as needed and as staff and volunteers are available.

Celebrate
Elder Abuse
Awareness
Day



**Minutes of the Regular Council Meeting
in the Municipal Hall**

**Wednesday, September 11, 2024, 5:30 pm
210 Carrier Crescent, Fraser Lake, B.C.
Municipal Chambers**

Members Present: Mayor Sarrah Storey
Councilor Jolene Webb
Councilor Audrey Fennema
Councilor Craig LePoidevin
Councilor Joe Jenkinson

Staff Present: CAO Ethan Fredeen
EDO/DCO Jesse Gervais
DOO Jeff Graham

1. Adoption of the Agenda

Resolution Number: 2024-09-297

THAT The revised agenda be adopted as presented.

CARRIED

2. Delegations

a. Food Cycle Science - Municipal Food Waste Diversion Program

Jacob Hanlon presented on municipal food waste diversion programs.

Burns Lake and area is piloting the program. Other municipalities in RDBN have been presented to.

The minimum pilot scope is 100 residents, but Food Cycle is willing to discuss with staff on modifying the minimum requirements to meet the needs of a community the size of Fraser Lake.

Council would like to see research and engagement with community.

Council would like to have further discussion with Regional District on the program.

Many BC partnering communities have used LGCAP funding for the program.

RDBN funded portion of the program in the electoral area around Burns Lake, Burns Lake staff may be good resource.

Council asked if there's a commercial model available; those are available, but many municipal buildings don't produce enough food waste for use.

Council asked about the cost and life of filter; filter costs \$24 and lasts 3-4 months depending on use. Municipality can purchase in bulk and distribute.

Council asked about things that shouldn't be in the machine; significant damage hasn't been reported.

3. Adoption of Minutes

a. August 28, 2024 Committee of the Whole

Resolution Number: 2024-09-298

THAT Council adopt the minutes of the August 28, 2024 Committee of the Whole Meeting Minutes as presented.

CARRIED

b. August 28, 2024 Regular Council Meeting Minutes

Resolution Number: 2024-09-299

THAT Council adopt the August 28, 2024 Regular Council Meeting Minutes as presented.

CARRIED

4. Business Arising from the Minutes

5. Councillor Reports

Resolution Number: 2024-09-300

THAT Council receive the reports for information.

CARRIED

a. Councillor Fennema

b. Councillor Jenkinson

c. Councillor LePoidevin

d. Councillor Webb

Attended the Wellness Fair. Council discussed a continuation of the fair in some capacity such as wellness and recreation.

e. Mayor Storey

Attended the Wellness Fair as well. Happy with information and supports presented.

Attended NDIR meeting.

Attended Municipal Climate Leadership Council presentation. Discussion on energy sector and climate solutions that work for the North.

6. Accounts Payable

Resolution Number: 2024-09-301

THAT the Village of Fraser Lake Cheque Register from August 20-September 4, 2024 for the amount of \$248,085.75 be received for information.

CARRIED

7. Correspondence List

a. Incoming

Resolution Number: 2024-09-302

THAT Council receive all correspondence for information.

CARRIED

1. Letter from City of Campbell River to Premier
2. CN Rail Safety Week

Council asked about how other municipalities handle proclamations.

Staff said that other municipalities will focus only on proclamations that directly do business within the municipality.

Council would like to see policy on proclamations, and consider the value of staff time in doing so.

THAT Council direct staff to present a draft proclamation policy for consideration.

3. Forever Young Slow Pitch Team Funding

Council asked staff to respond to letter with grant-in-aid information and application.

b. Outgoing

1. Autumn Services Letter of Support

Resolution Number: 2024-09-303

THAT Council approve the letter of support for Autumn Service's application to the Northern Community Shuttle Program through Northern Development Initiative Trust.

CARRIED

8. Staff Reports

a. Office of the Chief Administrative Officer

Moving forward with permit amendment on wastewater treatment facility.

Aeration project will be installed this year at wastewater treatment facility. Public Works will be digging the trench.

b. Economic Development Officer

1. Community Bus Grant Application Report

Council advocacy on continued funding for beyond two years in critically important for our area, Council would like to consider this for UBCM 2025 resolution.

Council would like to see end-of-life and replacement plan for the shuttle van, considering the service's use levels and funding availability.

Resolution Number: 2024-09-304

THAT The Village of Fraser Lake supports the application to the Northern Development Initiative Trust - Northern Community Shuttle Program for the continuation of the Fraser Lake Community Bus.

CARRIED

2. Mouse Mountain FireSmart Purchasing Policy Waiver

Council asked about other potential contractors. Village has received other funding for FEP for Community Forest operations, which will provide more employment.

Staff mentioned that with short timelines of the grant, a tender process would have led to the loss of the opportunity to do the FireSmart project on Mouse Mountain.

Resolution Number: 2024-09-305

THAT Council waive the Village of Fraser Lake Purchasing Policy (Resolution 03-23-117) for the 2024 Mouse Mountain FireSmart project funded through the Forest Employment Program.

CARRIED

3. First Nations Gift Report

Council would like to see a carving of some kind.

There will be another opportunity to provide a gift to Nadleh on September 30, and both could be gifted on that date.

Resolution Number: 2024-09-306

THAT Council allocate \$2,000 from the Legislative Discretionary Fund toward a gift of artwork to Stelat'en and Nadleh Whut'en First Nations.

CARRIED

c. **Director of Operations**

1. Grader Report

Council asked about the difference between makers of grader based on price.

Council asked about the potential of trade-in with option 8; CAT did not offer trade-in value.

Council asked about training for Village operators, and whether service is provided in-community or if the grader has to be sent to Prince George for service; staff will request training be included in the purchase of a grader.

Council asked about what other equipment is going to be needed in the next two to three years for council to consider balancing priorities; Staff responded that the solid waste truck will require a wiring harness. Other major equipment is expected to last beyond that time frame, barring any significant breakdowns or other losses.

Council discussed the lease cost of a grader as an option.

Council asked about contracting out snow removal and the potential of saving money and freeing up staff time. Further discussion on how a contractor would prioritize snow removal on their other contracts, and whether the Village roads would be done in a timely manner. Staff responded that snow removal is one of the primary sources of community complaints, and staff would still receive those complaints.

Council asked about where staff capacity would be directed were snow removal contracted out. Staff responded that it would depend upon what council allocates for funds toward other projects that can be done indoors in the winter.

Council discussed challenges of contracts regarding the availability of private sector workers and the ability of small operations to provide a reliable service to the Village.

Council discussed the possibility of early snow in 2024 and the Village being caught unprepared.

Staff presented comparative costs of contracting vs. providing the service in-house, there are longer-term cost savings in purchasing a grader and providing the service internally.

Resolution Number: 2024-09-307

THAT Council allocate \$570,412.37, first exhausting the Northern Capital Planning Grant Reserve funds, and the remainder from the Resource Benefit Alliance, toward the purchase of a 2024 CAT 150 15A AWD Motor Grader.

CARRIED

Resolution Number: 2024-09-308

THAT Council direct staff to post the existing grader on BC Bid for sale.

CARRIED

9. Reading List

10. New Business

a. Food Waste Diversion

Council would like see 2025 LGCAP funds allocated toward a food waste diversion program, discussions to be had with the RDBN, Stelat'en, and Nadleh Whut'en on partnerships, further options of grants to be explored, and for a report to be provided on potential equipment and service providers.

Resolution Number: 2024-09-309

THAT Council direct staff to bring forward options for Budget 2025 for a food waste recycling solution using LGCAP funds and explore a shared partnership with the Regional District and Stelat'en and Nadleh Whut'en First Nations.

CARRIED

11. Bylaws

a. Bylaw 850, Code of Conduct

Resolution Number: 2024-09-310

THAT Bylaw 850, Code of Conduct be given fourth and final reading.

CARRIED

b. Bylaw 851, SSMUH Zoning Bylaw Amendment

Resolution Number: 2024-09-311

THAT Bylaw 851, Zoning Amendment Bylaw, be given fourth and final reading.

CARRIED

c. Bylaw 852, Tree Bylaw

Resolution Number: 2024-09-312

THAT Bylaw 852, Tree Bylaw, be given fourth and final reading.

CARRIED

d. Bylaw 853, Public Notice Amendment

Resolution Number: 2024-09-313

THAT Bylaw 853, Public Notice Amendment, be given fourth and final reading.

CARRIED

e. Bylaw 854, Permissive Tax Exemption 2024

Resolution Number: 2024-09-314

THAT Council give first, second, and third reading to Bylaw 854, Permissive Tax Exemption 2024.

CARRIED

f. Bylaw 855, Sign Bylaw

Council discussed bringing all bylaws to the Chamber of Commerce that impact businesses for education on the benefits and impacts of the Village's bylaws.

Resolution Number: 2024-09-315

THAT Council give first, second, and third reading to Bylaw 855, Sign Bylaw.

CARRIED

g. Bylaw 856, Bylaw Enforcement Bylaw

Staff will amend Bylaw to include a supremacy clause.

Resolution Number: 2024-09-316

THAT Council give first, second, and third reading to Bylaw 856, Bylaw Enforcement Bylaw.

CARRIED

12. In Camera

Resolution Number: 2024-09-317

THAT pursuant to Community Charter Section 90(1)(c) - Labour Relations, Council move to an in-camera meeting.

CARRIED

13. Rise with Report

14. Adjournment

Resolution Number: 2024-09-324

THAT Council adjourn the meeting.

CARRIED

Sarrah Storey, Mayor

Ethan Fredeen, Corporate Officer



Village of Fraser Lake Cheque Register
Sep 5 – Sep 19, 2024

SUPPLIER NAME	CHEQUE NO.	SERVICE	AMOUNT
MUNICIPAL PENSION PLAN	01312-0001	Payroll Remittance	5,625.50
BC HYDRO	01314-0001	HYDRO	731.83
ROGERS	01314-0002	MIRCOSOFTE LICENCE AND EMAILS	316.30
TELUS BC	01314-0003	WATER ALARM	284.60
CIBC VISA	01315-0001	UBCM 2024 EXPENSES	2,892.67
BC HYDRO	01317-0001	HYDRO-	14,458.97
CANADA CUSTOMS & REVENUE	01317-0002	Payroll Remittance	11,246.59
GLOBAL PAYMENTS	01317-0003	DEBIT MACHINE CHARGES	66.26
PACIFIC NORTHERN GAS	01317-0004	NATURAL GAS	213.14
CENTRAL STRATEGIES	32061	COMMUNICATION PROFESSIONAL FEE	5,250.00
CIVICINFO BC	32062	RECRUITMENT AD FOR ARENA OPERA	208.95
FL BUILDING SUPPLIES	32063	MISC REPAIR/PROJECT/SHOP SUPPLIES	1,354.12
FL. & DIST. CHAMBER OF COMMERC	32064	DONATION TO CHAMBER/WELLNESS GIFT CARDS	4,400.00
PRINCE GEORGE OFFICE SYSTEMS	32065	PHOTOCOPIES	645.34
REGIONAL DISTRICT OF KITIMAT-S	32066	RBA OPERATING COST 2013-2024	42,099.00
RED SPADE ENT. LTD	32067	SHIPPING WATER PLANT PARTS	36.46
SPOTLESS UNIFORM LTD.	32068	MAT RENTAL AUGUST 2024	195.42
TECHNICAL SAFETY BC	32069	RE-CERTIFICATION OF CHILLER	205.80
HILMAN, HYYT	32070	MEALS-AIR BRAKE COURSE	180.00
TAYLOR PROFESSIONAL DRIVING LT	32071	AIR BRAKES COURSE-HILMAN, HYYT	400.00
FRASER LAKE COMMUNITY FOUNDATION	32072	RCMP RETURNED UNUSED COMM FOUN	1,200.00
ALLPOINTS FIRE PROTECTION LTD	32073	RECHARGE ABC FIRE EXTINGUISHER	85.20
BANDSTRA TRANSPORTATION SYSTEM	32074	SHIPPING BOBCAT PARTS	48.18
BURNS LAKE AUTOMOTIVE SUPPLY	32075	MISC FLEET SUPPLIES	724.58
CITYWEST CABLE & TELEPHONE COR	32076	INTERNET/PHONE/ALARMS	1,443.31
CIVIL NORTH CONSULTING LTD.	32077	CIVIL NORTH AIRPORT PACKING	4,257.75
CONNEXUS COMMUNITY RESOURCES	32078	DONUTS FOR WELLNESS FAIR	70.00
BROOKSIDE RESORT LTD.	32079	HWY SIGN LEASE-FINAL YEAR PAYM	500.00
FOUR RIVERS CO-OPERATIVE	32080	FLEET FUEL - AUG 2024	4,586.91
FRASER LAKE FOREST CONSULTING	32081	COMM FOREST CONSULTING JULY/AUG	3,291.75
FRED SURRIDGE	32082	12 " TC FIRE HYDRANT EXTENSION	3,129.01
HILMAN, HYYT	32083	REFRIGERATION SAFETY AWARENESS TEST	126.00
JANIK SERVICES	32084	HYDROVAC/WHITE SWAN SEPTIC	3,319.27
KAL TIRE	32085	TIRE SERVICE R-11	79.13
LOOMIS EXPRESS CANADA LTD.	32086	SHIPPING SEWER SAMPLE	111.56
MIDWAY PURNEL SANITARY SUPPLIES	32087	COAGULANT/PAPER TOWEL	10,726.98
MINISTER OF FINANCE (TRANSPORT	32088	STREETLIGHTS JULY - SEPT 2024	158.95
MINISTER OF FINANCE	32089	STUMPAGE - WASTE	65.65
NEW FRASER LAKE RESTAURANT	32090	COUNCIL DINNER SEPT 11, 2024	98.70
NORTHERN MONUMENTAL	32091	CEMETERY-BROKEN BASE REPLACEMENT	515.20
RED SPADE ENT. LTD	32092	SHIPPING PAPER TOWEL/BATHROOM TISSUE	74.87
RFS CANADA	32093	OFFICE PHOTOCOPIER LEASE	268.80



Village of Fraser Lake Cheque Register
Sep 5 – Sep 19, 2024

SUPPLIER NAME	CHEQUE NO.	SERVICE	AMOUNT
ROCKY MOUNTAIN PHOENIX	32094	SCBA MASK BAGS	616.00
ROLLINS MACHINERY	32095	JACOBSEN MOWER-WHEEL MOTOR	3,029.74
ROYAL CANADIAN LEGION FL #274	32096	EMPLOYEE APPRECIATION LUNCHEON	661.50
STEWART MCDANNOLD STUART	32097	LEGAL FEE- DESLUDGING	504.00
UPANUP STUDIOS INC	32098	SOFTWARE LICENSING	2,772.00
VALLEY DIESEL LTD	32099	NEW LIGHTS/SERVICE OF FIRE TRUCK	5,830.92
WILLIAMS MACHINERY LP	32100	BOBCAT-OIL FILTER	147.90
WILSON, APRIL	32101	HWY SIGN LEASE	500.00
HENDRIKSEN, SYLVIA	32102	CANDY FOR OFFICE	66.11
MCMASTER, LAURA	32103	VACUUM/AGENDA BOOKS 2025	562.77
MCMASTER, LAURA	32104	MCMASTER-15 YEAR SERVICE AWARD	300.00
			=====
		PAYABLE TOTAL :	140,683.69
			=====

Employee Bank Deposit - Summary



Employee : All

Department : All

Category : All

Period : 18 Month : 9 Year : 2024

S.I.N. : All

Bank Code	Bank Name	Number of Deposits	Deposit Amount
0002	BANK OF NOVA SCOTIA	1	737.20
0003	ROYAL BANK OF CANADA	2	2304.14
0004	TORONTO DOMINION	1	2311.46
0010	CANADIAN IMPERIAL BANK OF COMMERCE	5	11185.68
0809	BC CREDIT UNIONS	8	11180.80
Grand Total :		17	27719.28

From: Smith, Matthew HOUS:EX <Matthew.Smith@gov.bc.ca>
Sent: Monday, September 9, 2024 11:15 AM
To: Ethan Fredeen <efredeen@fraserlake.ca>
Subject: Re: Village of Fraser Lake SSMUH Compliance Notification

EXTERNAL EMAIL - This email was sent by a person from outside your organization. Exercise caution when clicking links, opening attachments or taking further action, before validating its authenticity.

Dear Ethan Fredeen:

Thank you for your September 4, 2024, letter regarding the Village of Fraser Lake's compliance with Bill 44 – *Housing Statutes (Residential Development) Amendment Act, 2023*, Small-Scale Multi-Unit Housing zoning requirements.

This letter acknowledges receipt of your local government’s compliance notification letter.

I would like to recognize and thank you and your staff for the intense and complex work currently underway to implement the legislative requirements from the Fall 2023 legislative session, as well as the ongoing and day-to-day work that is essential to the management of your community.

Sincerely,

Matthew Smith (*he/him*)
Senior Planning Analyst
Planning and Land Use Management (PLUM) Branch

Ministry of Housing

e: matthew.smith@gov.bc.ca | t: 250-356-5277



Where ideas work



From: Ethan Fredeen <efredeen@fraserlake.ca>
Sent: Wednesday, September 4, 2024 3:55 PM
To: Planning & Land Use Management HOUS:EX <PLUM@gov.bc.ca>
Subject: Village of Fraser Lake SSMUH Compliance Notification

You don't often get email from efredeeen@fraserlake.ca. [Learn why this is important](#)

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Good Afternoon,

The Village of Fraser Lake upon review is in compliance with the Small Scale Multi Unit Housing Legislation. The Village is a community of under 1,000 people and have no restricted zones under the Village's current bylaw. That being said, the Village is making an amendment to its' bylaw to allow for 1 parking unit per dwelling unit and to meet the requirements for set backs for ADUs.

Should you have any questions in regards to the Village's compliance please let me know.

Warm Regards,



Ethan Fredeen (He/Him)

Village of Fraser Lake

Chief Administrative
Officer/Corporate Officer

Phone : 250-699-6257

Email : cao@fraserlake.ca

PO Box 430

210 Carrier Crescent

Fraser Lake, BC, V0J1S0

www.fraserlake.ca



The Village of Fraser Lake is

located on the traditional and
unceded territory of the Nadleh
Whut'en and Stellat'en First
Nation.

-----Original Message-----

From: message@maddmessage.ca <message@maddmessage.ca>
Sent: Wednesday, September 11, 2024 10:26 AM
To: Ethan Fredeen <efredeen@fraserlake.ca>
Subject: MADD Message Yearbook-Follow Up

Good Morning Ethan,

Further to my voicemail today, I wanted to do a quick check in and follow up to the sponsorship renewal request I had submitted on August 20. Thanks again for your time. Please feel free to email or call the office at 1-866-767-1736. We hope to have the Village of Fraser Lake back with us this year in support of MADD Canada. We look forward to hearing from you. Have a great week ahead!

https://protect.checkpoint.com/v2/r03/___www.maddmessage.ca___YzFjOmZyYXNlcmxha2U6YzpvOjkzOGRmOTUzNzhkMGlzYjYxY2QxN2FmODI3NmFkYzg2Ojc6MzZkNTphYjVhMTQzNWJjMzliYzNiODcyMjA2ZjEwYzNkMDM5NzBjMTE3NjBhOGU2MWZjMDFhZTBjYjRhZTNjZTIxNzEyOnA6VDpO

The MADD Message Yearbook is an annual publication designed to raise awareness and funds for the many programs MADD Canada provides, including educational seminars in schools for new young drivers,

https://protect.checkpoint.com/v2/r03/___https://maddyouth.ca/school-program___YzFjOmZyYXNlcmxha2U6YzpvOjkzOGRmOTUzNzhkMGlzYjYxY2QxN2FmODI3NmFkYzg2Ojc6YWIwZDo3MjVhOGU2MWZjMDFhZTBjYjRhZTNjZTIxNzEyOnA6VDpO

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Date: September 25, 2024 Regular Council Meeting
To: Mayor & Council
From: Jesse Gervais, Economic Development Officer and Deputy Corporate Officer
Subject: Growing Canada's Community Canopies Application

PURPOSE

To seek Council support for the Growing Canada's Community Canopies (GCCC) application to fund the Fraser Lake Tree Planting Program.

BACKGROUND

At the August 28, 2024 Council Meeting, Council approved the Fraser Lake Tree Plan, which included an application to the GCCC for a Fraser Lake Tree Planting Program.

The GCCC is a grant provided through the Federation of Canadian Municipalities for municipal tree planting activities.

The GCCC is a 50% cost share agreement, and the application is due October 15, 2024.

DISCUSSION & COMMENTS

As part of the Fraser Lake Strategic Plan 2024-2027, Council is prioritizing the beautification of the Village, and part of the operational plan is moving forward with the Tree Plan.

As specified in the Tree Plan, the Village will seek to plant 120-150 trees in 2025 on Village-owned or managed properties. The final number of trees will be determined based upon a report currently being contracted for a fulsome planting plan indicating the species, locations, density, and maintenance of trees in accordance with the principles in the Tree Plan.

2024 – 2027 STRATEGIC PLAN

This initiative is a direct result of the Beautification Operational Plan

FINANCE

The estimated total budget of the program is \$150,000 over three years.

The GCCC covers 50% of project costs. Staff recommend the remainder of the costs (est. \$75,000) for the Tree Planting Program be allocated from the Local Government Climate Action Plan Reserve (LGCAP).

The LGCAP Reserve currently has \$145,577 unallocated. \$91,000 has been allocated toward the C.H. Foote Arena Heat Reclaim project, but the final invoices for this project have not yet been received and staff expectations are that the project will be under budget.



Council had previously approved \$21,000 to be spent from the LGCAP Reserve for a contractor to complete the Tree Planting Report, but the contractor was unable to proceed with the work. Staff will return with another resolution when a new contractor has been identified or quotes have been received for proponent selection.

At the September 11, 2024 Council Meeting, Council resolved to move forward with a food waste recycling solution in the 2025 budget from the LGCAP. Assuming similar quotes for the Tree Planting Plan and full use of the allocation for the Heat Reclaim project, there will be approximately \$55,000 remaining in that fund.

The LGCAP funds were distributed for three years and will potentially be replenished in the 2027 Provincial Budget.

ALTERNATIVE OPTIONS

Council may decide not to proceed with the Tree Planting Program.

Council may direct staff to pursue other grant opportunities to fund the Tree Planting Program.

ATTACHMENTS

Appendix A: Village of Fraser Lake Tree Plan

RECOMMENDATIONS

THAT The Village of Fraser Lake supports the application to the Growing Canada’s Community Canopies for the Fraser Lake Tree Planting Program.

Prepared and Submitted by:	Jesse Gervais, Economic Development Officer and Deputy Corporate Officer
CAO Approval:	Ethan Fredeen, Chief Administrative Officer



Village of Fraser Lake Tree Plan

PURPOSE

Council has directed staff through their updated strategic plan to pursue Beautification, Sustainability & Livability, and Infrastructure as core pillars of the Village's future. One way to implement these goals is the appropriate planning and management of trees within the Village on municipal, other public, and private properties.

There is a grant available through the Federation of Canadian Municipalities that covers 50% of costs, and the rest can be covered with the Local Government Climate Action Program (LGCAP) reserve or through other potential Village funds. This grant requires a Tree Bylaw in place, as well as planting and maintenance plans to be in place or in development.

BACKGROUND

There are numerous benefits to well-managed and planned trees:

- **Infrastructure**
 - Prolong the life of pavement and buildings by shading and reducing surface temperature fluctuations and pavement expansion from the sun
 - Control dust, erosion, and sedimentation
 - Reduce stormwater management costs by intercepting and absorbing rainfall
 - Moderate the effects of wind and buffer damage from windstorms
- **Community**
 - Promote community spirit and civic pride
 - Encourage more people to visit
- **Economic and environmental**
 - Reduce energy bills for summer cooling and winter heating
 - Reduce noise
 - Absorb pollutants
 - Support biodiversity by providing food and shelter for wildlife
 - FireSmart planning and planting to prevent the spread of fires
- **Health benefits**
 - Improve air and water quality
 - Reduce stress
 - Support sustainable transportation options by making them safer and more enjoyable
 - Limit the creation of heat islands during heat waves
 - Provide shaded outdoor areas for public use

The overarching principles of the Tree Plan are as follows:



1. Beautification

The Village should be aesthetically pleasing to both residents and visitors

The Village should look cared for and planned to indicate a sophisticated and thoughtful local government, welcoming businesses, and residents who take pride in their community.

2. Health and Safety

Trees should be planted and managed according to FireSmart principles on **all** properties to prevent the spread of a local fire or wildfire, as the case may be.

Trees should be planted and managed to reduce and mitigate the impacts of climate change on people.

Trees and roots should be planted and managed to prevent any injury to people.

Trees should be planted to provide adequate protection from the elements, including the sun, wind, and rain.

3. Environmental Management and Planning

Invasive species should be removed, except where they act as major landmarks or gifts from other jurisdictions and can be properly isolated and maintained.

Assisted migration should be planned so that any trees planted now survive into the future.

Trees should be planted to prevent the spread of pests and diseases.

Trees should be planted and managed in ways that prevent damage to waterways or the erosion of slopes.

Trees should be planned to encourage urban biodiversity without exacerbating human-wildlife conflicts.

4. Infrastructure Protection and Maintenance

Trees should be planted and managed in ways that reduce potential damage to and reduce the cost of maintaining and operating buildings and infrastructure on both public and private lands.

5. Accountability

The Village and its residents should be accountable for their actions regarding the planting, removal, maintenance, and replanting of trees in accordance with these principles.

6. Finance



Sophisticated planning for tree planting, maintenance, removal, and replanting should limit costs to the Village and create further opportunities for accessing grant funding available from other levels of government.

DISCUSSION & COMMENTS

The Tree Plan will require several steps and ongoing maintenance and management. Phases include:

1. Urban Tree Study

An Urban Tree Study will be contracted out for the creation of a report that specifies:

- a. Which existing trees and other vegetation should be removed, thinned, or otherwise reduced.
- b. Which species should be planted.
- c. Where new planting or replanting should take place.
- d. What mix of species is appropriate.
- e. What spacing is most advantageous.
- f. What maintenance will be required.

This report will follow, as effectively as possible, the principles laid out earlier in this document.

2. Tree Bylaw

A Tree Bylaw will be written by staff and implemented by Council to ensure proper management and accountability on the part of the Village, residents, and businesses, as well as educate the community on effective tree and other vegetation management. The Tree Bylaw will follow, as effectively as possible, the principles laid out earlier in this report.

Other bylaws may need to be updated, amended, and/or created for the Tree Bylaw to take full effect.

3. Tree Planting Program

Staff will apply for a grant to finance the cost of implementing this plan. A planting program will follow the recommendations in the study to the extent that grant funding permits or other funding is allocated. These will be primarily focused on Village property but may extend to other properties if warranted.

Staff recommend covering the remainder of the cost not covered by the FCM grant, should the Village be successful in its grant application, through the LGCAP reserve.

4. Tree Management Plan



Staff will create a Tree Management Plan that is fully costed to ensure the proper maintenance and survival of any work done through the Tree Planting Program. Some maintenance funding is available through the same grant program as the planting, but it lasts for a maximum of two years.

Finances

Staff recommend paying for the Tree Study through the Local Government Climate Action Plan (LGCAP) reserve in its entirety.

The grant available through FCM covers 50% of costs of tree planting. The budget will depend on the results of the study, but is estimated at:

Trees	120 trees and an additional 20 replacement trees for any that die	\$30,000
Lead Planter – Year 1	Seasonal worker at \$30.00/hour	\$35,000
Planting Assistant – Year 1	Student worker at \$20.00/hour	\$25,000
Equipment	Tools, fuel, watering bags, etc.	\$10,000
Maintenance Worker – Years 2 and 3	Student worker at \$20.00/hour	\$50,000
TOTAL		\$150,000

2024 – 2027 STRATEGIC PLAN

This plan addresses three of the four pillars of the 2024 Strategic Plan – Beautification, Sustainability & Livability, and Infrastructure.



Date: September 25, 2024
To: Mayor & Council
From: Jesse Gervais, Economic Development Officer and Deputy Corporate Officer
Subject: UBCM Community Emergency Preparedness Fund

PURPOSE

To seek Council's approval to apply to UBCM's Community Emergency Preparedness Fund: Volunteer Fire Department for the purchase of three additional SCBA G1 Breathing Apparatuses and accessories.

BACKGROUND

UBCM administers funding for volunteer fire departments to access additional equipment and training.

The Village's fire department has already exhausted its allocated capital budget for the year and is seeking additional funding for equipment.

DISCUSSION & COMMENTS

The fire department currently has 8 SCBA G1 breathing apparatuses and 22 members.

The apparatuses are required any time fire fighters will be near an event where the air quality is compromised.

Increasing the number of breathing apparatuses in the fire department allows for more volunteer fire fighters to respond to a large event with less risk and creates redundancies in the event of an equipment failure.

2024 – 2027 STRATEGIC PLAN

Additional equipment for the fire department keeps fire fighters safer, contributing to organizational health, and in turn protects our community, contributing to sustainability and livability.

FINANCE

The fire department has already exhausted its capital expenditures budget for the year.

This grant covers up to 100% of the costs of equipment or training. No further funds will be required from the Village.

The maximum grant request is \$40,000 per year, and the quoted price for the equipment is \$39,714.00

ALTERNATIVE OPTIONS

Council may opt to push the equipment purchase to 2025 and include in that year's budget.



REPORT TO COUNCIL

Council may choose not to bring additional equipment into the community for the fire department.

RECOMMENDATIONS

THAT The Village of Fraser Lake supports the application to the Union of British Columbia Municipalities' 2024 Community Emergency Preparedness Fund: Volunteer Fire Departments for the purchase of three SCBA G1 Breathing Apparatuses and related accessories.

Prepared and Submitted by:	Jesse Gervais, Economic Development Officer and Deputy Corporate Officer
CAO Approval:	Ethan Fredeen, Chief Administrative Officer



THE CORPORATION OF THE VILLAGE OF FRASER LAKE
BY-LAW NO 854, 2024
PERMISSIVE TAX EXEMPTIONS

WHEREAS the Community Charter under Section 220(1)(h) exempts from taxation a building set apart for public worship, and the land on which the building stands.

AND WHEREAS the Community Charter under Section 224(2)(f) permits Council, by bylaw, to grant further tax exemptions to an area of land surrounding the exempt building.

AND WHEREAS the Community Charter under Section 225(2)(a) permits Council, by bylaw, to exempt from taxation land or improvements a property that is owned by a person or public authority providing a municipal service under a partnering agreement and that council considers will be used in relation to the service being provided under the partnering agreement.

THEREFORE BE IT RESOLVED that the Council of the Village of Fraser Lake in open meeting assembled enacts as follows:

(1) That for the year 2025 the taxes on the following properties be forgiven:

- (a) Anglican Synod. Diocese of Caledonia, Lot 148, Plan 5688, District Lot 2011, Folio 669.000. Exempted from taxation are all remaining lands not occupied by the building.
- (b) Lakeview Bible Chapel Trustees Congregation, Lots 75-76, Plan 5688, District Lot 617, Folio 598.500. Exempted from taxation are all remaining lands not occupied by the building.
- (c) Roman Catholic Episcopal Prince Rupert, Lot 18, Plan 5688, District Lot 617, Folio 542.001. Exempted from taxation are all remaining lands not occupied by the building.
- (d) CWT Fraser Lake Telecom Services Corp., Lot 9, PRP5067, District Lot 617, Folio 38.000. Taxes are exempt providing the partnering agreement is in effect.

READ A FIRST TIME this 11 day of September 2024

READ A SECOND TIME this 11 day of September 2024

READ A THIRD TIME this 11 day of September 2024

PASSED AND FINALLY ADOPTED this ____ day of _____ 2024

Sarra Storey
Mayor

Ethan Fredeen
Chief Administrative Officer



VILLAGE OF FRASER LAKE

BYLAW NO. 855, 2024

BEING A BYLAW OF THE VILLAGE OF FRASER LAKE TO REGULATE BUSINESS SIGNAGE

WHEREAS pursuant to Sections [8\(4\)](#) and [65](#) of the *Community Charter* and Section [526](#) of the *Local Government Act*, Council has the authority to regulate Signs in the Village.

THEREFORE the Council of the Village of Fraser Lake, in an open meeting, enacts the following:

1 GENERAL ADMINISTRATION

1.1 TITLE

This bylaw may be cited as “Bylaw 855, Sign Bylaw”.

1.2 REPEAL

Village of Fraser Lake Sign Bylaw No. 686, 2008, and any amendments thereto, is hereby repealed.

1.3 SEVERABILITY

If one or more provisions of this Bylaw are, for any reason, declared to be invalid by a court of competent jurisdiction, the invalid provision shall be severed, and all remaining provisions shall remain in full force and effect.

1.4 APPLICATION

- a) This Bylaw applies to the erection, placement, display, alteration, design, or movement of Signs on all private property and Public Access Rights of Way within the boundaries of the Village.
- b) All Signs shall be designed, installed, altered, or repaired in accordance with the provisions of this Bylaw, subject to section 1.4(c).
- c) If a Sign is lawfully in existence at the date of adoption of this Bylaw and is not deemed derelict under Sections 6.1 and 6.2 or offensive under Section 6.3 of this Bylaw:
 - i. And is a Portable Sign, it must conform with the provisions of this Bylaw.
 - ii. And is prohibited under Section 3.8(a), it must be removed, repaired, or altered to conform with this Bylaw within 28 days of notice pursuant to Section 8.1.
 - iii. And is unpermitted but otherwise in compliance with this Bylaw, the owner will have 28 days to submit a permit application to the Village.

- iv. And is contrary to any other provisions in this Bylaw, it must be maintained in accordance with this Bylaw and may be repaired without replacement or removal in accordance with the provisions of this Bylaw for a period of no longer than 3 years.
- v. And is to be moved, removed, or replaced, it must be moved, removed, or replaced in its entirety according to the provisions in this Bylaw.
- vi. This Section does not apply to Frames, pursuant to Section 4.4.

1.5 EXEMPTIONS

This Bylaw does not apply to:

- a) Signs erected on the premises of any public institutions, including public medical facilities, schools, and municipal, provincial, or federal government buildings, nor to any traffic, parking, or directional Signs erected on any Public Access Right of Way under the authority of the municipal, provincial, or federal government;
- b) Flags representing political entities or causes including nations, provinces, municipalities, or Indigenous Nations;
 - i. Flags that are deemed offensive pursuant to Section 6.3 are prohibited.
- c) Murals or other public art displays that do not advertise or solicit any type of business;
- d) Notice boards where the area of any individual notice does not exceed 0.56m² (a standard 24"x36" poster) and individual notices are not permanent;
- e) Signs within a building or open assembly area to which entrance is controlled and not visible from outside the building or areas where they are displayed; and,
- f) Signs located on the premises of a fuelling station indicating the price of fuel.

1.6 MEASUREMENTS

All measurements herein are first in metric units. Approximate imperial measurements are included where appropriate. In the event of a discrepancy in the measurements, the metric units will prevail.

2 DEFINITIONS

Area	The total surface area of a flat Sign, including any frame or border that is structurally part of this Sign, or the surface area described by a rectangle drawn around a Sign encompassing the entire contents of the Sign. In the case of a two-sided Sign or Sandwich Board Sign, only one side will be used to determine the area. In the case of a Sign with three or more sides or a Sign that is otherwise not flat, all sides will be included in the area.
Awning Sign	A Sign painted or affixed to a roof-like covering of fabric or rigid materials projecting from and being entirely supported from the exterior wall of a building.
Banner	A Sign composed of fabric and firmly affixed to a building or structure and displaying Copy.

Backlit Box Sign	A Sign constructed of rigid translucent and not transparent materials which is internally lit to illuminate Copy.
Billboard	A single, Permanent Sign on a Frame with an area equal to or greater than 2.88m ² (a standard 4'x8' piece of plywood) situated along or near a Public Access Right of Way and intended to advertise to users of the Public Access Right of Way. This does not include Freestanding Signs.
Business	The carrying on of a commercial or industrial undertaking of any kind or nature or the provision of professional, personal, or other services for the purpose of gain or profit, and for the purpose of this Bylaw, includes not-for-profit or other types of benevolent organizations.
Business Frontage	The distance from one exterior wall of a building to another or the distance between walls of adjacent businesses or a combination thereof, and fronting a Public Access Right of Way.
Clearance	The vertical distance between the bottommost point of a Sign and the finished grade immediately below.
Commercial Centre	A property with two or more Businesses operating independently of one another in spaces separated by walls and with separate entrances. For the purposes of this Bylaw, this includes any contiguous buildings or structures on multiple lots.
Community Event	An event that is open to the public and generally accessible to the community as a whole.
Construction Sign	A Sign placed temporarily on a site where construction is taking place.
Copy	The text, illustrations, and symbols that make up the message on a Sign.
Directory Sign	A Sign indicating where a business or businesses are located on the same property as the business or businesses take place.
Election Sign	A Sign displaying copy pertaining to an election or referendum.
Electronic Animated Sign	A Sign displayed using programmable screens of any kind that changes Copy automatically or otherwise flashes or has moving Copy in any way.
Electronic Static Sign	A Sign displayed using programmable screens of any kind that only changes Copy manually.
Fascia Sign	A Sign attached to and supported by the wall of a building with its face parallel to the building and not projecting more than 0.4m from the wall to which it is attached. This includes a painted Sign.
Flag	A fabric Sign attached to any structure along one side or from one point.
Frame	A physical structure that normally contains a Sign. This includes hooks, boxes, poles, columns, and braces.
Freestanding Sign	A Frame independently supported by one or more upright poles, columns, or braces, visibly separated from a building or other structure, and permanently fixed to the ground, which may contain multiple Signs. This does not include Billboards, Portable Signs, or Sandwich Board Signs.

Frontage	The common boundary shared by a property line and Public Access Right of Way.
Good Working Order and Condition	A Sign that would be deemed by a reasonable person to not be in a state of disrepair or neglect
Inflatable Sign	A Sign composed of non-rigid material supported by gas or air pressure but not including balloons.
Menu Board	A Sign depicting a restaurant menu.
Mural	A painted illustration or symbol(s) on a portion of or entire wall.
Neon Sign	A Sign incorporating any exposed neon tubing.
Notice Board	A board where members of the public can affix, freely or with permission from the owner, notices for community and public events.
Permanent Sign	A sign that is meant to advertise an ongoing Business. This does not include Community Event Signs, Sandwich Boards, or Menu Boards.
Portable Sign	A Sign not permanently affixed to the ground, a building, or other permanent structure or designed to be moved from place to place without any structural or support changes. Portable Signs may be mounted on a frame or wheeled structure. These do not include Sandwich Board Signs.
Projecting Sign	A Sign attached perpendicular to the wall of a building and projecting more than 0.4m from the wall. This does not include Awning Signs.
Public Access Right of Way	Any road, trail, pathway, alley, laneway, or highway that is intended for public use.
Real Estate Sign	A Sign which is temporary in nature and identifies real estate that is for sale, for lease, for rent, or sold.
Roof Sign	Any Sign erected upon or directly above and affixed to a roof of any building.
Sandwich Board	A temporary, movable, double-sided Sign situated on the ground whose copy is at least partially temporary.
Sign	Any device, illustration, illumination, inscription, material, medium, notice, object, structure or visual projection, including its supports, framework, lighting, or electrical system, being visible from a parking lot, Public Access Right of Way, or from the air, and which is used or is capable of being used to convey information or direct or attract attention for the purpose of announcement, advertisement, business promotion, product promotion, activity, service or idea, or of providing direction, identification, or information.
Storey	A distinct area of a building accessed by more than 2m of stairs, escalator, or elevator. This does not include lofts.
Suspended Sign	A Sign suspended directly under an awning or similar feature.
Third-party Sign	A Sign which directs attention to a business, service, or entertainment sold, conducted, or offered at a location other than the premise on which the Sign is located. This does not include Sandwich Board Signs or Signs located on the highway indicating generally available services within the Village.

Unprofessional	A Sign or Frame that would be deemed by a reasonable person to be amateurish or otherwise poorly designed.
Village	The Corporation of the Village of Fraser Lake
Window Sign	A Sign either painted on or attached to the inside of a window and intended to be viewed by persons passing outside the premises and does not include merchandise located in the window.
Warning Sign	A Sign warning of potential dangers in the use of or access to a property or equipment

3 PERMITS, EXEMPTIONS, AND PROHIBITIONS

3.1 PERMITS

Unless otherwise exempted by this Bylaw:

- a) All new Signs within the Village require a valid Sign permit from the Village;
- b) Any Sign being replaced, resized, relocated, or receiving additions of any kind requires a valid Sign permit from the Village.
- c) The Permitting Officer(s) for the Village will be:
 - i. The Economic Development Officer;
 - ii. The Chief Administrative Officer;
 - i. Any other staff person at the Village designated by the Chief Administrative Officer.

3.2 No Sign permit will be issued by the Village for a Sign located within another jurisdiction's right of way unless the applicant has first received written permission from the appropriate government body.

3.3 No Sign permit will be issued by the Village until:

- a) A full and complete application has been submitted;
- b) The proposed work in the application conforms to this Bylaw and all other applicable Bylaws;
- c) The applicant has paid a fee to the Village of \$50.00

3.4 Any person operating a business or authorized to do so by the owner of a business may make an application to the Village for a Sign permit.

3.5 The owner or operator of a Commercial Centre must make a separate application from the businesses operating therein for a Sign permit to the Village for Sign(s) not directly affiliated with a business in the Commercial Centre. This includes Freestanding Signs advertising the businesses within the Commercial Centre and Directory Signs.

3.6 Where a Business is applying to permit two or more Signs at the same time, provided they are in compliance with the other provisions of this Bylaw, they will only be required to submit one application and pay one fee.

3.7 EXEMPTIONS

The following Signs are allowed in any zone without a permit:

- a) Real estate Signs, providing they don't have an Area of more than 1m² in a residential zone or 3m² in any other zone and are removed within 7 days of the property no longer being available for sale.
- b) A Sign installed by or under the direction of a government body.
- c) A Warning Sign, provided it does not have an Area of more than 1m² in a residential zone or 3m² in any other zone.
- d) An Election Sign, provided it does not have an area of more than 1m² on private property, or 3m² on public property, and does not obstruct access to or any views on Public Access Rights of Way in any way that could endanger users of Public Access Rights of Way. Election Signs must be removed within 7 days of the Election or Referendum having taken place.
- e) A Sign noting restrictions on use of private property, such as no parking, no trespassing, no dumping, etc., and having an Area of no more than 0.5m².
- f) Menu Boards, provided there are no more than two per premise, are located within 2m of an entryway, and they do not have an Area of more than 0.5m².
- g) Sandwich Boards, provided they maintain a 1.8m wide unobstructed pedestrian corridor and are not placed on a roadway, laneway, or highway, are located directly in front of the Business they are advertising, and are only placed during the operating hours of the Business.
- h) Window Signs, provided they conform with Section 5.2.
- i) Construction Signs, provided they do not have an Area of more than 1m² in a residential zone or 3m² in any other zone and are removed upon completion of the construction.
- j) Notice Boards.
- k) No more than 3 Signs for a Community Event, erected the first day and removed the final day of the event, and providing advertising or directions, and not exceeding an Area of 1m².

3.8 PROHIBITIONS

- a) Signs prohibited in all zones include:
 - i. Electronic Animated Signs;
 - ii. Any commercial pennant, ribbon, streamer, or spinner sign or other moving, fluttering devices. This does not include Flags, Banners, or barber's poles;
 - iii. Any Inflatable Signs;
 - iv. Any Sign incorporating a searchlight, strobe light, or flashing light;
 - v. Any Sign emitting sound electronically;

- vi. Any Sign emitting excessively bright, direct light over a property line or that may impact a Public Access Right of Way user’s ability to see;
 - vii. Billboard Signs;
 - viii. Third-party Signs;
 - ix. Signs affixed to utility poles or trees;
 - x. Signs situated on a Public Access Right of Way, except for Sandwich Boards provided they conform with Section 3.7(g);
 - xi. Any Sign on a vehicle or trailer used primarily as a static advertising display but not if the vehicle is used in the day-to-day operation of the business;
 - xii. Signs located on the sloped porting of an awning;
 - xiii. Any Permanent Sign deemed to be Unprofessional; and
 - xiv. Any Sign improperly installed and liable to fall in average weather conditions.
- b) Prohibited Sign locations include:**
- i. Any Sign extending or overhanging into a neighbouring property, except with written agreement from the property owner;
 - ii. Any Sign extending or overhanging onto a Public Access Right of Way, except with the express written permission of the Village or other permitting body;
 - iii. Any Sign obstructing access to a public or private utility or Village infrastructure;
 - iv. Any Sign obstructing any door, fire exit, fire escape, passageway, stairway, walkway, ventilation system, or similar feature;
 - v. Any Sign installed on a different Storey from the area of Business normally accessed by the public, except for Directory Signs and Menu Boards.
- i. Any Business operating out of a basement may have a sign at or near the primary street-level entrance to the Business.

4 MAINTENANCE AND REMOVAL

4.1 Every owner of a Sign must maintain that Sign in Good Working Order and Condition.

- a) Neon Signs and Backlit Box Signs must have all lights in working order.
- b) Painted Signs must not be peeling or excessively faded.
- c) Banners, Flags, and any other primarily fabric Signs must not be frayed, torn, or excessively faded.
- d) Printed Signs on any material must not be excessively faded.
- e) Signs that aren’t painted or fabric must be properly affixed to a surface and not have any edges or corners peeling away from the Frame.
- f) All frames must be structurally sound.

- g)** All Signs and Frames must be kept level horizontally and vertically, unless a permit is approved with a design indicating otherwise.

4.2 All Signs must be current and must not advertise any Business, good, or service that is no longer available.

- a)** Signs for special events or offerings must be removed within 24 hours of the event or offering no longer being available.
- b)** For any Business that ceases to operate or moves, it must remove any Signs within 7 days of ceasing operations or moving.
 - i.** Signs indicating that a Business has moved to a new location may remain at the previous location for up to 28 days, with the approval of the property owner.
 - ii.** Where the owner of the Business is not the owner of the property on which the Business was operating, the owner of the property will be held responsible for any Signs not in compliance with the Bylaw 28 days after the Business moves or ceases operations.

4.3 Sign Frames will not be vacant for a period of longer than 28 days.

- a)** If the property is going to remain available for sale, rent, or lease, the Owner must install a Real Estate Sign appropriately sized for the Frame until a new Business buys, rents, or leases the location.
- b)** If the property is not going to be made available for sale, rent, or lease, the Owner must remove the Frame, or portion of the Frame that is empty, within 28 days of the Business moving or ceasing operations.

4.4 If a Sign is not the appropriate size to occupy the intended use of the Frame where it is mounted, the Sign must be replaced to fit the Frame or the Frame must be modified to fit the sign.

4.5 If a Sign is removed and there is paint, a stain, or other indication that a Sign was previously in that location, the location must be repainted, restained or otherwise retouched to match the façade of the building.

5 DESIGN GUIDELINES

5.1 GENERAL

- a)** All Permanent Signs for a Business at any one location must have consistent branding including logos, typefaces, and colour schemes.
- b)** All Permanent Signs must be legible to a reasonable person from the nearest Public Access Right of Way or parking lot, including appropriate colour-contrast and typeface.
- c)** All Awning Signs, Banners, Fascia Signs, Flags, and Projecting Signs above Public Access Rights of Way and anywhere else above where pedestrian access is expected must have a Clearance of 2.4m.

5.2 WINDOW SIGNS

- a) Notwithstanding Section 5.3, any Business may have Window Signs occupying up to 25% of the total window area fronting a Public Access Right of Way.

5.3 MAXIMUM NUMBER AND SIZE OF SIGNS

- a) In a residential zone, the maximum number of signs is 1 Freestanding Sign or Portable Sign with an Area no larger than 1m² and no taller than 2m, and 1 other Sign of any allowed type affixed to the building with an Area no larger than 1m².
- b) In a commercial zone but not within a Commercial Centre, the maximum number of signs is:
 - i. 1 Freestanding Sign or Portable Sign per Frontage of Public Access Right of Way, with an Area no larger than 3m², and not taller than the building where the Business takes place; and,
 - ii. 3 other Permanent Signs of any allowed type affixed to the building.
- c) In a Commercial Centre the maximum number of signs is:
 - i. 1 Freestanding Sign per 50m of Frontage, no taller than the tallest building in the Commercial Centre, inclusive of a sign with an Area no larger than 3m² identifying the Commercial Centre, and including 1 additional sign with an Area no larger than 3m² for each Business within the Commercial Centre.
 - ii. 1 Permanent Sign per Frontage of Public Access Right of Way, affixed to the building, and identifying the Commercial Centre with an Area no larger than 3m².
 - iii. 2 Permanent Signs of any allowable type per Frontage of Public Access Right of Way, affixed directly to each Business or an awning immediately adjacent to the Business, provided they conform with Section 5.4

5.4 COMMERCIAL CENTRES

- a) All Businesses operating on the same Storey and within the same contiguous structure of a Commercial Centre must have 1 Permanent Sign affixed to the building that is of the same type and location as the other businesses in the Commercial Centre. These types include Awning Signs, Banners, Fascia Signs, Roof Signs, or Suspended Signs. These signs may differ in lighting and be unlit, have direct lighting, or be Backlit Box Signs or Neon Signs.

5.5 FREESTANDING SIGNS

All Frames of Freestanding Signs shall be kept in Good Working Order and Condition.

6 DERELICT AND OFFENSIVE SIGNS

- 6.1 Any Sign or Frame that is deemed to be Unprofessional or not in Good Working Order and Condition and has not been replaced, repaired, or removed within 28 days of notification under Section 8.1 will be deemed derelict.
- 6.2 Any Sign advertising a Business, good or service that is no longer available and is not removed within 28 days will be deemed derelict.

6.3 Any Sign that is rude, vulgar, or harmful to any person based on a protected human right will be deemed offensive.

7 RELAXATION AND RECONSIDERATION

7.1 The Permitting Officer may relax the required Sign height, Area, or number of Signs on a site at the applicant’s request provided the application would not negatively affect the aesthetic of the site, another business, or pose any safety concerns.

7.2 The Permitting Officer may relax the provisions of this Bylaw for a Community Event if the Community Event is temporary in nature and doing so will not negatively affect the aesthetic of the Village, another business, or pose any safety concerns.

7.3 The Permitting Officer may relax the provisions of this Bylaw if the application is for a Sign using new technologies not contemplated herein and the Permitting Officer is of the opinion that the Sign would still abide by the spirit of this Bylaw.

7.4 An applicant may request that Council reconsider the decision of the Permitting Officer pertaining to the application and enforcement of this Bylaw.

8 COMPLIANCE AND ENFORCEMENT

8.1 If the Village determines that a Sign is not in Good Working Order and Condition, derelict, or offensive, they will notify the owner of the Sign via email, mail, or phone.

a) If the owner of the Sign is notified via mail, they will be deemed to have been notified 7 days after the mail is posted.

8.2 If the Village determines that a Sign is not structurally sound and poses an imminent risk to people or property, the Village may remove the Sign without prior notice and may charge the cost of removal to the owner of the Sign.

8.3 A derelict or offensive Sign may be removed by the Village and will be stored by the Village for an additional 28 days upon removal. Each day the Village stores the Sign will incur a \$50 charge to the owner of the Sign.

8.4 The owner of a Sign stored by the Village may collect the Sign during working hours by first requesting access and paying the storage costs and any additional penalties at the Village Office.

8.5 When the Village has held a Sign for longer than 28 days, it may dispose of the sign and any costs incurred in the disposal will be the responsibility of the owner of the Sign, in addition to the costs of storing the Sign and any penalties.

READ A FIRST TIME THIS	11	DAY OF SEPTEMBER,	2024
READ A SECOND TIME THIS	11	DAY OF SEPTEMBER,	2024
READ A THIRD TIME THIS	11	DAY OF SEPTEMBER,	2024
RECONSIDERED AND ADOPTED THIS		DAY OF SEPTEMBER,	2024

Sarrah Storey, Mayor

Ethan Fredeen, Corporate Officer



VILLAGE OF FRASER LAKE
BYLAW NO. 856, 2024

BEING A BYLAW OF THE VILLAGE OF FRASER LAKE TO REGULATE THE ENFORCEMENT OF BYLAW NOTICES.

WHEREAS pursuant to [Section 2 \(2\)](#) of *The Local Government Bylaw Notice Enforcement Act* and regulations thereto, the Council of the Corporation of the Village of Fraser Lake may, by bylaw,

1. designate bylaw contraventions that may be dealt with by Bylaw Notice,
2. establish the amount of the penalty for a contravention referred to in Schedule A,
3. establish the period for paying or disputing a Bylaw Notice, and
4. establish and participate in a Bylaw Notice dispute adjudication system to resolve disputes in relation to Bylaw Notices;

THEREFORE the Council of the Village of Fraser Lake in open meeting assembled enacts as follows:

Title:

1. This Bylaw may be cited as “Bylaw 856, Bylaw Enforcement Bylaw”

Purpose:

2. The purpose of this Bylaw is to create a simple, fair and cost-effective system to deal with minor Bylaw infractions.

Definitions:

3. In this Bylaw:

“Act” means the [Local Government Bylaw Notice Enforcement Act](#);
“Village” means the Corporation of the Village of Fraser Lake;
“Registry” means the Village of Fraser Lake Bylaw Notice Adjudication Registry established pursuant to this Bylaw.

Terms:

4. The terms in this Bylaw have the same meaning as the terms defined in the Act.

Bylaw Contraventions:

5. The Bylaw contraventions designated in Schedule “A”, attached hereto and forming part of this Bylaw, may be dealt with by Bylaw Notice.

Offence and Penalty:

6. The penalty for a contravention referred to in Section 5 is as follows:

- a) Subject to Subsections 6(b) and 6(c), is the Penalty amount set out in Column A1 of Schedule “A”.
- b) If payment is received by the Village within 14 days from the person receiving or presumed to have received the Bylaw Notice, the penalty amount is the Early Payment Penalty set out in Column A2 of Schedule “A”.
- c) If payment is received more than 28 days after the person received or is presumed to have received the Bylaw Notice, the penalty is subject to a late payment surcharge in addition to the penalty under Subsection 6(a) and is the Late Payment Penalty set out in Column A3 of Schedule “A”.
- d) If a Compliance Agreement is entered into, the Screening Officer may remove the penalty, reduce it by half, or remove late payment penalties where a payment plan is part of the Compliance Agreement.
- e) The Screening Officer may issue a written warning through a Bylaw Notice in place of any penalty described herein, at their discretion.

Period for Paying a Disputed Notice:

- 7. A person who receives a Bylaw Notice must, within 14 days of the date on which the person received or is presumed to have received the Bylaw Notice:
 - a) Pay the penalty in any manner prescribed on the reverse side of the bylaw offence notice, or
 - b) Request dispute adjudication, by filling in the appropriate portion of the Bylaw Notice indicating either a payment or a dispute and submitting it:
 - i. In-person during regular office hours at the Village Office
 - ii. By mail to:
 - Village of Fraser Lake
 - P.O. Box 430
 - Fraser Lake, B.C.
 - V0J 1S0
 - iii. Electronically to admin@fraserlake.ca
- 8. No person may submit a dispute adjudication request after 14 days of receiving the Bylaw Notice.
- 9. Where a person was not served personally with a Bylaw Notice and advises the Village, in accordance with the requirements of [Section 25](#) of the Act, that they did not receive a copy of the original notice, the time limits for responding to a Bylaw Notice under Section 6 and Section 8 of this Bylaw do not begin to run until a copy of the Bylaw Notice is re-delivered to them in accordance with the Act.

Repeat Offences:

- 10. Where a person has been served with a Bylaw Notice for violation of the same Bylaw:
 - a) Twice within two years, the penalty may be double that indicated in Columns A1, A2, and A3 of Schedule “A” or \$500, whichever is lesser;
 - b) More than twice within two years, the penalty may be \$500

Continuing Offences:

11. The penalties referred to in Section 6 may be imposed for each day that the offence continues, except where a Compliance Agreement has been signed.

Bylaw Notice Dispute Adjudication Registry:

12. The Registry is established as a Bylaw Notice dispute adjudication system in accordance with the Act to resolve disputes in relation to Bylaw Notices.
13. The civic address of the Registry is: Village of Fraser Lake, 210 Carrier Crescent, Fraser Lake, BC, V0J 1S0.
14. Every person who is unsuccessful in a dispute adjudication in relation to a Bylaw Notice or a Compliance Agreement under the dispute adjudication system established under this section must pay the Village an additional fee of \$25 for the purpose of the Village recovering the costs of the adjudication system.

Screening Officers:

15. The position of screening officer is established.
16. The following are designated classes of persons that may be appointed as screening officers:
 - a) Bylaw Officer;
 - b) Chief Administrative Officer; and
 - c) Any person appointed to the position of Screening Officer by the Chief Administrative Officer.

Powers, Duties and Functions of Screening Officers:

17. The powers, duties and functions of screening officers are set out in the Act, and include the following powers:
 - a) Where requested by the person against whom a contravention is alleged, communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention allegation is based, the penalty for a contravention, the opportunity to enter into a Compliance Agreement, the opportunity to proceed to the Bylaw Notice dispute adjudication system and the fee or fees payable in relation to the Bylaw Notice enforcement process;
 - b) To communicate with any or all of the following for the purposes of performing their functions under this Bylaw or the Act:
 - i. the person against whom a contravention is alleged or their representative;
 - ii. the officer issuing the notice;
 - iii. the complainant or their representative;
 - iv. the Village's staff and records regarding the disputant's history of bylaw compliance.
 - c) To prepare and enter into Compliance Agreements under the Act with persons who dispute Bylaw Notices, including to establish terms and conditions for compliance that the Screening Officer considers necessary or advisable, including time periods for payment of penalties and compliance with the Bylaw;
 - d) To provide for payment of a reduced or eliminated penalty if a Compliance Agreement is entered into, as provided in Column A4 of Schedule "A"; and
 - e) To cancel Bylaw Notices in accordance with the Act or Village policies and guidelines.

18. The bylaw contraventions in relation to which a Screening Officer may enter into a Compliance Agreement are indicated in Column A4 of Schedule “A”.
19. The maximum duration of a Compliance Agreement is one year.

Bylaw Enforcement Officers:

20. Person acting as any of the following are designated as Bylaw Enforcement Officers for the purposes of this Bylaw and the Act:
 - a) Special Constables, officers, members, or constables of:
 - i. The provincial police force as defined in [Section 1](#) of the *Police Act*; or,
 - ii. A municipal police force;
 - b) Bylaw Enforcement Officers appointed pursuant to [Section 36](#) of the *Police Act* and [Section 264\(1\)\(b\)](#) of the *Community Charter*;
 - c) Local Assistants to the Fire Commissioner under [Section 6](#) of the *Fire Services Act*;
 - d) Bylaw Enforcement Officers, building inspectors, animal control officers or other person acting in another capacity on behalf of the Village for the purpose of enforcement of one or more of its Bylaws.

Form of Bylaw Notice:

21. The Village may from time to time provide the form or forms of the Bylaw Notice, provided the Bylaw Notice complies with Section 4 of the Act.

Severability:

22. If a portion of this Bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Schedules:

23. The following schedules are attached to and form part of this bylaw and are enforceable in the same manner as this bylaw:

Schedule “A” – Bylaw Contraventions & Fines
Schedule “B” – Compliance Agreement.

Adoption:

24. That this Bylaw shall come into force and take effect on adoption.

Supremacy:

25. In the event of a conflict between this Bylaw and another Village Bylaw, this Bylaw prevails.

That *Bylaw 852, Tree Bylaw* be amended as follows:

1. By adding the following to Section 1.2 DEFINITIONS:

Bylaw Enforcement Officer	A person designated as a Bylaw Enforcement Officer as per Section 20 of <i>Bylaw 856, Bylaw Enforcement Bylaw</i>
---------------------------	---

2. By adding the following after Section 4.3 (d)

PART 5 – PENALTIES AND ENFORCEMENT

5.1 PENALTIES AND ENFORCEMENT

- (a) In addition to any costs incurred as part of this Bylaw, any person contravening this Bylaw is subject to the penalties, as amended from time to time, in *Bylaw 856, Bylaw Enforcement Bylaw*.

That *The Village of Fraser Lake Good Neighbour Bylaw No. 788, 2018* be amended as follows:

1. Section 9.1.1 be replaced with:

Any person designated as a Bylaw Enforcement Office as per Section 20 of *Bylaw 856, Bylaw Enforcement Bylaw*, is authorized to enforce the provisions of this Bylaw by Bylaw Notice, or as otherwise provided by this Bylaw.

2. Section 9.2.1(ii) be replaced with:

(ii) to the penalties, as amended from time to time, in *Bylaw 856, Bylaw Enforcement Bylaw*

3. Sections 9.2.2 and 9.2.3 be repealed.

READ A FIRST TIME THIS	11 TH	DAY OF SEPTEMBER,	2024
READ A SECOND TIME THIS	11 TH	DAY OF SEPTEMBER,	2024
READ A THIRD TIME THIS	11 TH	DAY OF SEPTEMBER,	2024
RECONSIDERED AND ADOPTED THIS	RD	DAY OF SEPTEMBER,	2024

MAYOR

CORPORATE OFFICER

SCHEDULE “A” – BYLAW NO. 856, 2024
“BYLAW CONTRAVENTIONS & FINES”

Bylaw 852, Tree Bylaw

Bylaw	Section	Description	A1 Penalty	A2 Early Payment	A3 Late Penalty	A4 Compliance Agreement Available
852	3.2(b)(i)	Removing a tree that has been cut on an emergency basis without a permit	\$200	\$100	\$300	No
852	3.3(b)	Cutting or otherwise damaging a tree with a diameter greater than 10 centimetres without a permit	\$300	\$150	\$500	No
852	3.3(b)	Cutting or otherwise damaging a replacement tree	\$400	\$300	\$500	No
852	4.1(e)	Not cutting a hazard tree after 14 days of notification	\$200	\$100	\$300	Yes
852	4.2(h)	Cutting or otherwise damaging a tree on Village owned or managed property	\$500	\$450	\$500	No

Bylaw 788, Village of Fraser Lake Good Neighbour Bylaw

Bylaw	Section	Description	A1 Penalty	A2 Early Payment	A3 Late Penalty	A4 Compliance Agreement Available
788	3.1	Interference with a Bylaw Officer	\$250	\$200	\$300	No
788	5.3.1(a)	Excessive Construction Noise without a permit	\$400	\$300	\$500	Yes
788	5.3.2(a)	Fail to notify businesses and residents of construction noise	\$400	\$300	\$500	Yes
788	5.4	Excessive Noise	\$100	\$50	\$150	Yes
788	6.4.1(a)	Rubbish, garbage, and discarded material accumulated	\$200	\$150	\$250	Yes
788	6.4.1(b)	Accumulation of offensive or unwholesome matter	\$100	\$50	\$150	Yes
788	6.4.1(c)	Accumulation of water	\$100	\$50	\$150	Yes

788	6.4.1(d)	Unmaintained grass or vegetation	\$100	\$50	\$150	Yes
788	6.4.1(d)(iii)	Vegetation obstructing utility, highway, sidewalk, or visibility of intersection	\$200	\$150	\$250	Yes
788	6.4.1(e)	Accumulation of unstacked firewood	\$50	\$25	\$75	Yes
788	6.4.1(f)	Accumulation of motor vehicle parts or other mechanical parts	\$100	\$50	\$150	Yes
788	6.4.1(g)	Unregistered or uninsured motor vehicles in excess	\$200	\$150	\$250	Yes
788	6.4.1(h)	Recreational Vehicles in excess	\$200	\$150	\$250	Yes
788	6.4.1(i)	Vegetation interfering with infrastructure or utilities	\$300	\$200	\$400	Yes
788	6.4.1(j)	Graffiti	\$100	\$50	\$200	Yes
788	6.4.1(k)	Accumulation of building materials	\$200	\$150	\$300	Yes
788	6.5	Improperly placed, enclosed, or maintained compost piles	\$100	\$50	\$150	Yes
788	6.6.2	Water directed at adjacent premises or public spaces	\$200	\$150	\$300	Yes
788	6.6.3	Dust	\$200	\$150	\$250	Yes
788	6.6.4	Outdoor lighting	\$100	\$50	\$150	Yes
788	6.7	Pests	\$200	\$150	\$300	Yes
788	6.8	Fences in disrepair	\$100	\$50	\$150	Yes
788	6.9.1	Depositing yard waste on a boulevard or lane	\$300	\$200	\$400	No
788	6.9.1(a)	Grass or weeds exceeding 15cm in length along boulevard	\$200	\$150	\$250	Yes
788	6.9.1(b)	Parking a motor vehicle, trailer, or recreational vehicle on a boulevard without a valid permit	\$300	\$250	\$350	Yes
788	6.10.1	Accumulation of ice, icicles, snow, rubbish or dirt on roofs, gutters, projections or cornices that could slip, slide, fall or be blown upon a sidewalk or street	\$200	\$150	\$250	Yes
788	6.10.2	Depositing snow over 1 metre at the curb line	\$100	\$50	\$150	Yes
788	6.10.4	Depositing snow or ice on a sidewalk or other public pedestrian use	\$300	\$250	\$400	Yes

788	6.10.5	Leaving a vehicle parked that interferes with snow removal operations	\$100	\$50	\$150	No
788	6.11.2(a)	Lawn watering outside of designated hours and days	\$100	\$50	\$200	No
788	6.11.4	Watering when additional water conservation measures are in place	\$400	\$300	\$500	No
788	7.2.1(a)	Not maintaining a derelict building as required	\$400	\$300	\$500	Yes
788	7.2.1(b)	Not securing a derelict building as required	\$400	\$300	\$500	Yes

SCHEDULE "B" – BYLAW NO. 856, 2024
"COMPLIANCE AGREEMENT"

I, _____ of _____
(NAME) *(ADDRESS)*
, acknowledge receipt of Bylaw Offence Notice(s) # _____,
(the "BYLAW NOTICE")

and wish to enter into this Compliance Agreement whereby I agree to fulfill the conditions below, in exchange for a reduced penalty which shall be either none or one half of the penalty identified on the face of the Bylaw Offence Notice.

Specifically, I agree to pay the reduced penalty of \$ _____ on or before _____

I further agree to comply with the following terms and conditions of this agreement:

1. On or before _____ I will _____

_____.
2. On or before _____ I will _____

_____.

I understand that this agreement is binding upon me for one year from the date of this Agreement.

I also understand that if I breach a term of this Agreement, or fail to observe or perform the above terms and conditions, the Village of Fraser Lake's Screening Officer may rescind this Agreement. I understand that if this Agreement is rescinded, I will have 14 days to dispute the Screening Officer's decision to rescind the Agreement, and that if I do not dispute this decision in that time, the full penalty stated in the Bylaw Notice(s) of \$ _____ will be immediately due and payable and subject to all fees and penalties as if the Bylaw Notice was not disputed.

Signature of Bylaw Notice Recipient

Signature of Screening Officer

Date

Date



Date: September 25th, 2024
To: Mayor & Council
From: Ethan Fredeen, Chief Administrative Officer
Subject: Northwest Regional Funding Reserve Bylaw No. 857, 2024

PURPOSE

For Council to give first, second and third reading to the Northwest Regional Funding Reserve Bylaw No. 857, 2024.

BACKGROUND

In July 2024, 18 Communities and 3 Regional Districts signed the Northwest B.C. Regional Funding Agreement that provides \$1.3 million annually for the next 5 years. The funding provided will support necessary capital projects and aim to support the planning and development of critical infrastructure in the community.

DISCUSSION & COMMENTS

The Village of Fraser Lake must establish a separate reserve fund under Section 188 of the *Community Charter*.

The eligible uses of the funding are limited to:

- Asset Management Planning;
- Planning;
- New or Expanded Capital Infrastructure;
- Capital Maintenance; and
- Operations (15% maximum).

FINANCE

The funding provided must not be a subsidy or used to encourage reducing tax rates.

2024 – 2027 STRATEGIC PLAN

Not applicable as this is a legislated requirement for the Village of Fraser Lake.

ALTERNATIVE OPTIONS

Council may proceed with the recommended motion or Council may send the presented bylaw back for more information.



ATTACHMENTS

Appendix A: Northwest Regional Funding Reserve Bylaw 857, 2024

RECOMMENDATIONS

THAT the Northwest Regional Funding Reserve Bylaw 857, 2024 be given first, second, and third reading.

Prepared and Submitted by:	Ethan Fredeen, Chief Administrative Officer / Corporate Officer
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**THE CORPORATION OF THE VILLAGE OF FRASER LAKE
NORTHWEST FUNDING RESERVE BYLAW NO. 857, 2024**

A bylaw to establish a Northwest Funding Reserve

The Council of the Village of Fraser Lake in open meeting enacts as follows:

This bylaw may be cited as “Northwest Regional Funding Reserve Bylaw 857, 2024.”

1. A reserve fund to be called the Northwest Regional Funding Reserve is hereby established.
2. The Northwest Regional Funding Reserve shall be for the purpose of asset management plans, planning, new or expanded capital infrastructure, capital maintenance and operations (limited to 15%).

READ A FIRST TIME THIS _____ day of _____ 2024.

READ A SECOND TIME THIS _____ day of _____ 2024.

READ A THIRD TIME THIS _____ day of _____ 2024.

ADOPTED THIS _____ day of _____ 2024.

Sarrah Storey, Mayor

Ethan Fredeen, Corporate Officer



Date: September 25, 2024
To: Mayor & Council
From: Jesse Gervais, Economic Development Officer and Deputy Corporate Officer
Subject: Winter Parking Bylaw Amendment

PURPOSE

To amend the Village of Fraser Lake Winter Season Vehicle Parking Bylaw No. 677, 2007 (Winter Parking Bylaw) to eliminate inconsistencies with the Bylaw Enforcement Bylaw and remove set rates for reclaiming a towed vehicle.

BACKGROUND

Council is currently considering the adoption of Bylaw 856, Bylaw Enforcement Bylaw, and staff raised a conflict between that bylaw and the Winter Parking Bylaw. These amendments are being presented to eliminate any conflict between the bylaws.

An amendment is also being brought forward to eliminate rates set by the Village for reclaiming and towed vehicle, and to allow the private sector to set those rates.

DISCUSSION & COMMENTS

This bylaw amends Section 3. to indicate that reclaiming a towed vehicle is at the owner's expense, leaving it to the towing companies to set fees as they may under provincial legislation.

This bylaw repeals Section 4., which specified the fee for towing and impounding a vehicle.

This bylaw repeals Section 5., which provided for a fine for resisting, obstructing, or interfering with an employee of the Village in the execution of their duties as this fine is now captured in Bylaw 856, Bylaw Enforcement Bylaw.

2024 – 2027 STRATEGIC PLAN

These amendments allow for the appropriate maintenance of the Village's roadway infrastructure and provide for clear, effective enforcement mechanisms, improving organizational health.

ALTERNATIVE OPTIONS

No alternatives are being proposed at this time.

ATTACHMENTS

Appendix A: Bylaw 858, Winter Parking Amendment 2024

RECOMMENDATIONS



REPORT TO
COUNCIL

THAT Council give first, second, and third reading to Bylaw 858, Winter Parking Amendment Bylaw 2024.

Prepared and Submitted by:	Jesse Gervais, Economic Development Officer and Deputy Corporate Officer
CAO Approval:	Ethan Fredeen, Chief Administrative Officer



**VILLAGE OF FRASER LAKE
BYLAW NO. 858, 2024**

BEING A BYLAW OF THE VILLAGE OF FRASER LAKE TO AMEND VILLAGE OF FRASER LAKE WINTER SEASON VEHICLE PARKING BYLAW NO. 677, 2007

The Council of the Village of Fraser Lake in open meeting assembled enacts as follows:

1. That “Village of Fraser Lake Winter Season Vehicle Parking Bylaw No. 677, 2007” be amended as follows:
 - a. by amending Section 3. to:
Any motor vehicle left parked, stopped, or standing under the provisions of this bylaw may be towed and impounded in the storage area of a towing company with a secure compound, and reclaimed at the owner’s expense.
 - b. by repealing Sections 4. and 5.
 - c. by adding a new Section 4.
 - a. Any person designated as a Bylaw Enforcement Officer as per Section 20 of *Bylaw 856, Bylaw Enforcement Bylaw*, is authorized to enforce the provisions of this Bylaw by Bylaw Notice, or as otherwise provided by this Bylaw.
 - b. Any person who contravenes this Bylaw is subject to the penalties, as amended from time to time, in *Bylaw 856, Bylaw Enforcement Bylaw*.

READ A FIRST TIME THIS	TH	DAY OF SEPTEMBER,	2024
READ A SECOND TIME THIS	TH	DAY OF SEPTEMBER,	2024
READ A THIRD TIME THIS	TH	DAY OF SEPTEMBER,	2024
RECONSIDERED AND ADOPTED THIS	RD	DAY OF SEPTEMBER,	2024

Mayor

Corporate Officer



VILLAGE OF FRASER LAKE
BYLAW NO. 859, 2024

BEING A BYLAW OF THE VILLAGE OF FRASER LAKE TO AMEND BYLAW 852, TREE BYLAW

The Council of the Village of Fraser Lake in open meeting assembled enacts as follows:

1. That *Bylaw 852, Tree Bylaw* be amended as follows:

- a. by adding a new Part 5, Enforcement and Penalties
- b. by adding the following to Part 5:

5.1 ENFORCEMENT

(a) Any person designated as a Bylaw Enforcement Officer as per Section 20 of *Bylaw 856, Bylaw Enforcement Bylaw*, is authorized to enforce the provisions of this Bylaw by Bylaw Notice, or as otherwise provided by this Bylaw.

5.2 PENALTIES

(a) Any person who contravenes this Bylaw is subject to the penalties, as amended from time to time, in *Bylaw 856, Bylaw Enforcement Bylaw*.

READ A FIRST TIME THIS	TH	DAY OF SEPTEMBER,	2024
READ A SECOND TIME THIS	TH	DAY OF SEPTEMBER,	2024
READ A THIRD TIME THIS	TH	DAY OF SEPTEMBER,	2024
RECONSIDERED AND ADOPTED THIS	RD	DAY OF SEPTEMBER,	2024

Mayor

Corporate Officer



**VILLAGE OF FRASER LAKE
BYLAW NO. 859, 2024**

BEING A BYLAW OF THE VILLAGE OF FRASER LAKE TO AMEND BYLAW 855, SIGN BYLAW AND BYLAW 856, BYLAW ENFORCEMENT BYLAW

The Council of the Village of Fraser Lake in open meeting assembled enacts as follows:

1. That *Bylaw 855, Sign Bylaw* be amended as follows:
 - a. by adding the following:
 - 8.6 Any person designated as a Bylaw Enforcement Officer as per Section 20 of *Bylaw 856, Bylaw Enforcement Bylaw*, is authorized to enforce the provisions of this Bylaw by Bylaw Notice, or as otherwise provided by this Bylaw.
 - 8.7 Any person who contravenes this Bylaw is subject to the penalties, as amended from time to time, in *Bylaw 856, Bylaw Enforcement Bylaw*.
2. That *Bylaw 856, Bylaw Enforcement Bylaw* be amended as follows:
 - a. by adding the following table to Schedule A:

Bylaw 855, Tree Bylaw

Bylaw	Section	Description	A1 Penalty	A2 Early Payment	A3 Late Penalty	A4 Compliance Agreement Available
855	3.1	Installing a new sign without a permit	\$100	\$50	\$200	Yes
855	3.7(a)	Installing a real estate sign larger than permitted	\$100	\$50	\$200	Yes
855	3.7(a)	Not removing a real estate sign within the specified time	\$100	\$50	\$200	Yes
855	3.7(d)	Installing an election sign larger than permitted	\$100	\$50	\$200	Yes
855	3.7(d)	Not removing an election sign within the specified time	\$200	\$100	\$400	Yes
855	3.8(a)	Installing a prohibited sign	\$100	\$50	\$200	Yes
855	3.8(b)	Installing a sign in a prohibited location	\$200	\$100	\$400	Yes
855	4.1	Not maintaining a sign in Good Working Order and Condition	\$100	\$50	\$200	Yes
855	4.2(b)	Not removing a sign for a business that moves or ceases operations	\$100	\$50	\$200	Yes

855	4.3(a)	Not installing a real estate sign on a commercial property that is for sale, for lease, or for rent	\$100	\$50	\$200	Yes
855	4.3(b)	Not removing an empty sign frame	\$200	\$100	\$400	Yes
855	4.4	Installing a sign that does not fit its frame	\$100	\$50	\$200	Yes
855	4.5	Not cleaning up residue or evidence of a sign that has been removed	\$100	\$50	\$200	Yes
855	5.3	Exceeding the maximum number or size of sign	\$100	\$50	\$200	Yes

READ A FIRST TIME THIS TH DAY OF SEPTEMBER, 2024
 READ A SECOND TIME THIS TH DAY OF SEPTEMBER, 2024
 READ A THIRD TIME THIS TH DAY OF SEPTEMBER, 2024
 RECONSIDERED AND ADOPTED THIS RD DAY OF SEPTEMBER, 2024

Mayor

Corporate Officer