



VILLAGE OF FRASER LAKE  
REGULAR MEETING OF COUNCIL  
AGENDA

Date: November 13, 2024  
Time: 5:30 PM  
Location: 210 Carrier Crescent, Fraser Lake, B.C.  
Municipal Chambers

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Pages

1. **Adoption of the Agenda**  
Recommendation:  
THAT Council adopt the agenda as presented.
2. **Delegations**
3. **Adoption of Minutes**
  1. **Special Council Meeting October 21st, 2024** 4  
Recommendation:  
THAT Council adopt the minutes from the October 21st, 2024 Special Council Meeting, as presented.
  2. **Regular Council Meeting October 23rd, 2024** 6  
Recommendation:  
THAT Council adopt the minutes from the October 23rd, 2024 Regular Council Meeting, as presented.
4. **Business Arising from the Minutes**
5. **Councillor Reports**
  1. Councillor Fennema
  2. Councillor Jenkinson
  3. Councillor LePoidevin
  4. Councillor Webb
  5. Mayor Storey
6. **Accounts Payable** 14  
Recommendation:  
THAT the Village of Fraser Lake Cheque Register for the dates of October 17 - November 6 for the amount of \$725,800.00 be received for information.
7. **Correspondence List**  
Recommendation:  
THAT Council receive all correspondence for information.
  1. **Ministry of Municipal Affairs - UBCM Response** 16

2.	RCMP Q2 Statistics	19
3.	Eco Co-op	20
4.	Fraser Lake Community Health Centre Christmas Party Request	21
5.	Yellowhead Highway 2025 Membership	22
6.	Drone Transport Initiative Phase 2 Overview	24
7.	Ministry of Forests 2024 UBCM	39
8.	<b><u>Staff Reports</u></b>	
1.	<b>Office of the Chief Administrative Officer</b>	
2.	<b>Economic Development Officer</b>	
a.	Tree Plan Update Report	40
	Recommendation: <b>THAT</b> the Village of Fraser Lake supports the application to Tree Canada's Community Tree Grant for \$10,000.	
	Recommendation: <b>THAT</b> the Village of Fraser Lake supports the application to BC Hydro's Community Regreening Program for \$7,500.	
b.	Sign Plan Report	43
	Recommendation: <b>THAT</b> Council adopt the Sign Plan as presented and direct staff to proceed with the indicated 2024 work and provide the appropriate budget requests for 2025, 2026, and 2027.	
c.	Celebrate Canada Report	63
	Recommendation: <b>THAT</b> the Village of Fraser Lake supports the application to Heritage Canada's <i>Celebrate Canada</i> grant program for Canada Day festivities for \$5,000.	
d.	Northern Capital Planning Grant & Airport Reserve Report	65
	Recommendation: <b>THAT</b> Council rescind the November 8, 2023 resolution 11-08-343 and resolutions 2024-03-103 and 2024-03-105; and  <b>THAT</b> Council allocate \$3,070 from the Northern Capital Planning Grant for the BC Air Access Program Northside Runway Should Upgrade Project.	
9.	<b><u>Reading List</u></b>	
10.	<b><u>New Business</u></b>	
1.	<b>Mayor Sarrah Storey</b>	
11.	<b><u>Bylaws</u></b>	
1.	<b>Bylaw 861, Borrowing in Anticipation of Revenue 2024</b>	67
	Recommendation: <b>THAT</b> Council give fourth and final reading to Bylaw 861, 2024 Borrowing	

in Anticipation of Revenue.

12. **In Camera**

Recommendation:

**THAT** Council move to an in-camera meeting pursuant to Sections 90(c); Labour Relations and 90(k); Negotiations of a Municipal Service, of the Community Charter.

13. **Rise with Report**

14. **Adjournment**

Recommendation:

**THAT** The meeting be adjourned.

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

**Monday, October 21, 2024, 3:00 pm  
210 Carrier Crescent, Fraser Lake, B.C.  
Municipal Chambers**

Members Present: Councilor Jolene Webb  
Councilor Audrey Fennema  
Councilor Craig LePoidevin  
Staff Present: Ethan Fredeen  
Jesse Gervais

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**1. Adoption of the Agenda**

**Resolution Number: 2024-10-376**

**THAT** Council adopt the agenda as presented.

**CARRIED**

**2. Bylaws**

**a. Bylaw 862, Fire Services Bylaw**

**THAT** Council give first, second, and third reading to Bylaw 862, Fire Services Bylaw.

**CARRIED**

**3. In Camera**

**4. Adjournment**

**THAT** The meeting be adjourned.

**CARRIED**

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Sarrah Storey, Mayor

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Ethan Fredeen, Corporate Officer



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

**Wednesday, October 23, 2024, 5:30 pm  
210 Carrier Crescent, Fraser Lake, B.C.  
Municipal Chambers**

Members Present:     Sarrah Storey  
                              Jolene Webb  
                              Audrey Fennema  
                              Craig LePoidevin  
                              Ethan Fredeen  
                              Jesse Gervais

Members Absent:     Joe Jenkinson

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**1. Adoption of the Agenda**

**Resolution Number: 2024-10-379**

**THAT** the agenda be adopted as amended.

**CARRIED**

**2. Delegations**

**a. Fraser Lake RCMP**

RCMP Sgt. Semmler delivered a quarterly report with crime statistics to Council.

RCMP saw a very busy summer, but with less criminal code complaints.

RCMP will provide updated copy of statistics.

Council asked about RCMP staffing levels and equipment; RCMP responded that there are now 4 members and that resources are adequate.

Council discussed communications about bylaw violations between RCMP and Village.

**3. Adoption of Minutes**

**a. October 9, 2024 Committee of the Whole**

**Resolution Number: 2024-10-380**

**THAT** the minutes of the October 9, 2024 Committee of the Whole be adopted as presented.

**CARRIED**

**b. October 9, 2024 Regular Council Meeting**

**Resolution Number: 2024-10-381**

**THAT** the minutes of the October 9, 2024 Regular Council Meeting be adopted as presented.

**CARRIED**

**4. Business Arising from the Minutes**

BC Bus North:

Ridership statistics received from RDBN on BC Bus North. Fraser Lake area ridership is significant.

Mayor Storey spoke with Director Parker from the RDBN. RDBN looking at other funding options, but Village's share likely to be less than previously discussed.

**Resolution Number: 2024-10-382**

**THAT** Council support the fourth & final reading of the Regional District of Bulkley Nechako's Regional Public Transit and Para-Transit (Highway 16) Service Establishment Amendment Bylaw No. 2055, 2024 to increase the maximum requisition amount up to \$90,000.00.

**CARRIED**

**5. Councillor Reports**

**Resolution Number: 2024-10-383**

**THAT** the reports be received for information.

**a. Councillor Fennema**

Attended October 16 Chamber of Commerce Meeting.

**b. Councillor Jenkinson**

**c. Councillor LePoidevin**

**d. Councillor Webb**

**e. Mayor Storey**

Attended the Northern BC Tourism Summit in Prince George. Discussion on hotel investment attraction.

Met with UNBC nursing student Ankur Patel.

Met with Dr. Sarah Breen with the Outdoor Recreation Council of BC.  
Discussion on trail system development.

Attended RDBN on Oct 10.

Attended drone transportation initiative project meeting with Stelat'en First Nation and UBC.

**6. Accounts Payable**

**Resolution Number: 2024-10-384**

**THAT** the Village of Fraser Lake cheque register for October 3 - October 16, 2024 for \$472,640.98 be received for information.

**CARRIED**

**7. Correspondence List**

**Resolution Number: 2024-10-385**

**THAT** Council receive all correspondence for information.

**a. BC Youth Parliament**

Staff will reach out to FLESS principal to offer Village's support.

**b. Fraser Lake Curling Club**

Council discussed the importance of having staff at the arena facility regardless of refrigeration certification.

**Resolution Number: 2024-10-386**

**THAT** Council provide a letter of support to the Fraser Lake Curling Club for the installation of mesh sheets.

**CARRIED**

**c. JEDI Deputy Minister**

**d. YRB Winter Meeting Invitation**

Councilor LePoidevin will attend.

Council discussed the value of the Fire Chief attending for partnership on Highway Emergency Response.

Council discussed the maintenance of the Holy Cross FSR.

**e. Nechako Watershed Roundtable**

Mayor Storey planning to attend.

**f. Ankur Patel**

Council discussed the Village's food security.

Staff capacity was limited to begin a grant without preliminary work complete at this time.

Council asked about grant eligibility for community groups; staff responded that not-for-profits are eligible for the Local Food Infrastructure Fund.

**g. FLESS Track Demolition**

Council discussed the importance of FLESS supporting the elementary track meet locally and having the facilities in place to avoid losing this event in the long term.

**Resolution Number: 2024-10-387**

**THAT** Council respond with a letter indicating the importance of track and field to the Village, the temporary nature of the gravel track, and the Village's full intention to support a paved track.

**CARRIED**

**8. Staff Reports**

**a. Office of the Chief Administrative Officer**

**1. 2024-2027 Strategic Operational Plan Report**

Council would like to see the event planned in conjunction with the opening of Phase II of the Community Hall.

**Resolution Number: 2024-10-388**

**THAT** Council adopt the 2024-2027 Strategic Operational Plan

**CARRIED**

**Resolution Number: 2024-10-389**

**THAT** Council direct staff to proceed with the development of a public engagement event for the 2024-2027 Strategic Plan.

**CARRIED**

**2. Community Forest Governance Structure Report**

Staff have had lengthy discussions with the BC Community Forest Association.

**Resolution Number: 2024-10-390**

**THAT** Council establish the Fraser Lake Community Forest Advisory Committee and direct staff to report back on the development of terms of reference for the committee prior to membership recruitment.

**CARRIED**

**Resolution Number: 2024-10-391**

**THAT** the Village allocate \$5,000 from the Community Forest Reserve to cover costs associated with planning for the Fraser Lake Community Forest and establishment and operations of the Fraser Lake Community Forest Advisory Committee.

**CARRIED**

3. REDIP Commercial Wastewater Dumping Station Application

Council asked about the possibility of odours impacting nearby businesses; staff responded with option 3 being the optimal based on advice received from the consultant.

Council asked about the full redevelopment of Cougar St.; staff responded that the full redevelopment costs wouldn't be eligible as part of the application and would have to be paid through other grants or taxation.

Council asked about the sani-dump moving with the commercial dumping station; staff had discussions with the consultant about the move and it was not recommended as part of this application as there is less of an economic case to be made.

Staff will bring forward a sani-dump policy to Council.

Council asked about the inclusion of bulk water station at the sani-dump station; staff responded that the program eligibility is primarily focused on economic development and that a bulk water station could potentially weaken the application. The project does include drinking water infrastructure being extended to the new site, and upgrades including drinking water and sani-dump stations at the site are possible as future projects once this project is complete.

**Resolution Number: 2024-10-392**

**THAT** the Village of Fraser Lake supports the application to the Rural Economic Diversification and Infrastructure Program for the construction of a commercial wastewater dumping facility sited at Option 3.

**CARRIED**

1. ADDENDUM - REDIP Commercial Wastewater Dumping Station

**Resolution Number: 2024-10-393**

**THAT** the Village of Fraser Lake allocate funds from the Northwest Regional Funding Reserve as the Village's contribution to Commercial Wastewater Dumping Station.

**CARRIED**

**b. Economic Development Officer**

1. Council Chambers Carving Report

**Resolution Number: 2024-10-394**

**THAT** Council allocate \$1,000 from the Postage and Supply budget toward a carving for the Village Council Chambers.

**CARRIED**

2. BC/Yukon Legion Command Advertising Report

Staff proposed bringing forward a policy on advertising for more clarity and direction from Council.

Council discussed the use of funds and support through grant-in-aid for the local legion.

Council would like to see further marketing proposals from staff for 2025.

**Resolution Number: 2024-10-395**

**THAT** Council direct staff to report back on a Marketing and Advertising Strategy for 2025.

3. Village Rebrand Survey Report

Nouns: Aurora, simple, clean, time, leaves, seasons, winter, fog.

Support for Mouse Mountain logo

No support for "lake" slogans. No support for swans.

Support for "Home under the mountain" as logo.

**Resolution Number: 2024-10-396**

**THAT** the Rebrand Survey Results Report be received for information.

**CARRIED**

4. Hubspace REDIP Letter of Support Report

**Resolution Number: 2024-10-397**

**THAT** Council provide a letter of support for Hubspace's application to the Rural Economic Diversification and Infrastructure Program.

**CARRIED**

9. **Reading List**

10. **New Business**

Fraser Lake Minor Hockey:

Entrance doors to the arena are now on south side of the building.

Safety and accessibility concerns are being brought forward to Council. Particular concerns about visitors from outside of Fraser Lake who don't know their way around the arena. Light outside arena is not being turned on. Small sign is posted indicating temporary entrance.

Staff will investigate options for tournaments and public events.

**Resolution Number: 2024-10-398**

**THAT** staff investigate options for alternative entrances to the arena.

**CARRIED**

11. **Bylaws**

- a. **Bylaw 861, Borrowing in Anticipation of Revenue 2025**

**Resolution Number: 2024-10-399**

**THAT** Council give first, second, and third reading to Bylaw 861, Borrowing in Anticipation of Revenue 2025.

**CARRIED**

- b. **Bylaw 862, Fire Service Bylaw**

**Resolution Number: 2024-10-400**

**THAT** Council give fourth and final reading to Bylaw 862, Fire Services Bylaw.

**CARRIED**

12. **In Camera**

**13. Rise with Report**

**14. Adjournment**

**Resolution Number: 2024-10-401**

**THAT** the meeting be adjourned.

**CARRIED**

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Sarrah Storey, Mayor

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Ethan Fredeen, Corporate Officer



Village of Fraser Lake Cheque Register  
Oct 17 – Nov 6, 2024

SUPPLIER NAME	CHEQUE NO.	SERVICE	AMOUNT
WCB	01326-0001	3RD QUARTER PAYMENT WORKSAFE	11,593.98
PACIFIC NORTHERN GAS	01328-0001	NATURAL GAS	146.63
CANADA CUSTOMS & REVENUE	01329-0001	Payroll Remittance pp #21	11,813.61
ROGERS	01330-0001	MIRCOSOFT/EMAIL LICENCE	316.30
CIBC VISA	01331-0001	TRAVEL/CONFERENCE EXPENSES/ARENA	4,484.12
CANADA CUSTOMS & REVENUE	01332-0001	Payroll Remittance pp #22	10,641.76
FL VOLUNTEER FIRE DEPARTMENT	32157	FIRE DEPT/3RD QUARTER PAYMENT	10,491.20
BANDSTRA TRANSPORTATION SYSTEM	32158	SHIPPING PARTS FOR BOBCAT	46.54
BROGAN FIRE & SAFETY	32159	GAITED Y- ENGINE 12	688.04
GERVAIS, JESSIE	32160	MEALS/HOTEL/NORTHERN BC TOURISM	219.60
KEVIN MARSH AGENCIES	32161	PRO ZYME/ CITRUS FLOAT LS-SEWER	2,482.81
MTS MAINTENANCE TRACKING SYSTEM	32162	WATER DIST 2 COURSE-GRAHAM	1,233.75
P & H SUPPLIES	32163	KENWORTH INSPECTION AND REPAIR	2,582.17
PRAIRIECOAST EQUIPMENT INC.	32164	OIL FILTER FUEL FILTER 200 HR	164.72
RD FRASER FORT GEORGE	32165	CELL PHONE SEPT/OCT	884.80
ROSENAU TRANSPORT LTD.	32166	SHIPPING SEWER CHLORINE	647.83
STEWART MCDANNOLD STUART	32167	LEGAL FEE/PLUMBING CONTRACT	378.01
STOREY, SARRAH	32168	MEALS/FUEL/NORTHERN BC TOURISM	198.83
URBAN SYSTEMS	32169	WATER/SEWER PROJECTS SEP 2024	73,936.68
VALLEY DIESEL LTD	32170	INSPECTION AND MAINTYENCE R-11	2,065.71
WESTERN INDUSTRIAL CONTRACTORS	32171	COMM HALL PROGRESS SEPT 2024	92,552.91
YETI REFRIGERATION INC.	32172	COMPRESSOR INSTALL & CHILLER INSPECTION	94,731.30
BRENNTAG CANADA	32173	CHLORINE	128.14
BUSSI, WADE	32174	CHLORINE STRIPS/REFRIGERATION EXAM FEE	141.90
ECO COOPERATIVE COMMUNITY SERV	32175	ECO COOPERATIVE GRANT IN AID	1,000.00
FRASER LAKE COMMUNITY FOUNDATION	32176	TOTAL FUND DISBURSMENT 2024	7,122.00
GERVAIS, JESSIE	32177	HALLOWEEN CANDY FOR FIRE TRUCK	94.45
NEXOM	32178	LAGOON AERATION SYSTEM	297,675.00
BURNS LAKE AUTOMOTIVE SUPPLY	32179	MISC FLEET/SAFETY SUPPLIES	1,664.96
BROGAN FIRE & SAFETY	32180	TURBOJET FIRE NOZZLE	1,305.10
FL BUILDING SUPPLIES	32181	MISC SHOP/SEWER/FIREWORK SUPPLIES	998.27
FL PUBLIC LIBRARY	32182	4TH QUARTER PAYMENT 2024	16,236.25
FRED SURRIDGE	32183	WATER MAIN LINE PARTS	462.67
KAL TIRE	32184	TIRE CHANGE/BACKHOE TIRES	1,006.61
NURNDY-FOREFIRE EMERGENCY GRAP	32185	FIREFIGHTER ACCOUNTABILITY TAGS	147.23
SHOTGUN ENTERPRISES LTD.	32186	PARKS WHITE BUILDING- PAINT	13,177.50
STARLIGHT FX LTD	32187	HALLOWEEN FIREWORKS 2024	5,000.00
WESTERN INDUSTRIAL CONTRACTORS	32188	COMM HALL/CURLING RINK PHASE 1 FINAL	55,904.77
ZONE WEST	32189	FIREFIGHTER UINFORMS	496.16
BURNS LAKE AUTOMOTIVE SUPPLY	32190	AMMONIA CARTRIGES/RESPIRATOR	937.69

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PAYABLE TOTAL : 725,800.00

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Employee Bank Deposit - Summary



Employee : All  
Department : All  
Category : All

Period : 21      Month : 10      Year : 2024  
S.I.N. : All

Bank Code	Bank Name	Number of Deposits	Deposit Amount
03	ROYAL BANK OF CANADA	4	3856.20
04	TORONTO DOMINION	2	3380.65
10	CANADIAN IMPERIAL BANK OF COMMERCE	9	15219.02
09	BC CREDIT UNIONS	5	10049.21
<b>Grand Total :</b>		<b>20</b>	<b>32505.08</b>

Employee Bank Deposit - Summary



Employee : All  
Department : All  
Category : All

Period : 22      Month : 11      Year : 2024  
S.I.N. : All

Bank Code	Bank Name	Number of Deposits	Deposit Amount
03	ROYAL BANK OF CANADA	4	5070.39
04	TORONTO DOMINION	1	3036.21
10	CANADIAN IMPERIAL BANK OF COMMERCE	6	12255.60
09	BC CREDIT UNIONS	5	9686.82
<b>Grand Total :</b>		<b>16</b>	<b>30049.02</b>



October 18, 2024

Ref: 275308

Their Worship Mayor Sarrah Storey  
and Members of Council  
Village of Fraser Lake  
PO Box 430  
Fraser Lake BC V0J 1S0

Dear Mayor Storey and Councillors:

Thank you for bringing a delegation to meet with ministry representatives during this year's Union of British Columbia Municipalities (UBCM) Convention. As Deputy Minister, I am writing to acknowledge the topics raised during the meeting with the Minister of Municipal Affairs, which included your Community Services Hub project.

Thank you for bringing the community's challenges in retaining skilled labour, and your decreased tax revenue, to the ministry's attention. The ministry appreciated hearing about your plans for completing the Community Services Hub and increasing tourism in your community.

We heard that funding projects like these can be challenging for small communities. Staff in the Local Government Infrastructure and Finance Branch (LGIF) are available to assist you if you would like to discuss this further. They can be contacted by telephone at: 250 387-4060, or by email at: [LGIF@gov.bc.ca](mailto:LGIF@gov.bc.ca). LGIF staff will notify Village staff directly when new ministry grant programs become available.

Ministry staff will also follow up with our colleagues in the ministries of Jobs, Economic Development and Innovation and Tourism, Arts, Culture and Sport to share what we heard about your needs for possible programs and resources to support communities that are deeply affected by the loss of industry.

Now that we are in the election period, issues regarding future funding programs and other policy decisions must be deferred until after the election is complete and the incoming government is in place. All topics brought up in your meeting will be shared with the incoming minister.

.../2

Their Worship Mayor Sarrah Storey  
and Members of Council  
Page 2

Thank you, again, to your delegation for the meeting. With compliments, enclosed is your picture with the Minister at the 2024 Convention.

Sincerely,

A handwritten signature in blue ink, consisting of several overlapping loops and a long horizontal stroke.

Okenge Yuma Morisho  
Deputy Minister

Enclosure

pc: Ethan Fredeen, CAO/Director of Corporate Services, Village of Fraser Lake



# Fraser Lake RCMP

## Quarterly Report-Q2

### Village of Fraser Lake

Prepared by: Sgt.Semmler October 23. 2024

Calls for Service:

There were 159 calls for service within the Village of Fraser Lake for the 2<sup>nd</sup> quarter. This is an overall increase of 24.21% from 128 in Q2 of 2023.

Of these, 8 Criminal Code charges have been recommended to Crown for 3 Assaults, 1 Sex Assault, 2 Criminal Harassment, 1 Breach of Conditions and 1 Prohibited Driving.

#### Persons Violent Crime include:

Assault- 10 reported Assaults for Q2.

Sexual Assault- 3 reported Sexual Assaults for Q2.

Criminal Harassment- 2 Criminal Harassment files for Q2.

Utter Threats- 8 Uttering Threats files for Q2.

Crime Group	2023-Q2	2024-Q2	2023 YTD	2024 YTD
PERSONS VIOLENT CRIME	7	17	22	31
PROPERTY CRIME	6	8	18	17
OTHER CC OFFENCES	13	8	27	17
TOTAL CC	26	33	67	65

Traffic Files	2023-Q2	2024-Q2
Impaired Operation	1	1
Traffic Non CC	19	16
TOTAL	20	17

\*\*Traffic Non CC include any reported driving offence that could result in the issuance of a Violation Ticket. This includes such offences as speeding, erratic driving, no DL, no Insurance etc.

#### By-Law :

2023- There were 0 By Law complaints reported to the Fraser Lake RCMP in 2023 for Q2.

2024- There have been 8 By-Law complaints in total for Q2 in 2024.

October 25, 2024

Dear Mr. Ethan Fredeen,

On behalf of the Eco Co-op Community Service Centre, my fellow Board members and I would like to share our immense gratitude for the Village of Fraser Lake's financial contribution towards the successful execution of the Eco Co-op Stakeholder Conference - scheduled to take place on November 15th at UNBC.

We look forward to sharing our appreciation for the supportive efforts of the Village in helping advance the Eco Co-op initiative, during the upcoming conference and through social and conventional media channels as well.

Looking forward to celebrating the cooperative spirit that is driving the Eco Co-op Project, and to seeing you there.

With heartfelt gratitude,

Shellie Gleave  
Eco Co-op Chair

Fraser Lake Community Health Centre  
Box 1000, 130 Chowsunket Street  
Fraser Lake, BC V0J 1S0  
Phone: 250-699-6225 Fax: 250-699-6987

October 29, 2024

To Whom It May Concern:

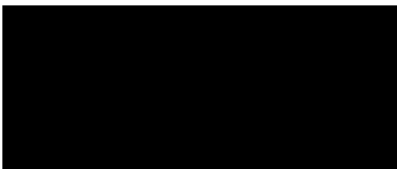
The Fraser Lake Community Health Center is hosting the Emergency Services Christmas party in Fraser Lake on December 7, 2024. The evening will include the Fraser Lake Community Health Centre, Fraser Lake Medicine Centre, Fraser Lake Fire Rescue, Fort Fraser Volunteer Fire Department, Fraser Lake RCMP and Fraser Lake Ambulance. All the staff and volunteers along with their spouses will be invited to join and celebrate another great year of working together as an emergency services team.

This evening is meant to thank the emergency services staff and volunteers for working hard to keep our communities safe. We would love to have prizes to help make this event fun for everyone.

We would like to ask if your company would be interested in donating to this evening. We would welcome any type of donation you might be able to help with.

We thank you in advance for considering this request. Kindly send gift certificates to the Fraser Lake Community Health Centre at PO Box 1000 Fraser Lake BC V0J 1S0 or by email to [beattieannae@gmail.com](mailto:beattieannae@gmail.com). If you would like to have something picked up, please contact Anna Beattie directly at 250-255-7362.

Thank you for your support,



Anna Beattie



OCT 30 2024

More and more, highway corridors are proving to be key economic drivers – and one of the significant corridors, as recognized by all four Western Provincial governments, is your Yellowhead Highway Corridor (Trans Canada Yellowhead Highway #16 and BC Yellowhead highway #5)

With the signing of economic corridor development agreements amongst Western Provincial and NWT governments, the TCYHA is strategically positioned to leverage this action to help grow your municipal economy.

The TCYHA has received communication from these governments that they welcome any assistance the TCYHA can share in enhancing these initiatives – and by renewing your membership we can ensure we take full advantage of this direction.

The TCYHA Board of Directors thank you for your support which has enabled us to ensure our active advocacy and promotion remained effective. By having an inclusive alliance of members, that collective voice is being heard. We can, and will, do more but your support is fundamental to achieving those goals.

We continue to work closely with Indigenous Tourism Association of Canada (ITAC) looking at strategies that will re-energize local economies, much of which will be an increase in regional tourism. We are launching a reimagined tourism website, [www.goyellowhead.com](http://www.goyellowhead.com), prepared in cooperation with ITAC, which will help travelers identify, and visit, unique attraction options. Complimenting that is a new Western Canada map to be distributed throughout Visitor Information Centers.

All this is possible because of the support you have provided, which is important to making a difference for the whole Yellowhead corridor.

I invite you to continue your valued support by sending in your renewal.

Safe travels



**Pete Pearson**, President TCYHA  
(Councillor, Valemount, BC)



~ *The Yellowhead Corridor drives Western Canadian economy* ~



# Trans Canada Yellowhead Highway Association

## 2025 Municipal Membership Information Confirmation



<b>MUNICIPALITY NAME:</b>			
<b>DESIGNATED REPRESENTATIVE(s) - carries voting privileges; *see schedule below:</b>			
*Pop'n: 1-1000 = 1 Rep  1001-5,000 = 2 Reps  5001-15,000 = 3 Reps  15,001+ = 4 Reps			
<b>Primary Voting Representative 1:</b>			
<b>POSITION/TITLE:</b>			
<b>E-MAIL *:</b>			
* <b>NOTE: To comply with CASL please see below:</b>			
<input type="checkbox"/> <b>By checking this box you agree to receiving electronic messages from TCYHA</b>			
<b>Voting Representative 2 (if applicable):</b>			
<b>Voting Representative 3 (if applicable):</b>			
<b>Voting Representative 4 (if applicable):</b>			
<b>BILLING CONTACT NAME (if different from above):</b>			
<b>POSITION/TITLE:</b>			
<b>E-MAIL*:</b>			
* <b>NOTE: To comply with CASL please see below:</b>			
<input type="checkbox"/> <b>By checking this box you agree to receiving electronic messages from TCYHA</b>			
<b>ADDRESS:</b>			
<b>CITY/TOWN/VILLAGE:</b>			
<b>PROVINCE:</b>		<b>POSTAL CODE:</b>	
<b>TELEPHONE:</b>		<b>FAX:</b>	
<b>WEB SITE:</b>			
<b>Most Recent Population count:</b>			
~ Return completed form with payment or scan & email to address noted below* ~			

DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**Thank you**

Should you have any questions, please feel free to contact us at [admin@goyellowhead.com](mailto:admin@goyellowhead.com)\*



# Drone Transport Initiative (DTI)

How Co-Creation, Relationships, and Technology  
Bridge Gaps in Rural Medicine

**DTI Phase 2 Overview**  
Oct 2024





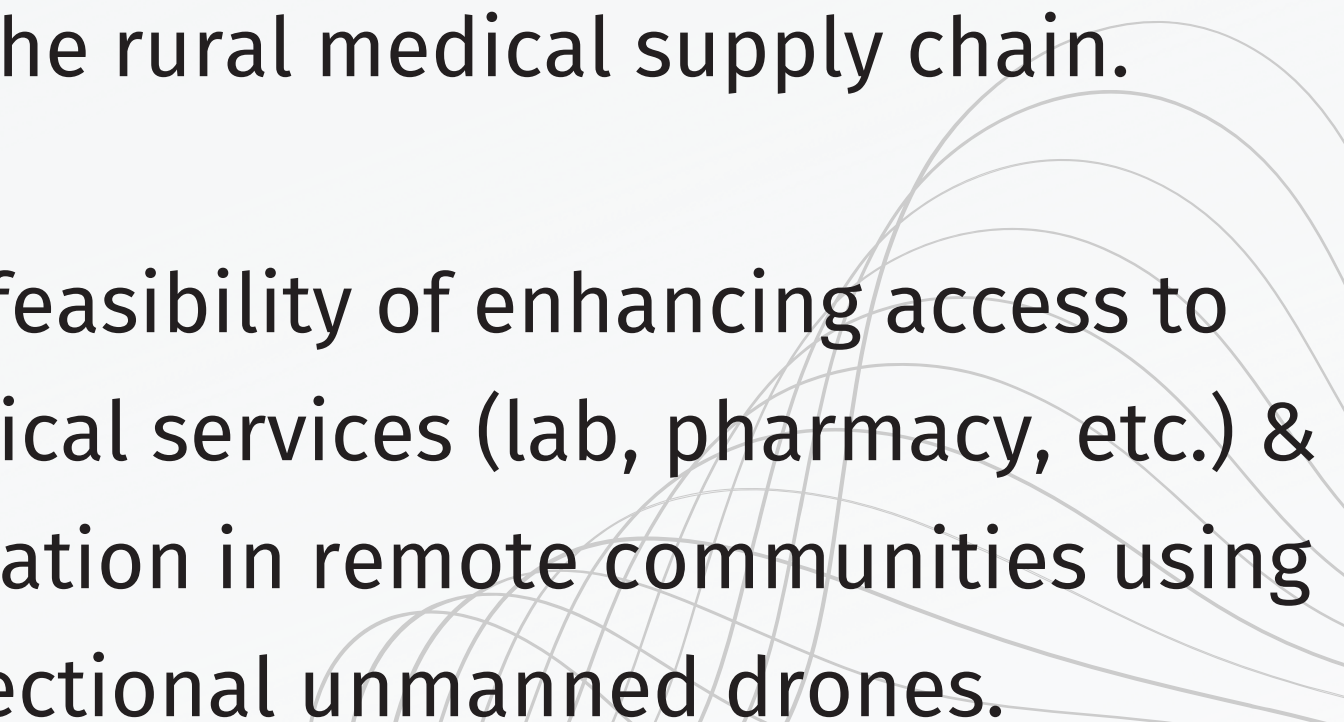
## **VISION STATEMENT**

Use cutting-edge technologies to bridge inequities in accessing healthcare in Rural and Indigenous communities in BC.

To implement through engagement and community partnerships and co-create a roadmap to grassroots innovation and build a more inclusive future.

## **PROJECT GOAL**

The UBC Drone Transport Initiative (DTI) aims to:

- Develop complimentary transport solutions to assist in the rural medical supply chain.
  - To test the feasibility of enhancing access to essential medical services (lab, pharmacy, etc.) & its implementation in remote communities using bi-directional unmanned drones.
- 

# DTI PHASE 2 (2025 - 2028)

## GUIDING PRINCIPLES

01

Community-driven,  
Nation based

02

Nation Decision-making and control  
(e.g. OCAP principles)

03

Develop Human & Economic Capacity

04

Improve services and access

05

Enhance Trust & Build Relationships

06

Research excellence

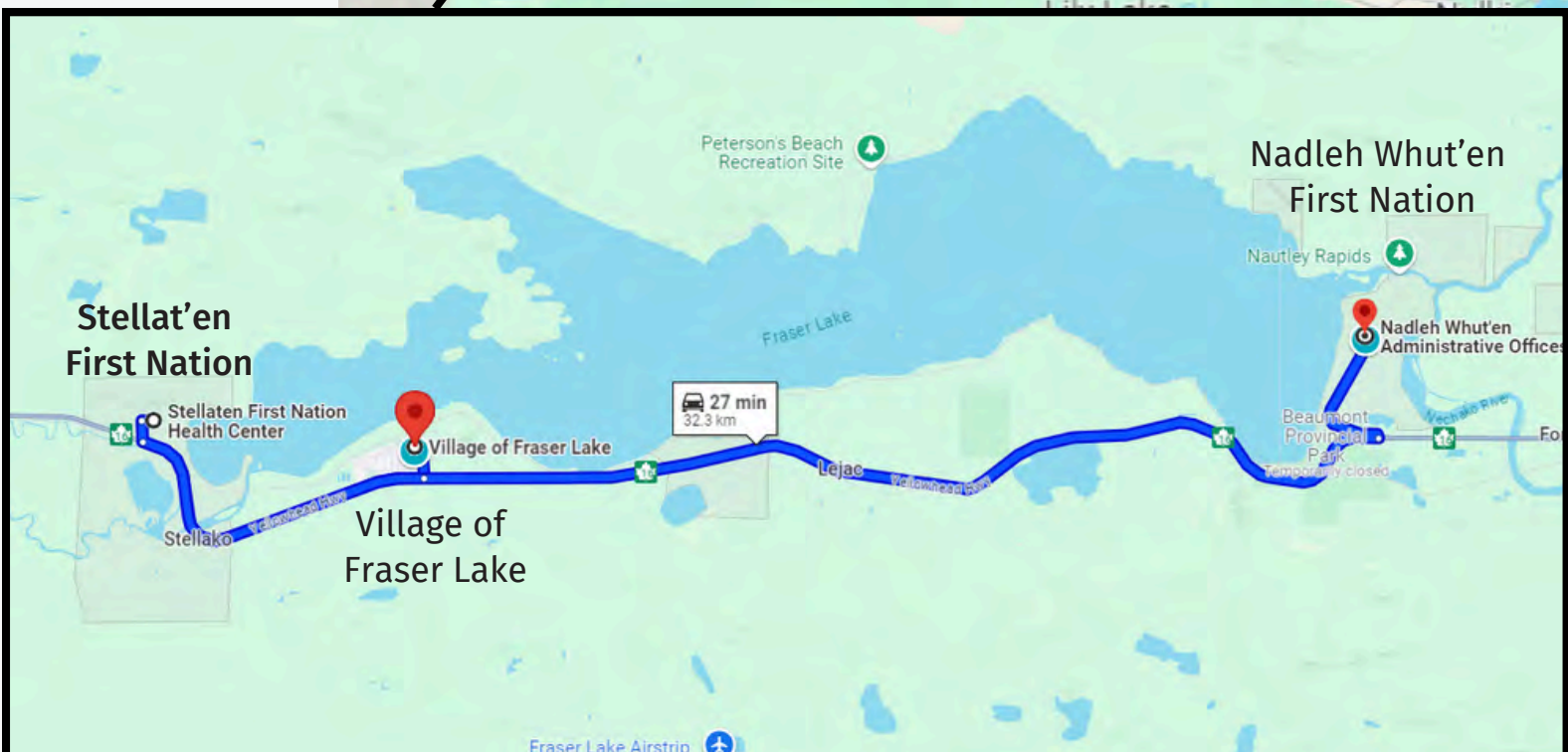
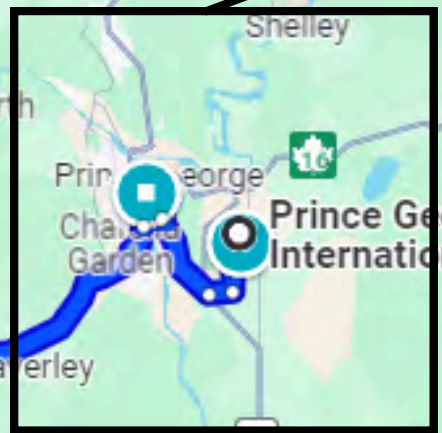
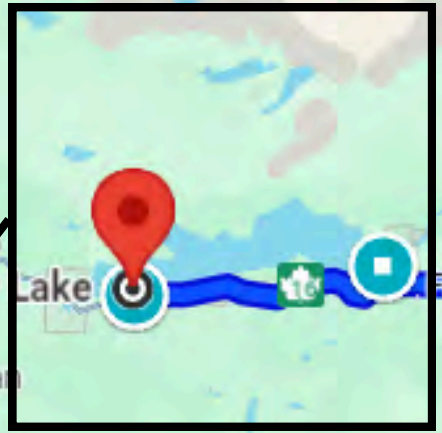
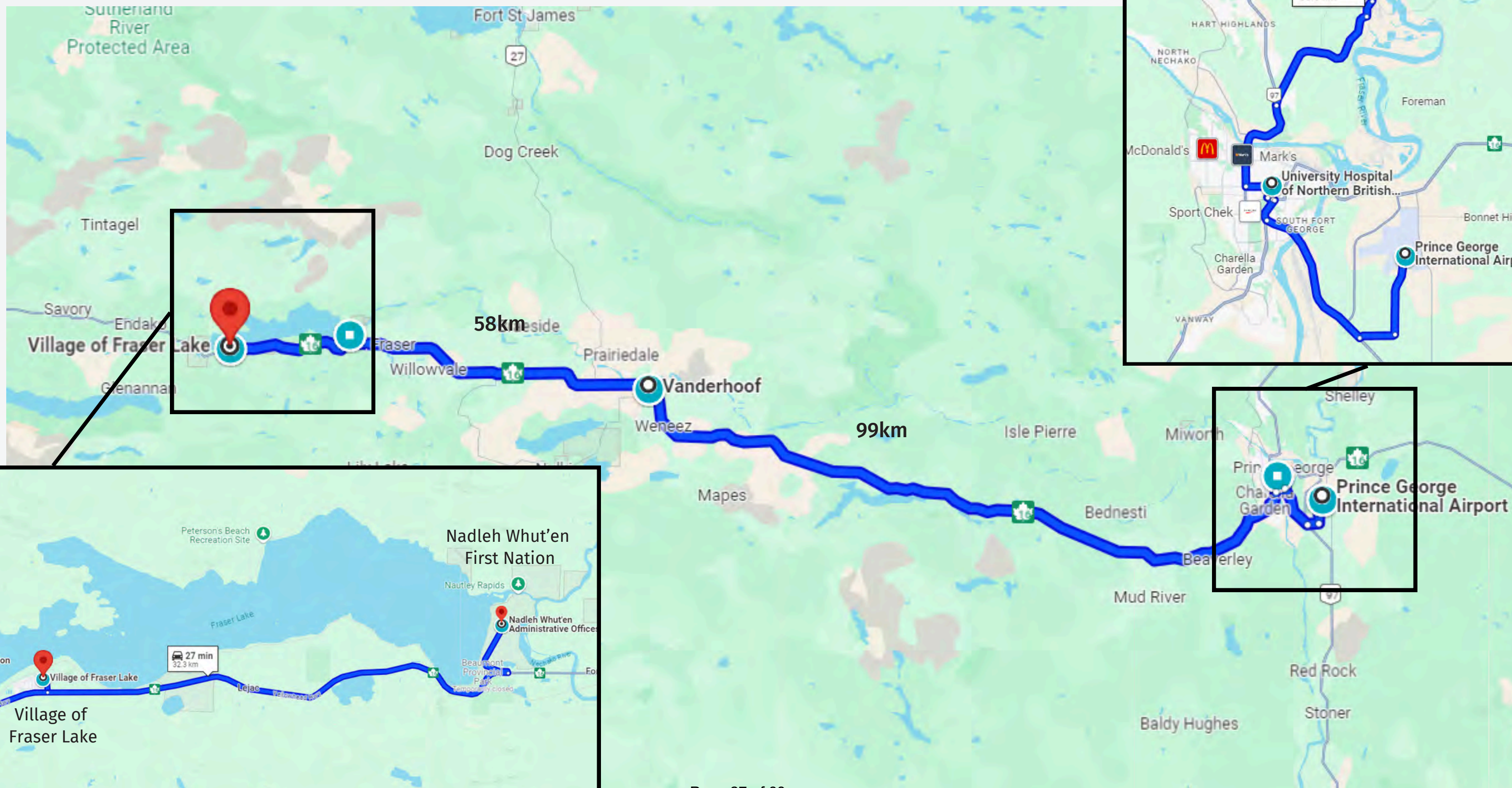
### Flight Milestones (flight path slide)

1. Network delivery directly to patients
2. Airport & between health facility deliveries
3. Test agile emergency response
4. Test longer range transportation (80-100km+)

### Research Themes

1. Implementation Science
2. Pharmaceutical
3. Laboratory & Medical Supplies
4. Fit for purpose drone tech to support rural and remote communities

# PHASE 2 FLIGHT PATH



# PHASE 2 DRONE



## SKYLANE 350

- Aircraft type: VTOL
- Propulsion system: Electrical
- Wingspan: 3500 mm
- Material: Carbon Fiber
- Battery voltage: 12S
- Wind Resistance: 20 m/s FW, 10 m/s VTOL
- Operating temperature: -20...+45°C
- Carrying case: 1670mm x 540mm x 590mm



# PHASE 2 POTENTIAL APPLICATIONS

## Healthcare Delivery Application

### *Primary Care*

- Pharmaceutical delivery - test virtual pharmacy (test & implement)
- Lab delivery (test & implement)
- Medical supplies to support patient (e.g. dialysis)

### *Health system*

- Blood product delivery (test safety)
- Test delivery of other high value cargo (tbd by HA, e.g. isotopes)

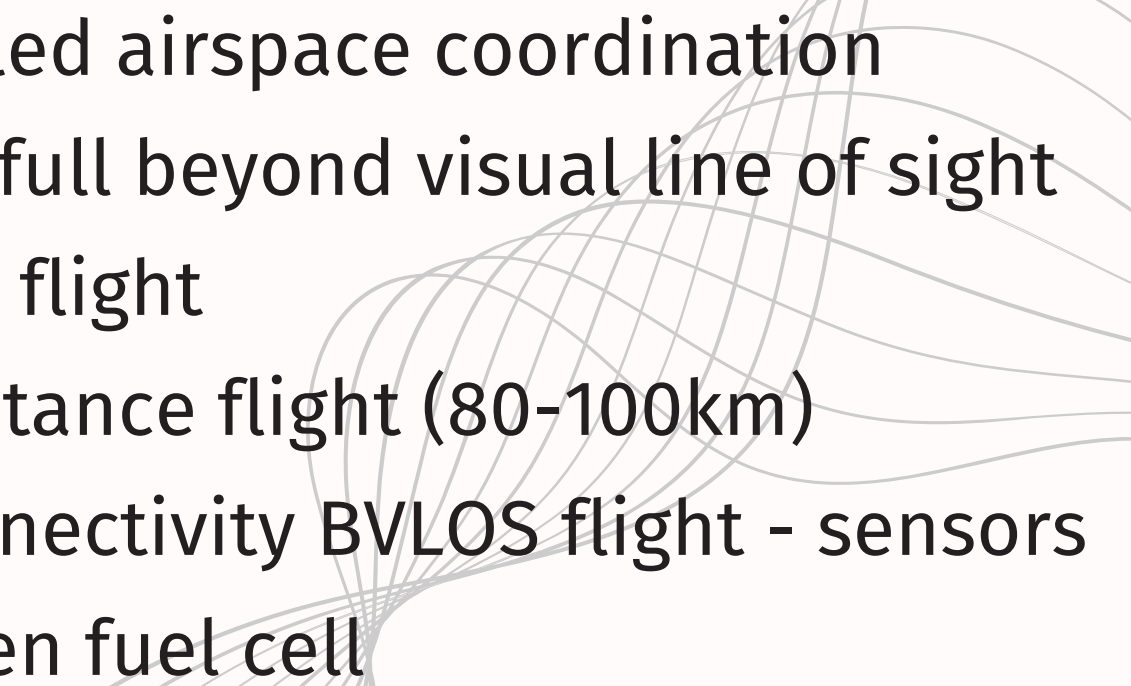
### *Emergency response*

- Trauma response (test safety)
- Climate change events, e.g. road closure

## Health Administration Outputs

- Streamlined request platform (test & implemented)
- Develop a culturally-safe consent process (test & implement, with health regulators)
- Collect weather data for predictive modelling

## Transport Outputs

- Controlled airspace coordination
  - Partial/full beyond visual line of sight (BVLOS) flight
  - long distance flight (80-100km)
  - low connectivity BVLOS flight - sensors
  - Hydrogen fuel cell
- 

# DTI APPLICATIONS & PARTNERS

## Health Delivery Applications

<i>Primary Care</i>	FN community	Northern Health	Other partners
<ul style="list-style-type: none"> <li>Pharmaceutical delivery - test virtual pharmacy</li> </ul>	✓		local pharmacy, MoH, regulator
<ul style="list-style-type: none"> <li>Lab delivery</li> </ul>	✓	✓	H regulator, LifeLabs Provincial Lab Medical Services
<i>Health system</i>			
<ul style="list-style-type: none"> <li>Blood product delivery</li> </ul>		✓	CBS, MoH, Provincial Blood Coordination Office
<ul style="list-style-type: none"> <li>Test delivery of other high-value cargo</li> </ul>		✓	Provincial Agencies e.g. BCCA
<i>Emergency response</i>			
<ul style="list-style-type: none"> <li>Trauma response</li> </ul>	✓	✓	Alberta trauma doctors/drone pilot projects RTVS, BCEHS, RCCbc
<ul style="list-style-type: none"> <li>Climate change events, e.g. road closure</li> </ul>	✓	✓	BCCDC
<b>Health Administration Outcomes</b>			
<ul style="list-style-type: none"> <li>Streamlined request platform</li> </ul>	✓	✓	InDro, Thrive
<ul style="list-style-type: none"> <li>Develop a culturally-safe consent process</li> </ul>	✓		CSFS, FNHA, H regulators
<ul style="list-style-type: none"> <li>Predictive modelling</li> </ul>	✓	✓	CSFS, FNHA, PHSA

Grey text & ✓ = optional collaborators

# DRONE RESEARCH CLUSTER

## HEALTH & PARTNERSHIP TEAM

### SUPPORTING TEAM



**Courtney Kohen**  
Manager, Health Engagement & Partnerships, UBC Faculty of Medicine



**Sandy Lee**  
Senior Project Manager, Strategic Initiatives, UBC Faculty of Medicine



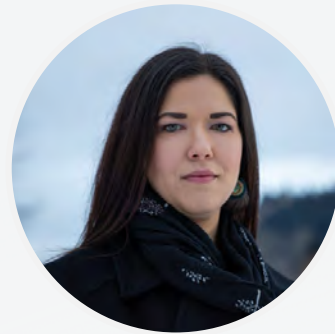
**Kimia Nouhi**  
Special Project Assistant, Department of Family Practice, UBC Faculty of Medicine



**Daniel Tham**  
Grant Writer, UBC Faculty of Medicine



**Dr. Mike Allard**  
Former Vice-Dean, Health Engagement, Professor in Pathology & Lab Medicine, UBC Faculty of Medicine



**Dr. Terri Aldred**  
Executive Medical Director Primary Care, First Nation Health Authority



**Dr. John Pawlovich**  
Rural Chair, Faculty of Medicine  
Team Lead, RTVS, RCCbc  
co-Medical Director, CSFS



**Dr. Anurag Singh**  
Director, Northern Centre for Clinical Research, University of Northern British Columbia



**Dr. Lucy Perrone**  
Associate Professor, Pathology and Laboratory Medicine, UBC



**Dr. Femke Hoekstra**  
Assistant Professor, Department of Medicine, Division of Social Medicine, and Centre for Chronic Disease Prevention and Management (CCDPM), UBC Faculty of Medicine

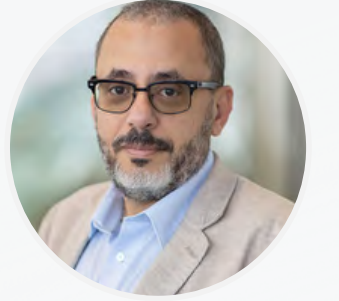


**Dr. Larry Lynd**  
Pro Team Dean, Faculty of Pharmaceutical Sci,  
Director of the Collaboration for Outcomes Research and Collaboration (CORE)

### DRONE TECHNOLOGY TEAM



**Dr. Dominic Liao-McPherson**  
Assistant Professor, Mechanical Engineering, UBC Aerospace flight control



**Dr. Mohamed Shehata**  
Associate Professor, Computer Science, UBC  
Computer sensing



# PARTNERSHIPS

## COMMUNITIES



## HEALTHCARE



## INDUSTRIES



# THANK YOU!

*If you have any further questions, please contact Sandy.*



# **ADDITIONAL APPENDIX SLIDES**

# DTI DELIVERABLES (NEXT 9 MONTHS)

Month	Activity	Leads
October, 2024	Onboard new project coordinator – Kimia <a href="#">New Frontier – Exploration (\$200,000)</a> Review Phase 1 evaluation manuscript with community co-authors DTI cargo box – App Sci Capstone	Sandy Dr. Femke Hoestra Dr. Femke Hoestra/Sandy/Kimia/Audrey
November, 2024	<a href="#">UBC GCRC ‘returning’ NOI (\$200,000)</a> <a href="#">NSERC Alliance (~\$1.2M)</a> draft MOU with YXZ Circulate INSAT application Navigate potential collaboration with Faculty of App Sci (for INSAT) DTI phase 2 manuscripts (2) – submission	Sandy/Daniel Dr. Dominic Liao–McPherson Sandy Sandy Dr. Dean Jones Dr. Femke Hoestra/Sandy/Kimia/Audrey
Dec 2024	<a href="#">INSAT application review &amp; signing</a> <a href="#">UBC GCRC ‘returning’ application review</a> Draft “playbook” concept review UBC Sauder – emission calculation	Sandy/Courtney Sandy/Daniel Sandy/Kimia/Daniel Sandy
Janurary 2025	<a href="#">UBC GCRC submission</a> <a href="#">INSAT application</a> NH Y/N – Date setting for Spring Partnership Event	Sandy/Daniel Sandy Sponsors – Sandy
February 2025	Partnership engagement, event planning	Sandy/Kimia
March 2025	INSAT – Y/N – if Yes, IP agreement, etc App Sci cargo box – demo	Sandy Sandy
April 2025	Partnership event/Kick off – April/May <a href="#">PacifiCan NOI</a> <a href="#">CIHR project grant</a>	Sandy/Kimia Sandy/Daniel TBD
May 2025	<a href="#">PacifiCan full application</a>	Sandy/Daniel
Fall 2025	DTI phase 2 begins	DTI team

# DTI PHASE 1

## Partnerships



CARRIER SEKANI  
FAMILY SERVICES



First Nations Health Authority



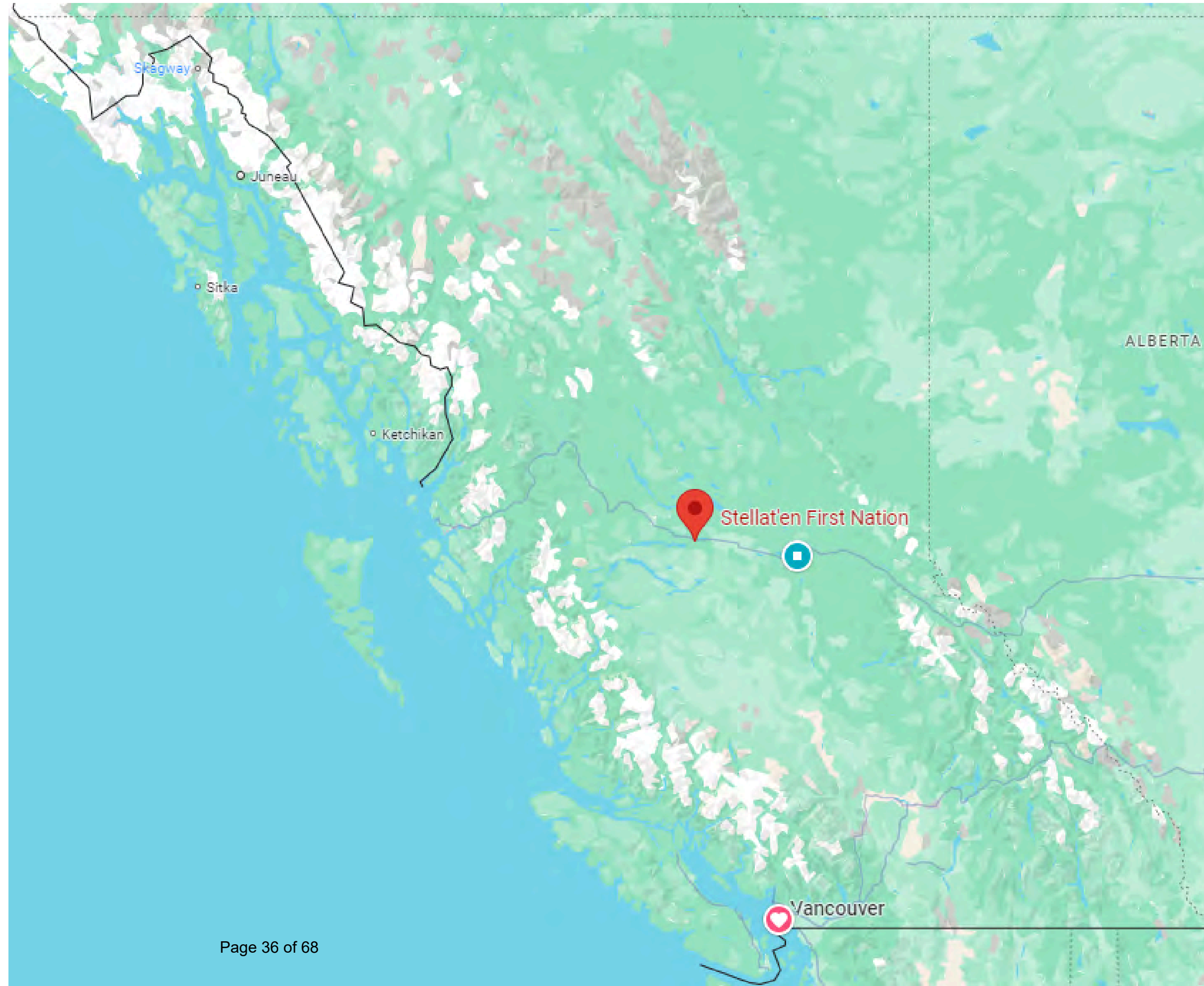
THE UNIVERSITY OF BRITISH COLUMBIA

**Faculty of Medicine**



THE UNIVERSITY OF BRITISH COLUMBIA

**Faculty of Pharmaceutical Sciences**



# DTI PHASE 1

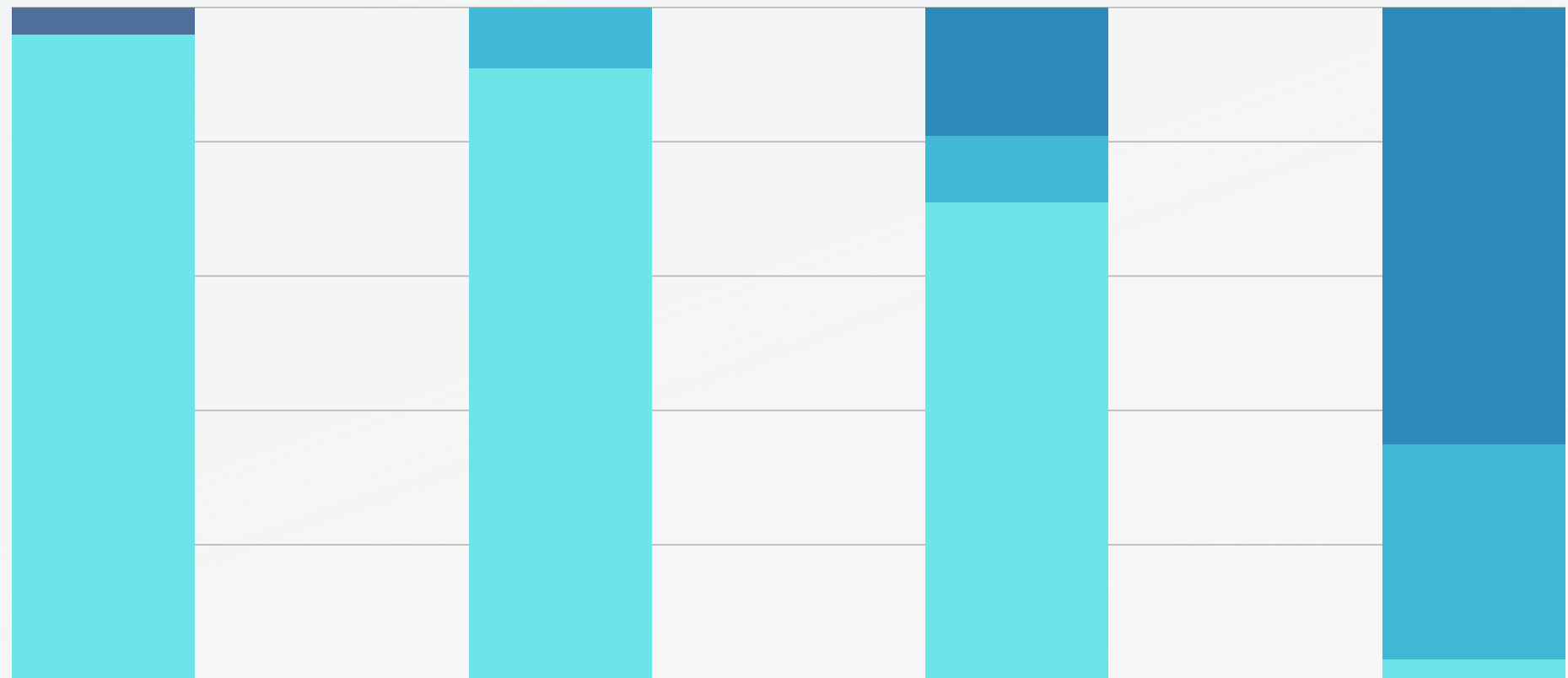
- Completed 1200+ flights
- Operated for 12 months, implemented project in 5 months upon project kickoff
- Successfully engaged Colleges to implement pharmacy transport & plan lab specimen transport
- Hired & trained local staff



# DTI PHASE 1 LESSONS LEARNED

## Community Perspective Survey (n=31)

Agree Neither Disagree N/A



Aware that the drone was transporting medication

Believe drones could improve access to healthcare

Would like community to continue participating in the project

Found the noise & operation a nuisance





October 29, 2024

VIA EMAIL: [sstorey@fraserlake.ca](mailto:sstorey@fraserlake.ca)

Mayor Sarrah Storey  
Village of Fraser Lake  
PO Box 430, 210 Carrier Cres.  
Fraser Lake, British Columbia  
V0J 1S0

Dear Mayor Storey:

Thank you to your delegation for meeting with the Minister of Forests at the 2024 UBCM Convention held September 16-20 in Vancouver. As Deputy Minister, I am responding on behalf of the Minister during this interregnum period of the provincial general election. We appreciated the opportunity to share information, and to hear directly from your municipality about forestry issues important to your community.

I understand the main topics of discussion were mill operations, the local Community Forest, and ownership of forest tenures in the region.

Again, thank you for meeting at the UBCM Convention to explore ideas and exchange perspectives on these key topics.

Sincerely,



Richard Manwaring, R.P.F.  
Deputy Minister



**Date:** November 13, 2024 Regular Council Meeting  
**To:** Mayor & Council  
**From:** Jesse Gervais, Economic Development Officer and Deputy Corporate Officer  
**Subject:** Tree Plan Update

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### **PURPOSE**

To provide an update and amendments to the Tree Plan to Council.

### **BACKGROUND**

Council approved the Tree Plan on August 28, 2024.

Staff proceeded with implementation of the plan, but the requirements of the primary grant through which the Tree Plan was to be funded, *Growing Canada's Community Canopies* (GCCC) administered by Tree Canada on behalf of the Federation of Canadian Municipalities, were deemed too time-consuming for staff to complete on their own and a contractor was not found who would both satisfy grant requirements and complete the planning portion of the grant in time for the application due date.

### **DISCUSSION & COMMENTS**

Due to the primary grant not being feasible, the Tree Plan faces an estimated \$75,000 deficit for implementation. Staff are recommending the following modifications to the plan for feasibility:

#### **1. Removal of the Urban Tree Study**

The Urban Tree Study was a requirement for qualification to the GCCC. Given that the Village is no longer proceeding with GCCC, staff recommend a simplified, internal Tree Planting Program outlining the species, location, and care of trees. The principles adopted by Council as part of the Tree Plan will still be adhered to, though it will require more dedicated staff time for research to review the plan for consistency with those same principles.

#### **2. Tree Bylaw**

The Tree Bylaw is complete, and was adopted by Council at the September 25, 2024 Council meeting, with enforcement measures amended to the Bylaw at the October 9, 2024 Council meeting. No additional changes are recommended by staff at this time.

#### **3. Tree Planting Program**

Due to changes in the budget, staff are recommending that the Tree Planting Program be modified from the original 120 trees and 20 replacement trees to 60 trees and 40 shrubs. This will keep purchase and maintenance costs lower but still beautify the Village.



Local Government Climate Action Plan (LGCAP) funds can be applied to staff capacity or a contractor to undertake climate-related initiatives including tree planting. Staff recommend supplementing the Canada Summer Jobs funds with LGCAP funds to provide the additional capacity necessary for planting and maintenance.

#### 4. Tree Management Plan

The Tree Management Plan has not yet been developed but will be rescoped for fewer trees. This requires ongoing but limited work throughout the growing seasons and staff believe this is better suited to an internal, temporary staff member. Funds can be allocated in year 2 from the LGCAP towards this capacity, but there is no certainty at this time that the LGCAP will be renewed in year 3 (2027).

#### 2024 – 2027 STRATEGIC PLAN

The update to the Tree Plan is based upon staff capacity and addresses the pillar of organizational health.

#### FINANCE

There are two additional grants available for tree planting, and the Village has not yet spent any of its LGCAP funds. Projects for which LGCAP funds have been allocated have, to date, been under budget and not required access to the reserve.

The Tree Canada Community Tree Grants, funded in part by CN Rail, provides up to \$10,000 for tree planting projects. Staff recommend Council support an application to this grant.

The BCHydro Community ReGreening provides up to \$7,500 for tree planting projects. This program opens in February 2025. Staff recommend Council support an application to this grant.

The following is an updated budget for the Tree Plan:

#### **REVENUES**

Local Government Climate Action Plan	\$86,500*
Tree Canada Community Tree Grant	\$10,000
BC Hydro Community Regreening	\$7,500
<b>TOTAL</b>	<b>\$104,000</b>

#### **EXPENSES**

Trees	60 trees and 40 shrubs	\$21,000
Planting/Maintenance Year 1	Student worker at \$20.00/hour	\$25,000
Equipment	Tools, fuel, watering bags, etc.	\$8,000
Maintenance Year 2	Student worker at \$20.00/hour	\$25,000
Maintenance Year 3	Student worker at \$20.00/hour	\$25,000*
<b>TOTAL</b>		<b>\$104,000</b>



\*Should the LGCAP not be renewed in 2027, funds for this capacity will need to be allocated from another account in Year 3.

**ALTERNATIVE OPTIONS**

Council may choose not to continue with the Tree Plan.

Council may ask to scope the Tree Plan to more or less trees and shrubs and have staff report back on options.

**ATTACHMENTS**

**Appendix A: Tree Plan Report**

**RECOMMENDATIONS**

**THAT** Council approve the amendments to the Tree Plan.

**THAT** the Village of Fraser Lake supports the application to Tree Canada’s Community Tree Grant for \$10,000.

**THAT** the Village of Fraser Lake supports the application to BC Hydro’s Community Regreening Program for \$7,500.

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



**Date:** November 13, 2024 Regular Council Meeting  
**To:** Mayor & Council  
**From:** Jesse Gervais, Economic Development Officer and Deputy Corporate Officer  
**Subject:** Sign Plan

**PURPOSE**

For Council to consider adoption of the Sign Plan, have an initial preview of budget requests for 2025-2027, and provide advice and direction on Village signage initiatives.

**BACKGROUND**

Council adopted the 2024-2027 Strategic Operational Plan on October 23, 2024. The Beautification pillar of the plan includes the Village’s Rebranding, and “Welcome to Fraser Lake” signs.

Council passed the updated Sign Bylaw on October 2, 2024. Council expressed a desire to lead by example when it comes to improving signage throughout the Village, and this desire has been incorporated into the Sign Plan.

**DISCUSSION & COMMENTS**

The Sign Plan provides an inventory of the Village’s current signs and other signs on Village property.

It includes recommendations for removal, replacement, and new signs, as well as suggested naming or renaming of Village parks and properties.

Staff recommend adoption of the Sign Plan with the understanding that as other Village initiatives progress, adjustments may have to be made.

**FINANCE**

A preliminary budget is being presented in the Sign Plan. Quotes for the work will be sought for each relevant year and allocations will be requested for the work through the budget process.

<b>Year</b>	<b>Budget</b>	<b>Staff time in hours (design, removal, installation)</b>
2024	\$0	15
2025	\$33,000	40
2026	\$24,000	60
2027	\$25,000	12
<b>TOTAL</b>	<b>\$77,000</b>	<b>137</b>



**ATTACHMENTS**

**APPENDIX A: Draft Sign Plan**

**ALTERNATIVE OPTIONS**

Council may remove some new signs from the Sign Plan.

Council may retain some signs suggested for removal in the Sign Plan.

Council may provide different design recommendations for the Sign Plan, such as branding park signs.

**RECOMMENDATIONS**

**THAT** Council adopt the Sign Plan as presented and direct staff to proceed with the indicated 2024 work and provide the appropriate budget requests for 2025, 2026, and 2027.

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



2024 -2027

# VILLAGE OF FRASER LAKE SIGN PLAN



Mayor & Council  
Village of Fraser Lake  
2024 -2027

# Contents

- SUMMARY ..... 2
- Municipal Buildings ..... 2
  - Village of Fraser Lake Municipal Office Sign ..... 2
  - Municipal Office – Other ..... 3
  - The Professional Building ..... 3
- Parks ..... 4
  - Playground Liability Waiver Signs ..... 4
  - Skatepark Sign ..... 5
  - COVID Precaution Signs ..... 5
  - Simon Fraser and Kin Park Name Signs ..... 6
  - Washrooms ..... 6
  - Facebook Check-in ..... 7
- Trails ..... 7
  - Parking ..... 7
  - Trail System Maps ..... 8
  - Trail Use Signs ..... 8
  - Trail Marker Signs ..... 9
- Highway Signs ..... 9
  - Welcome to Fraser Lake ..... 9
  - Airport ..... 10
  - Visitor’s Centre and Museum ..... 11
  - Third-party Signs ..... 11
- Recreational Facilities ..... 12
  - Arena and Community Hall ..... 12
  - Sports Complex & Fields ..... 12
  - Parking ..... 13
- White Swan Park ..... 13
  - Park Drive @ Tunasa Crescent Signs ..... 13
  - Beach Sign ..... 15
  - RV Park ..... 13
  - Pier ..... 15
  - White Swan Park Name Signs ..... 14

Wayfinding Signs..... 16

Historical and Informational Signs ..... 17

Budget..... 17

## SUMMARY

The Village of Fraser Lake Council adopted the 2024-2027 Strategic Operational Plan on October 23, 2024.

The Village has already updated its Sign Bylaw and wishes to lead by example by improving its own signage and signage on its properties.

As part of the Beautification Operational Plan contained in the overall Strategic Plan, the Village intends to replace or remove existing signage including the “Welcome to Fraser Lake” signs and, as part of the Village’s Rebranding Plan, update Village property signs throughout the community.

Additionally, there are third-party signs placed on Village property that are recommended for removal.

This Sign Plan includes an inventory of signs on Village property with recommendations for refurbishment, replacement, or removal, along with associated estimated costs and timelines.

## Municipal Buildings

### Village of Fraser Lake Municipal Office Sign



Estimated cost: \$1,000

Priority: 2025

Action: Replace

The Municipal Office is the main location that residents associate with the Village. As part of the Rebrand, replacing this sign is a significant priority to ensure consistency in the application of the new brand. The frame does not need to be replaced but may be repainted.

## Municipal Office – Other



Estimated cost: \$400

Priority: 2024/2025

Action: Remove, replace

The small sign displaying “Fraser Lake Municipal Office” is redundant and can be removed.

The office hours sign can be removed and replaced with a printed, laminated sign on the notice board.

The “Council Chambers Downstairs” sign is not well placed or sized to be properly directional. This should be replaced with a clearer sign above the Council Chambers entrance, and an additional printed, laminated directional sign on the notice board.

## The Professional Building



Estimated cost: \$2,600

Priority: 2025

Action: Replace

The Professional Building signs are extremely small and poorly located. Other communities with similar use buildings don’t use their own branding on the buildings, and instead have buildings with their own unique branding.

# Parks

## Playground Liability Waiver Signs



Estimated cost: \$0

Priority: 2024

Action: Remove

These signs do not absolve the Village of any liability from playground users, in addition to being poorly maintained and visually uninviting.

The Village, like any other provider of public playground space, is required to adhere to the Canadian Standards Association's (CSA) *Z614:20 A Standard for Children's Playground Equipment and Surfacing*. Failing to adhere to these standards, which include built structures and inspections, puts the Village in a position of liability should someone incur an injury while using the playgrounds, regardless of signage.

The expectation that children would follow, or their parents/guardians would enforce posted guidelines for playground use is unrealistic.

## Skatepark Sign



Estimated cost: \$0

Priority: 2024

Action: Remove

Similar to the playground liability signs, the skatepark sign does not absolve the Village of any liability. The standards to which skateparks must be built and maintained are also included in the CSA's *A Standard for Children's Playground Equipment and Surfacing*.

Additionally, posting "ETIQUETTE" for skate park users is more likely to cause vandalism than encourage any kind of desired behaviour.

## COVID Precaution Signs



Estimated cost: \$0

Priority: 2024

Action: Remove

There are signs with COVID precautions at parks around the Village. These precautions haven't been required since early 2023.

## Simon Fraser, Veteran's Memorial, and Kin Park Name Signs



Estimated cost: \$2,400

Priority: 2025

Action: Replace

The Village is in the midst of a rebranding, which is something that should take place every 15-20 years to stay current and reflective of the community's realities at the time.

Parks endure well beyond any branding exercises. Their signage and framing should be unbranded and timeless, such as simple wood carved with the name of the park painted white (like Fraser Lake's current welcome signs). This limits the need for replacement during rebranding and provides a feeling of permanency to park spaces.

Sponsorship signage should also endure and is better done through a plaque attached to larger, permanent signs.

## Washrooms



Estimated cost: \$300

Priority: 2026

Action: Replace

While public washroom facilities are generally well-marked, the signs indicating closure for the winter should be placed on the doors instead of walls, and signs asking users not to flush inappropriate objects should be redone and posted inside of washrooms.

## Facebook Check-in



Estimated cost: \$0

Priority: 2024

Action: Remove

There are Facebook check-in signs at a number of locations throughout the Village's parks, often posted on washrooms.

Facebook check-ins were briefly popular in the 2010's but have not been used in any significant way since. These signs make the Village appear out of touch with current culture.

## Trails

### Parking



Estimated cost: \$600

Priority: 2026

Action: Remove, relocate

Some of the parking signs for the trail system are extremely old and should be removed.

Most of the parking signs are directly mounted to trees and should instead be mounted on proper posts.

The location of the parking signs is often hidden at the end of a parking lot that is difficult to find. The signs should be moved to act as directional signs and simple arrow signs can be printed and installed with the parking signs to provide better directions for accessing recreation.

## Trail System Maps



Estimated cost: \$2,000

Priority: 2026

Action: Replace

The trail system map signs are fairly new. They provide a good map but lack additional information that trail users look for such as trail length, estimated walking time, or suggested and inappropriate uses (eg. Walking, cycling, dirtbikes).

Similar to park name signs, these signs should also be unbranded so as to remain timeless.

Some of the trails on the map are not well-maintained and are currently somewhat overgrown. Maintenance should be done regularly on any mapped trails to provide an optimal experience for users, or those trails should be removed from any maps.

## Trail Use Signs



Estimated cost: \$0

Priority: 2026

Action: Replace

There are signs indicating appropriate and inappropriate trail uses at some locations, but they are missing at others. These signs can be incorporated into new trail system map signs, which can be placed at trail access points.

## Trail Marker Signs



Estimated cost: \$800

Priority: 2025

Action: Reinstall, replace

The existing trail marker signs are new for 2024, but some were not designed or installed appropriately and have already broken. Future installations will require additional plywood backing for durability. The placement of the signs and directional arrows should also be given more consideration to improve the user experience.



## Highway Signs

### Festival of the Arts



Estimated cost: \$0

Priority: 2024

Action: Remove

The 2024 Sign Bylaw adopted by Council does not allow billboards along the highway. The Festival of the Arts is also a one-day event, and a billboard is not necessary for its advertising.

## Welcome to Fraser Lake



Estimated cost: \$25,000

Priority: 2025

Action: Replace

Welcome signs are the first impression any visitor gets of a community, and as such are extremely important. The Village's current signs are functional but uninspiring and forgettable.

These signs should be unbranded to stand the test of time and are instead an excellent opportunity for public art. Branding can be included in a space for a sign insert that is replaceable, should the need arise.

Welcome signs can also be an act of reconciliation by including the local Indigenous language and place names.

Additional consideration is required for lighting, power, and landscaping around the sign, all of which add to the cost but are important to achieve the desired first impression of the community.

## Airport



Estimated cost: \$0

Priority: 2025

Action: Remove

The airport sign is unbranded, and live photos are not recommended in any signage. The sign is also redundant as there are standard airport directional signs on the highway and the Village's wayfinding signs indicate the airport.

## Visitor's Centre and Museum



Estimated cost: \$0-500

Priority: 2025

Action: Remove

The Visitor's Centre and Museum signage is extremely inconsistent, down to the name of the building.

With the future of the building's use and the location of a future Visitor's Centre and Museum currently a subject of discussion, the sign on the building can be left as-is.

The sign on the highway is visually unappealing, particularly with the steel pipe frame, and should be removed or replaced and reframed with the standard "i" and "M" signs used in other locations to indicate visitors' centres and museums, respectively.

## Third-party Signs

Estimated cost: \$0

Priority: 2024

Action: Remove

The 2024 Sign Bylaw does not allow third-party signs. The owners of these signs will be asked to remove them in compliance with the bylaw.



# Recreational Facilities

## Arena and Community Hall



Estimated cost: \$0

Priority: 2025

Action: Remove

A new sign is already slated for the Community Hall - Phase II project. The small signs around the building are redundant.

## Sports Complex & Fields



Estimated cost: \$2,000

Priority: 2026

Action: Name, new sign

The use of “Sports Complex” on the current wayfinding signs is unclear as to what it refers to and doesn’t appear elsewhere in the Village or in any documentation.

There is an opportunity to name the fields to recognize someone’s contribution to the community or, in consultation with Stelat’en and Nadleh

Whut’en First Nations, as an act of reconciliation. Signage can be added with any new name around the fields, providing a better first impression when arriving in Fraser Lake.

## Parking



Estimated cost: \$2,000

Priority: 2026

Action: New signs

Similar to the trail system parking, the current parking for the sports fields is unmarked.

If the fields are named, signs can be installed indicating the parking lots and wayfinding signs can be updated accordingly.

## White Swan Park

### RV Park



Estimated cost: \$800

Priority: 2026

Action: Replace

The signs at the RV Park are in poor condition and are poorly designed and need to be replaced. A more generic use of “RV Park” or “Fraser Lake RV Park” can be placed on new signage pending further Council decisions on the park name.

## Park Drive @ Tunasa Crescent Signs



Estimated cost: \$0

Priority: 2024

Action: Remove

These signs should have been removed when the updated wayfinding signs were installed.

They have similar potential planters to the highway signs, and the planters can be incorporated into the Planting Plan of the Tree Plan.

## White Swan Park Name Signs



Estimated cost: \$1,200-6,000

Priority: 2026

Action: Replace

The Village is moving away from using white swans in its branding and may choose to rename the park as well. The current signs are also very inconsistent with one another, and one has a live photo which is inappropriate for signage.

Renaming the main community park in consultation with Stellat'en and Nadleh Whut'en First Nations can be an act of reconciliation, as many other communities have done with First Nations on whose territory they are located.

Signs for the park, whether renamed or not, can be similar to the new signs at Kin Park and Simon Fraser Park, or can be much larger to reflect the prominence of this waterfront location. Like the other park signs and welcome signs, these signs should be unbranded but may include some space for a smaller branded sign and additional information such as operating hours.

## Beach



Estimated cost: \$0

Priority: 2025

Action: Remove

The Village maintains the beach at White Swan by adding sand every year, but also has a sign that designates it as a “Natural Waterfront Shoreline” and recommends against swimming.

The other “Natural Waterfront Shoreline” signs can be left as they are.

## Pier



Estimated cost: \$0

Priority: 2025

Action: Remove

The sign at the pier is faded to be nearly illegible and should be removed along with its frame.

## Wayfinding Signs



Replacement cost: \$10,000

Priority: 2026

Action: Replace

The Village has relatively new wayfinding signs which were purchased in 2021, though some were only installed as recently as this year.

The design of these signs is inconsistent, with some having icons and others having arrows on different sides, having one or two columns, some being cut to follow the design curve and others being square, etc.

Their current locations and directional arrows are in some cases not helpful for wayfinding within the Village, eg. The signs direct someone partway to a destination but there are no further directional signs even though more turns are required.

Should any of the uses on the signs be renamed, these will need replacement or a temporary sticker with the new name.

The Village's rebranding will also differ from the signs, and stickers can be used in the interim with the new logo, though these should be considered for replacement fairly soon for consistency with colours, typeface, and icons in the application of the new brand.

## Historical and Informational Signs



Estimated cost: \$25,000

Priority: 2027

Action: New structures and signs, remove



There are historical and informational kiosk-style signs located throughout the Village on the highway, at the mall, at the Visitor's Centre and Museum, and at White Swan Park.

These signs are haphazard, and the design quality is lacking in some of the displays, although the information in the displays is well done and of interest to many people.

Depending on future waterfront development or Community Hall – Phase III plans, a more cohesive display of the region's history and information can be built at a new location with more concentrated traffic, and existing structures can be used for covered benches or picnic tables or removed entirely.

## Budget

Year	Budget	Staff time in hours (design, removal, installation)
2024	\$0	15
2025	\$33,000	40
2026	\$24,000	60
2027	\$25,000	12
<b>TOTAL</b>	<b>\$77,000</b>	<b>137</b>



**Date:** November 13, 2024 Regular Council Meeting  
**To:** Mayor & Council  
**From:** Jesse Gervais, Economic Development Officer and Deputy Corporate Officer  
**Subject:** Heritage Canada – Celebrate Canada

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### **PURPOSE**

For Council to consider supporting an application to the *Celebrate Canada* Grant.

### **BACKGROUND**

The Village has been successful in securing \$5,000 in funding to support Canada Day festivities in the past but was not successful in its application for 2024.

### **DISCUSSION & COMMENTS**

Heritage Canada provides the *Celebrate Canada* Grant for communities and organizations across the country to commemorate National Indigenous Peoples Day, Saint-Jean-Baptiste Day, Canadian Multiculturalism Day, and Canada Day.

Grants are available for up to \$250,000 but reporting and auditing requirements are significant beyond an award of more than \$5,000.

The Village typically provides cake, fireworks, entertainment, and decorations.

Corporate sponsorship was provided to help cover some of the costs.

### **FINANCE**

The 2024 Budget was \$20,300. Total expenditures for 2024 were \$14,846.

Staff recommend applying for the grant and approving the same budget for 2025 to safeguard against any cost escalations in that time.

### **ALTERNATIVE OPTIONS**

Council may choose to not support a grant application.

Council may request a larger grant application.

### **RECOMMENDATIONS**

**THAT** the Village of Fraser Lake supports the application to Heritage Canada's *Celebrate Canada* grant program for Canada Day festivities for \$5,000.



REPORT TO  
COUNCIL

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



## REPORT TO COUNCIL

**Date:** November 13, 2024  
**To:** Mayor & Council  
**From:** Jesse Gervais, Economic Development Officer and Deputy Corporate Officer  
**Subject:** Northern Capital & Planning Grant/BC Air Access Program

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### **PURPOSE**

To clarify the use of the Northern Capital & Planning Grant (NCPG) and Airport reserve funds for multiple projects.

### **BACKGROUND**

At the November 8, 2023 Council Meeting, Council passed the following resolution 11-08-343:

**MOVED/SECONDED** to apply to the BC Air Access Program for a 2024 Airport Runway Improvement Project that would apply and compact 1,100 years of gravel along the north side of the runway at a cost of \$30,700.00 and the expend the \$3,700.00 portion belonging to the Village from the Northern Capital and Planning Grant reserve.

At the March 27, 2024 Council Meeting, Council passed the following resolutions 2024-03-103 and 2024-03-105, respectively:

**THAT** Council approve spending \$37,300.00 from the Northern Capital & Planning Grant Reserve for the purchase of a new Kenworth Dump Truck Box.

**THAT** Council approve spending \$3,300.00 from the Airport Reserve to add gravel to the north side of the runway.

At the August 28, 2024 Council Meeting, Council discussed and agreed to the intention of exhausting the Northern Capital & Planning Grant (NCPG) reserve in 2024 to demonstrate financial need for both the NCPG and Resource Benefit Alliance (RBA) funds.

The airport project was completed on August 30, 2024 at the budgeted cost of \$30,700.00. The Village's final share of the costs was \$3,070.

At the September 11, 2024 Council Meeting, Council passed the following resolution 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.

### **DISCUSSION & COMMENTS**



## REPORT TO COUNCIL

The Kenworth dump truck box was deemed by staff to be a lower priority for replacement as the year progressed. Staff estimate a further five years of life on the existing box and recommend rescinding the resolution to replace it.

To ensure appropriate allocation of funds from the correct accounts, and to follow Council's direction to exhaust the NCPG and begin using the RBA, staff recommend rescinding resolutions 11-08-343 from November 8, 2023, 2024-03-103, and 2024-03-105, and allocating the appropriate amount from the NCPG to the BC Air Access Program project, and then following the direction of resolution 2024-09-307 to exhaust the NCPG.

### **ALTERNATIVE OPTIONS**

No alternative options are being proposed at this time.

### **RECOMMENDATIONS**

**THAT** Council rescind the November 8, 2023 resolution 11-08-343 and resolutions 2024-03-103 and 2024-03-105; and

**THAT** Council allocate \$3,070 from the Northern Capital Planning Grant for the BC Air Access Program Northside Runway Should Upgrade Project.

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



**VILLAGE OF FRASER LAKE**  
**BYLAW NO. 861, 2024**

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**WHEREAS**, the municipality does not have sufficient money on hand to meet the current lawful expenditures of the community

**AND WHEREAS**, it is provided by section 177 of the Community Charter “that Council may by bylaw, provide for the borrowing of money that may be necessary to meet the lawful expenditures and to pay amounts required to meet the municipality’s taxing obligations in relation to another local government or public body”

**AND WHEREAS**, the total of the outstanding liabilities does not exceed, in the case that the annual rate bylaw has not been adopted, the sum of seventy-five per centum of the whole amount of the taxes levied for all purposes in the immediate preceding year and the whole amount of sums of money remaining due from other governments

**AND WHEREAS**, the total amount of liability that the Council may incur is Two Million, Four Hundred and Forty-Two Thousand, Six Hundred and Ninety-Four Dollars and Sixty Cents (2,442,694.60) being seventy-five percent of the whole amount of the tax levies for all purposes in 2024 and Nil Dollars (\$0) being the whole amount of the sum of the money remaining due from other governments.

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

**CITATION**

1. This bylaw may be cited as the “Bylaw 861, 2024 Borrowing in Anticipation of Revenue”.

**BORROWING**

2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality from the Canadian Imperial Bank of Commerce at Vanderhoof, British Columbia Two Million, Four Hundred and Forty-Two Thousand, Six Hundred and Ninety-Four Dollars and Sixty Cents (2,442,694.60) as the same may be required.

**FORM OF**

3. The form of obligation to be given as acknowledgement of the liability shall be:
  - a. A promissory note or notes bearing the Corporate Seal and signed by the Mayor and Director of Finance; or,
  - b. An Overdraft of the Village of Fraser Lake bank account at the Vanderhoof Branch of the Canadian Imperial Bank of Commerce. The interest charged for the Overdraft to be the same as if the same amount was borrowed by promissory note

**SECURITY**

4. All unpaid taxes and taxes of the current year when levied, or so much thereof as may be necessary, shall, when collected be used to repay the money so borrowed

READ A FIRST TIME THIS	<u>23</u>	DAY OF <u>October</u> ,	2024
READ A SECOND TIME THIS	<u>23</u>	DAY OF <u>October</u> ,	2024
READ A THIRD TIME THIS	<u>23</u>	DAY OF <u>October</u> ,	2024
RECONSIDERED AND ADOPTED THIS	___	DAY OF _____,	2024

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Mayor

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Corporate Officer