



VILLAGE OF FRASER LAKE  
REGULAR MEETING OF COUNCIL  
AGENDA

Date: October 23, 2024

Time: 5:30 PM

Location: 210 Carrier Crescent, Fraser Lake, B.C.  
Municipal Chambers

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	Pages
1. <u>Adoption of the Agenda</u>	
2. <u>Delegations</u>	
1. Fraser Lake RCMP	
3. <u>Adoption of Minutes</u>	
1. <b>October 9, 2024 Committee of the Whole</b>	4
Recommendation: <b>THAT</b> the minutes of the October 9, 2024 Committee of the Whole be adopted as presented.	
2. <b>October 9, 2024 Regular Council Meeting</b>	6
Recommendation: <b>THAT</b> the minutes of the October 9, 2024 Regular Council Meeting 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>	13
Recommendation: <b>THAT</b> the Village of Fraser Lake cheque register for October 3 - October 16, 2024 for \$472,640.98 be received for information.	
7. <u>Correspondence List</u>	
Recommendation: <b>THAT</b> Council receive all correspondence for information.	
1. <b>BC Youth Parliament</b>	15
2. <b>Fraser Lake Curling Club</b>	20

3.	JEDI Deputy Minister	21
4.	YRB Winter Meeting Invitation	22
5.	Nechako Watershed Roundtable	23
6.	Ankur Patel	24
7.	FLESS Track Demolition	28
8.	<b><u>Staff Reports</u></b>	
1.	<b>Office of the Chief Administrative Officer</b>	
a.	2024-2027 Strategic Operational Plan Report	29
	Recommendation: <b>THAT</b> Council adopt the 2024-2027 Strategic Operational Plan	
	Recommendation: <b>THAT</b> Council direct staff to proceed with the development of a public engagement event for the 2024-2027 Strategic Plan.	
b.	Community Forest Governance Structure Report	46
	Recommendation: <b>THAT</b> 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.	
c.	REDIP Commercial Wastewater Dumping Station Application	48
	Recommendation: <b>THAT</b> 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.	
2.	<b>Economic Development Officer</b>	
a.	Council Chambers Carving Report	52
	Recommendation: <b>THAT</b> Council allocate \$1,000 from the Postage and Supply budget toward a carving for the Village Council Chambers.	
b.	BC/Yukon Legion Command Advertising Report	54
c.	Village Rebrand Survey Report	60
	Recommendation: <b>THAT</b> the Rebrand Survey Results Report be received for information.	
d.	Hubspace REDIP Letter of Support Report	69
	Recommendation: <b>THAT</b> Council provide a letter of support for Hubspace's application to the Rural Economic Diversification and Infrastructure Program.	
9.	<b><u>Reading List</u></b>	
10.	<b><u>New Business</u></b>	

11.	<u>Bylaws</u>	
1.	<b>Bylaw 861, Borrowing in Anticipation of Revenue 2025</b>	72
	Recommendation: <b>THAT</b> Council give first, second, and third reading to Bylaw 861, Borrowing in Anticipation of Revenue 2025.	
2.	<b>Bylaw 862, Fire Service Bylaw</b>	74
	Recommendation: <b>THAT</b> Council give fourth and final reading to Bylaw 862, Fire Services Bylaw.	
12.	<u>In Camera</u>	
13.	<u>Rise with Report</u>	
14.	<u>Adjournment</u>	

**Committee of the Whole  
in the Municipal Hall**

**Wednesday, October 9, 2024, 5:00 pm  
210 Carrier Crescent, Fraser Lake, B.C.  
Municipal Chambers**

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

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**1. Adoption of the Agenda**

**THAT** The Agenda be adopted as presented.

**CARRIED**

**2. Governance & Priorities**

**a. 2024-2027 Strategic Plan - Organizational Health, Sustainability & Livability, and Infrastructure Operational Plans**

Staff incorporated Phase III of Community Hall in Sustainability and Livability Operational Plan.

Staff incorporated paving into the Infrastructure Operational Plan.

Organizational Health Operational Plan was introduced to the Committee of the Whole.

Amendments or addendums to the Operational Plan are possible going forward, as issues and new priorities arise.

Committee discussed town hall to present updated Operational Plans. Other community engagements are being considered for further information sharing.

Committee discussed policy review including processes, numbering system, etc.

Bylaw reviews were discussed relative to the appropriate Operational Plan under which they fall.

Committee asked about public communications in response to Bylaw adoptions. Committee is interested in polling residents and businesses about how they would like to be communicated to. Options include full community canvassing, and more engagement at community events.

**3. 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 9, 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: Ethan Fredeen  
Jesse Gervais

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**1. Adoption of the Agenda**

**Resolution Number: 2024-10-356**

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

**CARRIED**

**2. Delegations**

**a. Fraser Lake Forest Consulting on behalf of Fraser Lake Community Forest**

800,000 trees planted and sold 300,000 surplus trees. Significant reduction in liability will be reflected this fall in annual silviculture accrual. Later in the year will be going through block by block and assessing costs.

Waste assessments have been approved by Ministry this week, following a delay due to regulatory change. Trees left standing over 6" in diameter no longer considered waste post-change and results in increased AAC.

In year three after planting, a survey will be done including competition with planted trees and other species. Subsequent survey will be done in year six or seven.

Council asked if fire breaks of deciduous trees are being left; Fraser Lake Forest Consulting (FLFC) has not been operating in this way.

Council asked about planted tree survivability being reviewed; FLFC responded that no official survey is done but regular reviews are

conducted. Planting has been done in accordance with Fraser Lake's climate, and this is monitored closely. Planting early in the season significantly improves survivability, and FLFC has been successful in this with its contractors.

100,000m<sup>3</sup> uplift request has been sent to Ministry of Forests to stimulate economy by harvesting low volume stands.

Council asked about the sustainability of an uplift in the long term; FLFC responded that 100,00m<sup>3</sup> uplift is a one-time request. Analysis has been done on low-volume stands in Community Forest after pine beetle kill. FLFC will not likely harvest total, but was simplest ask to Province for full amount. Land base can't support 100,000m<sup>3</sup> in the long term. Sustainable growing potential on current land base is 45,000m<sup>3</sup>/year, current cut is 12,500m<sup>3</sup>/year. Additional commercial thinning opportunities may present more economic opportunity.

Forest Stewardship Plan extension has been granted for two years. Extensions can be granted for up to 5 years. Will ask for five year extension upon end of two.

New timber supply analysis (TSA) is underway. Previous TSA was done by West Fraser, FLFC is using provincial data.

Commercial thinning blocks have been identified. Commercial thinning will focus on bringing more jobs. Requires more skilled labour, significant education will be required for workers, and current local workforce does not meet those needs.

\$130,000 in Forest Employment Program funding may be spent at either airport property or within Community Forest, but is specified for commercial thinning. Airport has disproportional amount of pulp logs. Traditional harvesting gear isn't effective for commercial thinning, and appropriate equipment for commercial thinning is expensive. Lack of certainty in commercial thinning approvals leads to disinterest in investment.

Pricing on commercially thinned wood and mills open to purchase are currently under investigation.

Council would like quarterly or semi-annual meetings going forward.

Stellat'en has visited commercial thinning operation, Nadleh will visit in next couple weeks. Council would like to be invited on future tours.

### **3. Adoption of Minutes**

#### **a. Committee of the Whole September 25, 2024**

**Resolution Number: 2024-10-357**

**THAT** Council adopt the minutes from the September 25, 2024 Committee of the Whole Meeting, as presented.

**CARRIED**

**b. Regular Meeting of Council, September 25, 2024**

**Resolution Number: 2024-10-358**

**THAT** Council adopt the minutes from the September 25, 2024 Regular Meeting of Council, as presented.

**CARRIED**

**4. Business Arising from the Minutes**

**5. Councillor Reports**

**Resolution Number: 2024-10-359**

**THAT** the reports from Mayor & Council be received for information.

**CARRIED**

**Resolution Number: 2024-10-360**

**THAT** Council direct staff to return with a report for an additional plaque similar to those gifted to Stelat'en and Nadleh Whut'en for the Council Chambers.

**CARRIED**

**a. Councillor Fennema**

Attended SD91 Meeting on FLESS track.

**b. Councillor Jenkinson**

Along with Public Works and Administration, donated lumber to FLESS.

Attended SD91 Meeting on FLESS track.

**c. Councillor LePoidevin**

**d. Councillor Webb**

Attended National Day of Truth and Reconciliation at Lejac and presented plaques along with Mayor Storey to Stelat'en and Nadleh Whut'en.

Attended SD91 Meeting on FLESS track.

**e. Mayor Storey**

Attended RDBN meeting on September 26. Discussed public transportation options. Received presentation from Rio Tinto Alcan on water levels.

Attended National day for Truth and Reconciliation and presented carvings with Councilor Webb to Stellat'en and Nadleh Whut'en First Nations.

Attended NCLGA meeting. Next conference in Prince Rupert in May.

Attended SD91 Meeting on FLESS track.

Met with Stellat'en and RDBN on potential REDIP applications.

## **6. Accounts Payable**

Council asked about the final cost of the Village's new grader; The final price was \$50,000 under budget. Council would like to see an event celebrating the arrival of the new grader.

### **Resolution Number: 2024-10-361**

**THAT** the Village of Fraser Lake Cheque Register for the dates of September 20 - October 2 for the amount of \$837,372.24 be received for information.

**CARRIED**

## **7. Correspondence List**

### **Resolution Number: 2024-10-362**

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

**CARRIED**

### **a. Forest Enhancement Society of BC**

### **b. City of Merritt - Taxes in Arrears**

Council asked about Fraser Lake's situation for Taxes in Arrears; Staff responded that the Village does not currently have any tax sales due to unpaid taxes.

### **c. RDBN - Transit Bylaw Amendment**

RDBN is advocating to province for further funds to ensure sustainability of service; may not increase Village's costs.

Some RDBN Area Directors are considering supporting the service, which may impact overall costs.

Council would like to defer a decision to October 23, 2024. Staff will report back on more details and service ridership and Mayor Storey will seek more information at the next RDBN meeting.

**d. Royal Canadian Legion - Request for Support**

Council asked for staff to report back on previous years' support to the BC/Yukon Legion and further information on the publication.

**e. BC Building Trades**

**8. Staff Reports**

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

1. Local Government Internship Program

**Resolution Number: 2024-10-363**

**THAT** the Village of Fraser Lake supports the application to the Northern Development Initiative Trust for a grant of up to \$60,000 to host an intern under the Local Government Internship Program

**CARRIED**

**Resolution Number: 2024-10-364**

**THAT** the Village of Fraser Lake commits to provide sufficient financial and staffing resources to host an intern and is committed to providing training and professional development opportunities for the intern.

**CARRIED**

2. Quarterly Report

**Resolution Number: 2024-10-365**

**THAT** The Chief Administrative Officer's Quarterly Report be received for information.

**CARRIED**

**b. Economic Development Officer**

1. Business Facade Improvement Program Application

**Resolution Number: 2024-10-366**

**THAT** the Village of Fraser Lake supports the application to Northern Development Initiative Trust's Business Facade Improvement Program for \$20,000 for 2025.

**CARRIED**

2. Quarterly Report

**Resolution Number: 2024-10-367**

**THAT** The Economic Development Officer and Deputy Corporate Officer's Quarterly Report be received for information.

**CARRIED**

3. Eco Co-op Grant-in-aid Application

Council noted that Eco Co-op was not successful in their REDIP application for a feasibility study.

**Resolution Number: 2024-10-368**

**THAT** Council award \$1,000 in Grants-in-aid to the Eco Co-op.

**CARRIED**

c. **Director of Finance**

**Resolution Number: 2024-10-369**

**THAT** the Director of Finance Quarterly Report be received for information.

**CARRIED**

d. **Fire Chief, Animal Control Officer, and Bylaw Officer**

**Resolution Number: 2024-10-370**

**THAT** the 3rd Quarter Fire Rescue Report be received for information.

**CARRIED**

9. **Reading List**

10. **New Business**

11. **Bylaws**

a. **Bylaw 857, Northwest Funding Reserve**

**Resolution Number: 2024-10-371**

**THAT** Council give fourth and final reading to Bylaw 857, Northwest Funding Reserve 2024.

**CARRIED**

**b. Bylaw 858, Winter Parking Amendment**

**Resolution Number: 2024-10-372**

**THAT** Council give fourth and final reading to Bylaw 858, Winter Parking Amendment Bylaw.

**CARRIED**

**c. Bylaw 859, Tree Bylaw Enforcement Amendment**

**Resolution Number: 2024-10-373**

**THAT** Council give fourth and final reading to Bylaw 859, Tree Bylaw Enforcement Amendment.

**CARRIED**

**d. Bylaw 860, Sign Bylaw Enforcement Amendment**

**Resolution Number: 2024-10-374**

**THAT** Council give fourth and final reading to Bylaw 860, Sign Bylaw Enforcement Amendment.

**CARRIED**

**12. In Camera**

**13. Rise with Report**

**14. Adjournment**

**Resolution Number: 2024-10-375**

**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 3 – Oct 16, 2024

SUPPLIER NAME	CHEQUE NO.	SERVICE	AMOUNT
MUNICIPAL PENSION PLAN	01321-0001	Payroll Remittance	5,613.55
MUNICIPAL PENSION PLAN	01323-0001	Payroll Remittance	5,632.46
BC HYDRO	01324-0001	TRAILER COURT HYDRO	463.38
CANADA CUSTOMS & REVENUE	01324-0002	Payroll Remittance	10,715.60
CIBC VISA	01324-0003	UBCM/TRAINING/EMPLOYEE APPRECIATION	6,169.65
GROUPHEALTH - BENEFIT SOLUTION	01324-0004	OCTOBER 2024 EXTENDED HEALTH BENEFITS	5,829.28
PACIFIC NORTHERN GAS	01324-0005	NATURAL GAS	178.41
ROGERS	01324-0006	MIRCOSOF LICENCE & EMAIL	316.30
TELUS BC	01324-0007	WATER ALARM/DIRECTORY LISTING	312.95
GLOBAL PAYMENTS	01325-0001	DEBIT MACHINE CHARGES SEP 2024	85.84
ALS ENVIRONMENTAL	32132	SEWER SAMPLE SEPT 2024	178.08
BANDSTRA TRANSPORTATION SYSTEM	32133	SHIPPING POWDER GEL CURLING RINK	94.65
BENCH ELECTRICAL ENGINEERING I	32134	WASTEWATER AERATION PROJECT	6,597.05
BLACK PRESS GROUP LTD.	32135	AD IN DINING/RECREATION GUIDE	341.51
CITYWEST CABLE & TELEPHONE COR	32136	PHONE/FAX/ALARMS/INTERNET	1,268.09
CIVIL NORTH CONSULTING LTD.	32137	WATER TOWER	53,295.66
CUTPOINT FLUID MANAGEMENT	32138	DESLUDGING	319,873.23
MILLS OFFICE PRODUCTIVITY	32139	INK/2025 CALENDARS/NOTEBOOKS	904.66
NORTHERN PLUMBING & HEATING SO	32140	BOILER ROOM PLUMBING	2,681.58
PUROLATOR INC.	32141	FREIGHT-BEAR PROOFING HARDWARE	236.97
RDBN	32142	BUILDING INSPECTION JULY - SEP	6,378.00
ROCKY POINT ENGINEERING LTD	32143	WASTEWATER AERATION PROJECT	2,625.00
SCHNEIDER SERVICES LTD	32144	HEAT RECLAIM BOILER ROOM	16,041.78
SPOTLESS UNIFORM LTD.	32145	MAT RENTAL SEPT 2024	235.04
VAN HOUTTE COFFEE SERVICES	32146	SHOP COFFEE	316.60
WHITE CAP SUPPLY CANADA	32147	POWDER GEL CURLING RINK	39.63
BUD'S ELECTRIC	32148	BOILER ROOM/LIBRARY OUTLET/SEWER	4,813.04
FOUR RIVERS CO-OPERATIVE	32149	FUEL-OCT 2024	2,512.56
HORIZON TESTING	32150	TESTING ON AMMONIA CHILLER	6,406.81
LOOMIS EXPRESS CANADA LTD.	32151	SHIPPING SEWER SAMPLES	111.56
MIZA ARCHITECTS INC.	32152	COMMUNITY HALL AUG 1-SEPT30,2024	10,007.87
P & H SUPPLIES	32153	-40 ANTIFREEZE BLUE-DUMP TRUCK	6.22
RECREATION FACILITIES ASSOC	32154	REFRIGERATION AWARENESS COURSE	842.63
RFS CANADA	32155	OFFICE PHOTOCOPIER LEASE	268.80
STOREY, SARRAH	32156	STOREY/UBCM 2024/MEALS/MILEAGE	1,527.20
PAYABLE TOTAL :			472,640.98

Employee Bank Deposit - Summary



Employee : All

Department : All

Category : All

Period : 20      Month : 10      Year : 2024

S.I.N. : All

Bank Code	Bank Name	Number of Deposits	Deposit Amount
0003	ROYAL BANK OF CANADA	3	2723.32
0004	TORONTO DOMINION	1	2913.28
0010	CANADIAN IMPERIAL BANK OF COMMERCE	6	11900.29
0809	BC CREDIT UNIONS	4	9249.00
<b>Grand Total :</b>		<b>14</b>	<b>26785.89</b>



23 September 2024

Dear Mayor and Council,

**Re: British Columbia Youth Parliament, 96th Parliament**

The British Columbia Youth Parliament will hold its 96th Parliamentary Session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2024.

The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the parliamentary session in December and continuing involvement in community service activities throughout the year. **Youth Parliament is a one-year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. BCYP is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. If your municipality sponsors a “youth of the year” award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for BCYP.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$455** registration fee. Thanks to private donations and fundraising, a portion of the cost of transportation and accommodation is covered for all members. We encourage municipalities or youth councils to contribute towards the application fee for applicants who are in financial need. If the approval of financial support causes any delay, we encourage the applicant to send in their forms on time along with a note saying that the cheque will arrive after the deadline. In this case, if we receive the completed form and personal statement before the deadline, it will be considered received on time. If you are not able to aid, a limited number of bursaries are available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant’s chance of being selected as a member. (See <https://bcyp.org/session>)

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Marriott Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have enclosed an application form and a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. A soft copy of the form, brochure and poster are available from our website at <https://bcyp.org/session>.

**All application forms must be received by November 1, 2024.** Selected applicants will be notified in mid November. If you require more information, please contact me by e-mail as indicated above. You may also visit our website at [www.bcyp.org](http://www.bcyp.org).

Yours truly,

Ambrose Yung  
Registrar, Youth Parliament of BC Alumni Society

## Who We Are

British Columbia Youth Parliament (BCYP) is about youth taking responsibility and initiative to make a positive impact in their communities. BCYP is a non-profit, non-partisan parliamentary education and service organization. BCYP is an extraordinarily unique organization - for youth and by youth.

For a full year, 90+ members pool their resources, creativity and determination for a common purpose: to advance, better and improve the youth of British Columbia. BCYP bring together youth from across the Province and unites them to fulfill the motto of "Youth Serving Youth". The youth of BCYP reach out and make a difference across British Columbia.

Why?

Because they can!

And more importantly, because they care.



BCYP is unique in that it is not simply a "mock" or model parliament - the legislation members debate translate into real action in the community.



est. 1924

## CONTACT US

For more information on BCYP and its projects, visit our website:

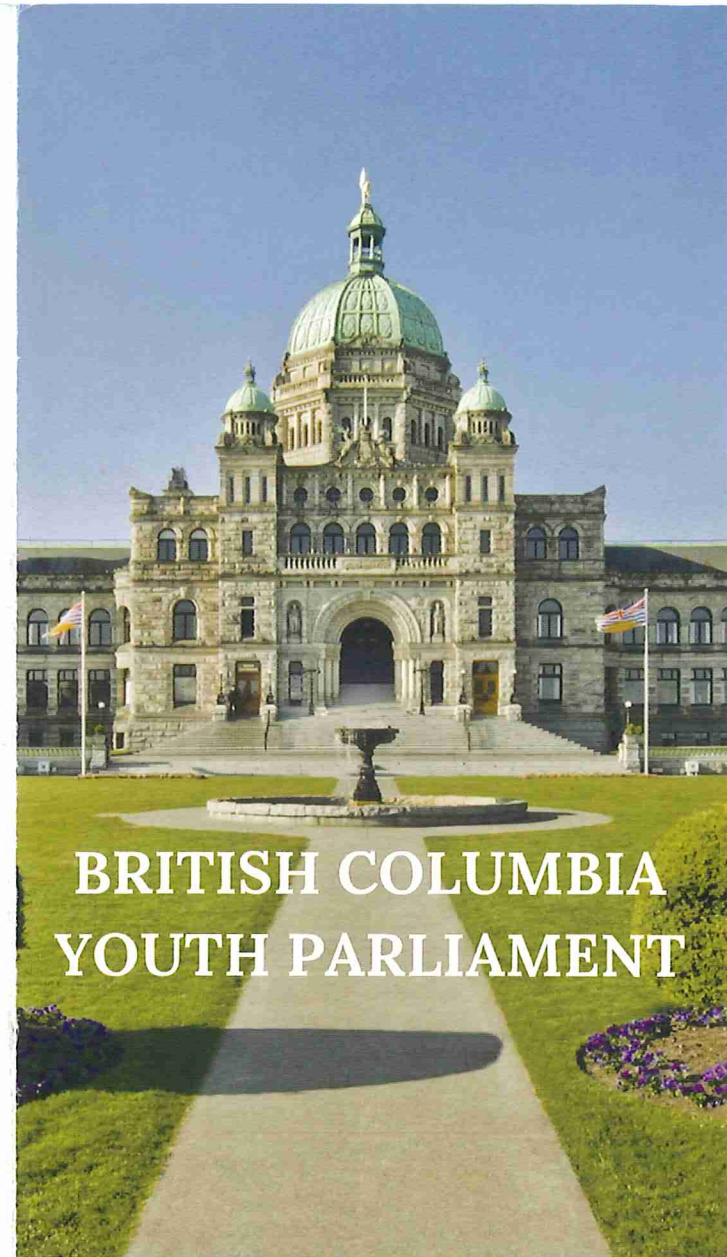
[www.bcyp.org](http://www.bcyp.org)

or contact the Premier:

[premier@bcyp.org](mailto:premier@bcyp.org)

For application info contact our Registrar:

[registrar@bcyp.org](mailto:registrar@bcyp.org)



BRITISH COLUMBIA  
YOUTH PARLIAMENT

Youth Serving Youth

for over 95 years

# BCYP's Origin

British Columbia Youth Parliament (BCYP) began as the TUXIS Older Boy's Parliament in 1924. It became the BC Youth Parliament in 1974, upon the admittance of girls, and 2024 marked its 95th Session.

Each year, between December 27th and 31st, 90+ youth from across BC gather at the Legislative Chambers in Victoria for BCYP's annual session. Members sit as independents; they do not represent any political party and they vote according to their own consciences. They learn about parliamentary process, debate topics of interest, and plan activities for the coming year.

Proposed activities are presented in the form of government bills. The date is led by a Cabinet of experienced youth parliamentarians who spend months before preparing to present their plans. First-time members are also able to raise issues through debate on government legislation and by writing and presenting Private Members' Resolutions dealing with issues ranging from local to international in scope.

Once BCYP's bills are passed they must be put into effect. This is where BCYP differs from other youth parliaments in that BCYP is not a "model" or "mock" parliament - the legislation members pass translates directly into positive action in the community.



## Youth Serving Youth

BCYP members organize and execute group service projects around the province. Members come together to volunteer with different organizations, special events or provide service to the community. They volunteer with summer camps, food banks, charity walks, soup kitchens, community support services, and other service organizations.

Additionally, across British Columbia through the year, individual members of BCYP perform solo acts of service in their communities and lend a hand through their involvement with other organizations. BCYP members help others in their communities in a myriad of ways, limited only by their imaginations and the will to carry out the projects they envision.



## Regional Youth Parliaments

To increase the number of youths who are able to participate in Youth Parliament activities, BCYP members organize and run Regional Youth Parliaments (RYPs) in various regions of the province. Through these events, BC Youth Parliament furthers its goals of promoting community service, education in the parliamentary process, and training in public speaking and debating.

More local in scope than BCYP, RYPs are weekend-long Sessions aimed at high school students between ages of 14 and 18. RYP members gather to discuss local, national, and international issues in a parliamentary setting.

## Camp Phoenix

Camp Phoenix is BCYP's most ambitious project. It involves BCYP members organizing and running a summer camp for children from across BC who would otherwise be unable to live the summer camp experience. It is about pushing our limits and redefining terms like "hard work" and "commitment". It is about truly making a huge difference in the community.

This project is fully initiated, developed, and staffed by volunteer members of our organization. Our fundraising and efforts throughout the year come together to send up to 50 children aged 8-12 to enjoy a very special week of their summer and their lives. Camp Phoenix moves to different campsites across BC so that it provides the opportunity for children from all regions of the province to attend. This major project can comprise almost half of BCYP's annual budget.



## Fundraising

Each year, BCYP organizes a variety of fundraising events across the province. Members work in groups and in their communities to raise funds required to run BCYP projects and cover operations costs. They also engage in service-related fundraising working in groups and individual to raise money for a variety of causes.

Members participate in a variety of fundraisers such as pledge events, Krispy Kreme donut sales, and silent auctions. Members also solicit donations from local businesses and prominent members of their local communities.



\* Photo by Chad Hipolito - www.hipphotography.com

**WHAT IS BCYP?**

British Columbia Youth Parliament (BCYP) is a youth organization that recognizes every young person's potential to lead and serve in the community. Since 1924, BCYP has provided a forum for young people to develop skills in leadership, organization, public speaking, and the parliamentary process, and to put these skills into practice through service to youth in their local communities.

BCYP is not affiliated with any political party and is a non-profit organization.

Membership in BCYP begins with attending the Parliamentary Session in Victoria and continues throughout 2025. For detailed information about BCYP's activities, visit our website, [www.bcyp.org](http://www.bcyp.org).

**BCYP'S ACTIVITIES**

BCYP's year begins with the Parliamentary Session from December 27 – 31, 2024. Members sit in the Legislative Assembly in Victoria and use the parliamentary style of debate to plan educational and service projects, establish BCYP's financial commitments, and amend BCYP's governing legislation.

At Session, Members:

- Meet young people from all over the province;
- Debate Cabinet's legislation which sets out BCYP's activities for 2025;
- Debate current local, national, and international issues;
- Learn about debating and the rules of parliamentary procedure;
- Elect BCYP's Premier, Deputy Speaker, and Leader of the Opposition for the 97th Parliament.

After Session, Members put into action the plans made at Session, which usually include:

- Volunteer service projects in their home communities;
- Group volunteer service projects with summer camps, food banks charity walks, soup kitchens, and other service groups;
- Special projects which vary depending on annual legislation but have included summer festivals, children's day camps and Camp Phoenix;
- Regional Youth Parliaments;
- Fundraising events;
- Social activities with other Members.

**WHO CAN ATTEND?**

Each year 97 youth are "elected" to BCYP as representatives of their communities. Each applicant must be nominated by an organization committed to youth (i.e. a school, community group, club, Municipality or church). Five members of that group must indicate their support by signing the application form.

**To be eligible for membership you must be:**

- Age 16 – 21 (inclusive) as of Dec. 31, 2024;
- A resident of British Columbia;
- Nominated by an organization committed to youth;
- Willing and able to participate in BCYP's activities for one year.

Due to the limited number of seats in the Provincial Legislature, only 97 applicants will be selected to become Members this year.

**SESSIONAL ARRANGEMENTS**

**Accommodations:** Accommodation at the Marriott Hotel Inner Harbour, Victoria is provided for all Members for the nights of December 27 – 30 (inclusive). Members will share hotel rooms.

**Transportation:** Transportation for Members residing outside the Victoria area is included in the registration fee. Members living in the **Interior, North, or North Island** will be required to travel on **December 26 and January 1**.

**Meals:** Each Member is responsible for the cost of meals in Victoria. Some dinners will be at assigned restaurants, others free-choice.

**PRE-SESSIONAL INFORMATION**

The Registrar will notify all applicants by email or mail as to their acceptance status by mid-November. Accepted Members are provided with an orientation package prior to Session and are invited to attend one of the Pre-Sessional Workshops held in different regions of the province. The details of the workshops as well as travel and safety info will be announced in the acceptance letters.

**FOR MORE INFORMATION**

Inquiries from applicants, parents, teachers and nominating organizations are welcomed.

Please contact: **Ambrose Yung, Registrar**  
[registrar@bcyp.org](mailto:registrar@bcyp.org)

**PLEASE KEEP THIS PORTION FOR FUTURE REFERENCE**

**APPLICATION FORM – NINETY SIXTH BC YOUTH PARLIAMENT**

LAST name: \_\_\_\_\_ FIRST name: \_\_\_\_\_ GENDER: \_\_\_\_\_

I identify as someone with indigenous ancestry Room with:  M  F

BIRTHDATE: (YYYY/MM/DD) \_\_\_\_\_ SCHOOL/UNIVERSITY: \_\_\_\_\_

**CURRENT ADDRESS (including temporary/University residence):**

STREET / PO BOX: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**PERMANENT ADDRESS (i.e. parents) or STREET ADDRESS if DIFFERENT from above:**

STREET / PO BOX: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

**TRANSPORTATION TO VICTORIA REQUIRED FROM:**

CURRENT/TEMPORARY ADDRESS  PERMANENT ADDRESS  OTHER: \_\_\_\_\_

NOMINATING ORGANIZATION: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_

TEACHER / COORDINATOR NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE OF CONTACT TEACHER / GROUP COORDINATOR: \_\_\_\_\_

Would you (teacher/coordinator) like to receive a print and e-mail copy of the application package each year?  
 Yes  No  Already on the list

THE FOLLOWING MEMBERS/STUDENTS of \_\_\_\_\_ NOMINATE  
*(NAME OF ORGANIZATION/SCHOOL)*

\_\_\_\_\_, A MEMBER/STUDENT OF OUR ORGANIZATION/SCHOOL TO SIT AS A BCYP MEMBER.

**FIVE NOMINATING SIGNATURES REQUIRED:**

	<b>NAME</b>	<b>SIGNATURE</b>	<b>TELEPHONE</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

## PERSONAL STATEMENT

At the Parliamentary Session in Victoria, Members of BCYP participate in parliamentary debating and plan activities and community service for the upcoming year. During the year, Members are responsible for service and fundraising in their communities, and organize and participate in projects such as a children's summer camp, Regional Youth Parliaments, fundraising events and other service and debating activities.

All **new** applicants must attach a **one-page** personal statement, outlining:

1. Why you would like to be a Member of BCYP;
2. What community service have you been/are, or intend to become, involved with in your community;
3. Any activities you have been/are involved with that relate to debate or public speaking;
4. With reference to the preceding questions, how you believe you can personally contribute to BCYP, including its parliamentary debates and other activities.

## YOUTH PARLIAMENT EXPERIENCE

Have you attended BCYP before?  Yes  No

If **yes**, do you wish to become a member of the Alumni Society?

Yes  No  Already on the list

Have you attended a Regional Youth Parliament?

Yes If yes, which one(s)? \_\_\_\_\_  No

How did you first hear about BCYP?

- From a teacher  From a group leader  Saw a poster/brochure (where? \_\_\_\_\_)
- Through a Regional Youth Parliament (which one? \_\_\_\_\_)  From a member or alumnus of BCYP or a RYP (name of individual: \_\_\_\_\_)
- Other (please specify): \_\_\_\_\_

## CONSENT & WAIVER

In consideration for acceptance to British Columbia Youth Parliament (BCYP), the undersigned on behalf of the Applicant and all heirs, executors and administrators, waives any and all claims for damages against BCYP and the Youth Parliament of British Columbia Alumni Society, and their directors, officers, and agents for any and all injuries or loss which the Applicant may suffer during, or in connection with any BCYP Session, trip, or any other activity, or transportation to or from Session or any activity.

Applicant's Signature: \_\_\_\_\_

If under 19, Signature of Parent or Guardian: \_\_\_\_\_

Printed Name of Parent or Guardian Signing: \_\_\_\_\_

Please remember to:

- Save a legible scan of this form for your records. As a backup, please email the scan to: [registrar@bcyp.org](mailto:registrar@bcyp.org)
- Mail or courier a signed hard copy of this completed form along with a cheque for \$455. **We must receive original signed hard copies for anyone under the age of 19. Your application will not be considered complete until the hard copy is received.**

Unit B – 1211 Roy Road Victoria, BC V8Z 2X8

## APPLICATION DEADLINE

Applications must be **RECEIVED** by **Friday, November 1, 2024** by **mail or email attachment**. **If you send the application by email attachment, please mail the originally signed copy with your application fee.**

**Please print clearly. Illegible or incomplete applications may be rejected.** You can email a LEGIBLE scan of your form BY THE DEADLINE and send your hard copy of your form and cheque by other means such as courier. **Original signed hard copies must be received to consider your application complete.**

Applicants will be notified of their application status middle of November 2024.

## REGISTRATION FEE

The registration fee for each member is **\$455**.

A cheque or money order made payable to the **Youth Parliament of B.C. Alumni Society** must be sent with the application form or follow an e-mail with the original signed application as soon as possible (any acceptance is not final until a registration fee is received). An eTransfer can be sent to [payment@bcyp.org](mailto:payment@bcyp.org). **Be sure to include the full name of the applicant in the comments section and email us your password.** Registration fees will be held onto (but not cashed) for those on the waitlist and returned to those not accepted. **NSF cheques are subject to a \$45 fee.**

Applicants who are in financial need are first encouraged to approach school and community groups to contribute to the cost of the application fee. For those who are not able to secure outside funding, a limited amount of **financial support is available**. For more information, please contact the Registrar **before** the November 1 application deadline to request a financial Aid application form. Requests for financial assistance will not impact membership selection. We encourage applicants to submit a cheque for whatever portion of the application fee they can afford. Requests for financial assistance cannot be considered after applicants have been accepted as members.

## CANCELLATION

Accepted individuals who cancel on or before **December 6** will be refunded their registration fee minus a **\$25 administration fee** and **minus the price of any non-refundable travel already purchased** for them. No refunds will be issued for cancellation after December 6, 2024.



# 96TH BRITISH COLUMBIA YOUTH PARLIAMENT

DECEMBER 27 – 31, 2024  
Victoria, BC

Sponsored by the Youth Parliament of BC Alumni Society

## APPLICATION PROCEDURE

Complete the application form and forward it with your personal statement and registration fee. Members who require financial support can email the Registrar to request a Financial Aid Application.

### Ambrose Yung, Registrar

Unit B – 1211 Roy Road  
Victoria, BC. V8Z 2X8

**e-mail:** [registrar@bcyp.org](mailto:registrar@bcyp.org)

Anyone under the age of 19 **MUST** submit their originally signed physical copy of the application to the Registrar in order for the application to be considered complete. **Your application will not be considered complete until the physical copy is received.** It is the applicant's responsibility to ensure their application is completed before the deadline.

## THANKS TO OUR SPONSORS

BCYP is sponsored by the Youth Parliament of BC Alumni Society, a registered, non-profit organization composed of past members of BCYP.

**PLEASE KEEP THIS PORTION FOR FUTURE REFERENCE**

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.

Hello Ethan,

We are approaching NKDF for grant money towards our project. They request a letter of support from partner groups.

Our project comprises:

- a) training 3 curling club members with a Refrigeration Safety Awareness Course to allow curling to occur during the rare times when arena staff are unavailable.
- b) Purchasing and installing three mesh sheets which contain circles, lines, coloring and markings for a regulation curling rink surfaces.

These initiatives should provide a labour saving for both the Village of Fraser Lake and the Fraser Lake Curling Club.

In theory the mesh allows for thinner ice and quicker installation and ice removal times thereby reducing power plant demand and extending the dual usage(ice rink & community hall) time for the facility. The training course will extend curling rink usage while reducing extra labour costs for the village.

We hope someone, on behalf of the village, is able to provide a letter of support. We can then forward the file to NKDF.

Respectfully,

Evan Johnson  
President - Fraser Lake Curling Club

(None of our members has taken the Refrigeration Exam to date - will let you know asap)



Ref: 166063

October 16, 2024

Their Worship Mayor Sarrah Storey  
Village of Fraser Lake  
Email: [sstorey@fraserlake.ca](mailto:sstorey@fraserlake.ca)

Dear Mayor Storey:

Thank you for meeting with the Ministry of Jobs, Economic Development and Innovation at the Union of British Columbia Municipalities (UBCM) Annual Convention on September 18, 2024. The UBCM Convention provides a great opportunity to discuss issues of significance to your community.

I am very pleased to hear about your community's positive and ongoing work to diversify the economy and that you felt supported by the Province after the recent loss of a major employer in your community.

We encourage the Village and its partners to continue to engage with Ministry staff to advance local economic development priorities and to access information regarding programs, services, and funding available to your community. The Regional Manager for your area is Dave Christie who can be reached by email at: [Dave.Christie@gov.bc.ca](mailto:Dave.Christie@gov.bc.ca) or by telephone at: 250 649-7801.

Thank you again for meeting. I appreciate your dedication and commitment to help grow British Columbia's economy.

Sincerely,

Fazil Mihlar  
Deputy Minister

pc: Dave Christie

**YRB**

yellowhead  
road & bridge

**VANDERHOOF WINTER MEETING**

To Whom It May Concern,

Yellowhead Road & Bridge (Vanderhoof) Ltd. would like to invite you to our 2024 Winter Stakeholder Meeting, where we discuss preparation for the winter driving season and provide an opportunity to share information heading into the season with other local contacts in industry, emergency services and public service.

This year's meeting will be held in person on **Thursday, November 7, 2024, 9.00 a.m.** at the Vanderhoof Fire Hall; located at 2230 Nechako Avenue, Vanderhoof.

We expect the meeting to finish within one hour.

Please R.S.V.P. by November 4<sup>th</sup>, 2024.

You can call our Vanderhoof office at 250-567-3114, or email [vanderhoof@yrb.ca](mailto:vanderhoof@yrb.ca)

Kind regards,

Andrew Gobbi,  
General Manager,  
Yellowhead Road & Bridge (Vanderhoof) Ltd.



Dear Mayor Storey,

The **Nechako Watershed Roundtable (NWR)** invites you to participate in a **Climate Change Adaptation and Resilience in the Nechako Watershed** workshop, themed “**The Water That Connects Us**”. The workshop will be held on November 29th from 9:00am – 4:30pm at the Sandman Signature Hotel in Prince George, BC.

Severe drought, catastrophic wildfires, mass flooding, and landslide events across British Columbia signify that climate change preparedness is more important than ever. Our resilience depends on water and strengthening the natural defences that can only be provided by healthy watersheds.

The adverse impacts of climate change are manifested largely at the local level, and it is locally led adaptation planning that aligns Indigenous and experiential knowledge that will be most successful at addressing climate risks. We are setting the table to collectively identify priorities for action in the Nechako Watershed.

The NWR is inviting you to join community leaders to participate in dialogue about adaptation and resilience at a watershed scale. This is an important step to setting local priorities, incorporating a greater focus on water, and communicating a collective approach for the Nechako Watershed.

To help set the stage and facilitate this workshop, the NWR is working closely with Dan George of Four Directions Management Services. Dan will be reaching out to you by email about your community’s experience of climate impacts, what resilience means to your community and your priority areas of focus in responding to climate change. You will receive the survey shortly and we request that you complete it **by November 8** to allow adequate time for analysis. The results of the survey will be used to inform the day’s proceedings – please watch your inbox. Your participation will help to inform and shape collaborative climate adaptation actions that will act as a framework document at the workshop.

Your attendance and thoughts at this workshop are very important to us. [Please register for this workshop by November 22<sup>nd</sup>](#). A participant package will be forwarded prior to the event for your review and consideration. Please connect with us if you have any questions.

*Sincerely,*

A handwritten signature in black ink that reads "B. Frenkel". The signature is fluid and cursive, with the first letter of each name being capitalized and prominent.

*Brian Frenkel  
Climate Change Adaptation and Resilience Steering Committee Chair  
Nechako Watershed Roundtable*

**Date:**

**To: Mayor & Council**

**From: Ankur Patel, 4th-Year BScN, UNBC**

**Subject: Experiential Account of Community Integration and Perceived Challenges from the Perspective of a Health Professional.**

---

### **PURPOSE**

Provision of a personal account on integration into the Village of Fraser Lake, and highlighting community development needs.

Provision of relevant grant for application as deemed pertinent in regards to capacity and timeframe of Economic Development Officer and Deputy Corporate Officer.

Recommendation of the establishment of a *Community-led Food Cooperative Structure*.

### **BACKGROUND**

During my fourth-year Bachelor of Science in Nursing (BScN) community practicum, I was placed in Fraser Lake, travelling from the Kitimat-Terrace region. This journey and transition initially presented logistical challenges in regards to accommodation and assumed high food-cost; my ability to gather and format this letter to council was primarily due to the goodwill of my preceptor who provided me accommodation for the duration of my practicum.

Upon my arrival to the Village of Fraser Lake, I found myself struck by the heart, pride, and resilience of its residents. I was welcomed to the community with open arms and offers of support wherever deemed necessary. Moreover, as a health professional, I have rarely encountered a clinical environment as welcoming and supportive as that of the Fraser Lake Community Health Clinic. The efficiency, breadth of services, and sense of community within the clinic is remarkable. It is apparent that the health professionals which choose to provide care to this region are deeply attuned to the needs of the municipality and have demonstrated a model of care which has been instrumental in my own professional development.

However, as I began immersing myself into the community, I was made acutely aware of stark deficits within the community; challenges which stem not from lack of effort or will, rather from the inherent structural limitation of a village municipality, accompanying economic shifts in the region.

### **DISCUSSION & COMMENTS**

Through interactions with various community members, recurrent community needs were set forth. Of which, mental health deterioration, access to childcare services, and healthcare staffing and accessibility were noted; however, the greatest, and most recurrent identified need in the region is access to safe, healthy, and affordable food. This is further evidenced through the Autumn Services Delegation for the October 9th RCM. This delegation revealed a historical rise of food bank recipients of "20 hampers per week," to an estimated 35 per week, with "some families in demand [composed of] over 6 members." In discussion with a volunteer member of Autumn Services, they serve an average of 2-3 members per family unit, this indicates that approximately 7-10.5% of Fraser Lake's population is reliant on emergency food services, highlighting the systemic issue of food availability and access.

The economic downturn of recent years coincides with the exacerbation of this problem, further straining the community's ability to support its most vulnerable members. In a region with such rich community spirit and resilience, this disparity in access to essential resources portrays a concerning picture. Food insecurity is not only a social issue, yet a public health crisis, as it directly impacts residents' well-being, health outcomes, and long-term opportunities for growth and flourishing. Inadequate access to proper nutrition manifests in

compromised immune function, heightened susceptibility to infectious diseases, and the aggravation of non-communicable chronic conditions such as hypertension and congestive heart failure, as observed in the local health jurisdiction (BCCDC, 2015). Compounded by an economic downturn, the resultant psychological distress experienced by this population is clinically significant and has been reiterated by numerous residents; financial strain exacerbates cognitive fatigue and psychological morbidity within vulnerable communities.

### **CYCLICAL NATURE OF FOOD INSECURITY AND ECONOMIC DRAINAGE**

A key challenge to Fraser Lake’s food system is the cyclical nature of food insecurity, which is exacerbated by the diversion of funds from the local economy to large national and international retailers. Currently, a significant portion of residents must rely on external food sources, including grocery stores operated by national chains that are based externally to Fraser Lake. This dynamic not only deepens local food insecurity due to necessitated travel or reliance on others, yet further undermines the village’s economic vitality, as funds that could be reinvested in the community are instead divested to corporate entities situated in larger, more economically stable areas.

Centralized systems for grocery procurement and development in Fraser Lake are noted through the two stores available in the centre business plaza, yet, resident accounts report historical quality disruptions and financial challenges in attaining affordable produce from these sites. The reported lapses in food services provided by these facilities creates a continuous outflow of capital, reducing the funds available for reinvestment in local infrastructure, services, and community development. This reliance on external food sources further increases the risk of price volatility and supply chain disruptions, leaving residents at the mercy of factors beyond their control, further compounding local food insecurity.

### **IMPACT ON COMMUNITY GROWTH & RETENTION OF HEALTH PROFESSIONALS**

In Fraser Lake, the observed gaps in food security pose significant challenges not only to the well-being of its current residents but also to the village’s potential for growth and retention of new residents and professionals. As someone who has come to deeply respect and admire the people of Fraser Lake, I must also express a personal sentiment: while this village offers an unparalleled sense of community, the lack of adequate services, particularly in food security and related amenities, makes it difficult for studying professionals like myself to envision a long-term future here. As a health professional, working in the context of an economic foreclosure accompanied by/resulting in food insecurities serves as a barrier to relocation. In this context, food insecurity becomes not just a public health issue but a professional deterrent. Professionals, including those in healthcare, industry, and other critical fields, require a community that provides not only opportunities for career development but also a standard of living that supports personal well-being. A vibrant local food system synergizing with regional suppliers provides a strong message that the village is investing in the health and stability of its residents. This, in turn, makes the community more attractive to those considering relocation or establishing long-term careers.

[REDACTED]

[REDACTED]

[REDACTED]

## Report: Local Food Infrastructure Fund (LFIF) Grant Eligibility and Application Potential for the Village of Fraser Lake, BC

The Village of Fraser Lake is well-positioned to apply for the **Local Food Infrastructure Fund (LFIF)** offered by **Agriculture and Agri-Food Canada (AAFC)**. This program supports local projects aimed at enhancing community food security through infrastructure development, with a particular focus on food production. This grant can be leveraged to improve access to nutritious, locally produced food, fostering food resilience in the community. Application Date: October 31st. Provides grant funding between \$25,000 and \$100,000; AAFC may provide up to 100% in funding towards eligible project costs

### **Eligibility Requirements:**

#### **Municipal Administration**

Fraser Lake falls under the category of "Municipal Administrations," which is explicitly listed as an eligible organization type in the LFIF guidelines. This makes the municipality eligible to apply for the grant.

#### **Incorporated Entity**

As a legally incorporated municipality, Fraser Lake meets the requirement of being a legal entity capable of entering into binding agreements with AAFC. Additionally, Fraser Lake has been in operation for well over the minimum requirement of two years.

#### **Focus on Community Food Security**

The LFIF is focused on improving community food security through the development of local food production infrastructure. Fraser Lake can propose a project that directly enhances food security, particularly for equity-deserving groups, aligning with the core objectives of the program.

#### **Commitment to Equity, Diversity, and Inclusion:**

The LFIF prioritizes projects that serve marginalized communities, including Indigenous populations, and those that support equity, diversity, and inclusion. As a municipality with a diverse demographic, including Indigenous communities in the surrounding area, Fraser Lake can demonstrate a commitment to supporting these groups through local food production initiatives.

### **Eligible Activities and Alignment with Fraser Lake:**

Fraser Lake is ideally suited to propose a project that focuses on the development of food production infrastructure within the community. Eligible activities under the LFIF include:

#### **Greenhouses, Wells, Composting and Irrigation Systems:**

The installation of greenhouses with energy-efficient systems (as the LFIF grant may fund solar panels) and irrigation infrastructure would help extend the growing season and improve the village's food self-sufficiency. This project element would foster resilience against food shortages and contribute to the sustainability of local agriculture.

**Equipment for Food Production and Distribution:**

Fraser Lake could use the LFIF grant to purchase necessary tools and equipment for growing, harvesting, processing, and distributing food. This could include composting systems, garden tools, and storage facilities, all of which contribute to a well-rounded food security initiative.

**Expansion of Community Gardens, Garden Boxes, & Procurement of Seeds, Soil, Compost:**

The LFIF grant can provide up to 100% of all funding dedicated towards improving community resilience and access to infrastructure related to Food production elements. This fund could be utilised to procure the necessities required for the basic production of community food sources and/or expansion of current existing resources for our rural population.



FRASER LAKE  
ELEMENTARY-SECONDARY SCHOOL

Bag 1002, Fraser Lake, B.C. V0J 1S0  
Telephone (250) 699-6233 • Fax (250) 699-7753

## FLESS Track News

The current asphalt track has reached a point where it needs to be removed to minimize risks to students, staff, and community members. The contractor will be working on the FLESS track from **October 29 to November 1, 2024.**

During this time, the construction area will be fenced off, and only authorized individuals will be allowed in for safety reasons.

Once the work is complete, the track will reopen and be resurfaced with a new, level, hard-packed gravel surface. The school district is open to engaging with stakeholders, local governments, and the community to explore partnerships for future redevelopment projects on the site.

If you have any questions, please contact Jason Kadonaga, Principal at 250-699-6233 or [jakadonaga@sd91.bc.ca](mailto:jakadonaga@sd91.bc.ca).



**Date:** October 23<sup>rd</sup>, 2024 Regular Council Meeting  
**To:** Mayor & Council  
**From:** Ethan Fredeen, Chief Administrative Officer  
**Subject:** 2024 – 2027 Strategic Operational Plan

---

### **PURPOSE**

For the Village of Fraser Lake Mayor & Council to adopt the 2024 – 2027 Strategic Operational Plan.

### **BACKGROUND**

During the June 26<sup>th</sup>, 2024 Regular Council Meeting, the Village of Fraser Lake rose with report of the 2024 – 2027 Strategic Plan. The four main priorities that came from this plan are as follows:

- ***Organization Health***

To identify organizational efficiencies and enhance processes. Focusing on internal capacity and organizational effectiveness the Village can ensure timely completion of operational and strategic initiatives.

- Conduct a Service Assessment
- Provide Good Governance

- ***Beautification***

To enhance community pride and attract new residents. We recognize the need to show our community pride and this priority is inclusive of all property included in the municipal boundaries. The Village desires to set a positive example and to encourage others to follow.

- Conduct a Beautification Strategy
- Develop Bylaws and Bylaw Enforcement

- ***Sustainability & Livability***

To attract and retain residents, investment, business and non-profits. We believe that investing in our community will make the residents proud to call Fraser Lake home. This will be accomplished through investing in social and cultural infrastructure.

- Trail System Plan
- Tourism Strategy
- Advocacy

- ***Infrastructure***

To provide safe, reliable and sustainable core services to our residents. Our most foundational responsibility to the community is the delivery of sustainable and resilient core municipal services so that Fraser Lake can be identified as a community that works.

- Complete Asset Management Plan & Strategy
- Complete Wastewater Treatment System



Village of Fraser Lake staff have received a presentation on the 2024-2027 Strategic Plan and have begun reviewing the necessary steps to achieve the plan's objectives. It was communicated that regular sessions will be held with relevant staff to focus on each priority, determine how to accomplish specific goals, and explore additional methods to support these priorities.

On August 7<sup>th</sup>, 2024, the Village held its second Operational Plan discussion, specifically addressing the approach to the Sustainability & Livability Operational Priority. On August 14<sup>th</sup>, 2024 and September 11<sup>th</sup>, 2024 the relevant Village staff gathered to discuss the steps necessary to ensure operations are properly focused towards this critical priority of Mayor & Council. During the August 28<sup>th</sup>, 2024 Committee of the Whole, the Committee approved the Beautification Operational Plan.

On September 25<sup>th</sup>, 2024 Committee of the Whole meeting, the Committee was presented with draft Infrastructure and Sustainability & Livability Operational Plans. These plans were not included in the regular agenda package for the Committee's review and being a fundamental document for consideration, the Committee sent the documents back with comment and for further consideration at a later Committee of the Whole Meeting.

On the October 9<sup>th</sup>, 2024 Committee of the Whole Meeting, the Committee approved in principle the Organizational Health, Infrastructure, and Sustainability & Livability Operational Plans and directed staff to present the final version at the Regular Council Meeting on October 23<sup>rd</sup>, 2024.

### **DISCUSSION & COMMENTS**

The Operational Plans have been thoroughly reviewed over four separate Committee of the Whole meetings and now serve as a guiding framework for strategic direction during the final years of this Council's term. These plans provide a clear roadmap for staff when developing work plans, though it's important to note that they are not exhaustive—other priorities may emerge over time, but the operational plan will remain a key reference point.

During the last Committee of the Whole meeting, there was a strong emphasis on the need for clear and transparent communication with the public about these plans, particularly following the closure announcements of West Fraser and Canfor. The public expressed interest in understanding Council's direction at the February 28, 2024, Town Hall meeting, and it is critical to keep that momentum going.

To ensure this communication is effective, staff are encouraging Mayor & Council to engage directly with the community. A public engagement event, such as a Town Hall, would provide an excellent platform for Council to present the operational plan and strategic vision, address any concerns, and gather feedback. Staff are available to support the development and logistics of this event, but it's important that this initiative is led by Mayor & Council, as it reflects Council's strategic direction.

Possible venues for a Town Hall or open house format include:

- **FLESS Gymnasium**



- **C.H. Foote Memorial Arena and Village of Fraser Lake Community Centre** (after construction completion in January 2025)
- **Professional Building** (ideal for an open house format)

The last Town Hall drew approximately 90 attendees, and Staff anticipate a strong turnout again. This is an opportunity to strengthen public confidence and demonstrate how Council is proactively guiding the community through this transition.

Staff are seeking feedback from Mayor & Council on how best to communicate the operational and strategic plans to the public. Staff are ready to assist with the organization and execution of the event but believe the message should come directly from Council, with staff in a supporting role.

Insights on this public engagement effort will help shape a meaningful and transparent dialogue with the community.

### **2024 – 2027 STRATEGIC PLAN**

The Operational Plans are a direct result of the adoption of the Strategic Plan supporting all four strategic priorities.

### **ALTERNATIVE OPTIONS**

Council may adopt the operational plan as amended to incorporate the changes that best reflect their strategic vision.

Council may desire not to hold any form of public event over the adoption of the operational plan or may desire a different form of communication outward.

### **ATTACHMENTS**

**Appendix A: 2024-2027 Strategic Operational Plan**

### **RECOMMENDATIONS**

**THAT** Council adopt the 2024 – 2027 Strategic Operational Plan; and

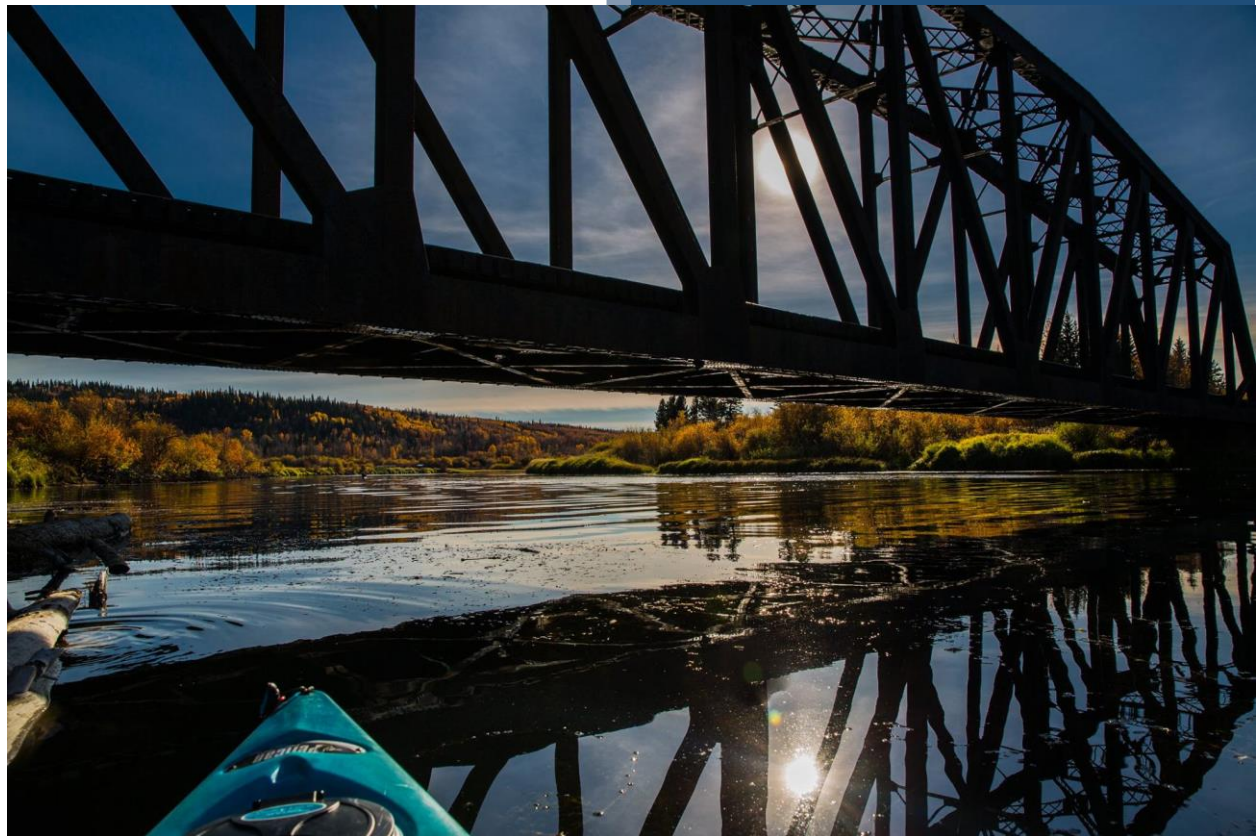
**THAT** Council direct staff to proceed with the development of a public engagement event for the 2024 – 2027 Strategic Plan.

Prepared and Submitted by:	Ethan Fredeen, Chief Administrative Officer
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2024 - 2027

# VILLAGE OF FRASER LAKE OPERATIONAL PLAN



Mayor & Council  
Village of Fraser Lake  
2024 - 2027

## Contents

A Community-Driven Strategic Plan .....	2
2024 – 2027 Strategic Plan .....	2
Our Vision.....	2
Our Mission.....	2
Our Values.....	2
Operational Plan Overview .....	3
What is an Operational Plan .....	3
Operational Plan Background .....	3
Beautification Operational Plan.....	4
Sustainability & Livability Operational Plan .....	6
Organizational Health Operational Plan .....	9
Infrastructure Operational Plan.....	11



## A Community-Driven Strategic Plan

The Village of Fraser Lake Mayor and Council participated in strategic planning as part of strengthening planning efforts for the community. With the loss of West Fraser as a major employer, council recognizes its role in providing direction for the Village.



The planning session is an essential step for council to establish its Vision, Mission and Values in guiding the municipality. In order to focus on the most important work and ensure that it gets done, projects and initiatives need to be prioritized. With limited resources, capacity, and funding, it is vital that the community manage priorities to its fullest potential. The Strategic Plan does not detail the day-to-day work of the municipality, instead it identifies key priorities to focus on. At a strategic level, these priorities guide the expenditure of funds and decision-making moving forward.

The key priority actions will be operationalized by staff through the development of annual departmental and staff work plans. Some of the actions will require new resources and council can expect to receive reports addressing the work and additional resources (staff, financial, etc.) as required.

The key elements of the strategic plan include:

- Council's Vision – Where do we see ourselves in the future?
- Council's Mission – This describes the fundamental purpose of the Village as legislated in the *British Columbia Community Charter*.
- Council's Values – These are the ethics and standards that council and staff are guided by while conducting their work and in providing services to the residents of Fraser Lake.
- Strategic Priorities – Identify the key areas of focus for council for the remainder of this term.
- Strategic Actions – Specific actions council desires to take in order to achieve its strategic goals.
- Strategic Goals – Objectives that provide longer term outcomes.

## 2024 – 2027 Strategic Plan

### Our Vision

A progressive community that encourages sustainable growth.

### Our Mission

To provide progressive leadership and ethical governance, fostering partnerships and collaboration, to ensure sustainability and livability within the community while delivering core services.

### Our Values

- Transparency
- Optimism
- Integrity
- Resiliency

# Operational Plan Overview

## What is an Operational Plan

An operational plan is a key document where staff align the 2024–2027 Strategic Plan with the evolving needs of the community. It serves as a comprehensive roadmap, where relevant staff review past resolutions, community input, and prioritize projects that support the strategic direction set by Mayor and Council.

Preliminary Operational Plans are first presented to the Committee of the Whole for review, deliberation, and potential revision. Once refined, they are submitted to Council for adoption. This process ensures that the operational plan provides a clear and detailed list of actionable items that have already been endorsed by Council, eliminating the need for ongoing discussions about project feasibility or alignment with Council’s strategic priorities.

Once adopted, the operational plan helps to streamline work plans and improve organizational efficiency. It enables staff to move forward with confidence, knowing that the projects align with Council’s goals. The next steps involve gathering quotes and establishing timelines for project prioritization. Projects will be brought forward during the relevant budget cycles, where they will be evaluated against other priorities and categorized as either grant-dependent or funded through general taxation.

Upon approval through the capital expenditure program, Village staff will begin implementing the approved projects, ensuring they are completed in alignment with the strategic plan.

## Operational Plan Background

During the June 26th, 2024 Regular Council Meeting, the Village of Fraser Lake introduced the 2024–2027 Strategic Plan, which sets four key priorities to guide the Village’s long-term objectives. The first priority, **Organizational Health**, focuses on improving internal efficiencies and enhancing processes. By strengthening internal capacity and ensuring operational effectiveness, the Village aims to deliver both strategic and operational initiatives on time. Key actions include conducting a service assessment and providing good governance practices.

The second priority, **Beautification**, seeks to enhance community pride and attract new residents by improving the overall appearance of the Village. This initiative encompasses all properties within municipal boundaries and is aimed at setting a positive example for the community. The Village plans to develop a beautification strategy and strengthen bylaws and enforcement measures to support this priority.

**Sustainability & Livability**, the third priority, is designed to attract and retain residents, businesses, and investments. This priority emphasizes the importance of investing in social and cultural infrastructure to make Fraser Lake a community where people are proud to live. Key actions include developing a trail system plan, creating a tourism strategy, and enhancing advocacy efforts to support sustainable community growth.

The fourth priority, **Infrastructure**, focuses on providing safe, reliable, and sustainable core services to Village residents. Ensuring the resilience and sustainability of these services is essential to maintaining

Fraser Lake’s identity as a functional and thriving community. The Village plans to complete an Asset Management Plan and Strategy and finalize the Wastewater Treatment System as part of this priority.

By focusing on practical, actionable steps, the Village of Fraser Lake will work toward achieving its long-term objectives, ensuring progress in organizational health, beautification, sustainability, livability, and infrastructure over the next three years.

## Beautification Operational Plan

Staff have completed the Beautification Operational Plan, aligning it with the priorities established by elected officials during the strategic planning process. The plan outlines six key objectives aimed at enhancing the Village’s appeal and fostering community pride.

### 1. Village of Fraser Lake Rebranding

Recognizing the need to reflect a unique and updated community identity—especially following significant changes like the West Fraser Mill closure—staff have proposed a comprehensive rebranding strategy. The strategy includes:

- Developing a Brand Package
- Updating highway billboards
- Updating signage on Village buildings
- Implementing wayfinding sign stickers to improve navigation

Key Activities	Timeline	Meetings	Deliverables
Village of Fraser Lake Rebranding	August 2024 – August 2025	<ul style="list-style-type: none"> <li>▪ Survey</li> <li>▪ Village Open House</li> </ul>	<ul style="list-style-type: none"> <li>▪ Brand Package</li> <li>▪ Highway Billboard</li> <li>▪ Village Building Signs</li> <li>▪ Wayfinding Stickers</li> </ul>

### 2. Tree Plan

A detailed Tree Plan is proposed to increase shade, protect municipal assets, and contribute to the overall beautification of the community. This plan includes:

- Conducting a Tree Study to assess current tree cover and needs
- Developing a Tree Bylaw to regulate and protect trees
- Launching a Tree Planting Program to enhance greenery
- Creating a Tree Maintenance Plan to ensure ongoing care

Key Activities	Timeline	Meetings	Deliverables
Tree Plan	August 2024 – August 2029	<ul style="list-style-type: none"> <li>▪ Arborist On Site</li> <li>▪ Internal Staff Meeting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tree Study</li> <li>▪ Tree Bylaw</li> <li>▪ Tree Planting Program</li> <li>▪ Tree Maintenance Plan</li> </ul>

**3. Highway Revitalization**

To improve the highway entrances and address traffic flow, staff propose revitalization efforts that include:

- Upgrading the "Welcome to Fraser Lake" signs
- Conducting a Traffic Study to support future discussions with the Ministry of Transportation and Infrastructure on traffic improvements

Key Activities	Timeline	Meetings	Deliverables
Highway Revitalization Plan	August 2025 – January 2027	<ul style="list-style-type: none"> <li>▪ Ministry of Transportation and Infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>▪ Welcome to Fraser Lake Sign</li> <li>▪ Traffic Study</li> </ul>

**4. Municipal Building Beautification**

To set an example for property maintenance, staff will assess and propose upgrades for key municipal buildings, including:

- Municipal Office Building
- Fire Hall
- Public Works
- Community Centre
- Professional Building
- Villa

Key Activities	Timeline	Meetings	Deliverables
Village of Fraser Lake Municipal Building Beautification	August 2024 – December 2026	<ul style="list-style-type: none"> <li>▪ Staff Meetings</li> <li>▪ Budget Meeting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Municipal Office Building Beautification</li> <li>▪ Fire Hall Beautification</li> <li>▪ Public Works Yard Beautification</li> </ul>

**5. Bylaw Enforcement**

Strengthening bylaw enforcement is critical to fostering voluntary compliance and encouraging community pride. The plan includes:

- Reviewing and recommending updates to the Good Neighbors Bylaw
- Implementing a Ticketing Bylaw, including updating or creating enforceable bylaws
- Conducting a Bylaw Enforcement Capacity Service Review to assess current capabilities
- Developing a Preemptive Communications Strategy to inform the public of bylaw expectations

Key Activities	Timeline	Meetings	Deliverables
Bylaw Enforcement	January 2026	<ul style="list-style-type: none"> <li>▪ Service Review</li> <li>▪ Council Meeting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Enforcement Bylaw</li> </ul>

			<ul style="list-style-type: none"> <li>▪ Bylaw amendments</li> <li>▪ Communications Strategy</li> <li>▪ Enforcement Capacity Review</li> </ul>
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**6. Downtown Revitalization**

To improve the attractiveness and functionality of the downtown core, staff propose:

- Reviewing and enforcing the Sign Bylaw to ensure cohesive aesthetics
- Ensuring compliance with Commercial Space regulations
- Developing plans for the McMillan Avenue and Endako Couplet areas to enhance their appeal and accessibility

Key Activities	Timeline	Meetings	Deliverables
Downtown Revitalization	August 2024 – August 2026	<ul style="list-style-type: none"> <li>▪ Business Owner Meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sign Bylaw Review &amp; Enforcement</li> <li>▪ Commercial Space Enforcement</li> <li>▪ McMillan Avenue &amp; Endako Couplet</li> </ul>

## Sustainability & Livability Operational Plan

This priority focuses on strategies to retain Fraser Lake residents and minimize the need for them to seek essential services outside the region. Our goal is to ensure Fraser Lake remains a thriving community where people can live, work, and play.

**1. Private Core Service Delivery**

Historically, Fraser Lake has faced challenges in securing essential private services such as:

- Food security
- Accommodations
- Banking services
- Private health services

Key Activities	Timeline	Meetings	Deliverables
Private Core Service Delivery	August 2024 – November 2026	<ul style="list-style-type: none"> <li>▪ Stakeholder Meetings</li> <li>▪ Chamber of Commerce</li> </ul>	<ul style="list-style-type: none"> <li>▪ First Nation Partnerships</li> <li>▪ Buy Local Campaign</li> <li>▪ Waterfront Redevelopment Plan</li> </ul>

			<ul style="list-style-type: none"> <li>▪ Increased Banking Services</li> <li>▪ Curling Rink Phase 3</li> </ul>
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Staff are committed to collaborating with Nadleh Whut’ en, Stelat’ en, and the Regional District to support the retention and enhancement of these vital services within the community. We aim to encourage local residents to utilize and support existing services, strengthening the community’s service base. Additionally, the Village will seek partnerships with private core service providers and explore ways to facilitate and expedite commercial development, including increasing the availability of development-ready commercial spaces.

**2. Public Core Service Delivery**

Despite Fraser Lake contributing its fair share of taxes, the community has historically received a disproportionately low level of public services, with nearby towns like Vanderhoof, Burns Lake, and Prince George often prioritized.

To address this, staff will advocate for increased public service delivery by engaging with all levels of government, as part of a broader intergovernmental strategy in alignment with the Organizational Health Operational Plan.

Key Activities	Timeline	Meetings	Deliverables
Public Core Service Delivery	August 2024 – November 2026	<ul style="list-style-type: none"> <li>▪ College of New Caledonia</li> <li>▪ Federal and Provincial Government</li> </ul>	<ul style="list-style-type: none"> <li>▪ Public Services Study</li> <li>▪ Post Secondary</li> <li>▪ Advocacy</li> <li>▪ Curling Rink &amp; Arena Phase 3</li> </ul>

**3. Childcare**

The Village’s Zoning Bylaw currently permits home-based childcare businesses in residential and commercial zones. Staff will improve communication on these opportunities and explore available spaces in municipal buildings that could support childcare services. Collaborations with childcare providers will help assess how these facilities can strengthen childcare infrastructure in the community.

Key Activities	Timeline	Meetings	Deliverables
Childcare	August 2024 – November 2026	<ul style="list-style-type: none"> <li>▪ Public Engagement</li> </ul>	<ul style="list-style-type: none"> <li>▪ Communications Strategy</li> <li>▪ Advocacy</li> <li>▪ Curling Rink &amp; Arena Phase 3</li> </ul>

**4. Recreation**

Staff recommend creating a dedicated Recreation Director position to advance recreational services in Fraser Lake. Presently, the Chief Administrative Officer and the Economic Development

Officer manage these services, but a Recreation Director would focus on securing funding and developing programs to promote physical activity and resident well-being.

Key Activities	Timeline	Meetings	Deliverables
Recreation	January 2025 – TBD	<ul style="list-style-type: none"> <li>▪ Comparable Community</li> <li>▪ Service Review</li> <li>▪ Neighboring Communities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recreation Director</li> <li>▪ Healthy Community Supports</li> <li>▪ Trail Plan</li> <li>▪ Triathlon</li> <li>▪ Curling Rink &amp; Arena Phase 3</li> </ul>

**5. Community Events**

Council has recognized the decline of several key community events, such as:

- Logger Sports
- Show & Shines
- Volunteer Appreciation Events

Staff will work to reinvigorate these events by launching volunteer recruitment campaigns, fostering a stronger sense of community and volunteerism in Fraser Lake.

Key Activities	Timeline	Meetings	Deliverables
Community Events	August 2024 – TBD	<ul style="list-style-type: none"> <li>▪ Community Groups</li> <li>▪ Volunteers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recreation Director</li> <li>▪ Volunteer Campaign</li> <li>▪ Logger Sports</li> <li>▪ Show &amp; Shine</li> <li>▪ Appreciation Events</li> <li>▪ National Day of Mourning</li> <li>▪ Mouse Mountain Days</li> <li>▪ Family Day</li> </ul>

**6. Accommodations**

With upcoming projects like BC Hydro work expected to bring a temporary influx of workers, there is a growing need for both temporary and permanent accommodations outside of work camps. Staff will review available land and may propose amendments to the Zoning and Official Community Plan to expand commercial space, encouraging both private and public sector development.

Key Activities	Timeline	Meetings	Deliverables
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Accommodations	August 2024 – August 2026	<ul style="list-style-type: none"> <li>▪ Developers</li> <li>▪ Hotel Groups</li> </ul>	<ul style="list-style-type: none"> <li>▪ Business Feasibility Study</li> <li>▪ Zoning &amp; OCP Redevelopment</li> </ul>
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## 7. Advocacy

With the closure of West Fraser and Canfor Plateau, Council has expressed a strong desire to increase advocacy efforts. These efforts will include regular meetings to address community services and ensure there are no disruptions during this transition period. Additionally, Council aims to secure ongoing funding and support for Fraser Lake as the Village navigates toward its next economic chapter.

Key Activities	Timeline	Meetings	Deliverables
Advocacy	August 2024 – November 2026	<ul style="list-style-type: none"> <li>▪ Northern Health</li> <li>▪ School District 91</li> <li>▪ Staff Meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Intergovernmental Strategy</li> <li>▪ Social Infrastructure</li> <li>▪ UBCM</li> <li>▪ NCLGA</li> <li>▪ FCM</li> </ul>

## Organizational Health Operational Plan

Given the outdated policy manual, governance structure of the community forest, and the need to complete key operational projects as outlined in the 2022–2027 Village of Fraser Lake Strategic Plan, it was recommended that addressing capacity constraints and finding efficiencies be prioritized to achieve the Village’s goals.

The Chief Administrative Officer (CAO) independently developed the **Organizational Health Operational Plan** to meet these objectives, as the senior-most staff member responsible for Human Resources for the Village of Fraser Lake. This plan focuses on the following key goals:

### 1. Community Forest Governance Restructure

The Village has engaged with the BC Community Forest Association to explore governance restructuring options that would enable the Village to advocate for an expanded forest tenure.

Key Activities	Timeline	Meetings	Deliverables
Community Forest Governance Restructure	August 2024 – November 2026	<ul style="list-style-type: none"> <li>▪ Ministry of Forests</li> <li>▪ BC Community Forest Association</li> </ul>	<ul style="list-style-type: none"> <li>▪ Policy Structure</li> <li>▪ Board of Directors</li> <li>▪ First Nations Engagement</li> <li>▪ Tenure Increase</li> </ul>

### 2. Service Review

Staff are seeking Council’s approval to dedicate time for a comprehensive service review. This review would help identify organizational efficiencies and address cross-departmental challenges. The goal is to foster a work environment with strong staff retention and safety strategies, while improving overall organizational effectiveness.

Key Activities	Timeline	Meetings	Deliverables
Service Review	October 2024 – March 2025	<ul style="list-style-type: none"> <li>▪ Individual Meetings with All Staff</li> <li>▪ Weekly Staff Meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify Capacity Constraints</li> <li>▪ Dedicated Job Description Development</li> <li>▪ Performance Review Structure</li> <li>▪ Updated Hierarchy Chart</li> <li>▪ Joint Health &amp; Safety Committee</li> </ul>

3. **Policy Review**

The current policy manual is outdated and no longer meets the needs of staff. Employees at all levels have raised concerns about the inadequacy of the existing handbook. Staff request that Council allocate time for a thorough policy review to create a policy framework that supports both managers and employees in delivering services more effectively.

Key Activities	Timeline	Meetings	Deliverables
Policy Review	October 2024 – March 2025	<ul style="list-style-type: none"> <li>▪ Service Review</li> <li>▪ Departmental Staff Meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Policy Review Report</li> <li>▪ Streamline Processes</li> <li>▪ Policy Numbering System</li> </ul>

4. **Recreation Director Position**

With a decline in volunteerism since the COVID-19 pandemic, there is increased pressure on municipal staff to deliver recreational services. Staff propose the creation of a **Recreation Director** role to:

- Promote and revitalize volunteerism
- Develop and manage recreational programming
- Secure recreation-related grants
- Coordinate event planning

Currently, these responsibilities are managed by staff alongside their primary duties, highlighting the need for dedicated resources to improve service delivery.

Key Activities	Timeline	Meetings	Deliverables
Recreation Director	TBD	<ul style="list-style-type: none"> <li>▪ Regular Council Meeting</li> <li>▪ Service Review</li> </ul>	<ul style="list-style-type: none"> <li>▪ Additional Capacity</li> <li>▪ Volunteer Campaigns</li> <li>▪ Recreation Programming</li> <li>▪ Grant Support for Recreation</li> <li>▪ Dedicated Event Planning Support</li> </ul>

## Infrastructure Operational Plan

Like all communities, the Village of Fraser Lake is responsible for maintaining essential core services. This responsibility has been reinforced by the success of the Resource Benefits Alliance (RBA), which secured \$250 million over the next five years to support the planning and maintenance of major infrastructure projects in Northwest communities. In alignment with this priority, the Village will focus on infrastructure projects that directly support core service delivery.

### 1. Wastewater Treatment Facility

Council is committed to ensuring the Wastewater Treatment Facility meets all regulatory standards, including those outlined in the Village’s Wastewater Treatment Permit. To achieve compliance, an amendment to the permit will be required to incorporate the screening facility and the floor lagoon. Additionally, upgrades to the aeration and blower systems are planned to improve operational efficiency and ensure continued regulatory compliance.

Key Activities	Timeline	Meetings	Deliverables
Wastewater Treatment Facility	September 2024 – September 2025	<ul style="list-style-type: none"> <li>▪ Biweekly Construction Meetings</li> <li>▪ Aeration Installation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Quality Control Program</li> <li>▪ Blower and Aeration System Upgrade</li> <li>▪ Permit 192 Amendment (PPB to PPM)</li> </ul>

### 2. RBA Compliance

In 2024, Fraser Lake was one of 18 communities to receive funding from the Northwest Resource Benefits Alliance (RBA). To remain eligible for future funding, the Village must adhere to the conditions and intent of the agreement, ensuring that infrastructure projects align with the goals of the RBA.

Key Activities	Timeline	Meetings	Deliverables
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RBA Requirements	August 2024 – March 2028	<ul style="list-style-type: none"> <li>▪ Staff Meetings</li> <li>▪ Budget Meetings</li> <li>▪ RBA Meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Asset Management Plan</li> <li>▪ Annual Short - Term and Long-Term Asset Management Plan</li> </ul>
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**3. Dedicated Waterline**

The Village is committed to constructing a dedicated waterline to supply the new Water Reservoir, which is slated to become operational in the summer of 2025. This project is critical to ensuring a reliable water supply that meets the community’s future needs.

Key Activities	Timeline	Meetings	Deliverables
Dedicated Waterline	August 2024 – September 2025	<ul style="list-style-type: none"> <li>▪ Contractor Meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Scope Expansion</li> <li>▪ Storm Outfall</li> <li>▪ Upgraded Water and Paving on Carrier and Tunasa</li> </ul>

**4. Water Tower Construction**

The Village has begun preliminary work on a new water tower, focusing on keeping the project on schedule and within budget. The completion of this project is essential to maintaining the Village’s water infrastructure and ensuring continued service reliability.

Key Activities	Timeline	Meetings	Deliverables
Water Tower Replacement	April 2024 – June 2025	<ul style="list-style-type: none"> <li>▪ Biweekly Progress Meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Water Tower Procurement</li> <li>▪ Dedicated Water Line up Mouse Mountain</li> </ul>

**5. Preventive Maintenance Plan**

The Village is developing a comprehensive Preventive Maintenance Plan to extend the lifespan of assets and minimize costly repairs. This plan includes staff training on new equipment, regular servicing of all equipment, and strategies to reduce equipment wear and tear, such as using a parks trailer to limit the driving of lawn mowers.

Key Activities	Timeline	Meetings	Deliverables
Preventative Maintenance Plan	September 2024 – September 2026	<ul style="list-style-type: none"> <li>▪ Joint Health &amp; Safety Committee Meetings</li> <li>▪ Departmental Safety Meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parks Trailer</li> <li>▪ Heavy Equipment Training</li> <li>▪ Servicing Scheduling</li> </ul>

			<ul style="list-style-type: none"> <li>▪ Mainline Flushing Program</li> </ul>
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**6. Munisight Asset Management**

The Village uses Munisight, an asset management software, to manage its infrastructure assets. To enhance its effectiveness, the Village will continue improving the quality and accuracy of data entered into the system, ensuring more informed decision-making and better long-term planning.

Key Activities	Timeline	Meetings	Deliverables
Munisight Update	2024 – 2026	<ul style="list-style-type: none"> <li>▪ Contractor Meetings</li> <li>▪ Munisight Administrators</li> </ul>	<ul style="list-style-type: none"> <li>▪ Update to Curb Stops, Fire Hydrants, Water Mains, Sewer Lines</li> <li>▪ Service Review</li> </ul>

**7. Municipal Museum Upgrades**

Significant upgrades will be required to the Museum and Visitor’s Centre for its continued operations, particularly to the flooring and foundation.

Key Activities	Timeline	Meetings	Deliverables
Museum	2026	<ul style="list-style-type: none"> <li>▪ 2026 Budgeting Process</li> </ul>	<ul style="list-style-type: none"> <li>▪ Future Planning</li> </ul>

**8. Asset Management**

During the Committee of the Whole meeting on September 25, 2024, Council emphasized the importance of prioritizing road paving as part of the Village’s infrastructure strategy. As a result, **Step 8: Asset Management** was incorporated into the Infrastructure Operational Plan, highlighting road paving as a key priority and deliverable for the Village.

Key Activities	Timeline	Meetings	Deliverables
Asset Management Plan	August 2024 - March 2028	<ul style="list-style-type: none"> <li>▪ Department Meetings</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fleet Management</li> <li>▪ Sewer Upgrades</li> <li>▪ Paving</li> <li>▪ Water Upgrades</li> </ul>



**Date:** October 23<sup>rd</sup>, 2024 Regular Council Meeting  
**To:** Mayor & Council  
**From:** Ethan Fredeen, Chief Administrative Officer  
**Subject:** Community Forest Governance Workplan

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### **PURPOSE**

For the Village to provide direction on the Community Forest governance structure.

### **BACKGROUND**

The Village of Fraser Lake met with the Ministry of Forests during the Union of British Columbia Municipalities on September 16<sup>th</sup>, 2024 where representatives noted that a Community Forest governance restructure could support the Village's efforts in increasing its' tenure. Staff and Council further met with the BC Community Forest Association where representatives deliberated over next steps the Village could take to better support a stronger strategic direction for the Community Forest.

Staff digitized all Community Forest documents to start the efforts of moving the Community Forest in the direction of Council's vision.

### **DISCUSSION & COMMENTS**

The Community Forest's current governance structure is based on a license agreement with the Municipal Corporation of the Village of Fraser Lake, which grants the Village a license from August 1, 2017, to August 1, 2042. However, a restructuring of this governance model continues to be recommended, as it presents a liability risk for the Village of Fraser Lake.

At present, there is no clear pathway for restructuring the governance of the Community Forest and it is recommended that this remains a priority for advocacy with higher levels of government.

One concern of the current structure is the lack of regular meetings to support Council in making decisions related to the Community Forest. As an interim solution, staff recommend that Council establish the Fraser Lake Community Forest Advisory Committee (FLCFAC). This committee would assist Council in providing strategic direction on the restructuring process and help develop priorities for the Fraser Lake Community Forest.

Council is permitted to form a Select Committee under section 141 of the *Community Charter*, which requires at least one Council member to serve on the committee, preferably as chair. However, staff will need Council to approve the Terms of Reference for the committee before moving forward. Additionally, Council will need to appoint members to the committee during an In Camera meeting pursuant to section 90(1)(a) of the *Community Charter*.



The FLCFAC would serve as a temporary measure until the Community Forest governance is restructured. Meanwhile, the BC Community Forest Association will meet with Ministry of Forests, Tenures Branch representatives to advocate for legislative changes that support communities like Fraser Lake in transitioning to a new model while maintaining the current license.

Additionally, it is recommended that Council schedule meetings with the Minister of Forests and Tenures Branch to strengthen this advocacy effort.

**FINANCE**

At this time, most of the required work can be handled internally, as staff have the capacity to draft Terms of Reference that align with Council's intent before the end of the year, and to support the recruitment of committee members by January.

However, if staff require additional external support, the BC Community Forest Association has proposed a rate of \$84.50 per hour for services beyond the scope of membership, which would primarily involve reviewing the Terms of Reference for the FLCFAC and providing recommendations for revisions. It is recommended that the Village allocate approximately \$5,000 from the Community Forest Reserve to cover these potential costs and ensure the Village reaches its goals. The funding could also be used to help support the investigation of avenues to move the Community Forest to a different model.

**2024 – 2027 STRATEGIC PLAN**

This was directly stipulated in the Strategic Plan under Organizational Health for Community Forest Governance Restructure.

**ALTERNATIVE OPTIONS**

Council may choose to only wait for the completion of the interregnum period and proceed with a stronger advocacy strategy to allow the Village to change its' Community Forests' governance structure without establishing an advisory Council.

**DEPARTMENTAL APPROVAL**

Reviewed and Approved by:	Laura McMaster, Director of Finance
	Jesse Gervais, Economic Development Officer and Deputy Corporate Officer

**RECOMMENDATIONS**

**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 the membership recruitment.

Prepared and Submitted by:	Ethan Fredeen, Chief Administrative Officer
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**Date:** October 23<sup>rd</sup>, 2024 Regular Council Meeting  
**To:** Mayor & Council  
**From:** Ethan Fredeen, Chief Administrative Officer  
**Subject:** Rural Economic Diversification and Infrastructure Program Application for Commercial Wastewater Dumping Station

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### **PURPOSE**

For Council to support the recommendation of an application to the Rural Economic Diversification and Infrastructure Program (REDIP) for purchase and installation of a commercial wastewater dumping station.

### **BACKGROUND**

Following the UBCM meeting with the Ministry of Jobs Economic Development and Innovation, Council was encouraged to submit applications to REDIP, the intake of which closes October 31, 2024.

Mayor Storey and Staff had met with representatives from Stellat'en and the Regional District of Bulkley Nechako to discuss the possibility of joining together on a project that could support the Economic Development of the region. Staff investigated a Master Trail Plan to connect all the communities around Fraser Lake.

There were significant obstacles for the Village to proceed with the generation of a Trail Masterplan within REDIP's current deadline, and staff opted to investigate options for a commercial wastewater dumping station.

The Village currently has a wastewater dumping station at The Villa. That station connects directly to the wastewater treatment facility, and given its proximity and direct connection, any dumping into it creates a surge that our treatment system is unable to accommodate, which can have negative environmental impacts or cause sewage lines in other areas of the community to back up. This facility has not been operational due to these and other wastewater treatment system challenges that are currently being addressed.

### **DISCUSSION & COMMENTS**

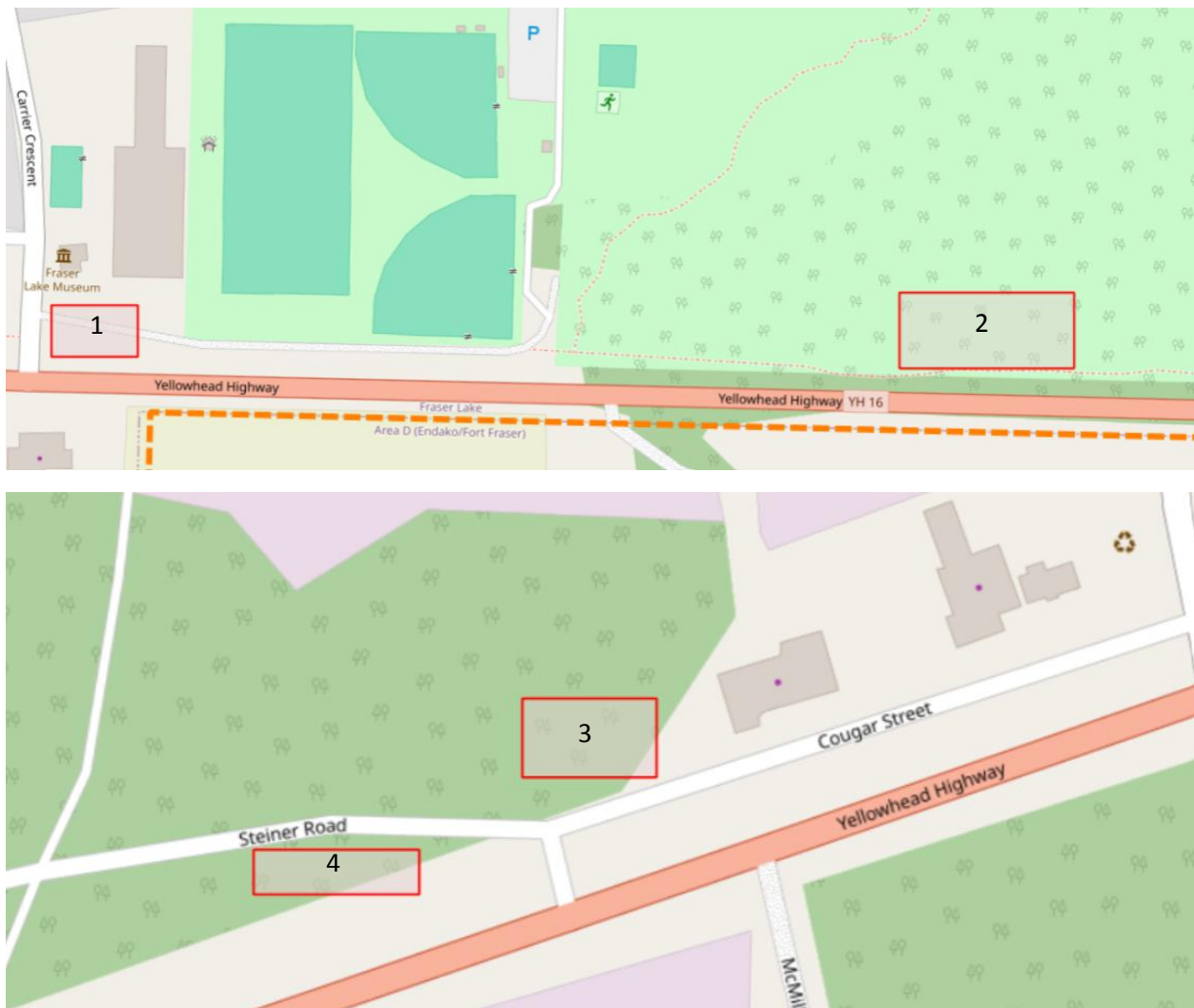
Staff have been working on the development of a commercial wastewater dumping station for the Village. Staff met with JEDI staff for an initial discussion of the proposal, and it was supported in principle.

With the anticipated major infrastructure projects coming to the region in the next decade, a modernized commercial dumping station, in addition to the work underway on the Village's wastewater system, can position the Village as a more attractive area for temporary residents and work camps to

locate, which provides direct economic benefit to the Village through the costs of wastewater dumping and major benefit to local businesses and not-for-profits through increased patronage and donations.

Staff investigated four different locations for the implementation of the Commercial Dumping Station:

- Option 1: In Front of the Visitor Centre;
- Option 2: East of Town just outside the Mouse Mountain Trail Network;
- Option 3: At the end of Cougar street backing onto the wastewater treatment facility; and
- Option 4: At the end of Cougar Street between the highway and Steiner Road.



The locations were chosen due to being municipally owned, adjacent to necessary infrastructure, limited odour impacts on residents, not facing the same issues as the system at The Villa, and supporting future expansion of the Village.



Staff are seeking further cost estimates for option 3 because the road is accessible for wastewater trucks, visual impact would be limited, it would expand wastewater service to another business location, and it is already near the wastewater treatment facility but has access to a sewer main that would appropriately control flows into the system.

Staff have requested a cost C estimate for option 3 which would be sufficient for a preliminary Council resolution for REDIP application. The estimate was unavailable at the time of writing this report but will be provided to Council in an addendum to the agenda once it is received.

With Council's support for this project, staff can provide more information on the engineered design, more accurate cost estimates, and contract award decisions at a later date. Should Council like to proceed with this option, staff are requesting a resolution to apply to REDIP for October 31.

### **FINANCE**

Staff at the time of writing this report were unable to secure a cost estimate, though an estimate has been requested and will be presented to Council prior to the meeting.

The Village of Fraser Lake would be able to apply for up to 80% of the overall costs of the project to up to \$1 million. The remainder of costs can be allocated from the Northwest Regional Funding Reserve.

The Village previously charged \$13.25 per cubic meter of commercial sanitary waste, and at that rate, Staff anticipate paying off the Village's contribution to the project within 1 – 2 years of being operational, pending successful location of workers and camps in or near the Village.

Through consultants, the Village determined that the operating budget for this facility is estimated at \$15,000 per year.

### **2024 – 2027 STRATEGIC PLAN**

This project would support the financial well-being of the community and municipality. It would allow for businesses to start commercial dumping within the community once again, bringing in more funding to support essential infrastructure and operations.

The new system also reduces the amount of invoicing Village staff are required to do through an upgraded Point of Sale system located directly on-site at the Commercial Dumping Station.

Local businesses and not-for-profits would see increased patronage and revenues, and through those the Village would also see increased taxation revenues.

Therefore, this project supports **Infrastructure, Sustainability & Livability**, and **Organizational Health**.

### **ALTERNATIVE OPTIONS**

Council may choose not to proceed with the project.

Council may seek further information on the other proposed sites for the project.



**DEPARTMENTAL APPROVAL**

Reviewed and Approved by:	Jesse Gervais, Economic Development Officer and Deputy Corporate Officer
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**RECOMMENDATIONS**

**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.

Prepared and Submitted by:	Ethan Fredeen, Chief Administrative Officer
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**Date:** October 23, 2024 Regular Council Meeting  
**To:** Mayor & Council  
**From:** Jesse Gervais, Economic Development Officer and Deputy Corporate Officer  
**Subject:** Council Chambers Carving

---

### **PURPOSE**

For Council to allocate funds for a carving in the Council Chambers similar to those gifted to Nadleh Whut'en and Stellat'en.

### **BACKGROUND**

Council allocated funds from the Legislative Discretionary budget at the September 11, 2024 meeting towards carvings for Nadleh Whut'en and Stellat'en First Nations.

Council also passed an amendment to Bylaw 837, Public Notice, on September 11, 2024, which will save funds from the Village's Postage and Supply budget.

The carvings were done by a local artist Robert Morgan and cost \$1,000 each.

Council gifted Nadleh Whut'en and Stellat'en First Nations carvings of Mouse Mountain on National Day for Truth and Reconciliation.

Council directed Staff at the October 9, 2024 meeting to report back on the allocation of funds towards a carving that would match the gifted carvings for the Village's Council Chambers.

### **DISCUSSION & COMMENTS**

Council was informed at the October 9, 2024 meeting that there is insufficient funding within the Legislative Discretionary budget for another carving.

Staff recommend reallocating \$1,000 from the Postage and Supply budget towards a carving for the Council Chambers.

### **2024 – 2027 STRATEGIC PLAN**

A carving for the Council Chambers will create a clear link between the three local communities all sharing a piece of art, enhancing the Sustainability & Livability of the region, and will also make the Council Chambers more aesthetically pleasing, enhancing Beautification.

### **FINANCE**

The Legislative Discretionary budget was set at \$6,000 for 2024. To date, \$4,110.80 has been spent.

The Postage and Supply budget was set at \$21,200 for 2024. To date, \$11,722.48 has been spent.



**ALTERNATIVE OPTIONS**

Council may decide not to purchase another carving for the Village Council Chambers.

Council may request information on other 2024 budget line items with unallocated funding.

**RECOMMENDATIONS**

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

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



**Date:** October 23, 2024 Regular Council Meeting  
**To:** Mayor & Council  
**From:** Jesse Gervais, Economic Development Officer and Deputy Corporate Officer  
**Subject:** BC/Yukon Legion Command Military Service Recognition Book and Village Advertising

---

### **PURPOSE**

To inform Council of previous years' expenditures on the BC/Yukon Legion Command Advertising and provide further information on advertising expenditures.

### **BACKGROUND**

At the October 9, 2024 Council Meeting, Council asked Staff to report back on previous expenditures for the BC/Yukon Legion Command Advertising and for more information on the publication in response to correspondence received from the BC/Yukon Legion Command requesting advertising funding for 2025.

### **DISCUSSION & COMMENTS**

#### **Military Service Recognition Book**

The Village has contributed to The Royal Canadian Legion's Annual Military Service Recognition Book since 2011. The cost has been between \$625.00 per year to \$790.00 per year, totaling \$9,255.00. These funds have been allocated from the Village's Miscellaneous Expenses; Advertising accounts in the budgets.

The Military Service Recognition Book is a letter-sized volume of 400 pages, estimated to be half advertisements and half articles and essays submitted by or for veterans. A copy is available in the Village Office.

Information on the number and distribution of copies was unavailable. Staff recommend that Council consider any support for this publication as sponsorship rather than advertising.

Staff also recommend that any sponsorship requests be made and allocated through the established Grant-in-aid process. The Village's Grant-in-aid Policy specifies that "Annual Fundraising Campaigns" are ineligible, and Staff recommend considering the request from the BC/Yukon Legion Command as such.

At the October 9, 2024 meeting, Council discussed suggesting that the local Legion apply for a grant-in-aid. Staff recommend proceeding with this option by first approaching the Fraser Lake Legion to ask if there are upcoming community events the Village could provide some support towards.

#### **General Advertising**

Because the Village is in the midst of the Rebranding Plan, Staff have not recently been committing advertising dollars for 2025 publications. Consistency in branding activities is important and submitting



copy with the current brand for ads that may be in circulation for a year or more will mean inconsistency in the Village's public image.

Regular advertising activities are planned to resume in 2025, once Council has had the opportunity to review and adopt a new brand package. Staff intend to be more discerning in their allocation of advertising dollars to publications and public spaces (eg. billboards) that support the economic development of the Village and have a high likelihood of increasing visitors and/or attracting and retaining residents.

**2024 – 2027 STRATEGIC PLAN**

Attracting visitors and attracting and retaining residents are core activities to the execution of the Sustainability & Livability portion of the Strategic Plan.

**FINANCE**

Council allocated \$4,000 in the 2024 budget for advertising. To date, \$1,087.43 has been spent.

Council allocated \$4,000 for grants-in-aid in the 2024 budget. To date, \$1,000 has been spent.

**ALTERNATIVE OPTIONS**

Council may support the allocation of funds from the advertising budget for the BC/Yukon Legion Command Military Service Recognition Book.

**ATTACHMENTS**

**Appendix A:** Correspondence from the BC/Yukon Legion Command

**Appendix B:** Annual advertising budget allocated to advertising in the Annual Military Service Recognition Book since 2011

**RECOMMENDATIONS**

There are no recommendations at this time.

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

Hello Ethan/Jesse,

I know you are very busy; I hope this email finds you well. I am reaching out to you today because I have been notified that you are now the new contact going forward. We had the pleasure of speaking with Clinton and Rod in the past

**Firstly, we would like to thank VILLAGE OF FRASER LAKE for the ongoing support (14 yrs) as one of our major sponsors for the British Columbia Yukon Command of The Royal Canadian Legion's Annual Military Service Recognition Book to honor and recognize our Veterans.**

Last year's support of the **\$790 1/2 pg B/W** was a great help in making the project a great success, can we count on your support again this year? Attached is the art work we have on file, if there is new art work please email it to our graphics department at **bccl@fenety.com**. **I would like to mention we have the 1/2 pg in the color option at \$1155 tax inc.**

This unique remembrance publication includes past and present-day Veterans biographies and photographs. With the help of our Veterans, their families and friends, submissions are collected at local legion branches and our next edition is scheduled for release in **November 2025**, in advance of our Annual Remembrance Day Ceremonies.

It is available for all to see at local legion branches and online at the BC/Yukon Command Legion's website: <https://www.legionbcyukon.ca/what-we-do/military-service-recognition-book> It helps us, and our younger generations, appreciate and never forget the Sacrifices made by our Veterans for the freedoms we enjoy today.

If you require any additional information, please reply to this email or phone me at our toll-free number below.

Thank you for support.

Sincerely,

**Rob Griffiths**

**[Advertising Rep/ Military Service Recognition Book](#)**

**BC/Yukon Command**

**Royal Canadian Legion Campaign Office**

**1-866-354-6277**



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# VILLAGE OF FRASER LAKE

## OFFICE OF THE MAYOR

On behalf of the Mayor and Council, our veterans and citizens of Fraser Lake, we are pleased to support The Royal Canadian Legion, British Columbia / Yukon Command's 'Military Service Recognition Book'.

We honour the commitment and service of all our veterans and are reminded of their selfless contributions every day. They are especially remembered on Remembrance Day.

[www.fraserlake.ca](http://www.fraserlake.ca)

250-699-6257  
210 Carrier Crescent  
P.O. Box 430

Fraser Lake, BC V0J 1S0



*Lest We Forget*



*We Will Remember*



Supplier : BCYU000 BC/YUKON COMMAND  
 Remit To :

Invoice No.	PO Number	Date	Due Date	Inv Amount	O/S Amount	Stat.	Hold Date	Description
BCCL24B301537	14877	01-Jan-2024	12-Jan-2024	790.00	0.00	P		ROYAL CDN LEGION ADVERTISING 2024
BCCL23B301610		01-Jan-2023	12-Jan-2023	720.00	0.00	P		ADVERTISING 2023
2022-01	12218	20-Jan-2022	20-Jan-2022	720.00	0.00	P		ADVERTISING LEGION 2022
2021-01	10709	05-Jan-2021	26-Jan-2021	655.00	0.00	P		ADVERTISING- 2021 CANADIAN LEGION
2020-01	9181	02-Jan-2020	23-Jan-2020	655.00	0.00	P		ADVERTISING 2020
2019-01-02	7827	02-Jan-2019	22-Jan-2019	655.00	0.00	P		ADVERTISING 2019
2018-01-17	6417	17-Jan-2018	17-Jan-2018	655.00	0.00	P		ADVERTISING 2018
2017-05	5432	10-May-2017	10-May-2017	625.00	0.00	P		ADVERTISING - MILITARY SERVICE RECOGNITION BOOK
2016-03-31	3959	31-Mar-2016	31-Mar-2016	625.00	0.00	P		2016 ADVERTISING
2015-02		18-Mar-2015	18-Mar-2015	625.00	0.00	P		ADVERTISING IN THE BC/YUKON CAMMAND
2014-06-16		16-Jun-2014	16-Jun-2014	625.00	0.00	P		ADVETISISNG
2013-07		05-Jul-2013	05-Aug-2013	635.00	0.00	P		ADVERTISING - RCL BC/YUKON COMMAND
2012-07		06-Jul-2012	06-Jul-2012	635.00	0.00	P		ADVERTISING
BCCL02854277		22-Aug-2011	22-Aug-2011	635.00	0.00	P		ADVERTISING FOR REMEMBRANCE DAY
			Total :	9255.00	0.00			



**Date:** October 23, 2024  
**To:** Mayor & Council  
**From:** Jesse Gervais, Economic Development Officer and Deputy Corporate Officer  
**Subject:** Fraser Lake Rebrand Survey Results

---

### **PURPOSE**

To share the results of the Rebrand Survey with Council.

### **BACKGROUND**

The Village was successful in its application to Northern Development Initiative Trust (NDIT)'s Marketing Initiatives program for the Fraser Lake Rebrand Plan. The first step in the plan was a community survey which opened on September 16, 2024 online and was closed October 16, 2024. Paper copies of the survey were available in the Village office and were distributed at Autumn Services. 30 responses were received in total.

The next step in the Rebranding Plan will be sharing the survey results and any other information Council wishes with the Graphic Design consultant, who will draft options for logos, typefaces, colour palettes, etc. for presentation and community feedback at the Professional Building on November 7 from 4:00-7:00PM. Council is strongly encouraged to attend this event to hear feedback directly from community members to inform a final brand package decision and adoption.

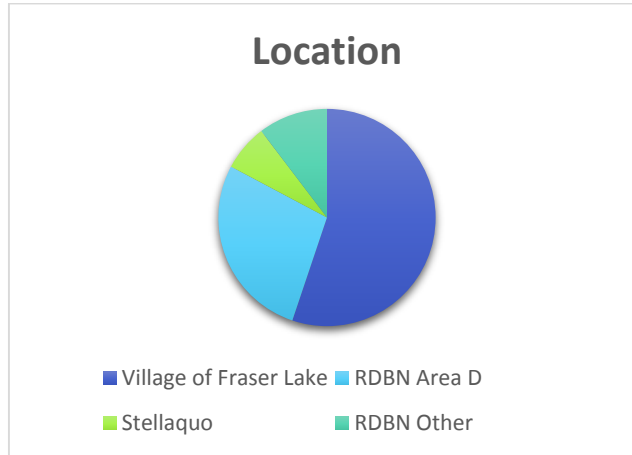
### **DISCUSSION & COMMENTS**

The following is a summary of the survey responses, primarily in Wordmap format. Larger words were mentioned most often by respondents, and words have been matched to raise common themes to the top.

Staff request Council feedback on anything missing from the submissions or anything Council would prefer not to be included in direction to the graphic designer for the November 7 presentation.



**Where do you live?**



**What services, activities, and lifestyles do Fraser Lake offer?**





What would you like to see grow and develop in Fraser Lake?



Why do you live/visit/stay in Fraser Lake?





What makes Fraser Lake special and unique?



What do you love most about Fraser Lake?





What natural assets make you think of Fraser Lake?

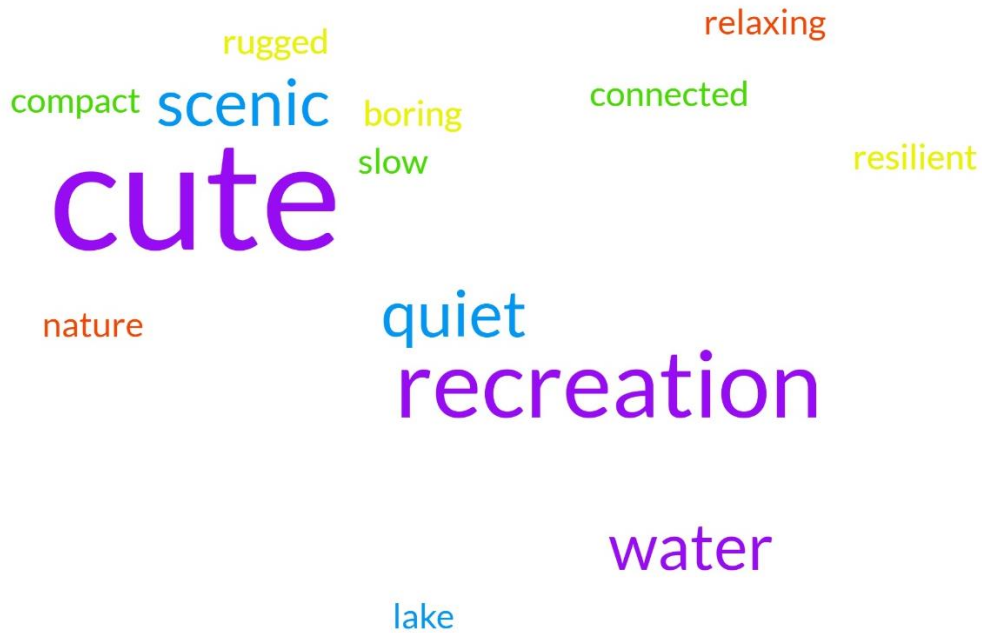


What built assets make you think of Fraser Lake?





What are three words that physically describe Fraser Lake?



What are three words that describe the people of Fraser Lake?





Logo ideas

sun  
moose  
swan  
mousemountain  
cheese  
trees  
fish  
lake  
mouse  
heart  
bear  
pier

Colours

grey  
teal  
white  
purple  
orange  
yellow  
opal  
lightblue  
red  
auroragreen  
pink  
black



### Mascot Ideas

bean fox  
moose fish  
hawk  
eagle bear  
**mouse**  
swan

### Slogan Ideas

Lake for lake lovers

Life by the lake

Stay and cast a line

Friendliest little town

Big heart

More than a pit stop

Small town charm

Home under the mountain

Nature's playground

The stop is worth it

Small town big heart

Lakeside paradise

Mighty as a mouse

Come explore our backyard

Adventurous little town

Come for a visit, stay for a lifetime

Retired, not dead

### 2024 – 2027 STRATEGIC PLAN

The Rebranding Plan is a direct result of Strategic Plan direction including the Sustainability & Livability of the community and beautification of the municipality's physical, paper, and digital footprint.

### FINANCE



## REPORT TO COUNCIL

Finances for this project have already been approved.

### **ALTERNATIVE OPTIONS**

Council may provide additional branding input and recommendations to the graphic designer prior to the November 7 presentation at the Professional Building.

### **RECOMMENDATIONS**

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

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



**Date:** October 23, 2024  
**To:** Mayor & Council  
**From:** Jesse Gervais, Economic Development Officer and Deputy Corporate Officer  
**Subject:** Hubspace REDIP Application Letter of Support

---

### **PURPOSE**

For Council to consider providing a letter of support for Hubspace's application to the Rural Economic Diversification and Infrastructure Program (REDIP).

### **BACKGROUND**

Hubspace provides business incubator services across Northern B.C. and has been delivering the Build Your Own Futures Program in Fraser Lake since the announcement of the closure of the West Fraser mill. The program provides business education to tradespeople impacted by job loss to start their own businesses.

### **DISCUSSION & COMMENTS**

Hubspace contacted the Village requesting a letter of support for their REDIP application. They were previously approved by NDIIT for a one-year grant for two more positions in the North, and are applying to REDIP in the hopes of continuing those positions for an additional two years.

Hubspace is one of few service delivery organizations that reliably comes to Fraser Lake. Their new hires include someone who lives in Prince Rupert, but also has a home and is regularly in Fraser Lake.

Supporting this expanded capacity for business education services will provide more opportunities for businesses in the Fraser Lake area to grow and expand.

### **2024 – 2027 STRATEGIC PLAN**

Business development education directly contributes to a stable and growing economy, enhancing the Village's Sustainability and Livability.

### **FINANCE**

There is no direct financial impact to the Village.

### **ALTERNATIVE OPTIONS**

Council may choose to not provide a letter of support.

### **ATTACHMENTS**

**Appendix A:** Draft Letter of Support for Hubspace's REDIP application.



**RECOMMENDATIONS**

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

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



Oct 23, 2024

Village of Fraser Lake  
210 Carrier Cres.  
Fraser Lake, BC  
V0J1S0

To whom it may concern,

On behalf of the Village of Fraser Lake, I am pleased to express our support for Hubspace's application to the Rural Diversification & Infrastructure Program, which will help foster growth in Northern BC's rural areas. Fraser Lake is both a supporter and beneficiary of Hubspace's programming.

The Village of Fraser Lake lost the West Fraser mill in early 2024, and more recently had many workers impacted at the closure of the Plateau Sawmill near Vanderhoof. Hubspace has directly supported impacted workers in our community, and we look forward to expanding their program offerings to local businesses and residents.

As northern BC's only innovation accelerator, Hubspace has been supporting the growth of the technology and innovation ecosystem for many years. In the summer of 2023, they conducted a market study that found not having a "boots-on-the-ground" presence was identified as a key stumbling block in working with the areas outside of its core service area of the Fraser-Fort George Regional District. We are pleased to hear that with support from Northern Development Initiative Trust, Hubspace has received 1 year of funding for two remote Regional Innovation Liaisons to be their representatives along the Highway 16 corridor and the Peace Region. It is our strong belief that funding from REDIP will be crucial in continuing this momentum and helping to diversify and grow the economy of rural, Northern BC.

We look forward to your decision and thank you for your time and consideration of this important proposal. Please feel free to contact me with the information provided below if you have any questions or need further information.

Thank you for your time and consideration.

Sincerely,

---

Sarrah Storey, Mayor of the Village of Fraser Lake



THE CORPORATION OF THE VILLAGE OF FRASER LAKE  
BYLAW No. 861, 2024  
2024 BORROWING IN ANTICIPATION OF REVENUE

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

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

- CITATION: 1. This bylaw may be cited as the “Village of Fraser Lake 2024 Borrowing in Anticipation of Revenue Bylaw No. 861, 2024”
- 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. (a) The form of obligation to be given as acknowledgement of the liability shall be 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 \_\_\_\_\_ day of \_\_\_\_\_ 2024

READ A SECOND TIME THIS \_\_\_\_\_ day of \_\_\_\_\_ 2024

READ A THIRD TIME THIS \_\_\_\_\_ day of \_\_\_\_\_ 2024

PASSED AND FINALLY ADOPTED THE \_\_\_\_\_ day of \_\_\_\_\_ 2024

\_\_\_\_\_  
Sarrah Storey  
Mayor

\_\_\_\_\_  
Ethan Fredeen  
Corporate Officer



**VILLAGE OF FRASER LAKE**  
**BYLAW NO. 862, 2024**

---

**BEING A BYLAW OF THE VILLAGE OF FRASER LAKE TO ESTABLISH THE FIRE DEPARTMENT, FIRE SERVICE LEVELS, AND FIRE REGULATIONS**

---

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

**1. GENERAL ADMINISTRATION**

**a) TITLE**

This Bylaw may be cited as “Bylaw 862, Fire Service Bylaw”.

**b) REPEAL**

- a) *Village of Fraser Lake Fireworks Regulation By-Law No. 405, 1991*, and any amendments thereto, are hereby repealed.
- b) *Village of Fraser Lake Fire By-Law No. 497, 1996*, and any amendments thereto, are hereby repealed.
- c) *Village of Fraser Lake Outdoor Solid Fuel Combustion Appliances Bylaw 692, 2008*, and any amendments thereto, are hereby repealed.
- d) *Village of Fraser Lake Fire Department Service Level Bylaw No. 780, 2016*, and any amendments thereto, are hereby repealed.

**c) 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.

**d) APPLICATION**

- a) This Bylaw and the accompanying jurisdiction of the Fire Department extend to the geographical boundaries of the Village, as amended from time to time.
- b) No fire Apparatus will be used beyond the limit of the boundaries without:
  - (i) A Mutual Aid Agreement or Service Agreement providing for the supply of fire protection services outside of the Village boundaries;
  - (ii) The express authorization of Council, or;
  - (iii) A legislative requirement or authorization by the Province of British Columbia.
- c) Notwithstanding Section 1.4.(a), in the event of a significant emergency or threat to the Village, Regional District of Bulkley-Nechako Area D, or neighbouring community, it shall be at the Fire Chief’s discretion to allow for response outside any existing boundaries.

## 2. INTERPRETATION

- a) Except as otherwise defined in this Bylaw, words and phrases in this Bylaw are to be interpreted consistently with the *British Columbia Building Code, Fire Code, Fire Safety Act, Community Charter*, and the *Interpretation Act*.

## 3. DEFINITIONS

<b>Apparatus</b>	Any vehicle provided with machinery, devices, equipment, or materials for firefighting, first response, medical aid, or rescue by the Fire Department, including vehicles that are property of the Fire Department used to transport fire fighters or supplies but not including personal vehicles used by volunteer Members to travel to the fire station when responding to a call
<b>Council</b>	The elected Council of the Village of Fraser Lake
<b>Campfire</b>	An open, outdoor fire not exceeding 0.5 metres in diameter or height, and is lit, fueled, or used by any person for a recreational purpose
<b>Consumer Fireworks</b>	Low-hazard firework articles designed for recreational use by and for sale to the public
<b>Display Fireworks</b>	High-hazard firework articles for use by certified professionals
<b>Equipment</b>	Any tools, contrivances, devices, or materials used by the Fire Department to combat and assist at an incident or other emergency
<b>Fire Department</b>	The Village of Fraser Lake Volunteer Fire Department
<b>Fire Protection</b>	All aspects of fire safety including but not limited to fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, training, or other staff development and advising
<b>Fireworks</b>	Any article containing a combustible or explosive composition, or any substance or combination of substances prepared for, capable of, or discharged for the purpose of producing a pyrotechnical display and/or explosion. This does not include flares, fuses, or similar pyrotechnic devices when used for signaling purposes or illumination in the event of an emergency.
<b>Incident</b>	A fire, explosion, or any event or situation that may constitute a threat to life, property, the environment, or any combination thereof, to which the Fire Department has attended
<b>Inorganic Material</b>	Any material that is not yard waste, wood or wood products, or paper or paper products
<b>Member</b>	Any person duly appointed to the Fire Department
<b>Mutual-Aid Agreement</b>	An agreement between two or more jurisdictions to provide response on behalf of the respective Fire Departments
<b>Nuisance</b>	An unreasonable interference with personal health, safety, or comfort of an individual and/or their use or enjoyment of their property, and without limitation, includes the emission of smoke

<b>Officer</b>	Includes the Fire Chief and any Member acting in the capacity as a supervisor or designated by the Fire Chief as an Officer
<b>Service Agreement</b>	An agreement between the Village and any entity outside of the jurisdiction of the Fire Department to provide Fire Protection services
<b>Village</b>	The Corporation of the Village of Fraser Lake

#### 4. ESTABLISHMENT

The Fraser Lake Volunteer Fire Department, as previously established and identified, is hereby continued under this Bylaw.

#### 5. FIRE CHIEF

- a) The Fire Chief shall be appointed by a resolution of Council.
- b) The Fire Chief shall report to the Chief Administrative Officer.
- c) The Fire Chief is responsible and accountable for:
  - i. The management and supervision of the Fire Department, including all buildings, Apparatus, Equipment, Members, and Officers
  - ii. The Training of Members
  - iii. The administration and enforcement of this Bylaw
  - iv. The duties of a Fire Inspector, as defined in Section 8 of the *Fire Safety Act*
  - v. The duties of a Fire Investigator, as defined in Section 23 of the *Fire Safety Act*
  - vi. Providing Fire Protection services within the boundaries and jurisdiction established in Section 1.4
  - vii. Providing other safety and life-saving services regardless of jurisdiction as authorized by Council and any other enabling legislation
- d) The Fire Chief may exercise the following powers:
  - i. Enter any property within the jurisdiction at any reasonable time to inspect the premises
  - ii. Take all measures deemed necessary and legal for the prevention, control, and extinguishing of fires and for the protection of life and property
  - iii. Institute a ban on all outdoor fires or specific types of fires at any time
  - iv. Provide advice and recommendations to Council and other Village employees regarding any Equipment, Apparatus, and the provision of adequate water supply and pressure.

#### 6. MEMBERS AND OFFICERS

- a) The Fire Chief may:
  - i. Appoint and regulate Members of the Fire Department
  - ii. Appoint any Member of the Fire Department as an Officer and may designate that Member to act as the Fire Chief in the Fire Chief's absence.
- b) In the absence of the Fire Chief or any appointed Officer to act in their place, Members may act in place of the Fire Chief and/or take command of an Incident.

- c) All Members and Officers are, during any Incident, authorized to access and use any property, Apparatus, or Equipment for which they are trained and are deemed necessary and legal for the prevention, control, and extinguishing of fires and for the protection of life and property
- d) Council may, on the advice of the Fire Chief, establish minimum membership in the Fire Department for continued operations and maximum membership prior to waitlisting applicants.

## 7. REMUNERATION

The rates of remuneration for the Fire Chief, Officers, and Members shall be established by Council.

## 8. SERVICE LEVEL

The Fire Department is authorized to provide Incident response activities in accordance with and subject to the limitations of the *Exterior Operations Level*, as determined by the *Office of the Fire Commissioner*.

## 9. PERMITS, EXEMPTIONS, AND PROHIBITIONS

### a) PERMITS

Unless otherwise exempted by this Bylaw:

- i. All outdoor fires or other outdoor activities which may reasonably be considered likely to ignite a fire require a valid permit from the Village
- ii. The Permitting Officers for the Village will be:
  - a) The Fire Chief
  - b) Any other Member designated by the Fire Chief
  - c) Any other Village staff person designated by the Fire Chief
- iii. Permits will be in a form prescribed by the Fire Chief
- iv. No permit will be issued until a complete application has been submitted
- v. Permits may be issued for:
  - a) Category 1 fires (campfires and yard waste fires)
  - b) Category 2 Open Fires (material not exceeding 2 metres high and 3 metres wide)
  - c) Fireworks, subject to Section 9
- vi. The Permitting Officer may inspect for compliance any material for which a permit application has been submitted prior to issuing any permit
- vii. The Permitting Officer may deny or revoke a previously approved permit at any time if:
  - a) There is demonstrable risk of the fire burning out of control or otherwise spreading
  - b) There are inorganic materials present, save for a reasonable and safe amount of fire accelerant required to ignite the fire
  - c) The fire is a Nuisance to the Village and its residents
  - d) The applicant does not abide by this Bylaw or any other stipulation in the permit
- viii. All permitted fires must be attended by a responsible adult at all times
- ix. No Category 1 or 2 burning is permitted between the hours of 10:00PM and 7:00AM

**b) EXEMPTIONS**

The following activities are allowed without a permit:

Indoor fires whose primary purpose is heating a home or business, provided they do so using approved, maintained, and certified appliances

**c) PROHIBITIONS**

Prohibited fires, appliances, and related activities include:

- i. Outdoor solid fuel combustion appliances
- ii. Category 3 or 4 fires
- iii. Any fire or activity resulting in the burning of any inorganic materials
- iv. Any fire or activity subject to a municipally or provincially mandated fire ban

**10. FIREWORKS**

**a) SALE**

No person shall sell or otherwise distribute Fireworks within the Village

**b) CONSUMER FIREWORKS**

- i. Consumer Fireworks are permitted only at White Swan Park
- ii. Consumer Fireworks are permitted from 6:00PM to 10:00PM, with the exception of New Year's Eve, where they will be permitted until 12:15AM
- iii. Once lit, Consumer Fireworks must be at least 5 metres from the nearest structure, person, tree, or animal and aimed away from any structure, person, tree, or animal.
- iv. All permit applications for Consumer Fireworks must be received at least 3 business days prior to their use to allow for public notice
- v. Consumer Fireworks permits may be denied or revoked at any time if the activity is deemed dangerous or a Nuisance by the Permitting Officer

**c) DISPLAY FIREWORKS**

- i. Display Fireworks are permitted anywhere in the Village
- ii. Any permit for Display Fireworks will require the names, contact details, and official certification for all personnel involved in the display
- iii. All permit applications for Display Fireworks must be received at least 10 business days prior to their use to allow for public notice and appropriate planning
- iv. Display Fireworks permits may be denied or revoked at any time if the activity is deemed dangerous or a potential nuisance by the Permitting Officer

**11. FIRE HYDRANTS**

- a) No person may park any vehicle at any time within 5 metres of a fire hydrant.
- b) This provision does not apply to any municipal employee or contractor performing necessary maintenance or upgrades to or around the fire hydrant.

- c) Any motor vehicle left parked, stopped, or standing in violation of this section may be towed and impounded in the storage area of a towing company with a secure compound, and reclaimed at the owner's expense.
- d) Any person on whose property a fire hydrant is located must keep the fire hydrant clear of obstructions, debris, and shrubs or trees at a radius of 1 metre around the fire hydrant

## **12. FIRE ALARMS**

- a) No person shall intentionally activate a fire alarm unless:
  - i. There is a fire
  - ii. The person reasonably believes there is a fire or other Incident for which the Fire Department is required to respond
  - iii. The activation is carried out for testing purposes by persons authorized to do so
- b) Any owner or occupant of a structure which contains an automatic fire alarm system will inform the Fire Chief prior to any service, testing, repair, or maintenance which might activate a false alarm resulting in an emergency response.

## **13. 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.
- b) Any person who contravenes this Bylaw is subject to the penalties, as amended from time to time, in Bylaw 856, Bylaw Enforcement Bylaw.

That Bylaw 856, Bylaw Enforcement Bylaw be amended as follows:

1. by adding the following table to Schedule A:

**Bylaw 862, Fire Services Bylaw**

<b>Bylaw</b>	<b>Section</b>	<b>Description</b>	<b>A1 Penalty</b>	<b>A2 Early Payment</b>	<b>A3 Late Penalty</b>	<b>A4 Compliance Agreement Available</b>
<b>862</b>	8.1(a)	Unpermitted outdoor fire	\$400	\$200	\$500	Yes
<b>862</b>	8.1(g)(ii)	Burning inorganic materials	\$200	\$100	\$400	No
<b>862</b>	8.1(g)(iii)	Nuisance fire	\$100	\$50	\$200	Yes
<b>862</b>	8.1(h)	Unattended fire	\$400	\$200	\$500	No
<b>862</b>	8.1(i)	Burning outside permitted hours	\$400	\$200	\$500	Yes
<b>862</b>	8.3(b)	Fire larger than permitted	\$400	\$200	\$500	Yes
<b>862</b>	8.3(d)	Burning while under a fire ban	\$500	\$250	\$500	No
<b>862</b>	9.1	Sale or distribution of fireworks	\$400	\$200	\$500	Yes
<b>862</b>	9.2(a)	Fireworks outside permitted area	\$200	\$100	\$400	Yes
<b>862</b>	9.2(b)	Fireworks outside permitted hours	\$200	\$100	\$400	Yes
<b>862</b>	9.2(c)	Fireworks too near structures, people, trees, or animals	\$400	\$200	\$500	No
<b>862</b>	10.1	Parking within 5 metres of a fire hydrant	\$200	\$100	\$300	Yes
<b>862</b>	11.1	Unwarranted fire alarm	\$200	\$100	\$300	Yes
<b>862</b>	11.2	Service, repair, test, or maintenance of fire alarm without informing Fire Chief	\$200	\$100	\$300	Yes

READ A FIRST TIME THIS \_\_\_\_\_ DAY OF OCTOBER, 2024  
 READ A SECOND TIME THIS \_\_\_\_\_ DAY OF OCTOBER, 2024  
 READ A THIRD TIME THIS \_\_\_\_\_ DAY OF OCTOBER, 2024  
 RECONSIDERED AND ADOPTED THIS \_\_\_\_\_ DAY OF OCTOBER, 2024

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Corporate Officer