



MINUTES OF THE REGULAR MEETING OF COUNCIL FOR THE CORPORATION OF THE VILLAGE OF BURNS LAKE HELD IN COUNCIL CHAMBERS ON Tuesday, October 06, 2020 AT 7:00 PM

Acting Mayor Rensby  
Councillor K. White  
Councillor H Wiebe  
CAO S. Worthing  
Director of Finance B Jawhare  
Economic Development Officer L. Watson  
Deputy Corporate Officer V. Anderson  
Director of Recreation L. Jones  
Director of Public Works D. Ross

**GUESTS**  
**PUBLIC**

Kim Martinsen  
0 members of the public

**MEDIA**

Priyanka Ketkar – *Lakes District News*

**CALL TO ORDER**

Acting Mayor Rensby called the Regular Meeting of Council to order at 7:00 pm.

**APPROVAL OF AGENDA**

It was moved and seconded by Council:

**2020-10-06: 321**

**THAT Item (g) be added to Section 8 REPORTS;**

**AND THAT Items (n) be added to Section 11 COMMUNICATIONS RECEIVED AND FILED;**

**AND THAT the agenda for the October 6, 2020, Regular Meeting of Council is approved as amended.**

**CARRIED**

**PUBLIC AND STATUTORY HEARINGS AND READINGS OR ADOPTIONS**

Village of Burns Lake Northern Capital and Planning Grant Bylaw No 1025, 2020 – B. Jawhare, Director of Finance –

It was moved and seconded by Council:

**2020-10-06: 322**

**THAT “Northern Capital and Planning Grant Reserve Fund Expenditure Bylaw No. 1025, 2020” be given first, second and third readings.**

**CARRIED**

It was moved and seconded by Council:

2020-10-06: 323

**THAT the Permissive Tax Exemption Bylaw No. 1026, 2020, be given first, second and third readings.**

**CARRIED**

**PUBLIC COMMENT**

No comment

**DELEGATIONS**

Community Futures of Nadina – *General Manager, Kim Martinsen*

- Focussing on the past 18 months of operations
- Lending, business support and Economic Development
- The new Business Liaison position was filled by Shannon Clarke - funded through NDIT
- Nadina is the distributor of the federal triple RF program; Nadina has distributed \$740,000 in the region, of that \$40,000 was accessed by Burns Lake businesses, an additional \$40,000 is pending.
- CF Nadina staff are in Burns Lake 3 to 5 times per month.
- 8 new businesses have been supported; 17 new jobs
- 7 active loan clients
- Sponsored the Wildfire Resiliency and Recovery Workshop and a Business Continuity workshop were held in Burns Lake in 2019.
- In conjunction with the VBL Ec Development Department, the Business Canvas Model and Business 101 were held in Council Chambers.
- Business courses are offered in their office space in Houston.
- Staff sits on the RDBN Workforce Opportunity Committee.
- Community Futures supports the RDBN Regional Business Forum and Start-up Business Contest.
- Last year staff worked with students from LDSS, and they won the YELL regional competition and placed second overall in the province.
- K. Martinsen will provide the stats presented at the beginning of the meeting to the CAO.
- Council asked whether Community Futures published an annual report by region/community of where the money is spent. Stats will be sent to Council.
- Acting Mayor Rensby thanked the delegation

**ADOPTION OF MINUTES**

It was moved and seconded by Council

**2020-10-06: 324**

**THAT September 15, 2020 minutes of the Special Meeting of Council be adopted;**

**AND THAT September 15, 2020, minutes of the Regular Meeting of Council be adopted.**

**CARRIED**

**MAYOR, COUNCILLOR AND CAO REPORTS**

Councillor H. Wiebe

- Attended the virtual 2020 UBCM Convention
- Attended the Northern Interior Rural Division of Family Practice meeting.

CAO Worthing

- Attended the virtual 2020 UBCM Convention
- The earliest the election could be held is January 23.
- At the November 3 meeting, there will be a report outlining the election timeline.
- Chinook donates a logging truck of firewood to each of its partners; the Village has donated to several different groups over the years.
- Spoke about vandalizing of the track washrooms

It was moved and seconded by Council:

**2020-10-06: 325**

**THAT the load of firewood be donated to the Men's Breakfast Club, to process and donate to seniors requiring firewood.**

**CARRIED**

Acting Mayor Rensby

It was moved and seconded by Council:

**2020-10-06: 326**

**THAT staff be directed to write a letter to Premier Horgan regarding the lack of response to the Council's meeting request with the Ministry of Advanced Education as part of the 2020 UBCM Conference.**

**CARRIED**

- Attended the virtual 2020 UBCM Convention

It was moved and seconded by Council

**2020-10-06: 327**

**THAT the Mayor and CAO reports be received.**

**CARRIED**

**REPORTS**

Curling Rink Stairs Update – *Director of Recreation Services L. Jones*

- There was a change in the Architect’s Code, and the City of Langford was held liable.
- An architect must now sign off commercial buildings of a specific size.
- The building permit for the stairs was denied because an architect did not sign off the drawings.
- It is a significant expense for a project of this size to have an architect sign-off.
- Discussion of engineered drawings, what is the risk to the municipality.
- It is unknown whether the architect will start new or sign off on the engineered drawing. It will depend on the Institute of Architects' rules.

It was moved and seconded by Council:

**2020-10-06: 328**

**THAT Council approve the amendment of the Curling Rink Stairs project budget with an increase of up to \$15,000 (from general surplus) in order to bring an architect in to complete the drawings;**

**AND THAT council direct staff to issue a change order to revise the completion date for the current contract with North Valley – *architecture - engineer - construction.***

**CARRIED**

Recreation Equipment Assessment Report – *Director of Recreation L. Jones*

- Discussion of option 1 – CO system should be a top priority item.
- Discussion of the pellet plant issues last winter, moisture was an issue.
- The pellet plant was not used much last year.
- The assessment was to give an idea of what the issues are.
- Flex in the roof of the sea can have caused leakage. The container is used as a pellet hopper.
- At this point, constructing a roof over the sea cans should be considered.
- There was an underspend from the roofing project, which could be used to complete some of the recommendations

It was moved and seconded by Council:

2020-10-06: 329

**THAT Council receives the Recreation Equipment Assessment Report for informational purposes on October 6, 2020;**

**AND THAT Council direct staff to proceed with option 1 as outlined in the October 6 Council Report titled *Recreation Equipment Assessment Report*.**

**CARRIED**

Council Committee Reappointments – *DCO V. Anderson*

It was moved and seconded by Council:

2020-10-06: 330

**AND THAT Councillor Rensby be appointed as the alternate for the Village of Burns Lake, on the Regional District of Bulkley-Nechako Board;**

**AND THAT the remaining vacant positions are deferred until a later date.**

**CARRIED**

Economic Recovery and Development Committee (ERDC) Draft Minutes – *EDO L. Watson*

- CAO Worthing explained the process involving ERDC meeting minute approvals.

**Two recommendations** from the October 1, ERDC meeting for Council to consider:

Regarding the delivery of water and sewer to the industrial park.

- The NCPG can be used to fund the Preliminary Design Study

It was moved and seconded by Council:

2020-10-06: 331

**THAT the Economic Recovery and Development Committee requests Council of the Village of Burns Lake to complete the Preliminary Design Study to bring Water and Sewer to the Industrial Park.**

**AND THAT the Preliminary Design Study is funded up to \$110,000.**

**CARRIED**

Regarding the Province of BC's - Community Economic Recovery Infrastructure Program funding. Deadline: October 29 at midnight.

- Outline of the four funding streams is attached.
- The grant process has been started for the church.
- Shovel ready means to have a final design, engineered drawings. We currently have an updated feasibility study.
- To move the project forward, a preliminary design will need to be completed.
- A Preliminary Design will ground confirm the route.
- To get grants for large projects, you typically need to have an engineered drawing.
- Several organizations will need to be contacted to move the boardwalk project forward. It is unlikely this could be achieved before the grant deadline.
- Options from the Council Report were discussed.
- Just water to the industrial park would still need the sewer to be part of the preliminary design
- Water and sewer lines could take slightly different routes.
- Discussion of the time constraint and next steps for the grant.
- Larger communities have shovel-ready projects; it is difficult for smaller communities to be shovel ready.
- Discussion of item 6.6 – developing the lot into a small town square.

It was moved and seconded by Council:

2020-10-06: 332

**THAT the ERDC Committee make a recommendation to Council to apply to the Community Economic Recovery Infrastructure Program under the appropriate stream for two of the following projects:**

- **Boardwalk Tourist Connection**
- **Burns Lake South Trail Upgrade**
- **Industrial Park Rejuvenation**

**Defeated**

Community Economic Infrastructure Program – *DCO V. Anderson*

It was moved and seconded by Council:

2020-10-06: 333

**THAT the Anglican church project be submitted to the 2020 Community Economic Recovery Infrastructure Program - Unique Heritage Stream;**

**AND THAT Visitor Attraction project is submitted to the 2020 Community Economic Recovery Infrastructure program - Destination Development Stream**

**CARRIED**

Burns Lake Business Accelerator Program RFP and Contract Award Report – *EDO. L. Watson*

It was moved and seconded by Council:

- The selected contractor’s proposal provides one-on-one support; includes webinars and phone calls.
- The program is 15 weeks long.

It was moved and seconded by Council:

**2020-10-06: 334**

**THAT Council receives the ‘Burns Lake Business Accelerator Program RFP and Contract Award Report.’**

**CARRIED**

UBCM 2021 Community Resiliency Investment Program

**2020-10-06: 335**

**THAT the Village of Burns Lake Council approves of partnering with the Regional District of Bulkley-Nechako(RDBN) for the submission to the 2021 UBCM Community Resiliency Investment Program – Regional Projects;**

**AND THAT the Council for the Village of Burns Lake approves of the Regional District of Bulkley-Nechako submitting the grant application, and for the Regional District of Bulkley-Nechako to receive and administer the grant funding on behalf of the municipality.**

**CARRIED**

**BUSINESS ARISING**

Appointment of Economic Recovery and Development Committee (ERDC) – *CAO S. Worthing*

It was moved and seconded by Council:

**2020-10-06: 336**

**THAT Brenda Hiebert and Paul Hilliard are appointed to the Economic Recovery and Development Committee (ERDC) Standing Committee for the term ending October 2022.**

**CARRIED**

RDBN Parks and Trails Service Establishment Bylaw – CAO S. Worthing

Attached to agenda:

- Parks and Trails Service Implementation Discussion Paper
- Minutes from July 15 Special Meeting of Council
  
- CAO Worthing discussed the previous presentation by the RDBN

It was moved and seconded by Council:

**2020-10-06: 337**

**THAT the Village of Burns Lake confirms participation in the Regional District of Bulkley-Nechako's Parks and Trails Service.**

**CARRIED**

**ORIGINAL COMMUNICATIONS ACTION**

Chinook Community Forest Disbursement – CAO S. Worthing

- The 2019/2020 Chinook Community Forest Annual Report is available for review at the village office

It was moved and seconded by Council

**2020-10-06: 338**

**THAT staff are directed to write a thank you letter to the Chinook Community Forest Board of Directors for the 2019/2020 Limited Partnership unitholder financial disbursement of \$8,452.46.**

**CARRIED**

**ORIGINAL COMMUNICATIONS RECEIVED AND FILED**

It was moved and seconded by Council:

**2020-10-06: 339**

**THAT original communications (a) through (n) be received and filed:**

- a) Chinook Community Forest – AGM extension
- b) NCGLA Advocacy Report Update
- c) Provincial Tourism Taskforce Named
- d) Natural Resource Forum – Jan 26-28 Virtual
- e) 2020 FESBC Accomplishments Report
- f) Letter from ADM Chief Forester RE: FESBC
- g) Lakes Artisan Centre – thank you
- h) RBA Community Update – September 2020
- i) CAMA Long Service Award- CAO Sheryl Worthing



- j) Province of BC – Community Economic Recovery Infrastructure Program (CERIP) Circular No 20:18
- k) Response from CN Rail to the Council letter of June 2020
- l) Provincial Director of Child Welfare – Foster Family Month
- m) Letter from BL & District Chamber of Commerce – RE: Visitor Centre Update
- n) Invitation to BLNDC Clean Energy Virtual Meeting – October 22, 5:00 – 6:30

**CARRIED**

Item (i) S. Worthing, long service award, was highlighted.

**NEW BUSINESS**

None

**ACCOUNTS PAYABLE**

The municipal accounts dated: October 1, 2020, of \$678,055.17 Were found to be in good order.

**READING FILES**

It was moved and seconded by Council

**2020-10-06: 340**

**THAT the October 1, 2020, Reading File be received.**

1. Northern Health Information Bulletin September 17
2. LCRB Policy Directive 20-26 and 20-27
3. Clean BC Organics Infrastructure Collection Program - Funding Opportunity
4. TC Energy Coastal GasLink Construction Activity Update September 2020
5. Letter to Lake Babine Nation - RE: VBL Playground Project
6. Letter to Burns Lake Band - RE: VBL Playground Project
7. Northern BC Tourism - seeking Tourism Marketing Committee members
8. Ecotrust Canada - New report calls for real change in BC Fisheries
9. BC Community Forest Association - Fall 2020 Newsletter
10. Disability Alliance BC - October is RDSP Awareness Month

**CARRIED**

**RELEASE OF CLOSED MEETING RESOLUTIONS**

*IC 2020-09-15: 89*

THAT the property located at 515 Highway 16 (the Matvenko property) be purchased as per the offer dated July 14, 2020 for \$200,000 from the Northern Capital and Planning Grant Reserve.

**ADJOURNMENT**

It was moved and seconded by Council

**2020-10-06: 341**

**THAT October 6, 2020, Regular Meeting is adjourned at 8:21 pm.**

**CARRIED**

  
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MAYOR

  
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CORPORATE OFFICER

Certified to be a true copy of the minutes of the Regular Meeting of Council for the Corporation of the Village of Burns Lake held on Tuesday, October 06, 2020.