AGENDA

Regular Meeting of Council

Date: **Tuesday, May 24, 2022, 7:00 p.m.**

Location: **Council Chambers**

Pages

1. CALL TO ORDER 4

"On behalf of Council, I would like to acknowledge the traditional territories of the area's Six First Nations."

2. APPROVAL OF AGENDA

Recommendation:

THAT the agenda for May 24, 2022, Regular Meeting of Council is approved as presented.

3. PUBLIC AND STATUTORY HEARINGS AND READINGS OR ADOPTION

3.a. Dog and Animal Control Bylaw No. 1044, 2022 6

Recommendation:

THAT the Corporation of the Village of Burns Lake 'Dog and Animal Control Bylaw No. 1044, 2022' be adopted.

4. PUBLIC COMMENT

When recognized by the presiding member during the Public Comment portion of any regular or special meeting of Council, and only after giving their names and addresses, persons from the audience may address Council on a matter for not more than **2 minutes**. When speaking during the Public Comment or Public Question Period, persons must address their remarks to the presiding member, use respectful language, not use offensive gestures or signs, and **only address current agenda items**. No person from the audience may address Council more than once during the Public Comment and Public Question Period.

5. DELEGATIONS AND PETITION

6. ADOPTION OF MINUTES 16

Recommendation:

THAT May 10, 2022, minutes of the Regular Meeting of Council be adopted;

AND THAT May 10, 2022 minutes of the Special Meeting of Council be adopted;

AND THAT May 12, 2022 minutes of the Special Meeting of Council be adopted.

7. MAYOR, COUNCILLOR AND CAO REPORTS

Recommendation:

THAT the Mayor, Councillor and CAO reports be received.

8. REPORTS

8.a. RDBN Step Code Report - J. Llewellyn, RDBN Director of Planning and J. Berlin, RDBN Senior Building Inspector 32

8.b. CleanBC Communities Fund Application 55

Recommendation:

THAT Council direct staff to apply to the CleanBC Communities Fund for the Lakeside Multiplex Efficiency Upgrades with a proposed budget of $100,000.

AND THAT the Village of Burns Lake commits to contributing 26.67% of the project costs funded from Arena, Curling, and Recreation Reserve accounts;
AND THAT the Village of Burns Lake commits to cover any unexpected ineligible costs and project overruns from General Operating Reserves.

8.c. Proposed Withdrawal from the Provincial Nominee Program (PNP) 57

Recommendation:

Option 1

THAT the Village of Burns Lake withdraws from the Provincial Nominee Program (PNP).

Option 2

THAT the Village of Burns Lake continues to participate in the Provincial Nominee Program (PNP).

8.d. Toursim and Marketing Update and Presentation 59

Recommendation:

THAT the Tourism and Marketing Update Report be received.

9. BUSINESS ARISING

None

10. ORIGINAL COMMUNICATIONS ACTION

10.a. June 21 - Aboriginal Day Parade 61

Recommendation:

THAT the Village of Burns Lake participates in the Aboriginal Day Parade on June 21.

11. ORIGINAL COMMUNICATION RECEIVED AND FILED

Recommendation:

THAT Original Communications 11(a) through 11(b) be received and filed:

11.a. Letter: Minister of Municipal Affairs re: RBA 64

11.b. BL Community Foundation - thank you 66

12. NEW BUSINESS

12.a. Provincial Electoral Boundary Review - deadline May 31 2022
Mayor D. Funk, verbal

Recommendation:

THAT the Village of Burns Lake writes a letter to the BC Electoral Boundaries Commission outlining the concerns that reduced representation in the north to meet deviation guidelines set out in the BC Electoral Boundaries Commission Act would negatively affect residents.

12.b. Kamloops Residential School Discovery - One year on May 27
Mayor Funk, verbal

13. ACCOUNTS PAYABLE 67

The municipal accounts of $ 103,226.44, dated May 19, 2022,
were found to be in good order.

14. READING FILE

Recommendation:

THAT the May 20, 2022 Reading File be received and filed:

1. **Emergency Management BC – General Order Avian Influenza**
2. **Ministry of Transportation and Infrastructure – Public Notice**
3. **A Good Start Matters Webinar June 7, 2022, 10 a.m.**
4. **Letter of Support sent for Northern BC Tourism Association's grant application**

15. PUBLIC QUESTION PERIOD

When recognized by the presiding member during the Public Comment portion of any regular or special meeting of Council, and only after giving their names and addresses, persons from the audience may address Council on a matter for not more than **2 minutes.** When speaking during the Public Comment or Public Question Period, persons must address their remarks to the presiding member, use respectful language, not use offensive gestures or signs, and **only address current agenda items**. No person from the audience may address Council more than once during the Public Comment and Public Question Period.

16. RELEASE OF CLOSED MEETING RESOLUTIONS

17. ADJOURN

Recommendation:

THAT May 24, 2022 Regular Meeting of Council be adjourned at __ pm.

Economic Development

The Village will undertake initiatives that support the development of a strong and diverse economy, including for industry, commerce, tourism, and a vibrant downtown.

- Continue to implement the recommendations in the 'Chart the Course' economic diversification plan.
- Begin to implement actions proceeding from prosperity clinic regarding wealth building, community building and economic diversification.
- Promote business opportunities and continue work towards attracting new business from the regional pilot program.
- Implement next steps in development of Village Heights:
  - » "Reaching New Heights"; host a Prosperity Clinic with the development community re: layout and development of land;
  - » Selective harvesting of conifers (CWPP fuel mitigation) & use revenue generated for clean-up.
  - » Incorporate plan for water/sewer ROW in road clearing.
- Continue implementing recommendations from the Tourism Working Group.
- Implement Tourism Marketing Strategy.
- Support events for recreation.
- Support developers and businesses to increase commercial office space.

Infrastructure

The Village will engage in good government that is financially sustainable and invests in infrastructure to service the community.

- Continue to pursue/develop water and sewer servicing to Industrial Lands.
- Continue with Wastewater Treatment Plant and sewer lagoons (grant dependent; could be phased.)
- Leverage NCPG funds for water and sewer projects, applying for grants and utilizing partnerships where possible.
- Continue to improve amenities at the local campground.
- Continue with development of the Anglican Church property.
- Priority paving projects ~$400k
- Next phase of Active Transportation sidewalk and storm drain (grant dependant).
- Explore and compare sites; develop a plan for upgrading or replacing the firehall.
- Practice good communication with the public through social media, being approachable, accountable and transparent; provide 'highlights' to the public.

- Support infrastructure developments that encourage diversity and promote Burns Lake as a welcoming community.
- Develop a plan for consistent, widespread internet connectivity.

Social Responsibility

The Village will exercise social responsibility by supporting housing inventory for the community's diverse population and recreational opportunities that improve quality of life

- Make continuous efforts at reconciliation and respectful dialogue; collaborate, communicate, seek and provide input.
- Support developers and not-for-profit organizations with new housing for market and subsidized multi-family dwellings investigate local government incentive tools.
- Work with Foundry to support Youth Centre feasibility planning.
- Annual C2C forum – determine topic jointly with First Nations.
- Increase communication to the public and social engagement with the public.
- Engage with the public and stakeholders in creating a recreation and parks master plan.
- Continue to plan for the Village's 100th Anniversary

Environment

The Village will provide responsible environmental stewardship and mitigate wildfire risk.

- Selectively harvest conifers on Village Heights and use revenue generated for clean-up.
- Prioritize and implement actions from Community Wildfire Protection Plan to keep our community safe.
- Support the FireSmart Committee, encourage citizen participation and consider resources to do so.
- Promote EV charging stations.
- Encourage recycling.
- Explore opportunities to continue towards meeting climate action goals.

THE CORPORATION OF THE VILLAGE OF BURNS LAKE

BYLAW NO. 1044, 2022

A Bylaw for regulating, licencing, and control of dogs and other animals within the Village of Burns Lake

The Council for the Corporation of the Village of Burns Lake, in open meeting assembled, enacts as follows:

1) Citation

a) This bylaw may be cited for all purposes as *"The Corporation of the Village of Burns Lake Dog and Animal Control Bylaw No. 1044, 2022"*

2) Repeal

a) The *Village of Burns Lake Dog Control Bylaw #831, 2004* is hereby repealed.

3) Definitions

In this bylaw the following definitions apply:

"Animal" means any mammal, bird, reptile or insect;

"Animal Control Officer" means a municipal employee, officer, or agent designated by the Council for the purpose of enforcing and carrying out the provisions of this bylaw, and includes a Peace Officer or any person designated as a Bylaw Enforcement Officer;

"Animal Trap" means any apparatus approved by Council for the entrapment of animals;

"Beehive" means a receptacle constructed and used for housing a bee colony;

"Beekeeping" means the keeping of bees in accordance with the Provincial *Animal Health Act;*

"Bylaw Enforcement Officer" means the person appointed to that position by resolution of the Council of the Corporation of the Village of Burns Lake;

"Coop" means a covered enclosed structure to shelter hens;

"Council" means the Council of the Corporation of the Village of Burns Lake;

"Dog" means any animal of the canine species;

"Dangerous Dog" means a dog other than a Police Dog that:

(a) has killed or seriously injured a person; or

(b) has killed or seriously injured a domestic animal, while in a public place or while on private property, other than property owned or occupied by the person responsible for the dog; or

(c) an Animal Control Officer has reasonable grounds to believe is likely to kill or seriously injure a person.

"Seriously Injured" means to injure to such an extent or in such a manner as to require that the victim seek medical attention;

"Hen" means a female chicken;

"Hen Keeping" means the keeping of Hens in accordance with this bylaw;

"Highway" includes every highway within the meaning of the *Highway Act,* and every road, street, lane, or right-of-way designed or intended for, or used by, the general public for the passage of vehicles, and every private place or passageway to which the public, for the purposes of parking or servicing of vehicles, has access or is invited to;

"Muzzled" means fitted with a device which, when placed over the mouth of a dog, is of sufficient strength and design to prevent the dog from biting any person or other animal;

"Owner" in respect of animals subject to this bylaw includes a possessor or harbourer of an animal, and "owned" includes possessed or harboured.

"Peace Officer" includes all members of the Royal Canadian Mounted Police, or any person designated as a Bylaw Enforcement Officer by Council;

"Police Dog" means a dog used by a Peace Officer;

"Pound" means any building or enclosure designated by Council as a place for the impoundment of animals;

"Pound Keeper" means the person or persons appointed by Council from time to time to keep a Pound, or the authorized agent of any corporation or society with whom the Village has an agreement to keep a Pound;

"Rooster" means a male chicken;

"Unlicensed Dog" means any dog for which a license for the current year, as provided in this bylaw, has not been obtained, or any dog to which the tag corresponding to a valid license for the current year is not attached as prescribed by this bylaw;

"Director of Financial Services/Collector" means the person appointed to that position by resolution of Council, or his/her designate;

"Village" means the Corporation of the Village of Burns Lake.

4) DOG LICENSING

a) No person shall keep in his possession within the Village any dog over the age of four (4) months unless a license under this bylaw has been first obtained and the applicable fee paid.

b) Dog license fees shall be payable as specified in the current Village of Burns Lake Fees and Charges Bylaw and become due on the second day of January of each year, or as soon thereafter as the dog in respect of which the license is obtained attains the age of four (4) months.

c) Before issuing a license for a spayed female dog or a neutered male dog, the Village may require the owner of said animal to furnish written certification from a licensed veterinarian that the dog has been neutered or spayed.

d) A replacement license or license tag may be issued upon payment of the fee specified in the current Village of Burns Lake Fees and Charges Bylaw when:

   i) the original license or tag has been lost, destroyed, or stolen, or

   ii) a valid and current license for the dog has been issued in another jurisdiction.

e) Fees paid for a dog license are not refundable.

f) No license shall be issued to or in the name of any person under the age of eighteen (18) years.

g) The Director of Financial Services/Collector for the Village, his or her designate, or any such other person, corporation, or society as Council may by resolution authorize, may receive dog license fees and issue dog licenses on behalf of the Village.

h) There shall be issued with each dog license a suitable license tag which shall be impressed or stamped with a number corresponding to the number of the license and with figures denoting the calendar year in which the license is valid.

i) Every owner of a dog licensed under this Bylaw shall provide and keep on the dog a suitable collar to which shall be secured, at all times, the license tag issued in connection with the licensing of such dog.

j) No person shall remove from any dog any collar to which is attached the license tag provided herein, or remove such license tag from any collar except where the owner, veterinarian, or animal groomer must remove the collar to provide grooming or veterinary care to the animal or to replace an expired license tag.

k) If the ownership of a licensed dog changes hands, the new owner may be issued a new license and license tag upon payment of the transfer fee specified in the current Village of Burns Lake Fees and Charges Bylaw, provided that the old license tag is surrendered to the Village.

l) Every dog license issued under this bylaw shall expire on the 31st day of December next following the date on which the license is issued and shall be valid only in respect of the dog for which it was issued.

m) The Director of Financial Services/Collector of the Village may keep a record of the name, address, and telephone number of the owner of every dog licensed under the provisions of this bylaw, as well as the date the license was issued, a description or photograph of the dog, the license number, and the amount of fees paid.

5) UNSANITARY CONDITIONS PROHIBITED

a) No person shall keep an animal in an unsanitary condition within the municipality. Conditions shall be considered unsanitary where the keeping of an animal results in an accumulation of fecal matter, an odor, insect infestation, or rodent attractants which endanger the health of the animal or any person, or which disturb or are likely to disturb the enjoyment, comfort, or convenience of any person in or about any dwelling, office, public, or commercial establishment.

b) If a dog defecates on any public or private property other than the property of its owner, the owner shall cause such feces to be removed immediately.

6) CONTROL OF ANIMALS

a) For the purpose of this section, "unlawfully at large" means:

i) not leashed and under the control of a competent person while on a highway or in a park or other public place; or

ii) not confined within a building or securely tethered or prevented from leaving the property by an adequate fence while on the property of the owner of the animal, or on other private property with the consent of the owner or occupier of the property.

b) No animal owner shall permit, suffer, or allow any animal to be unlawfully at large.

c) As an exception to section 6 (b), no dog is considered "unlawfully at large" if it is:

i) actively involved in a formal dog show, dog trial, or similar activity; or

ii) under the control of a Peace Officer or security guard acting in the course of his or her duties.

d) No dog owner shall permit or allow any dog to howl or bark when such howling or barking disturbs the quiet, peace, rest, enjoyment, comfort, or convenience of any other person.

e) No animal owner shall be permitted to possess or harbour more than two dogs over the age of four (4) months within the Village, except in those areas where kennels are authorized.

f) Dogs may be kept on any parcel of land within the Village, subject to the conditions and restrictions set out in this bylaw.

g) No person shall keep, harbour, or have in his possession an animal suffering from any infectious or contagious disease unless the animal is in isolation and under veterinary care for that disease.

7) DANGEROUS DOGS

a) For the purposes of this section, "at large" means:

i) a dog not leashed, muzzled, and under the control of a competent person while on a highway, in a park, or other public place; or

ii) not confined within a building or within a securely locked enclosure of a height and construction sufficient, in the opinion of the Animal Control Officer, to prevent the entry of young children and the escape of the dog while on the property of the owner of the dog.

b) No owner of a dangerous dog shall permit, suffer, or allow the dog to be at large.

c) As an exception to section 7 (b), no owner of a dangerous dog shall be considered "at large" while in attendance at, and participating in, any event sanctioned by the Canadian Kennel Club.

d) An owner of a dangerous dog shall display a sign, at the entrance to the property and building in which the dog is kept, warning in writing as well as with a symbol that there is a dangerous dog on the property. The sign shall be visible and legible from the nearest road or thoroughfare.

e) The owner of any dangerous dog impounded under this bylaw may, unless an application has been made or will within forty-eight (48) hours be made under section 49 (10) of the Community Charter [destruction of dangerous dog], reclaim it on application to the Pound Keeper within forty- eight (48) hours from the time of its seizure by providing proof of ownership, paying any impoundment and related fees as set out in the current Village of Burns Lake Fees and Charges Bylaw, and any applicable fine.

f) If a dangerous dog has been impounded and is not reclaimed within the forty-eight (48) hour impounding period, the Pound Keeper may:

i) cause such dangerous dog to be destroyed; or

ii) where the owner of such dangerous dog requests in writing a further period of time in which to construct an enclosure for the dog and has provided the Village with additional fees specified in the current Village of Burns Lake Fees and Charges Bylaw, extend the time limit to reclaim the dog for a period of not more than ten (10) days.

g) If the Animal Control Officer believes that a dog is a dangerous dog, the Animal Control Officer may apply to the provincial court under section 49 (10) of the Community Charter for an order that the dog be destroyed.

8) HEN KEEPING

a) Hen Keeping is only permitted within select Zones and is subject to the regulations of the Zoning Bylaw.

b) Hens must be provided with food, water, shelter, light, ventilation, veterinary care, and opportunities for essential behaviors such as scratching, dust bathing, and roosting, all sufficient to maintain the Hens in good health.

c) Hen Coops must be maintained in good repair, in a manner that prevents entrance by other animals, and kept in a sanitary condition, free from vermin and obnoxious smells and substances.

d) Hens must be secured within a Coop from sunset to sunrise.

e) Feed must be stored in such a manner as to not provide an attractant to wildlife or vermin;

f) Manure must be stored within a fully enclosed structure, with no more than 0.08 m^3 (3 ft^3) of manure stored at one time;

g) All manure not used for composting or fertilizing must be removed from the property;

9) BEEKEEPING

a) Beekeeping is only permitted within select Zones and is subject to the regulations of the Zoning Bylaw.

b) Beekeeping must be carried out in a manner that adheres to good management practices and maintains beehives in a condition that will reasonably promote bee health, and prevent swarming and aggressive behavior.

c) An adequate water supply must be provided to prevent the bees from seeking alternate sources.

d) All permitted beehives must be registered with the apiculture registration system for British Columbia, coordinated by the BC Ministry of Agriculture (BCMA). Under the authority of the Bee Regulations of the *Animal Health Act*, a person must not keep bees or possess beehive equipment unless the person is registered.

e) Each beehive shall comply with one of the following requirements in order to ensure the appropriate height of honeybee flight path:

i) The entrance to the beehive(s) will be facing away from neighbouring properties and be located in a backyard which has a continuous fence or hedge that is 1.8 metres in height, or;

ii) If installed on an elevated platform (deck, rooftop, etc.) beehive(s) will be situated 2.5 metres or more above ground level.

10) POUND OPERATION

a) Council may establish, maintain, and operate facilities for the impounding of animals at any place and upon any premises as it may by resolution determine.

b) Council may appoint a person or persons as Pound Keeper to operate such a pound, or may enter into an agreement with any person, corporation, or society to operate a Pound and act as Pound Keeper.

11) ENFORCEMENT

a) Council may appoint a person as Animal Control Officer for the purpose of enforcing and carrying out the provisions of this bylaw.

b) The Animal Control Officer may enforce the provisions of this bylaw and seize and impound:

i) unlicensed dog

ii) dangerous dog found at large;

iii) dog other than a dangerous dog found unlawfully at large and not on the property of the owner of the dog, or on other private property with the consent of the owner or occupier of the property;

iv) dangerous dog found on private property other than that owned by the owner of the dangerous dog, and any dangerous dog found on private property owned by the owner of the dangerous dog provided seizure is accomplished under the provisions outlined in section 707.1 of the Local Government Act.

c) The Animal Control Officer is hereby authorized to use an Animal Trap on any public property to effect the seizure of any animal under the provisions of this bylaw, and may leave an Animal Trap on private property with consent of the owner of said private property for the same purpose, subject to the regulations outlined in Schedule "A".

d) A dog impounded under section 9 (b) or (c) shall be held in the Pound by the Animal Control Officer for a period of not less than forty-eight (48) hours, unless it is reclaimed sooner or, in the case of a dangerous dog, its owner applies for an extension of this time period under section 7 (f) (ii).

e) When an Animal Control Officer has reason to believe that an unlicensed dog is present on any premises, the Animal Control Officer may require the occupant of the premises:

i) to present evidence that a license has been obtained and a license tag has been issued for that dog; or

ii) to deliver the dog to the Animal Control Officer.

f) No person shall:

i) fail or refuse to produce, upon request of the Bylaw Enforcement Officer, any license or license tag issued for a dog;

ii) fail or refuse to deliver a dog to the Animal Control Officer; or

iii) interfere with the Animal Control Officer in the performance of his duties.

12) POWER OF ENTRY

a) The Animal Control Officer is hereby authorized to enter at all reasonable times upon any property within the Village which is subject to any of the regulations of this bylaw, in order to ascertain whether the provisions of this bylaw are being observed.

13) IMPOUNDED ANIMALS

a) During impoundment, every animal shall be supplied with sufficient quantities of food and water.

b) Where an impounded dog can be identified by a license, tag, or other means, the Village or Pound Keeper shall attempt to notify the owner by telephone.

c) Unless otherwise indicated in this bylaw, the owner of any dog impounded under this bylaw may reclaim it on application to the Village or Pound Keeper within forty-eight (48) hours from the time of its seizure by providing proof of ownership and paying any impoundment and related fees specified in the current Village of Burns Lake Fees and Charges Bylaw, as well as any applicable fine.

d) The Animal Control Officer or Pound Keeper shall keep an impound record book in the Village office which shall be entered, with reference to each animal impounded, the date and hour of the animal's impoundment, a description of the animal and the location where it was apprehended, a photograph of the animal, and the disposition of the animal.

e) If an impounded dog is not reclaimed within forty-eight (48) hours of seizure, the Animal Control Officer may dispose of it by:

i) humane destruction;

ii) adoption by an eligible person; or

iii) sale or surrender to an animal welfare agency capable of arranging for adoption of the dog to an eligible person after payment of the outstanding fees and fines.

f) For the purposes of section 11 (e), an "eligible person" is defined as a person other than the dog's owner.

14) OFFENSE AND PENALTIES

a) Any person who attempts to rescue, or who rescues or releases any animal lawfully in the custody of the Pound Keeper or Animal Control Officer, or who obstructs or impedes the Pound Keeper or Animal Control Officer in the execution of his or her duties, shall be guilty of an offense.

b) Any person who violates or who causes to be violated any of the provisions of this bylaw shall commit an offense, and each day that such violation is caused or allowed to continue shall constitute a separate offense.

c) Every person who violates any of the provisions of this bylaw is guilty of an offense against this bylaw and is liable, on summary conviction, to a fine of not more than two thousand dollars ($2,000), or to imprisonment for a term of not more than six (6) months, or to both.

15) SEVERABILITY

a) If any portion of this bylaw is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining portions of the bylaw

16) EFFECTIVE DATE

a) This bylaw shall take effect upon its adoption.

17) SCHEDULE

a) Schedule "A" attached to and forming part of this bylaw sets out regulations regarding the use of Animal Traps on public and private properties.

READ A FIRST TIME this 22nd day of March, 2022

READ A SECOND TIME this 22nd day of March, 2022

READ A THIRD TIME this 22nd day of March, 2022

THIRD READING was repealed this 10th day of May 2022

READ A THIRD TIME this 10th day of May 2022

ADOPTED this 24 day of May 2022

_____ _____

MAYOR CORPORATE OFFICER

Certified to be a true copy of the "Village of Burns Lake Dog and Animal Control Bylaw No. 1044, 2022."

SCHEDULE "A"

Regulations Regarding the Use of Animal Traps

1) An Animal Trap must be operated solely by the Animal Control Officer on public property.

2) The Animal Control Officer may, at his discretion, place an Animal Trap on private property, provided:
   a) the Animal Control Officer has written authorization from the owner of the private property on which the Animal Trap is to be placed; and
   b) the owner of the private property on which the trap is to be placed has agreed in writing to the terms outlined in Section 3 of this Schedule.

3) ANIMAL TRAP AGREEMENT

I, _____ herewith request the use of an Animal Trap for the
(Name of Property Owner)

period beginning _____ and ending _____ at the following

location: _____
(Residential Address or Property Description)

I agree to comply with the following regulations in the use of the said Animal Trap, and all the relevant provisions of the Village of Burns Lake Dog and Animal Control Bylaw No. 1044, 2022:

1 The Animal Trap will be left in operation only during such times as I or my designate is present at the above location and at such time(s) as previously agreed with the Animal Control Officer.

2 The Animal Trap will not be left in operation overnight unless previously approved by the Animal Control Officer.

3 The property owner must notify the Animal Control Officer or the Village as soon as an animal is caught in the Animal Trap.

4 The property owner is responsible for the welfare of any animal caught in the trap until it is collected for impoundment by the Animal Control Officer.

5 Should the animal suffer any harm at the hands of the property owner, the property owner will be reported to British Columbia Society for the Prevention of Cruelty to Animals.

I acknowledge receipt of the Animal Trap and accept responsibility for the safekeeping of said Animal Trap.

_____ _____
Property Owner Date

_____
Animal Control Officer

Minutes of the Regular Meeting of Council

May 10, 2022, 7:00 p.m.
Council Chambers

Members Present:	Councillor H. Wiebe Councillor C. Rensby Councillor K. White Councillor K. Bjarnason
Staff Present:	CAO S. Worthing DCO, V. Anderson Director of Recreation, L. Jones Director of Public Works, D. Ross Director of Protective Services, R. Krause EDO, K. Guenter
Guests:	Amy Wainwright, Plan North Shauna Lewis, Staff Sargent Two members of the public

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1. CALL TO ORDER

"On behalf of Council, I would like to acknowledge the traditional territories of the area's Six First Nations."

Acting Mayor Rensby called the meeting to order at 7:00 pm.

2. APPROVAL OF AGENDA

It was moved and seconded by Council:

2022-05-10: 160

THAT item 8(e) be added to Section 8 Reports;

AND THAT the agenda for May 10, 2022, Regular Meeting of Council is approved as amended.

CARRIED

3. PUBLIC AND STATUTORY HEARINGS AND READINGS OR ADOPTION

3.a Heritage Procedure Bylaw No. 1045, 2022 - Amy Wainwright, Plan North

It was moved and seconded by Council:

2022-05-10: 161

THAT Heritage Procedure Bylaw No. 1045, 2022 be adopted.

CARRIED

3.b Animal Control Bylaw No. 1044, 2022 - Amy Wainwright, Plan North

It was moved and seconded by Council:

2022-05-10: 162

THAT third reading of the Corporation of the Village of Burns Lake Dog and Animal Control Bylaw No. 1044, 2022 be repealed.

CARRIED

It was moved and seconded by Council:

2022-05-10: 163

THAT the Corporation for the Village of Burns Lake Dog and Animal Control Bylaw No. 1044, 2022 be given third reading.

CARRIED

3.c 2022 Five-Year Financial Plan Bylaw No. 1046, 2022 - Director of Finance, P. Anderson

It was moved and seconded by Council:

2022-05-10: 164

THAT the 2022 Five Year Financial Plan Bylaw No. 1046, 2022 be given, first, second and third readings.

CARRIED

3.d 2022 Tax Rate Bylaw No. 1047, 2022 Report - P. Anderson – Director of Finance

It was moved and seconded by Council:

2022-05-10: 165

THAT the "2022 Tax Rate Bylaw No. 1047, 2022" be given first, second and third readings.

CARRIED

4. PUBLIC COMMENT

When recognized by the presiding member during the Public Comment portion of any regular or special meeting of Council, and only after giving their names and addresses, persons from the audience may address Council on a matter for not more than **2 minutes**. When speaking during the Public Comment or Public Question Period, persons must address their remarks to the presiding member, use respectful language, not use offensive gestures or signs, and **only address current agenda items**. No person from the audience may address Council more than once during the Public Comment and Public Question Period.

- W. Wiebe a resident of Burns Lake submitted a letter to this council meeting regarding a Lakes District News article.
- She wanted to state that they are not anti-vax and are just standing up for their right to choose whether or not to be vaccinated.
- She felt her group was misrepresented in the newspaper.

5. DELEGATIONS AND PETITION

5.a RCMP Update

Staff Sgt. Shaunna Lewis

- Staff Sgt. Lewis gave an overview of last year's statistics, provided in the agenda package.
- Currently, there are no openings at the RCMP detachment, will lose two members at the end of the year; however, two recruits will come in at the end of the year.
- One corporal is leaving in December, advertising now for the position now.
- 2021 stats were down overall.
- 2021 there was an increase in disturbances and criminal code driving offences.
- Down about 100 calls for service over 2020.
- Three First Nation police officers are now in the community.
- A new member will join the detachment in August, the member is currently working in Kitimat.
- Continuing same initiatives as last year.
- Attending school events is back on the plan for members in 2022.
- Business checks are being done again this year, looking at a more social level that a reactive level.
- There is a zero-tolerance for school zone and school bus infractions. Video cameras have been installed on buses.
- Discussion of reduction of school bus infractions.
- Patrols of Radley Beach will continue.
- Acting Mayor Rensby thanked Staff Sargent Lewis for the presentation.

6. ADOPTION OF MINUTES

It was moved and seconded by Council:

2022-05-10: 166

THAT April 19, 2022, minutes of the Regular Meeting of Council be adopted;

AND THAT April 20, 2022 minutes of the Budget Meeting of Council be adopted;

AND THAT April 27, 2022 minutes of the Budget Meeting of Council be adopted.

CARRIED

7. MAYOR, COUNCILLOR AND CAO REPORTS

- Councillor Wiebe
  - Attended NCLGA, and had an opportunity to see the Site C project.
  - The biggest takeaway was the housing shortage that is province-wide.
- CAO Worthing
  - Invite for Strategic Planning session was discussed.
- Councillor Rensby
  - Attended COFI, a good conference able to speak with many in the forest industry.
  - Attended NCLGA, and a highlight was listening to Judy Wilson-Raybould speak.

It was moved and seconded by Council:

2022-05-10: 167

THAT the Mayor, Councillor and CAO reports be received.

CARRIED

Set date for Strategic Planning – CAO S. Worthing

It was moved and seconded by Council:

2022-05-10: 168

THAT May 12 at 5:30 pm be set for a closed strategic planning meeting;

AND THAT May 17 at 5:30 pm be set for a closed strategic planning meeting.

CARRIED

8. REPORTS

8.a Amendment to DP 2021-04 Fairley

- A. Wainwright provided a recap of last year's approved development permit.
- N. Fairley is submitting a phased subdivision plan.
- Each phase of the subdivision must be treated individually, to mitigate problems that may arise if the subsequent phases are not completed. Each phase must stand alone.
- This is the housekeeping portion of the strata subdivision process.
- Discussion of the need for housing in the community.

It was moved and seconded by Council:

2022-05-10: 169

"That Development Permit DP 2021-04A be approved."

CARRIED

8.b Canada Community Fund – Capacity Building Stream - V. Anderson, DCO

- Applying for the next phase of the Asset Management Plan process.

It was moved and seconded by Council:

2022-05-10: 170

THAT the Village of Burns Lake council supports the submission of a grant application to *Canada Community – Building Fund – Strategic Priorities Capacity Building Stream* to complete the Asset Management Project as detailed in the PSD Citywide Inc. project proposal;

AND THAT the Village of Burns Lake will provide overall grant management for the project.

CARRIED

8.c Canada Community Building Fund – Fire Hall Grant Application - Robert Krause, Director of Protective Services

It was moved and seconded by Council:

2022-05-10: 171

THAT the Village of Burns Lake council supports the submission of a grant application to *Canada Community – Building Fund – Capital Infrastructure Stream* to renovate the property at 141 Hwy 35 for a new municipal fire hall;

AND THAT the Village of Burns Lake will provide overall grant management for the project.

CARRIED

8.d April Fire Department Call-outs - *for information*

8.e 2022 Paving Project Options

D. Ross, Director of Public Works

- Two tenders were received for the 2022 Paving Project RFP.
- LB Paving will be here in June to complete the Lake Babine Nation paving project.
- Prices are about 25%-30% higher than 2021.
- Staff are asking Council to consider paving Center St, instead of patch paving the sidewalk area.
- Roumieu Drive was discussed, and pulverizing is an option that would allow for grading.
- Option 2 was discussed.
- Discussion of last year's paving project, pulverizing increases the height of the pavement.
- Discussion of patching on 5th Avenue.
- Patching is a separate budget item.
- Discussion of the quality of pavement on Center, allocation of patch paving as part of the grant application.
- Discussion of completion of the sidewalk and foot traffic on Center St.
- Discussion of patching and/or paving on Gilgan and phase 3 of the Downtown Revitalization plan.
- Discussion of fixing the potholes on Gilgan Drive.
- Catchment at 3rd and Center St. was discussed. Center St. project was engineered and all catch basins should work unlike the 3rd and Center water flow issues.
- Pulverizing is the best option at this time for Roumieau Drive.

It was moved and seconded by Council:

2022-05-10: 172

THAT council supports the revision of the 2022 Paving Project to include Center St. paving from 1st Ave to 9th Ave and Roumieau Drive pulverizing and gravelling;

AND THAT funds of up to $282,000 are allocated from the Comfor Reserve for the revisions to the 2022 Paving Project budget;

AND THAT LB Paving be awarded the contract for the 2022 Village of Burns Lake Paving Project.

CARRIED

9. BUSINESS ARISING - None

10. ORIGINAL COMMUNICATIONS ACTION

- No action was taken for item 10(a)

It was moved and seconded by Council:

2022-05-10: 173

THAT Original Communications Actions items 10 (a) through 10(a) be received and filed:

CARRIED

10.a BCEDA - Economic Development Award

11. ORIGINAL COMMUNICATION RECEIVED AND FILED

- The letter from LDSS PAC was discussed.

It was moved and seconded by Council:

2022-05-10: 174

THAT Original Communications 11(a) through 11(d) be received and filed:

CARRIED

11.a UBCM - C2C Funding Approval
11.b Climate Leader Conference Invite
11.c LDSS Career Fair Report
11.d Letter from W. Wiebe - April 27 LD News Article

12. BUSINESS ARISING – None

13. ACCOUNTS PAYABLE

The municipal accounts of $378,200.95 dated April 15 - May 5, 2022 were found to be in good order**.**

14. READING FILE

It was moved and seconded by Council:

2022-05-10: 175

THAT May 6, 2022 Reading file be received and filed:

1. **Southside Health and Wellness Center Calendar and Newsletter**
2. **Northern BC Community Immunization Coverage**
3. **Northern BC Tourism Association April News**
4. **BC Wildfire Service Information Bulletin**
5. **BC Community Forest Association April 2022 Newsletter**
6. **Artemis Gold Inc – Blackwater mine**
7. **Rivershed Society of BC – News**
8. **Healthier Northern Communities E-Brief – May 2022**

CARRIED

15. PUBLIC QUESTION PERIOD

When recognized by the presiding member during the Public Comment portion of any regular or special meeting of Council, and only after giving their names and addresses, persons from the audience may address Council on a matter for not more than **2 minutes.** When speaking during the Public Comment or Public Question Period, persons must address their remarks to the presiding member, use respectful language, not use offensive gestures or signs, and **only address current agenda items**. No person from the audience may address Council more than once during the Public Comment and Public Question Period.

16. RELEASE OF CLOSED MEETING RESOLUTIONS - None

17. ADJOURN

It was moved and seconded by Council:

2022-05-10: 176

THAT May 10, 2022 Regular Meeting of Council be adjourned at 7:48 pm.

CARRIED

_____

MAYOR

_____

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, May 10 2022.

Minutes of the Special Meeting of Council

May 10, 2022, 6:00 p.m.
Council Chambers

Members Present:	Councillor H. Wiebe Acting Mayor - Councillor C. Rensby Councillor K. White Councillor K. Bjarnason
Staff Present:	CAO S. Worthing DCO V. Anderson Director of Finance P. Anderson
Guests:	Taylor Turkington CPA, Partner - *Beswick Hildebrandt Lund*

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1. CALL TO ORDER

"On behalf of Council, I would like to acknowledge the traditional territories of the area's Six First Nations."

Acting Mayor Rensby called the meeting to order at 6:00 pm.

2. APPROVAL OF AGENDA

It was moved and seconded by Council:

2022-05-10: 157

THAT the agenda for May 10, 2022, Special Meeting of Council is approved as presented.

CARRIED

3. PUBLIC COMMENT - None

4. DELEGATIONS AND PETITION - None

5. REPORTS

5.a Presentation of 2021 Financial Statements

- T. Turkington gave an overview of the December 31, 2021 financial statements.
- The Responsibility for Financial Reporting document was presented, ultimately the responsibility is the Village of Burns Lake.
- The Independent Auditor's Report found the financials to be clean, with no errors or fraud.
- An overview of the auditor's responsibilities was given.
- Financial position (balance sheet) increase in assets due to $2M increase in cash mainly due to the investment in Comfor.
- Total liabilities $2M, down slightly from 2020, due to timing and deferred revenue changes.
- Total non-financial assets, $27.3M due to tangible capital assets purchases during the year.
- Statement of Operations (Income statement), revenue increase to 10M, due in part to an increase in the investment in Comfor.
- Fees, rates and service charges increased.
- Government transfer decreased, no revenue from Comfor in 2021.
- Total expenses $5.2M.
- Accumulated surplus at the end of the year $46.9M
- Statement of Changes in Net Financial Assets, an increase of $5.5M.
- Cashflow is a snapshot of where cash was received and expensed.
- Capital Activities $2.2M decrease due to asset purchases
- Notes to the financial statements were presented by T. Turkington for clarification and discussion.

It was moved and seconded by Council:

2022-05-10: 158

THAT the Village of Burns Lake's audited financial statements dated December 31, 2021, prepared by Beswick Hildbrandt and Lund CPA, be approved.

CARRIED

6. PUBLIC QUESTION PERIOD

7. ADJOURN

It was moved and seconded by Council:

2022-05-10: 159

THAT May 10, 2022 Special Meeting of Council be adjourned at 6:24 pm.

CARRIED

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MAYOR

_____

CORPORATE OFFICER

Certified to be a true copy of the minutes of the Special Meeting of Council for the Corporation of the Village of Burns Lake held on Tuesday, May 10, 2022

Minutes of the Special Meeting of Council

May 12, 2022, 5:30 p.m.
Council Chambers

Members Present:	Mayor D. Funk Councillor H. Wiebe Councillor C. Rensby Councillor K. White
Staff Present:	CAO S. Worthing DCO, V. Anderson Director of Recreation, L. Jones Director of Public Works, D. Ross EDO, K. Guenter

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1. CALL TO ORDER

"On behalf of Council, I would like to acknowledge the traditional territories of the area's Six First Nations." Mayor Funk called the meeting to order at 5:30 pm.

2. APPROVAL OF AGENDA

It was moved and seconded by Council:

2022-05-12: 177

THAT the Agenda for May 12, 2022, Special Meeting of Council is approved as presented.

CARRIED

3. PUBLIC AND STATUTORY HEARINGS AND READINGS OR ADOPTION

3.a 2022 Five Year Financial Plan Bylaw No. 1046, 2022

It was moved and seconded by Council:

2022-05-12: 178

THAT the "2022 Five Year Financial Plan Bylaw No. 1046, 2022" be adopted.

CARRIED

3.b 2022 Tax Rate Bylaw No. 1047, 2022

It was moved and seconded by Council:

2022-05-12: 179

THAT the "2022 Tax Rate Bylaw No. 1047, 2022" be adopted.

CARRIED

4. PUBLIC COMMENT - None

5. DELEGATIONS AND PETITION - None

6. NEW BUSINESS - None

7. ADJOURN

It was moved and seconded by Council:

2022-05-12: 179

THAT May 12, 2022 Special Meeting of Council be adjourned at 5:32 pm.

CARRIED

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MAYOR

_____

CORPORATE OFFICER

Certified to be a true copy of the minutes of the Special Meeting of Council for the Corporation of the Village of Burns Lake held on Tuesday, May

REGIONAL DISTRICT OF BULKLEY-NECHAKO
STAFF REPORT

TO: Chair Thiessen and Board of Directors

FROM: Jason Llewellyn, Director of Planning

DATE: March 31, 2022

SUBJECT: BC Energy Step Code Board Update

RECOMMENDATION

Receipt

VOTING

All / Directors / Majority

INTRODUCTION

The BC Energy Step Code, first introduced in 2017, establishes targets relating to the energy efficiency of buildings. Adoption of the Step Code by local governments has been voluntary; however, the Province may make implementation at step 3 mandatory in late 2022 by amendment to the BC Building code.

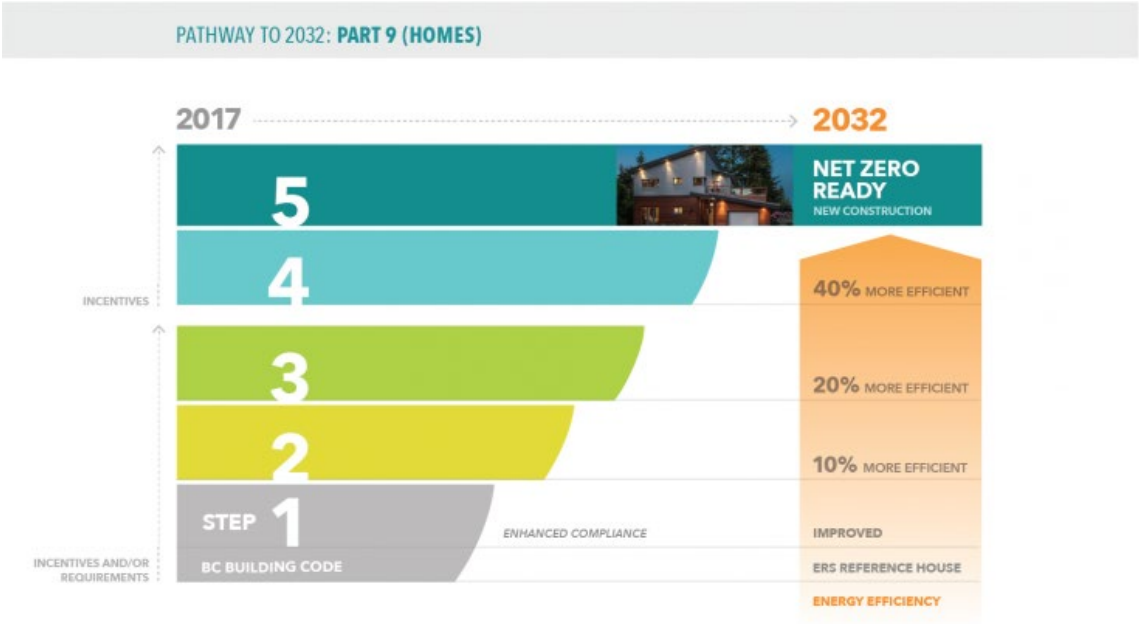
This report provides an overview of the RDBN's engagement with the Province regarding the Step Code, provides an update on the Step Code implementation process, and identifies a number of Provincial Government consultation opportunities relating to the Step Code and energy efficiency initiatives.

BACKGROUND

What is the BC Energy Step Code?

The Province's Climate Leadership Plan set a goal that all new buildings in British Columbia will be net zero by 2032. A net-zero energy building is one that has reduced energy requirements and renewable energy systems, so that the building produces as much energy as it consumes. The Energy Step Code is a Provincial Government initiative designed to have local governments implement the requirements for all new building to be net zero ready by 2032.

The Energy Step Code is performance based. Building will be required to be energy modelled prior to construction to ensure the building meets the energy efficiency standard of the "step" being implemented. The building must then be "commissioned", including testing for airtightness prior to occupancy. Each "step" establishes targets relating to the efficiency of the total building, the building envelope (air leakage, insulation, windows and doors, etc.) and the performance of the mechanical systems (heating, cooling, ventilation, etc.). This design and testing work must be performed by a qualified "energy advisor." Energy advisors must pass specified exams and be registered with Natural Resources Canada as having met the required qualifications to deliver EnerGuide rating services for eligible homes in Canada.



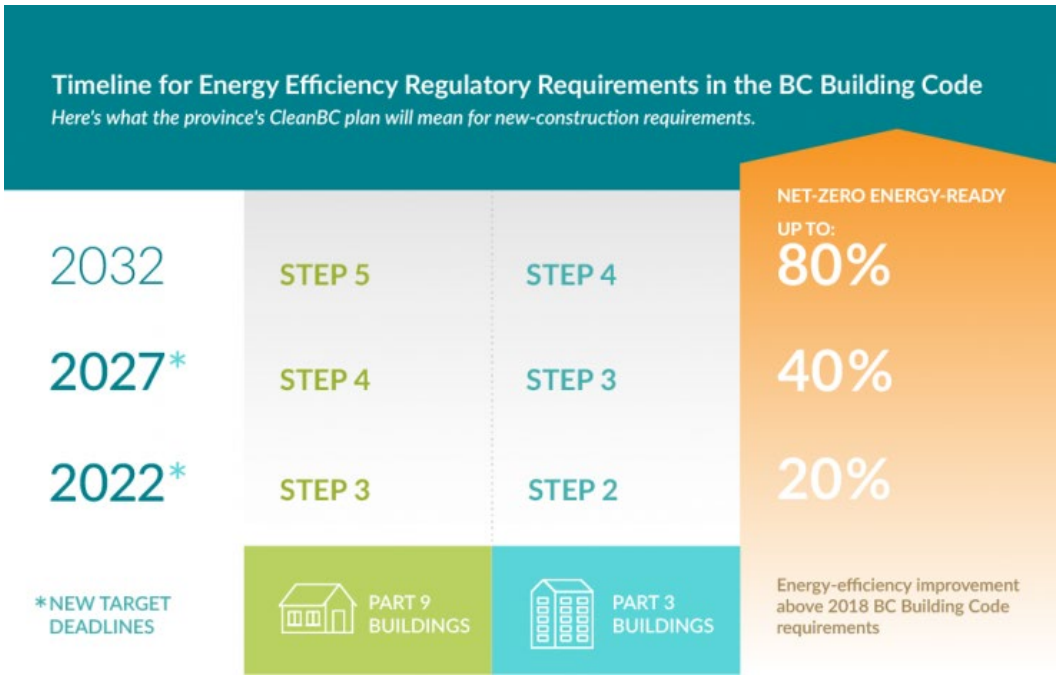
Implementing the BC Energy Step Code through the local government Building Permit process will include the following steps:

- The builder works with an energy advisor during building design to create a model of the proposed building showing it will meet the applicable energy efficiency standard or "step".
- The energy advisor provides a standardized report including a satisfactory energy model at time of building permit application. A building permit could not be issued without this report from an energy advisor.
- The builder must inform the energy advisor of any changes to the building design (e.g. window specifications, mechanical system, insulation level, etc) to ensure that the energy model indicates compliance to the applicable energy efficiency standard.
- A mid-construction blower door test conducted by an energy advisor to test air-tightness before finishing is advised but may not be required.

- A final inspection and air-tightness test is conducted by an energy advisor, who then submits a standardized "as-built" report to the local government prior to final inspection or occupancy, to verify airtightness and energy performance.
- If minimum required energy efficiency and adequate air-tightness is not achieved, as verified by the energy advisor, an occupancy permit may not be issued.

What is Expected of Local Governments?

The Province has requested that the Step Code's modelling and testing requirements and performance targets be voluntarily adopted by local governments in advance of mandatory implementation (potentially in late 2022). The Province has developed a Best Practices Guide that provides local governments with guidelines on implementation.



RDBN ENGAGEMENT WITH THE PROVINCE ON STEP CODE CONCERNS

Implementation of the Step Code may result in an incremental increase in building inspection costs associated with staff education and training, and increased application processing times. There may also be increased materials cost to builders. The most notable potential impact, in staff's opinion, relates to the additional costs associated with retaining an energy advisor to undertake the necessary energy modeling, airtightness testing, and commissioning of building equipment. Even with good success in developing professional capacity in the region the cost to retain the services of these professionals, especially in rural and remote areas, may be relatively high. It is expected that in some areas it may be a challenge to retain the necessary services at any cost.

The Step Code process is expected to be notably problematic for owner / builders and for log home builders. It is also expected that the Step Code will result in an increased use of manufactured and modular homes.

The following is a summary of the RDBN's engagement with the Province regarding Step Code implementation concerns.

2017

- The RDBN Board sent a letter dated March 24, 2017 to the Minister Responsible for Housing expressing concern with the BC Energy Step Code (attached).
- The Assistant Deputy Minister Responsible for housing sent a letter dated May 8, 2017 to the RDBN (attached).

2020

- The Town of Smithers requested and obtained Board support for a UBCM resolution asking for an exemption from the BC Energy Step Code.
- At the 2020 UBCM Directors discussed the impact of the BC Energy Step Code, and other building issues with the Ministry of Municipal Affairs and Housing. See the attached document titled "Briefing Notes: Building Costs in the RDBN".
- The Deputy Minister of Municipal Affairs and Housing sent a letter dated November 6, 2020 to the RDBN (attached).

2021

- The RDBN sent a letter dated January 29, 2021 to the Minister Responsible for Housing raising concerns relating to the Energy Step Code and other building issues (attached).
- The Minister Responsible for Housing sent a March 5, 2021 e-mail to the RDBN (attached).
- The Community Energy Association presented to the Committee of the whole on the BC Step Code on May 13, 2021.

THE COMMUNITY ENERGY ASSOCIATION

The Community Energy Association (CEA) has done a commendable job promoting the BC Energy Step Code, assisting local governments in preparation for implementation, and informing builders on the process. The *Building A Legacy- North* website at www.communityenergy.ca/BAL-north contains good information including a webinar titles "Step Code Solutions for northern BC."

There are also grants available to cover Step Code related costs for builders wanting to voluntarily undertake the Step Code process. Funding is also available to local governments to

purchase blower-door airtightness testing equipment. The CEA has also worked with staff to coordinate training sessions for builders (as discussed later in this report).

In early 2021 the Province established the "Local Government Step Code Peer Network – Deep Dive." This group was formed by the CEA to meet quarterly to focus on local government and building industry implementation of the Step Code in the north. The meetings focus on the technical and procedural issues associated with implementation of the step code.

RDBN AND BUILDER READYNESS

To date no RDBN member municipality, or local government north of the RDBN, has initiated early adoption of the Step Code. Early adoption, in staff's opinion, will not notably reduce the impact in any meaningful way. RDBN staff have ensured that all known local builders are aware of the implications of the BC Step Code and have been advised to establish a working relationship with existing energy advisors.

At present there are 2 Energy advisers in Prince George and one in Terrace. Staff are aware of one local builder who is undergoing the training to become an energy advisor. Hopefully, over time energy advisor supply will increase to meet the region's demand. It is noted that builders remain challenged to retain the services of architects and engineers as part of the building process given their limited availability in the region.

The Provincial response to local government concerns regarding the Step Code has been interpreted as being a result of limited staff capacity and expertise, budgets, or leadership. It is unclear whether the Province understands how our overall low density and large geographic area frustrate our ability to adapt to the changing building regulatory environment in the Province. We are at a notable disadvantage to more populated regions of the province.

RDBN staff have asked the Community Energy Association to reinforce our concerns with the Province and encourage consideration of alternative option to achieve improved energy efficiency. For example persons other than an energy advisors could be allowed to perform the onsite final inspection and air-tightness test allowing out of region energy advisors to more easily service the north.

STEP UP TO STEP CODE WEEK

The CEA is hosting a series of information sessions across the north during "Step up to Step Code Week" from April 11-14. These sessions are an opportunity for contractors to learn about the process. Staff are working with the BC Energy Association to promote the session for RDBN contractors which is scheduled on April 13th at 3:00 pm.

There is a session designed specifically for Elected Officials across Northern BC. This session will cover the Community Energy Association's perspective on the benefits of the Step Code and implementation by local governments. The Elected Officials session is scheduled for April 13

from 12:00 pm - 1:00 pm. Directors seeking more information or wishing to register can contact Planning Department staff or register directly at the following link. https://www.communityenergy.ca/events/

CLIMATE ACTION NETWORK FOR NORTHERN BC

The CEA is spearheading an initiative to establish a "climate-action network in and for Northern BC" and are inviting interested persons to a meeting to collaborate on local climate action for the benefit of the region.

The CEA explains that:

> *"Momentum is building towards lower-carbon solutions in energy systems, housing, and transportation, etc. but local governments in Northern BC often lack staff, budget, and expertise to realize opportunities and leadership. The limited capacity in individual communities, however, may be overcome by working together and with partners from outside of local government. That's the idea behind this invitation to you."*

At this meeting the Community Energy Association will share updates on expansion of EV charging infrastructure through the north, the state of our readiness for the Energy Step Code, and some implications of the recent BC Budget. The inaugural meeting is scheduled via Zoom on April 4 at 12 noon. Interested persons can Please register at https://us02web.zoom.us/meeting/register/tZYuceqqrD4jG9AjfXNV3q7-c6jumHV21NkY to receive the Zoom details.

ATTACHMENTS

Letter dated March 24, 2017 to the Minister Responsible for Housing.

Letter dated May 8, 2017 from the Deputy Minister Responsible for housing.

UBCM Housing Cost Briefing Notes.

Letter dated November 6, 2020 from the Deputy Minister of Municipal Affairs and Housing.

Letter dated January 29, 2021 to the Minister Responsible for Housing.

E-mail received from the Attorney General dated March 5, 2021.

Best Practices Guide (link)

Step up to Step Code Week Brochure (link)

37, 3rd Ave, PO Box 820
Burns Lake, BC
V0J 1E0

REGIONAL DISTRICT OF BULKLEY NECHAKO

"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

March 24th, 2017

Rich Coleman
Minister of Natural Gas Development and Minister Responsible for Housing and Deputy Premier
Room 128, Parliament Buildings
Victoria, BC
V8V 1X4

Sent by e-mail to: rich.coleman.MLA@leg.bc.ca

Dear Minister Coleman:

This is the third letter that the Region District Board has asked me to write to you in my role as Board Chair in the last few months regarding the negative impacts associated with your Ministry's initiatives. The first letter was regarding the introduction of mandatory qualification requirements for local government building officials. The second letter was regarding the impact of the new Homeowner Protection Office's eligibility requirements for Owner Builder Authorizations. Unfortunately, I am required to now send this letter regarding the Energy Step Code.

The Energy Step Code will introduce notable new costs for building materials, mechanical equipment, and testing by professionals. Given our climate, and limited access to the professional services requires by the step code, the challenges and impacts to our region can be expected to be notably greater than in other areas of the province. The plan to allow local government to move towards net zero building in voluntary stages prior to mandatory implementation does little to resolve the inevitable negative impacts associated with the strategy.

As you are aware the increasingly high cost of construction in relation to property values limits the amount of new building construction in our region. Also, we believe that the new Homeowner Protection Office's eligibility requirements for Owner Builder Authorizations has further reduced new home construction in our region. The additional costs associated with the Energy Step Code would further stifle new building. It would not be responsible for the RDBN to voluntarily implement the Energy Step Code in the foreseeable future.

The RDBN appreciates the intent behind the Energy Step Code; however, the anticipated impact is counterproductive to the intent. The reality in our region is that the costs associated with the Step Code will result in older less energy efficient homes not being replaced by new homes.

As a region our challenge is to grow and diversify our local economy while managing the effects of the pine beetle infestation. These challenges are exacerbated by the array of new Provincial Government regulations that control how we provide services to our residents, download responsibility, stifle development, and increase taxation. The Province needs to better understand and consider the negative impacts of its decisions on the wellbeing of northern and rural British Columbia.

Please reconsider the implementation of the Energy Step Code in our region.

Sincerely,

Bill Miller, Chair,
Regional District of Bulkley-Nechako Board

BRITISH COLUMBIA

RECEIVED Ref: 23093

MAY 15 2017

REGIONAL DISTRICT OF BULKLEY NECHAKO

May 8, 2017

Mr. Bill Miller, Chair
Regional District of Bulkley-Nechako
37 - 3rd Avenue
PO Box 820
Burns Lake BC V0J 1E0

Dear Mr. Miller:

Thank you for your March 24, 2017 letter addressed to the Honourable Rich Coleman, Minister Responsible for Housing, regarding the impact of the BC Energy Step Code in the Regional District of Bulkley-Nechako. As the Assistant Deputy Minister for the Office of Housing and Construction Standards, I am pleased to respond.

I appreciate your feedback on the potential impacts of the Energy Step Code, particularly coming on the heels of new qualification requirements for owner-builders and building officials. Unlike the new qualification requirements for builders and building officials, the Energy Step Code is entirely voluntary. Local governments are not required to start referencing the Energy Step Code in bylaws, but may do so if they choose.

To manage the implementation of the Energy Step Code, the Province has established the Energy Step Code Council, a multi-stakeholder committee tasked with supporting local governments and industry with training, communication, and research. The Energy Step Code Council has commissioned research on anticipated costs of the Energy Step Code in all climate zones across British Columbia, and this research will be made public once finalized. The results of this research will help guide local governments towards implementation of the Energy Step Code that balances housing affordability and capacity in the industry.

.../2

Ministry of Natural Gas Development and Minister Responsible for Housing

Assistant Deputy Minister's Office
Office of Housing and Construction Standards

Mailing Address:
PO Box 9844 Stn Prov Govt
Victoria BC V8W 9T2

Telephone: 250-356-2115
Facsimile: 250-387-8164
Website:
www.housing.gov.bc.ca

In closing, I would like to reiterate the current voluntary nature of the Energy Step Code. The Province recognizes that successful implementation over the long term will require attentiveness to the particular challenges faced by every region. Thank you, again, for sharing the concerns of the Regional District of Bulkley-Nechako.

Respectfully,

Greg Steves
Assistant Deputy Minister

Briefing Notes
Building Costs in the RDBN

The Issue

The increasingly high cost of construction in relation to property values limits the amount of new building construction in our region. The cost of building a new home in the RDBN is, in most areas, notably higher than the resale value of that home. Owners are not building homes for profit, and in most areas of the region it is much cheaper to purchase and renovate an existing home rather than construct a new home. The result is that housing stock in the region is not being adequately replaced, and the existing housing stock is getting older and older. This issue is impacting our ability to attract new residents and diversify our economy.

Owner Builder Authorizations

As of July 2016 a resident cannot build their own house without first passing an exam which is intended to test their knowledge of construction basics. This is in addition to the many other regulations that the Province has put in place to govern residential builders in BC. In the RDBN's opinion the owner builder authorizations exam requirement has no positive impact on the quality of construction in our region. However, it is unnecessarily increasing the cost of construction and is discouraging the construction of new dwellings. The owner builder authorization exam was implemented to improve the quality of construction of owner built homes. However, this issue is not a concern in our region. Owner builders are not building to a lesser standard than licensed builders. They are building their own home and are motivated to build with care, and the RDBN Building Inspectors work closely with owner builders throughout the building process.

The northern lifestyle, and the character and experiences of many of our residents, does not predispose them to be effective in passing written exams. However, that same lifestyle, character, and experience has provided a good understanding of the building process. A written exam process is not an effective tool to determine our resident's capacity to undertake the building of their home.

In many areas of the region there is a very limited supply of licensed builders and there are long waits for their services. Enticing a licensed builder to certain areas requires very high fees for their services. In some areas of our region it is challenging to retain a licensed builder at any cost.

Energy Step Code

The additional costs associated with the Energy Step Code will further stifle new building. It would not be responsible for the RDBN to voluntarily implement the Energy Step Code in the foreseeable future. The Energy Step Code will introduce notable new costs for building materials, mechanical equipment, and testing by professionals. Given our climate, and limited access to the professional services requires by the step code, the challenges and impacts to our region can be expected to be notably greater than in other areas of the province. The plan to allow local government to move towards net zero building in voluntary stages prior to

mandatory implementation does little to resolve the inevitable negative impacts associated with the strategy.

Tiny Homes

The Regional District of Bulkley-Nechako is seeing increased public interest in living in a very small home, which is fuelled by a desire to live in a more sustainable manner, and to reduce housing construction costs. The demand for very small homes is being met, in part, by recreational vehicles that are designed to look and function like a small house. These units are commonly called "tiny homes".
Tiny homes are commonly built to the standard of a recreational vehicle, in part, lding Code. The RDBN Planning Department is sympathetic to the intent behind the "tiny home" movement, however, year-round living in recreational vehicles is not the solution, for several safety and land use reasons.

The regulatory challenges that many local governments face would be notably reduced if it was easier to build a functional tiny home in accordance with the BC Building Code.

Summary

The RDBN requests the following:

- The owner builder authorizations exam requirement should not exist in the RDBN, and owner builders should be allowed to retain the services of a construction manager to assist them in the building process, without having to retain the services of a licensed builder.
- There should be no mandatory implementation of the Energy Step Code, and the Province should work with northern local governments to identify a strategy that will work in the north and encourage the building of new homes.
- The Province should initiating a process, in consultation with local governments, to review how the BC Building Code can be changed to better accommodate the building of tiny homes.

November 6, 2020

Ref: 256877

His Worship Mayor Gerry Thiessen, Chair
and Members of the Board
Regional District of Bulkley-Nechako
PO Box 820
Burns Lake BC V0J 1E0

Dear Chair Thiessen and Board Members:

Thank you to your delegation for meeting with ministry representatives during this year's virtual Union of BC Municipalities (UBCM) Annual Convention process. Due to the evolving COVID-19 situation, we have had to develop new approaches and adaptations to many aspects of our everyday life. I thank your delegation for its flexibility with provincial appointments this year and I am pleased that our governments still had the chance to connect.

As Deputy Minister, I write to acknowledge topics raised during your conference call, which included the Owner Builder Authorization exam requirement, B.C. Energy Step Code costs, and tiny homes.

The Owner Builder Authorization exam requirement strengthens consumer protection for both the owner and any subsequent buyers and reflects extensive collaboration with industry and consumer representatives. I understand you noted concerns around rising building costs; however, I am sure you will agree building safely constructed homes that meet B.C. Building Code (Building Code) requirements is essential. Unlicensed builders with experience as construction managers are encouraged to apply to become licensed builders so they can continue to work in their chosen field. BC Housing regularly accepts this type of previous unlicensed experience with owner-built homes to help remove barriers to entry into the licensed builder pool, particularly in more rural areas.

Ministry of Municipal Affairs and Housing staff advise that during the discussion you shared your perspective that the B.C. Energy Step Code (Step Code) will introduce new costs for building materials, equipment and testing by professionals and your concern that older homes will not be replaced by new homes. I recognize that for smaller rural and remote communities, adapting permits and inspection practices to meet new Building Code requirements comes with unique challenges.

.../2

Ministry of Municipal Affairs and Housing

Office of the Deputy Minister

Mailing Address:
PO Box 9490 Stn Prov Govt
Victoria BC V8W 9N7
Phone: 250 387-9108
Fax: 250 387-7973

Location:
6th Floor, 800 Johnson Street
Victoria BC V8W 9N7

http://www.gov.bc.ca/mah

At the same time, you may be interested in some practical examples from other communities. I encourage the Regional District of Bulkley-Nechako staff to reach out to the City of Kimberley to learn more about its experience, and review some of the case studies of homes that have found affordable ways to build to the Step Code. Andy Christie is a building official with the City of Kimberley who has direct experience with the Step Code and can be reached by email at: achristie@kimberley.ca.

Experienced energy advisors and energy modellers can help advise builders on cost-effective strategies to meet Step Code requirements. The provincial government launched the energy advisor search tool in fall 2019; the search tool is available online at: https://betterhomesbc.ca/ea/. Currently, seven energy advisor firms are identified as serving the Burns Lake area.

Finally, ministry representatives also appreciated hearing about the Regional District's increased interest in tiny homes. Tiny homes are certainly one option to help a community access safe and affordable housing. You mentioned it can be challenging to build functional tiny homes to the standards required by the Building Code and that you would like to see changes to it. The Building Code has no limit on how small a house can be built, provided it meets the minimum standard for the protection for people and the protection of the environment.

Thank you, again, to your delegation for the meeting.

Sincerely,

Kaye Krishna
Deputy Minister

pc: Curtis Helgensen, Chief Administrative Officer, Regional District of Bulkley Nechako

37, 3rd Ave, PO Box 820
Burns Lake, BC
V0J 1E0

Regional District of Bulkley-Nechako
"A World of Opportunities Within Our Region"

January 29, 2021

The Honourable David Eby, QC
Attorney General and Minister responsible for Housing
PO Box 9044 Stn Prov Govt
Victoria, BC V8W 9E2

E-mail: AG.Minister@gov.bc.ca

Re: Housing Issues in the RDBN

Dear Minister Eby:

Congratulations on your new responsibilities in relation to housing in BC. This letter is regarding several housing issues that are important to the Regional District of Bulkley-Nechako (RDBN). These issues were most recently raised in a meeting with the Minister of Municipal Affairs and Housing during the 2020 Union of BC Municipalities (UBCM) Annual Convention. The RDBN's concerns relate to Provincial regulations which are unnecessarily increasing the cost of new home construction in our region. Specifically, the RDBN's concerns relate to the Province's Owner / Builder restrictions, the B.C. Energy Step Code, and the impact of the BC Building Code on tiny home construction.

As a follow up to the above mentioned UBCM Minister meeting the RDBN was sent the attached November 6, 2020 letter from Deputy Minister Kaye Krishna. Unfortunately, it appears from the November 6th response that the RDBN's concerns are not fully appreciated by the Province.

Owner Builder Restrictions

The Province's November 6 letter justifies the Province's owner / builder restrictions by referencing the benefits of building safely constructed homes that meet the B.C. Building Code. However, in our opinion the owner / builder restrictions, including the owner builder authorizations exam requirement, have little positive impact on the quality of construction and building safety in our region. In the RDBN the cost to build a new home typically exceeds the market value of that home. Owner / builders are building their own home with no intention to sell that home in the near future. They are building their own home and are motivated to build

with care. They are not building to a lesser standard than licensed builders. The RDBN Building Inspectors work closely with owner / builders throughout the building process.
In many areas of our region the supply of licensed builders is very limited, and there are long waits for their services. Enticing a licensed builder to certain areas requires very high fees for their services. And in some areas it is challenging to retain a licensed builder at any cost. The restrictions on owner / builders increases construction costs, discourages new construction, and encourages the building of pre-manufactured modular and manufactured homes over site-built housing. The owner builder authorizations exam requirement should not exist in the RDBN. Owners should be allowed to act as construction manager, or retain the services of a construction manager, to assist them in the building process, without having to retain the services of a licensed builder.

Energy Step Code

The RDBN appreciates the recognition expressed in the Province's November 6 letter that adapting permits and inspection practices to meet new Building Code requirements comes with unique challenges for smaller rural and remote communities. However, permitting and process issues were not raised as RDBN concerns. The concerns are specific to the requirements for on-site testing by professionals as part of the building process. Even with good success in developing professional capacity in the region, the cost to retain the services of these professionals, especially in rural and remote areas, will be high. In some areas it may be a challenge to retain the necessary services at any cost.

The RDBN used the "energy advisor search tool" recommended in the Province's November 6 letter. According to this tool there are six energy advisor firms identified by the Province as serving the RDBN. Two of these firms provide service from Calgary, one provides service from Kelowna or North Vancouver, one provides service from Prince George or Terrace, and one provides service from Prince George. The lack of a service provider in our region highlights our concerns regarding the cost to residents associated with testing.

The RDBN appreciates the intent behind the Energy Step Code; however, the anticipated impact is expected to be counterproductive to the intent. As previously noted, the cost to build a new home typically exceeds the market value of that home. Therefore, the increased costs associated with the Step Code will discourage the replacement of older less energy efficient homes with new homes. The Province should work with northern local governments to identify a strategy that will work in the north and encourage the building of newer more energy efficient homes.

Tiny Homes

The Province's November 6 letter notes that the *BC Building Code* does not directly limit how "small of a house can be built". However, there are Building Code restrictions that make it challenging to build a functional tiny home. These regulations should be reconsidered to make it easier and more practical to build a functional tiny home. These standards relate to things

such as minimum room sizes, ceiling height, and stair access. The Province is encouraged to consider initiating a process, in consultation with local governments, to review how the *BC Building Code* can be changed to better accommodate the building of tiny homes.

The Big Picture in Northern BC

The increasingly high cost of construction in relation to property values limits the amount of new home construction in our region. Housing stocks are not being diversified to meet changing housing needs, and the existing housing stock is getting older and is not being adequately replaced. These issues have serious long-term implications. The lack of limited new home construction is being exacerbated by Provincial Government initiatives and regulations which increase the cost of new home construction. The Board of the RDBN asks that the Province take a meaningful look at the issues we have raised and consider the impacts on our region.

Yours truly,

Gerry Thiessen
Chair

November 6, 2020

Ref: 256877

His Worship Mayor Gerry Thiessen, Chair
and Members of the Board
Regional District of Bulkley-Nechako
PO Box 820
Burns Lake BC V0J 1E0

Dear Chair Thiessen and Board Members:

Thank you to your delegation for meeting with ministry representatives during this year's virtual Union of BC Municipalities (UBCM) Annual Convention process. Due to the evolving COVID-19 situation, we have had to develop new approaches and adaptations to many aspects of our everyday life. I thank your delegation for its flexibility with provincial appointments this year and I am pleased that our governments still had the chance to connect.

As Deputy Minister, I write to acknowledge topics raised during your conference call, which included the Owner Builder Authorization exam requirement, B.C. Energy Step Code costs, and tiny homes.

The Owner Builder Authorization exam requirement strengthens consumer protection for both the owner and any subsequent buyers and reflects extensive collaboration with industry and consumer representatives. I understand you noted concerns around rising building costs; however, I am sure you will agree building safely constructed homes that meet B.C. Building Code (Building Code) requirements is essential. Unlicensed builders with experience as construction managers are encouraged to apply to become licensed builders so they can continue to work in their chosen field. BC Housing regularly accepts this type of previous unlicensed experience with owner-built homes to help remove barriers to entry into the licensed builder pool, particularly in more rural areas.

Ministry of Municipal Affairs and Housing staff advise that during the discussion you shared your perspective that the B.C. Energy Step Code (Step Code) will introduce new costs for building materials, equipment and testing by professionals and your concern that older homes will not be replaced by new homes. I recognize that for smaller rural and remote communities, adapting permits and inspection practices to meet new Building Code requirements comes with unique challenges.

.../2

Ministry of Municipal Affairs and Housing

Office of the Deputy Minister

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At the same time, you may be interested in some practical examples from other communities. I encourage the Regional District of Bulkley-Nechako staff to reach out to the City of Kimberley to learn more about its experience, and review some of the case studies of homes that have found affordable ways to build to the Step Code. Andy Christie is a building official with the City of Kimberley who has direct experience with the Step Code and can be reached by email at: achristie@kimberley.ca.

Experienced energy advisors and energy modellers can help advise builders on cost-effective strategies to meet Step Code requirements. The provincial government launched the energy advisor search tool in fall 2019; the search tool is available online at: https://betterhomesbc.ca/ea/. Currently, seven energy advisor firms are identified as serving the Burns Lake area.

Finally, ministry representatives also appreciated hearing about the Regional District's increased interest in tiny homes. Tiny homes are certainly one option to help a community access safe and affordable housing. You mentioned it can be challenging to build functional tiny homes to the standards required by the Building Code and that you would like to see changes to it. The Building Code has no limit on how small a house can be built, provided it meets the minimum standard for the protection for people and the protection of the environment.

Thank you, again, to your delegation for the meeting.

Sincerely,

Kaye Krishna
Deputy Minister

pc: Curtis Helgensen, Chief Administrative Officer, Regional District of Bulkley Nechako

From: Deneve Vanderwolf
To: Jason Llewellyn
Subject: Fwd: [EXTERNAL]: File No. 613481
Date: Friday, March 5, 2021 1:46:43 PM

Deneve

Begin forwarded message:

From: "AG Correspondence AG:EX" <MAG.Correspondence@gov.bc.ca>
Date: March 5, 2021 at 1:30:27 PM PST
To: Deneve Vanderwolf <deneve.vanderwolf@rdbn.bc.ca>
Subject: [EXTERNAL]: File No. 613481

Gerry Thiessen
Chair, Regional District of Bulkley-Nechako
Email: deneve.vanderwolf@rdbn.bc.ca

Dear Gerry Thiessen:

Thank you for your correspondence of January 29, 2021, concerning the impact that certain provincial programs are having on new housing construction in the Regional District of Bulkley-Nechako. As Attorney General and Minister Responsible for Housing, I am pleased to respond.

The Province is committed to making new construction more energy efficient. To support local governments and builders in achieving this goal, financial and other incentives are available to offset costs. Specific to your concerns, up to $2,000 in funding is available for the cost of an energy advisor through CleanBC's Better Homes New Construction Program:

https://betterhomesbc.ca/rebates/cleanbc-new-construction/?mc_cid=2b853cf486&mc_eid=bc9a8c4721

A full list of other available incentives can be explored by using CleanBC's Rebate Search Tool at the following website:

https://betterhomesbc.ca/rebate-search-tool/?buildingType=Building%20a%20home

The BC Energy Step Code requires energy modelling and airtightness testing, but only the latter requires an energy advisor to be on-site.

As you point out, one of the challenges to attracting energy advisors to a region is creating sufficient demand for their services. The East Kootenay region is an example of a rural region creating regional demand for locally based energy

advisors. Their experience is documented in the Building A Legacy toolkit found at: www.communityenergy.ca/bal. This toolkit is intended to support local governments in implementing the BC Energy Step Code. I have directed ministry staff in the Building and Safety Standards Branch to follow up with you directly on this issue and connect your community with available supports.

The owner builder requirements of the *Homeowner Protection Act* strengthen consumer protection for both the owner builder and any subsequent purchaser by ensuring owner builders have the knowledge and understanding of building and safety standards, as well as their statutory obligations and requirements. With an Owner Builder Authorization, owners can act as their own construction managers and hire trades, if they take direct responsibility for overseeing the work. A free study guide is available online that people interested in building their own home can use to assess their ability to build or directly manage the construction. Both the exam and training are currently offered online, making it easier and less costly for owner builders. Further owner builder information is located on BC Housing's website at:

www.bchousing.org/licensing-consumer-services/owner-builder/

Manufactured and modular homes are affordable, constructed to a high standard and can have an identical appearance to homes built completely on-site. A number of communities in British Columbia are already embracing this form of housing as part of strategies to address the need for more affordable housing. Additional resources on this topic, including case studies of communities which have achieved such successes, are available through the BC Housing research centre at: www.bchousing.org/research-centre/library/housing-affordability.

Many 'tiny' homes are classified as manufactured or modular homes as they are built elsewhere and transported to the site. The BC Building Code establishes the minimum standard for the health and safety of building occupants. Relaxing these requirements without carefully evaluating the potential consequences can place the building occupants at significant risk. Many communities in British Columbia as well as those in other provinces have expressed interest in 'tiny' homes as a way to address housing affordability. As the BC Building Code is largely based on the model National Building Code, tiny homes have been raised as an item for the national code development process.

I appreciate that polices regarding housing and construction can affect rural communities differently than urban communities. Thank you again for taking the time to outline what is happening in the Regional District of Bulkley-Nechako. I have ensured your comments have been shared with our policy teams for their consideration.

Yours truly,

David Eby, QC

Attorney General and
Minister Responsible for Housing

Email secured by Check Point

April 28, 2022

Honourable David Eby, Attorney General and Minister Responsible for Housing
PO Box 9044 Stn Prov Govt
Victoria, BC V8W 9E2
Via email: AG.Minister@gov.bc.ca

Dear Minister Eby:

BC Energy Step Code

The Regional District understands the potential benefits of the BC Energy Step Code. However, as you can appreciate our low density and geographic situation create unique considerations which make aspects of Step Code implementation challenging. The challenges do not relate to staff capacity or permitting issues. The concerns are related to the requirements for on-site testing by professionals as part of the building process. Even with good success in developing professional capacity in the region, the cost to retain the services of the Energy Advisors, especially in rural and remote areas, will be high. In some areas it may be a challenge to retain the necessary on-site services at any cost.

The RDBN appreciates the intent behind the Energy Step Code; however, the anticipated impact may be counterproductive to the intent. New construction is limited in our region given increasing construction costs and challenges, in relation to market values. Older less energy efficient homes are not being replaced with new homes, and new housing types are not being adequately developed to meet local needs. The Province is encouraged to work with northern local governments to identify a strategy that will work in the north and encourage the building of the required new energy efficient housing. Specifically, the RDBN asks that the Province allow persons other than Energy Advisors to perform the required on-site air tightness testing.

Sincerely,

Gerry Thiessen
RDBN Board Chair

cc. Gaetane Carignan, Community Energy Association (GCarignan@communityenergy.bc.ca)

WWW.RDBN.BC.CA | 1-250-692-3195
INFO@RDBN.BC.CA | 1-800-320-3339
37 3RD AVE, PO BOX 820 BURNS LAKE, BC V0J 1E0

Village of Burns Lake
Council Report

Date: May 24, 2022

To: Mayor and Council

From: L Jones, Director of Recreation Services

Subject: **CleanBC Communities Fund Application**

1. ISSUE

1.1. Staff are seeking to apply for the CleanBC Communities fund for energy efficiency upgrades to the Lakeside Multiplex.

2. 2022 GOALS AND OBJECTIVES

Provide responsible environmental stewardship and mitigate wildfire risk.

3. BACKGROUND

3.1. Funding for this project is already included and approved in the 2022 budget.

3.2. This council resolution is necessary for the completion of the grant application.

4. TRIPLE BOTTOM LINE

4.1. FINANCIAL IMPLICATIONS

4.1.1. Grant covers 73.33% of the $100,000 application.

4.1.2. Up to $26,670 commited towards project in 2022 budget.

4.2. ENVIRONMENTAL IMPLICATIONS

4.2.1. Project will reduce energy comsumption and improve efficiency overall in the building.

4.2.2. SOCIAL RESPONSIBILITY IMPLICATIONS - N/A

5. DISCUSSION

5.1. Projects included in this grant will span across each area of the facility, including:

5.1.1. Changover of existing fluorescent and incandescent light fixtures to LED.

5.1.2. Improved insulation opportunities for ice surface spaces to reduce thermal transfer.

5.1.3. Replacement of shower heads with low-flow alternatives.

5.1.4. Replacement of aging windows and doors where needed between heated and unheated spaces.

6. RELEVANT LEGISLATION – n/a

7. CAO COMMENTS

7.1. Reviewed and approved- S. Worthing CAO

8. RECOMMENDATION AND OPTIONS

8.1. RECOMMENDATION:

THAT Council direct staff to apply for the CleanBC Communities Fund for the Lakeside Multiplex Efficiency upgrades with a proposed budget of $100,000.

AND THAT the Village of Burns Lake commits to contributing 26.67% of the project costs funded from Arena, Curling, and Recreation Reserve accounts.

AND THAT the Village of Burns Lake commits to cover any unexpected ineligible costs and project overruns from General Operating Reserves.

Village of Burns Lake
Council Report

Date: May 24, 2022

To: Mayor and Council

From: Ken Guenter, EDO

Subject: **Proposed Withdrawal from the Provincial Nominee Program (PNP)**

1. ISSUE

1.1. Investment in time and resources required for the Provincial Nominee Program Pilot (PNP) versus the return on the amount of staff time required to administer the program properly.

2. 2022 GOALS AND OBJECTIVES

Undertake initiatives that support the development of a strong and diverse economy, including for industry, commerce, tourism, and a vibrant downtown.

3. BACKGROUND

3.1. The Village of Burns Lake entered into an agreement to promote the program for the first pilot in 2017/18. The NAIC codes (types of businesses the nominees could start) were very generalized, the responses were either inappropriate for the community or were inquiries with no concept of the program or the strict requirements.

3.2. The pilot ended, and a new pilot was offered. The new program came with additional requirements such as a committee from the public to review all proposals, monthly meetings, and other reporting requirements. The expanded scope and additional NAIC codes seemed appropriate, and an agreement was signed.

3.3. The inquiry level and appropriateness did not change, and the additional time required to maintain the program has had no return on investment. The Economic Development department can market the community to investors without the additional staff time required for the provincial program.

4. TRIPLE BOTTOM LINE

4.1. **FINANCIAL IMPLICATIONS**

Better allocation of staff time to complete projects that can have a more significant economic impact on the community.

4.2. **ENVIRONMENTAL IMPLICATIONS –** n/a
4.3. **SOCIAL RESPONSIBILITY IMPLICATIONS –** n/a

5. DISCUSSION

5.1. The EDO has paused participation in the program from February to July 2022, pending a Council decision.

6. RELEVANT LEGISLATION

7. CAO COMMENTS

7.1. Reviewed and approved- S. Worthing CAO

8. RECOMMENDATION AND OPTIONS

8.1. **RECOMMENDATION:**

Option 1

THAT the Village of Burns Lake withdraws from the Provincial Nominee Program (PNP).

Option 2

THAT the Village of Burns Lake continues to participate in the Provincial Nominee Program (PNP).

Village of Burns Lake
Council Report

Date: May 24, 2022

To: Mayor and Council

From: Erin Martens, Economic Development Coordinator and Meghan Olson, Tourism Coordinator

Subject: **Toursim and Marketing Update and Presentation**

1. ISSUE

1.1. Staff is providing Council with an overview of work completed by the Economic Development and Tourism Coordinators.

2. 2022 GOALS AND OBJECTIVES

Undertake initiatives that support the development of a strong and diverse economy, including for industry, commerce, tourism, and a vibrant downtown.

3. BACKGROUND

3.1. The Economic Development Coordinator was hired in November 2021 to market, implement the Village of Burns Lake brand launch, promote tourism and engage the community.

4. TRIPLE BOTTOM LINE

4.1. **FINANCIAL IMPLICATIONS –** n/a

4.2. **ENVIRONMENTAL IMPLICATIONS** – n/a

4.3. **SOCIAL RESPONSIBILITY IMPLICATIONS** – n/a

5. DISCUSSION

5.1. Visitor Information Centre review and statistics for the season.

5.2. Spring and summer 'Snap Local' photo contest - completed. Photos were contributed and will be used to develop a Burns Lake and area image bank. A fall and winter 'Snap Local' will open in August/September.

5.3. Summer Banners – Completed. Photos from the spring and summer 'Snap Local' contest were used to develop the banners.

5.4. visitburnslake.ca – ongoing updates and improvements.

5.5. Social media – ongoing. Weekly posts to engage and increase exposure for the area. Search visit Burns Lake on Facebook and Instagram.

5.6. Centennial Celebrations – ongoing event organization, meeting hosting, and promotion of centennial related events until December 2023.

5.7. Developed and produced a new tourism focused brochure featuring local photos and current information to entice visitors to the area. – *Brochure will be provided at the meeting.*

5.8. Digital Brochure for the website. The brochure is a more comprehenseive document that will be available for download from the website. The VIC will offer for a small fee to print the brochure. We are discussing a two-season option, promoting seasons instead of producing one large document covering everything.

5.9. What is ahead for us and what to look for this season

6. RELEVANT LEGISLATION – n/a

7. CAO COMMENTS

7.1. Reviewed and approved- S. Worthing CAO

8. RECOMMENDATION AND OPTIONS

8.1. **RECOMMENDATION:**

THAT the Tourism and Marketing Update Report be received.

Join us for
NATIONAL
ABORIGINAL
DAY
Celebration Parade
Tuesday, June 21st 2022| at 10AM
Starts at BLNDC
To participate in the parade,
please contact BLNDC to fill out a form
Tel: 250-692-3188 | Email: Mtom@blndc.ca

Burns Lake Native Development
Arts & Craft/Other
Business Vendor Registration Form

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____

PHONE: _____ FAX: _____ EMAIL: _____

APPLICATION DEADLINE: **JUNE 7TH, 2022**

Specify what type of Vendor (Craft/Other): _____

DESCRIPTION OF SPACE REQUIRED:

_____

All established vendors will be required to pay a non-refundable $50 fee to participate in this year's National Aboriginal Day celebration. Payment must be received by June 7, 2022, *payable to Burns Lake Native Development Corporation*. Assigned spots will be provided upon payment and will be on a first come first serve basis. If you require power, it is recommended that you get your payment and application into the BLNDC office and our staff will secure your spot. All large vendors will be on the outskirts of the Spirit Square walking path, do not set up until you meet with the onsite vendor coordinator on the morning of Tuesday, June 21, 2022. The inside of the walking path will be designated for small local crafters, elder groups, fundraising/not for profit groups, and information booths.

You are required to clean up your area at the end of the day, and to remove your own garbage.

VENDOR SPACE: We will assign space to you and you must provide your own table, chairs and gazebo.

CANCELLATION: Any Cancellation must be received before June 14th, 2022

I WILL ACCEPT THE TERMS AS STATED IN THIS AGREEMENT.

PRINT NAME: _____ DATE: _____

SIGNATURE: _____

PLEASE FAX BACK THIS FORM TO BLNDC AT (250) 692-7483 ATTN: Cultural Event Coordinator

OR EMAIL: mtom@blndc.ca Thank you.

CARRIER SEKANI
FAMILY SERVICES

Aboriginal Day 2022

Burns Lake Native Development Corporation with the Village of Burns Lake

Parade Entry Form

Organization: _____

Contact Person: _____

Phone #: _____

Type of Entry: _____
(Float, Dancers, Horses, etc.)

Select Category (Please Circle one):
Aboriginal Organizations
Business
Clubs (Sports, Youth, Senior)
Schools & Daycares

WET'SUWET'EN
FIRST NATION

Submit to
Michelle at BLNDC
mtom@blndc.ca

Fax: (250)692-7483

NEE TAHI BUHN INDIAN BAND

CHESLATTA CARRIER NATION

BRITISH COLUMBIA

May 10, 2022

Ref: 270248

Mayors and Chairs
Northwest BC Resource Benefits Alliance
300-4545 Lazelle Ave
Terrace BC V8G 4E1

Dear Mayors and Chairs:

I would like to personally thank you all for taking the time to welcome us to beautiful Northwest British Columbia. The ability to build personal working relationships allows us to have more open and direct conversations and continue the work required that relates to the future benefits for the Resource Benefits Alliance (RBA) region.

The Province of British Columbia is keenly aware of the time and effort that all of you and your staff have committed to ensuring our visit to the region was informative and reflective of the challenges and opportunities in your communities. We would especially like to thank Ron Poole, the Co-Chairs and other local government staff throughout the RBA region for their organizing work.

I appreciated hearing your perspectives on how the province and the RBA can work collaboratively to ensure every community benefits from the industrial activity taking place in the region. We look forward to continuing the dialogue with the RBA as we work towards finalizing a process-oriented Memorandum of Understanding (MOU) that will formalize our shared work plan going forward. The process-oriented MOU will outline common goals, sets out principles for future engagement, and will include a schedule for future meetings so that we can proceed with certainty and resolve on the work of ensuring the future prosperity of the region together.

As discussed, this work is necessary to advance future discussions with my colleagues at the Cabinet and Treasury Board tables. I would like to acknowledge the request you made to the ministry for $300,000 as planning and engagement assistance for the RBA in order to proceed with this further work. This request is under active consideration and a decision will be communicated back to you soon.

.../2

Ministry of Municipal Affairs Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2
Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 028
Parliament Buildings
Victoria BC V8V 1X4
http://www.gov.bc.ca/muni

As Minister, I am committed to working with you and look forward to signing an MOU at UBCM in September.

Sincerely,

Nathan Cullen
Minister

pc: Honourable John Horgan, Premier
Honourable Selina Robinson, Minister of Finance
Okenge Yuma Morisho, Deputy Minister, Ministry of Municipal Affairs
Heather Wood, Deputy Minister, Ministry of Finance
Chief Administrative Officers
Ron Poole, Management Consultant, Northwest BC Resource Benefits Alliance

Burns Lake and District

Community Foundation

Donate Today, Give Forever

The Board of Directors of the Burns Lake & District Community Foundation would like to take this opportunity to thank the Village of Burns Lake for their support in helping us to continue one of our objectives of providing some funding to local organizations in our community. There is also an opportunity for local citizens to make a lasting donation to the community via the BL&DCF.

We appreciate the use of council chambers for our meetings and would like to say a special thank you to Val Anderson who helps in facilitating our meetings.
Val, as well as other VBL staff members, is always available to help with any other needs of our organization.

The Burns Lake & District Community Foundation is proud to be a part of the community of Burns Lake and the Lakes District. By working together and sharing resources, we are able to benefit and assist many others.

Thank you very much from all of us.

Sincerely,

Bernice Magee - President
Wendy Benyk - Vice President
John Illes - Treasurer
Kim Hiebert - Secretary
Jack Brown
Bill Chapman
Carla Carlson
Sharon Marr
Sandra Barth
Naida Hazelton.

VILLAGE OF BURNS LAKE

Cheque Register-Summary-Bank

AP5090 Page : 1
Date : May 19, 2022 Time : 12:18 pm

Supplier : 083010 To ZOO10
Pay Date : 06-May-2022 To 19-May-2022
Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 9 - CA

Seq : Cheque No. **Status :** All
Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
37645	16-May-2022	AFC010	ALBERTA FIRE CHIEFS ASSOCIATION	Issued	200	C	978.80
37646	16-May-2022	ALL020	ALLPOINTS FIRE PROTECTION LTD.	Issued	200	C	2,207.10
37647	16-May-2022	APL010	AMICAL PLUMBING	Issued	200	C	331.80
37648	16-May-2022	BLA010	BURNS LAKE AUTOMOTIVE SUPPLY LTD	Issued	200	C	1,027.52
37649	16-May-2022	BLA010	BURNS LAKE AUTOMOTIVE SUPPLY LTD	Issued	200	C	793.91
37650	16-May-2022	BLH010	BURNS LAKE HARDWARE & GARAGE LTD	Issued	200	C	902.41
37651	16-May-2022	BOS010	BOSTON HOLDINGS	Issued	200	C	1,716.43
37652	16-May-2022	CER010	CERTIFIED LABORATORIES	Issued	200	C	423.02
37653	16-May-2022	CNR020	CANADIAN NATIONAL RAILWAY CO	Issued	200	C	1,586.50
37654	16-May-2022	COR16	CORRIDOR 16 GRAPHICS & SIGNS	Issued	200	C	1,343.62
37655	16-May-2022	CUP010	C.U.P.E.	Issued	200	C	871.07
37656	16-May-2022	DEC010	DE CHAMPLAIN, CLAUDE	Issued	200	C	1,274.18
37657	16-May-2022	ENT020	ENTANDEM	Issued	200	C	208.51
37658	16-May-2022	FUN010	FUNK, DOLORES	Issued	200	C	347.00
37659	16-May-2022	GAU010	[redacted]	Issued	200	C	125.00
37660	16-May-2022	GREE010	GREEN TECHNOLOGY ASIA	Issued	200	C	5,239.50
37661	16-May-2022	IOS010	IDEAL OS	Issued	200	C	1,131.66
37662	16-May-2022	KAL010	KAL TIRE	Issued	200	C	633.31
37663	16-May-2022	KEL020	KENDRICK EQUIPMENT LTD.	Issued	200	C	1,961.64
37664	16-May-2022	KWL010	KEVIN WHITE LOCKSMITHING	Issued	200	C	75.00
37665	16-May-2022	LDF030	LDFC PRINTING AND STATIONERY	Issued	200	C	579.48
37666	16-May-2022	LEW020	[redacted]	Issued	200	C	360.00
37667	16-May-2022	MON001	MONGA, PURUJEET	Issued	200	C	42.34
37668	16-May-2022	NOR090	NORATEK SOLUTIONS INC	Issued	200	C	817.60
37669	16-May-2022	NOR500	NORTHERN FOOD EQUIPMENT	Issued	200	C	3,457.46
37670	16-May-2022	ODC010	OUTLINE DESIGN CLOTHING	Issued	200	C	419.06
37671	16-May-2022	OLS010	[redacted]	Issued	200	C	70.53
37672	16-May-2022	OUT010	BURNS LAKE OUTDOOR ADVENTURES LTD	Issued	200	C	64.23
37673	16-May-2022	PAY040	PAYNE SEPTIC SERVICE 2010	Issued	200	C	147.00
37674	16-May-2022	PNC010	AMY WAINWRIGHT	Issued	200	C	5,292.00
37675	16-May-2022	POL010	0800230 BC LTD	Issued	200	C	1,770.77
37676	16-May-2022	PUB030	PSD CITYWIDE INC	Issued	200	C	3,281.25
37677	16-May-2022	PUR010	PUROLATOR INC.	Issued	200	C	36.11
37678	16-May-2022	PUR020	PURELY H20	Issued	200	C	24.00
37679	16-May-2022	ROS10	[redacted]	Issued	200	C	340.00
37680	16-May-2022	RSS010	RICH'S SAW SALES LTD.	Issued	200	C	842.38
37681	16-May-2022	STA070	STARLAND SUPPLY (2000) LTD	Issued	200	C	155.65
37682	16-May-2022	STA080	STEWART MCDANNOLD STUART	Issued	200	C	655.20
37683	16-May-2022	TCL010	TOWER COMMUNICATIONS LTD.	Issued	200	C	1,356.11
37684	16-May-2022	TCS010	TELUS Custom Security Systems	Issued	200	C	298.62
37685	16-May-2022	TEC010	TECH NORTH SOLUTIONS INC	Issued	200	C	3,695.83
37686	16-May-2022	TEL010	TELUS	Issued	200	C	69.44
37687	16-May-2022	WES10	WESTERN GASCO CYLINDERS LTD.	Issued	200	C	10.21
37688	16-May-2022	WOR010	[redacted]	Issued	200	C	617.50
37689	16-May-2022	YOU030	CARTER'S LTD.	Issued	200	C	15.29
37690	18-May-2022	BLY020	BL YOUTH SOCCER	Issued	204	C	11,710.28
37691	18-May-2022	JES010	BIRD, JESSE	Issued	204	C	1,063.52
37692	18-May-2022	REN010	RENSBY, CHARLES	Issued	204	C	1,605.00
37693	18-May-2022	WES090	WESTERN CANADA MOUNTAIN BIKE TOURISI	Issued	204	C	1,575.00
00656-0001	09-May-2022	COR500	PARKLAND CORPORATION (108)	Issued	191	E	528.44
00657-0001	10-May-2022	CHE010	PARKLAND CORPORATION	Issued	192	E	7,822.52
00658-0001	06-May-2022	REC010	RECEIVER GENERAL OF CANADA	Issued	194	E	21,731.69
00661-0001	13-May-2022	SUP010	BRITISH COLUMBIA PENSION CORPORATION	Issued	207	E	9,593.95

Supplier : 083010 To ZOO10
Pay Date : 06-May-2022 To 19-May-2022
Bank : 0099 - CASH CLEARING/SUSPENSE "BANK" To 9 - CA

Seq : Cheque No. Status : All
Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Supplier	Supplier Name	Status	Batch	Medium	Amount
Bank : 6	OPERATING ACCOUNT BVCU						

Total Computer Paid :	63,549.84	Total EFT PAP :	39,676.60	Total Paid :	103,226.44
Total Manually Paid :	0.00	Total EFT File :	0.00		

53 Total No. Of Cheque(s) ...