

**AGENDA**  
**Committee of the Whole**  
**Meeting**



**Wednesday**  
**February 13, 2019**  
**Council Chambers**  
**6:30 pm**

*"The Village of Burns Lake is a diverse community where residents enjoy a high quality of life, supported by economic and environmental sustainability, and a vibrant community spirit."*

PO Box 570  
Burns Lake, BC V0J 1E0

# 2019 MUNICIPAL OBJECTIVES

1. **The Village will work to strengthen the local economy, support the growth of new and existing businesses and increase our economic diversity.**
  - Identify and implement concrete actions in updated Economic Development Plan.
  - Work with Safety Task Force Committee (signage, line painting, parking, speed limits, and stop sign review).
  - Amend Zoning Bylaw to segregate retail and service sectors in commercial zone.
  - Implement Signage Strategy (access grant funds).
  - Investigate options to gain access to property behind Save-On-Foods.
  - Conduct annual business survey.
  - Reduce tax ratio between business and residential class.
  - Explore and encourage partnerships, including recreation opportunities with First Nations.
  - Encourage and support more downtown events through volunteers and partnerships.
  
2. **The Village will maintain and improve municipal and residential infrastructure services.**
  - The Village will continue to repair streets in a fiscally responsible manner.
  - Invest \$200,000 in street repairs indexed to inflation.
  - Pursue grant funding for major infrastructure projects.
  - Pursue manganese treatment plant.
  
3. **The Village will promote and encourage an increase in the availability of residential housing, beautification of the residential sector and work with non-profits to provide social housing opportunities.**
  - Investigate a residential revitalization/façade improvement program. (Program funding, format, evaluation method, rating criteria).
  - Engage the public on housing needs assessment for 'under 55'.
  - Work with developers in providing new housing developments; receptive to considering variances and/or Zoning Bylaw Amendments that address community priorities.
  - Enforcement of Unsightly Premises Bylaw.
  - Explore development opportunities for Village owned 25-hectare parcel.
  
4. **Work with stakeholders to implement community wildfire protection**
  - Prioritize and implement actions proceeding from Community Wildfire Protection Plan.
  - Investigate risk mitigation project for Village's 25-hectare parcel.
  
5. **The Village will provide and support recreation, healthy living and cultural opportunities**
  - Prioritize and implement recreation review action items.
  - Explore innovative new programming to increase recreational revenues.
  - Identify and implement efficiencies.
  - Investigate opportunities to develop biking within town and connecting trails.
  - Explore parks, trails and recreation opportunities with the Regional District of Bulkley-Nechako Areas B & E and First Nations
  
6. **The Village will commit to the promotion of advocacy and engagement initiatives to ensure local concerns are supported and strengthened.**
  - Monitor UBCM resolutions regarding Crown Land development.
  - Build community partnerships.
  - Advocate to the Province in relation to the Community Wildfire Protection Plan.
  - Address downloading concerns to Province.
  - Attract out of town investment.
  - Advocate for improved access to three phase hydro-electric power.
  - Work towards attracting improved internet services to address current constraints.
  - Lobby the Province to improve approach signage, historical points of interest, and museum signage.
  - Support Burns Lake and District Chamber of Commerce in investigating hotel tax.
  - Explore the potential for streaming Council meetings.

# AGENDA

Committee of the Whole Meeting for the Corporation of the Village of Burns Lake,  
held in Council Chambers on  
February 13, 2019 at 6:30 p.m.

TOPIC	PAGE
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
3. PUBLIC COMMENT	
<i>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 <b>2 minutes</b>. 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 <b>only address current agenda items</b>. No person from the audience may address Council more than once during the Public Comment and Public Question Period.</i>	
4. REPORTS	
a) St. John's Anglican Church Staff Report from April 2018 – Director of Protective Services R. Krause	4
b) St. John's Anglican Church Staff Report from December 2018 – Senior Management Team	6
c) Heritage Technical Services Report – St. John's Anglican Church	9
d) Discussion	
I. Is your group interested in using the St. John's Anglican Church?	
II. What are your plans for the space?	
III. Do you have funding to operate the venture?	
IV. Would you participate in the Request for Proposal (RFP) process for the use of the St. John's Anglican Church?	
5. PUBLIC QUESTION PERIOD	
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6. ADJOURN	



## Village of Burns Lake Council Report

**Date:** 18/04/2018  
**To:** Mayor and Council  
**From:** Robert Krause, Director of Protective Services  
**Subject:** St John's Anglican Church.

### 1. ISSUE:

1.1. The Visual Arts Group have requested the use of St John's Anglican Church for the purposes of an Art Gallery.

### 2. RECOMMENDATION:

**THAT Council receive the St. John's Anglican Church report;**

**AND THAT Council direct Staff to bring back a detailed report including costs, after the assessment by Heritage Technical Services Ltd.**

### 3. CAO COMMENTS:

3.1. Agree with recommendations – S. Worthing CAO

### 4. BACKGROUND

4.1. The building is owned by the Municipality and is beginning to fall into disrepair. The Visual Arts Group has requested the ability to use the building on a trial basis as an Art Gallery.

### 5. TRIPLE BOTTOM LINE:

#### 5.1. FINANCIAL IMPLICATIONS

5.1.1. The costs to complete all work will be dependent on the report being completed by Heritage Technical Services Ltd.

5.1.2. Heritage Technical Services Ltd. will be completing an inspection and report, on five municipal buildings, in the next 4-6 weeks.

#### ENVIRONMENTAL IMPLICATIONS

5.2.1. None.

#### 5.2. SOCIAL RESPONSIBILITY IMPLICATIONS

- 5.3.1 The building has been designated as a Heritage Building and the Village may have an obligation to prevent it from deteriorating.

## 6. DISCUSSION

6.1. The building was inspected by the Building Inspector and the Fire Chief to determine the minimum life safety requirements that would be required to allow for any occupancy. The following is a list of the minimum repairs needed to allow for the building to be occupied;

- Install Exit Signage
- Install Emergency Lighting
- Install Smoke Detectors
- Install Fire Extinguishers
- Install a landing and pathway from the rear exit of the building
- Repair the front stairs and handrails

6.2 In addition to the Life Safety requirements in the Building Code and the Fire Code, there are a number of other issues with the building including;

- No restroom facilities
- Water and ice build-up at the basement door
- Maintenance of the furnace
- Repairs to the basement stairs

## 7. RELEVANT LEGISLATION

7.1 British Columbia Building Code

7.2 British Columbia Fire Code

## 8. RECOMMENDATION AND OPTIONS

**THAT Council receive the St. John's Anglican Church report;**

**AND THAT Council direct Staff to bring back a detailed report including costs, after the assessment by Heritage Technical Services Ltd.**

Option 1: Council could chose to deny the request to use the facility as an art gallery, and take no further action.





## Village of Burns Lake Council Report

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**Date:** 05/12/2018  
**To:** Mayor and Council  
**From:** Village of Burns Lake Senior Management Team  
**Subject:** St. John's Anglican Church

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### 1. ISSUE:

- 1.1. The Village owns the St. John's Anglican Church (the church) located on First Avenue. The building has been vacant for a number of years and is beginning to fall into disrepair. The previous council directed staff to complete assessment work and provide a report on the future of the church.

### 2. RECOMMENDATION:

**THAT Council receive the St. John's Anglican Church Report,  
AND THAT Council direct staff on how to proceed.**

### 3. CAO COMMENTS:

- 3.1. Agree with recommendations – S. Worthing, CAO

### 4. 2018 GOALS AND OBJECTIVES

- 4.1. The Village will work to strengthen the local economy, support the growth of new and existing businesses and increase our economic diversity.

### 5. BACKGROUND

- 5.1. The municipality currently owns, and is responsible for, the church.
- 5.2. In 2002, Bylaw 815 designated the church as a municipal heritage site.
- 5.3. The church is currently part of the heritage trail walking tour.
- 5.4. In 2018, an assessment of the building was completed by Heritage Technical Services to determine the state of the building and any costs associated with maintaining it.
- 5.5. The Fire Chief and the Building Inspector have reviewed the Building and Fire Code requirements in order to allow for various occupancies.

5.6. The Visual Arts Group in Burns Lake, and the Rotary Club have both expressed interest in using the facility,

## **6. TRIPLE BOTTOM LINE:**

### **6.1. FINANCIAL IMPLICATIONS**

- 6.1.1. \$40,000 to complete the recommended repairs from Heritage Technical Services. These repairs are likely required regardless of the outcome in order to ensure the building does not fall into further disrepair.
- 6.1.2. \$7,500 to install life safety equipment. Regardless of what the church is used for in the future, a minimum level of life safety measures must be taken. These include emergency lighting, exit signage and a smoke alarm system.
- 6.1.3. \$25,000 to install water, sewer and a washroom. Currently none of these services exists. Depending on future use, these may be required
- 6.1.4. \$12,000 annually to cover utilities. This is an estimate based on heating and electrical for year round use.
- 6.1.5. \$45,000 to develop additional parking. Currently there is a limited amount of parking on the east side of the church. Depending on the proposed use, additional parking may need to be developed on the east side of the church, on property that the Village owns.
- 6.1.6. On October 9<sup>th</sup> 2018, Council Resolution directs staff to allocate \$50,000 to reserves to transfer the church into an Art Gallery
- 6.1.7. An October 23<sup>rd</sup> 2018 Council resolution directs staff to submit a grant application to the Canada Infrastructure Program – Community, Culture, and Recreation to help fund renovations to the church, for the Art Gallery Project. The deadline for this grant is January 23<sup>rd</sup> 2019.
- 6.1.8. It may be possible to use the current allocated funds to leverage additional grant monies to ensure all of the above mentioned costs could be covered.

### **6.2. ENVIRONMENTAL IMPLICATIONS**

6.2.1. N/A

### **6.3. SOCIAL RESPONSIBILITY IMPLICATIONS**

6.3.1. The building is a Municipal Heritage site and is well known in the community. It is currently not being utilized or maintained. Having the building developed and used for the community would ensure that it is maintained.

## **7. DISCUSSION**

- 7.1. A Visual Arts group has expressed interest in developing the building into an art gallery. The group has not provided council with a business plan for how they would operate, who would be responsible for annual operating costs, and what if any alterations would be required to allow them to make use of the facility.

- 7.2. The Burns Lake Rotary Club has expressed interest in developing the building for use as a meeting space, and to provide for rental opportunities for weddings and funerals. The Rotary club may have some funds available to develop the building for their needs.
- 7.3. Due to the Heritage designation, any alterations to the building must be approved by council resolution.
- 7.4. The Grant application requested from the previous Council is due January 23<sup>rd</sup> 2019, and would require a complete proposal for the use of the building. At this time we are not in a position to know what that future use should be.

## 8. RELEVANT LEGISLATION

- 8.1. N/A

## 9. RECOMMENDATION AND OPTIONS

### 9.1. Recommendation:

**THAT Council receive the St. John's Anglican Church Report,  
AND THAT Council direct staff on how to proceed.**

- 9.2. Option 1: Council could direct staff to schedule a Committee of the Whole meeting to discuss the options for the future use of the church. This meeting could include members of the previous Heritage Committee, Rotary Club, and the Visual Arts group. This meeting should be held fairly soon to allow staff time to prepare the grant application if it is determined to be feasible.
- 9.3. Option 2: Council could direct staff to advertise for an RFP from any group interested in taking over the building, with the result being a transfer of the building to a third party. This would mean staff would not apply for the Canada Infrastructure Grant by January 23<sup>rd</sup>. The reserve funds would then remain in reserves until such time as another grant opportunity becomes available. An example of this is the food bank building. The Lakes District Family Enhancement Society was the successful proponent for the RFP for the Village owned building. Council then gifted the building to the society for the purpose of developing and operating a food bank.
- 9.4. Option 3: Council could re-establish the Heritage Committee to assist with dealing with the future of the church. This would mean staff would not apply for the Canada Infrastructure Grant by January 23<sup>rd</sup>. The reserve funds would then remain in reserves until such time as another grant opportunity becomes available.
- 9.5. Option 4: Council could direct staff to investigate the possibility of the Museum Society taking over responsibility for the church, and make it part of the Museum Society. Staff could potentially make the grant deadline with this option but it would be dependant on whether the Museum Society was receptive to taking on the building. Our current agreement with the Museum Society is that the Village owns the museum and the Society rents the building on a monthly basis. Council just recently signed a two year rental agreement for the museum.



**Village of Burns Lake  
Facility Review 2018  
Visual Evaluation Review Form**

**Facility:** St. John's Heritage Church  
**Address:** 125 1st Avenue  
**Construction Type:** Wood Frame Construction  
**Age:** 1929  
**Building size:** 1028sf +/- (95.5m2)  
**Replacement Cost:** \$ irreplaceable

<i>Component</i>	<i>Timing (years)</i>	<i>Cost (\$)</i>
Foundation:	20+	n/a
-concrete foundation wall under main building in good condition; performing well		
-masonry foundation under rear basement access additions in very poor shape and failing; the addition should be demolished and not replaced	1	\$5,500.00
-exposed foundation shows paint peeling; scrape off loose paint and re-paint with appropriate paint	1	\$1,500.00
Concrete Slab:	20+	n/a
-concrete slab unseen due to raised floor in place in basement		
-remove raised floor	2	\$2,500.00
Sub-grade Drainage:	10+	n/a
-no evidence that drainage has been a problems; ie water entering building		
Main Floor Construction:	10+	n/a
-wood floor framing in good condition; dry and no evidence of rot/deterioration		
Roof Construction:	20+	n/a
-wood frame in good condition appearing to perform as required		
Stairs:		
-stairs to basement to be removed with addition		
-interior stairs to second floor in good conditions with rubber runner at treads	10+	n/a
Exterior Walls:		
-horizontal wood siding & wood trim in fair condition; scrape loose paint and re-paint	2	\$10,500.00
-some trim boards rotten/damaged; replace to match	2	\$1,000.00
Exterior Doors:		
-main entrance wood door in wood frame - fair condition; repaint	2	\$500.00
-rear entrance wood door/wood frame; replace with new to match existing	2	\$750.00
Exterior Windows:		
-all wood frame windows original with protective plastic covers		
-exterior surfaces of frames and trim require scraping/painting	2	\$3,500.00
Roofing:		
-cedar shake roof appears in fair condition; inspect roof and determine if cleaning and treating existing shakes will be suitable solution	5	\$3,000.00
-roof penetrations (roof vents/vent stacks) in good condition; regular maintenance	10	n/a
-flashing around bell tower in fair condition; review and clean valley	2	\$500.00
Exterior Stairs/Landing:		
-landing constructed of preserved lumber; replace decking	2	\$500.00
-existing handrail/guard at stairs and landing in fair shape; scrape loose paint and paint with appropriate exterior paint	2	\$750.00

St. John's Heritage Church  
ComponentTiming (years)    Cost (\$)

## Interior Finishes:

-basement walls surfaces in poor conditions; remove to strapping apply new interior finish with added insulation at face of concrete foundations walls	2	\$5,000.00
-main floor walls finished with wood as from original; regular maintenance	10	n/a

## Interior Doors:

-interior doors original wood in wood frames in fair condition touch up as regular maintenance	n/a	n/a
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## Ceiling Finish:

-basement ceiling clad with fibre board panels in poor condition; remove panels and replace with GWB	2	\$2,500.00
-main floor ceiling clad with original wood in fair condition no refinishing required; regular maintenance	10	n/a

## Flooring:

-basement floor raised floor over concrete slab; paint exposed concrete	2	\$1,000.00
-main floor original hardwood with carpet runner; in good condition	n/a	n/a

## Mechanical:

-no domestic water service	n/a	n/a
-no sanitary sewer service	n/a	n/a
-fuel supply (natural gas) to building; disconnected but reconnect for use	n/a	n/a
-gas fired furnace systems (high efficiency) - gas disconnected	n/a	n/a

## Electrical:

-100A/1phase service existing	n/a	n/a
-lighting mainly by incandescent lamps; re-lamp with LED lamps	2	\$1000.00
-no fire safety fixtures provided		

## Site Work:

-no parking provided		
-landscaping is minimal; mow grass and trim - regular maintenance	n/a	n/a

## General Comment:

Due to the designation of the building as a heritage building, there can be many upgrades that can be scheduled for the building, but it may be cost prohibitive and adversely affecting the heritage authenticity.

To make use of the building the building code will require potable water and sewer connections. Costs for extending water and sewer to the building are not included nor the costs to develop washrooms in the building.