



**AGENDA  
for the  
Special Meeting of Council**



**Tuesday  
November 26, 2019  
Council Chambers  
5:30 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."*

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## 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 Unightly 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

Special Meeting of Council for the Corporation of the Village of Burns Lake, held in Council Chambers on November 26, 2019 at 5:30 p.m.

TOPIC	PAGE
1. CALL TO ORDER	
2. APPROVAL OF AGENDA	
<b>THAT the agenda for the Special Meeting of Council on November 26, 2019, be approved as presented.</b>	
3. PUBLIC AND STATUTORY HEARINGS AND READINGS OR ADOPTION	
4. 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 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.</i>	
5. DELEGATIONS AND PETITIONS	
6. ADOPTION OF MINUTES	
7. MAYOR, COUNCILLOR AND CAO REPORTS	
8. REPORTS	
a) Lakes District Economic Diversification and Community Development Strategy Update – EDO L. Watson	
9. BUSINESS ARISING	
10. ORIGINAL COMMUNICATIONS ACTION	
11. ORIGINAL COMMUNICATION RECEIVED AND FILED	
12. NEW BUSINESS	
13. ACCOUNTS PAYABLE	

**14. READING FILES**

**15. PUBLIC QUESTION PERIOD**

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**16. RELEASE OF CLOSED MEETING RESOLUTIONS**

**17. ADJOURN**

**THAT the Special Meeting of Council on November 26, 2019, be adjourned.**

# ECONOMIC DEVELOPMENT

LAKES DISTRICT ECONOMIC DIVERSIFICATION AND COMMUNITY DEVELOPMENT STRATEGY

QUARTERLY UPDATE – NOVEMBER 2019

Lorie Watson  
ECONOMIC DEVELOPMENT OFFICER | VILLAGE OF BURNS LAKE

## Introduction

In 2018, The Village of Burns Lake approved the Lakes District Diversification and Community Development Strategy to provide direction for its economic and business development efforts. The implementation of this strategy has had a positive impact on the community at large. The Strategy targeted support for business, tourism and recreation, arts and culture, quality of life/resident attraction and agriculture/food.

Outcome monitoring helps ensure that the actions/projects are having the desired effect on our community goals. The results from outcome monitoring will help us determine whether we have chosen the right planning actions, or if we need to try an alternative action.

6

It is important to note that many metrics of economic development (e.g. jobs, population) are impacted by many factors, and that it can be difficult to access the direct impacts from this strategy. Nonetheless, it is important to measure them because it provides meaningful data on trends that will be used to change direction or increase focus on a particular action plan.

Outcome monitoring and evaluation should take place yearly. To measure our process, the developed “indicators” are used for each of the six economic objectives.

## Summary of Indicators for Measuring Outcomes

GOAL	Indicator	Data Source
Increase economic diversity	2-sector concentration ratio (% of total employment from top Two sectors)	Statistics Canada Census
Increase the number of good Jobs	1. # of "employed individuals 2. # of new business formations in Burns Lake 3. Median Income	Statistics Canada Census Statistics Canada Census
Increase the variety and Affordability of housing	1. Number of 'total private dwellings' from census 2. Proportion of single detached houses to Total number of private dwellings	BC Statistics, Business Incorporations Statistics Canada Census Statistics Canada Census
Attract residents	1. Regional population	Statistics Canada Census
Thriving local business scene	1. Number of businesses licenses issued in Burns Lake 2. # of vacant storefronts 3. Subjective score by business owners	1. Village of Burns Lake 2. Staff/volunteers 3. Business Walks, Business Retention and Expansion survey
Enhance local quality of life	1. # of satisfied residents (measures resident Satisfaction that the community is meeting their Needs in culture, education, spiritually, access to outdoors Affordability, etc.)	1. Annual Resident Survey <b>suggested to be completed every January</b>
Increase trust and Collaboration	1. Measurement of governmental transparency and community trust	1. Stakeholder interviews, qualitative indicators of trust <b>TBD</b>

## Indicator Summary

GOAL	INDICATOR	RESULT
Increase economic diversity	2-sector concentration ratio	28% population forestry and manufacturing (Lakes District)
Increase the number of good jobs	# of employed individuals	2,550 (Lakes District)
	# of new business formed in Burns Lake	11 (2018) * BC statistics
	Median Income (full-time employed individuals)	\$ 58,884 (VBL)
Increase the variety and affordability of housing	# of total private dwellings	748 (VBL)
	Proportion of single detached housing to total number of private dwellings	7:3 (single detached to number of private dwellings) (VBL)
Attract residents	Regional population	Regional Population: 5,601 Village 1,779 Burns Lake Band 48 Lake Babine (Woyene) 243 Burns Lake Rural electoral area B 1,938 Burns Lake Rural electoral area E 1,593
Thriving local business scene	# of business licenses issued in Burns Lake	2018 317 Local 227 Regional 90 2019 to date 326 Local 232 Regional 94
	# of vacant storefronts	2 (along Hwy 16)
	# of businesses satisfied with the current state of their business	Slow/poor 14% Fair/steady 36% Good/increasing 50%
Enhance local quality of life	# of satisfied residents	TBD - January Survey
Increase trust and collaboration	Stakeholder interviews	TBD - to be conducted in 2020

\*Lakes District includes: Village of Burns Lake, Burns Lake Band, Lake Babine Nation and Electoral area B & E



## The Monitor and Evaluation Tool

Timing	Action Name	Progress Update	Comments.
Foundational	F1: Work with Community Futures Nadina to increase their presence in the Lakes District	In progress	We are exploring training opportunities with Community Futures to take place in 2020. Funding is needed to increase business training in Burns Lake.
Foundational	F2: Train and deploy Community Catalysts	In progress	We are supporting community events with the addition of the Small Neighbourhoods Grant.
Foundational	F3: Community to Community (C2C) forum with First Nations and Village of Burns Lake, and consider longer term economic collaboration framework	In progress	Grant application will be submitted for a Community to Community forum for Dec. 6 <sup>th</sup> deadline
Foundational	F4: Policies and support for cannabis industry	complete	Council has finalized the Cannabis Policy
Foundational	F5: Leverage skills of local residents	In progress	We support community programs and continue to leverage the skills of local residents
Foundational	F6: Regular meetings between Village of Burns Lake and Lakes District First Nations on Economic Development	In progress	Met with Lake Babine economic development, Burns Lake Band economic development, Burns Lake Nation Development Corporation. Working on a monthly meeting schedule to discuss economic development.
Foundational	F7: Facilitate collaboration within sectors (e.g., support the creation of a tourism organization)	Not started	Waiting on approval of the tourism masterplan funding
Foundational	F8: Collaborate with First Nations organizations to link employers with First Nations employees (e.g., apprenticeship tax credit)	Not started	Item that can be discussed in the community to community forum

Timing	Action Name	Progress Update	Comments.
Foundational	F9: Investigate and address entry level labour shortage	In progress	Skills gap analysis is in progress and working with the consultant hired by the RDBN to complete. Focus Groups in Burns Lake has been scheduled end of Nov. 2019
Foundational	F10: Continue to advocate for sustainable Annual Allowable Cut (AAC), combining forest areas, other forestry related policy measures	complete	AAC has announced their annual cuts decision.
Foundational	F11: Programs and actions to encourage new immigrants settling the area	In progress	Participating in the BC Immigration Pilot Project
Foundational	F12: Support RDBN efforts for high speed internet and cell coverage in rural areas	In progress	Regional District of Bulkley-Nechako has taken the lead and we will be monitoring its progress.
Foundational	F13: Ensure an up to date land inventory is available on website	Not started	Website is in redevelopment
Phase 1: Quickstart	L1: Work with building owners to better utilize underused or empty buildings	In progress	We are monitoring and there are only 2 vacant buildings along hwy 16
Phase 1: Quickstart	L2: Business Training workshops (e.g., digital marketing)	In progress	Working with The Burns Lake Chamber of Commerce and Community Futures on opportunities for business training workshops. We have received quotes from Community Futures for business training workshops. We are working with the economic development budget to schedule training in 2020.
Phase 1: Quickstart	L3: Program to link events and festivals to local business	In progress	Continued relationship building with local business owners and communicating with them about upcoming events and festivals. Economic development budget will help support events in the community.
Phase 1: Quickstart	L4: Encourage local businesses to promote tourism	In progress	Ongoing, a more defined program will enhance local promotion by business owners.
Phase 1: Quickstart	T1: Support the creation of a tourism organization and tourism strategy	Not started	Waiting on approval of the tourism masterplan funding

Timing	Action Name	Progress Update	Comments.
Phase 1: Quickstart	T2: Promote the value of tourism, best practices to Councils, Chamber, etc.	In progress	Ongoing
Phase 1: Quickstart	T3: Updating place branding and marketing: focus on outdoor recreation and Indigenous culture and history	In progress	We are completing engagement with the community. Next steps we will receive the research summary report from eSolutions Group. Project is set to be completed in early 2020
Phase 1: Quickstart	C1: More public art downtown (murals, hydro boxes, etc.)	Not started	Branding enhancement strategy once complete in 2020 will provide some direction on enhancing our downtown visually.
Phase 1: Quickstart	C2: Actions to increase First Nations art presence	Not started	
Phase 1: Quickstart	C3: Workshops on commercializing and marketing art	Not started	
Phase 1: Quickstart	Q1: Deploy resident attraction materials (in progress)	In progress	Online support for events, activities and experiences is shared online and on social media. Marketing will increase in 2020 with the completion of the Branding Enhancement Project that will include a branding strategy that we will be implementing.
Phase 1: Quickstart	Q2: High school "place making project"	In progress	ongoing support for the YELL program
Phase 1: Quickstart	Q3: Initial tech meet-up with possibility for more	Not started	Discussed in the business walks, we will gauge if there is community interest to proceed with an initial tech meet-up

Timing	Action Name	Progress Update	Comments.
Phase 1: Quickstart	Q4: Initiate Lakes District collaboration on housing and a housing strategy (affordable housing, seniors housing, homelessness)	In progress	Under 55 housing study in progress
Phase 1: Quickstart	Q5: Dog Park	complete	Dog park is in the completion stage
Phase 1: Quickstart	A1: More local food in local stores: Build Grassy Plains and other smaller stores' local produce offerings	In progress	RDBN is taking the lead and we are supporting their efforts
Phase 1: Quickstart	A2: More sector collaboration and networking opportunities	Not started	
Phase 2	L5: Continue downtown revitalization (beautification, walkability/bike ability, etc.)	In progress	Promotion and Implementation of the Façade Program is ongoing. Downtown parking project is scheduled for completion in the summer of 2020.
Phase 2	L6: Actions to support an increase in local purchasing (customer education and vendor support)	In progress	Support for local businesses in the community is promoted in the Love Burns Lake program
Phase 2	L7: Work with large purchasers and local suppliers to increase local procurement	In progress	Village staff has assisted local business owners and residents in work opportunities related to the Coastal Gas Link project.
Phase 2	L8: Expand business retention and expansion program (including one-on-one support)	In progress	Ongoing, promotion of one on one support is still in development

Timing	Action Name	Progress Update	Comments.
Phase 2	T4: Wayfinding and amenity signage (on highway and within Burns Lake)	In progress	We will be implementing the signage strategy after the Branding Enhancement Project is complete.
Phase 2	T5: Continue to support mountain bike tourism efforts	In progress	Working with BC Mountain Biking Assoc. projects for 2020
Phase 2	T6: Support Indigenous Tourism Product Development	Not started	
Phase 2	C4: Assess viability of art gallery in Anglican Church	In progress	The Lakes District Museum is working with the Village of Burns Lake on options for the Anglican Church.
Phase 2	C5: Local art on display and in stores, hotels, and in more locations	Not started	
Phase 2	C6: Arts and Culture School/Centre	Not started	
Phase 2	C7: Live music or "plein air" painting in Pioneer Park (e.g., once a week)	In progress	Completed first Plein air. Looking at funding options to increase events this thru the spring/summer 2020
Phase 2	Q6: Volunteer development Task Force or actions	Not started	
Phase 2	Q7: Lakes District events calendar	Not started	A community calendar is planned for the new Village website in December 2019

Timing	Action Name	Progress Update	Comments.
Phase 2	Q8: Classes/workshops put on by skilled residents	In progress	Multiplex is available for classes and workshops.
Phase 2	Q9: Makerspace (for tech and non-tech making)	Not started	
Phase 2	A3: Local butchering facility (support RDBN and local producers)	Not started	Regional District of Bulkley-Nechako has taken the lead and we are monitoring and supporting the project.
Phase 2	A4: Producer co-op (shared marketing, coordination, etc.)	Not started	
Phase 2	A5: Increase procurement of local food (governments, hospitals, seniors homes, forestry, mining camps)	Not started	
Phase 2	A6: Implement sustainable business model for farmers market, grow and expand (support chamber)	In progress	Working closely with the Chamber in expanding the business model to include artisans
Phase 2	A7: Investigate potential for "freight" box farm for local food security	Not started	

Note: Phase 3 actionable items are identified as less urgent priorities and will be implemented upon the completion of phase 1 and phase 2 or if an opportunity to pursue arises.

- Phase 3 Actions include the following:
- Investigate support for Business Improvement Area
- Consider or take steps toward Innovation hub
- Attract anchor chains/franchises
- Other tourism product development
- Craft beer and music festival
- Ensure that post-secondary offerings match needs of the community
- Investigate the need for "gathering spaces" (e.g., teen centre, friendship centre, seniors centre, etc.)
- Work with BLMBA and RDBN to investigate options re: maintenance at Kager Lake
- Be supportive of new/niche markets (haskap, beekeeping, hemp)
- Supportive Operators in expanding into agritourism