

# Village of Burns Lake



2018 Annual  
Report



# LETTER FROM THE MAYOR



I am honoured to have this opportunity to provide an update on municipal services and operations for 2018.

The current Council served for two months in 2018, so this is an acknowledgment of the previous Council's efforts to provide residents of Burns Lake with the best possible municipal services.

Building new and replacing old infrastructure was, and is, the driving force behind many council decisions. At the forefront, was concerns regarding changing guidelines for manganese in municipal water. The previous Council identified this concern and made the decision to complete the Water Treatment Design Brief and we are now shovel ready to build a water treatment plant. Staff has been working with local First Nations representatives and applying for federal grants to secure funding for the water treatment plant. We hope to see the installation of a water treatment plant in the near future.

Paving projects are an important, expensive and ongoing demand on our budget dollars. Eighth Avenue is a busy street, which provides access to many homes, recreation facilities, medical clinics, a school and the hospital. Repair was desperately needed. With this in mind, Council chose to pave the section of Eighth Avenue, from Highway 16 to Center Street. Paving efforts will continue as the budget allows.

Economic development is an important piece of the work that is done through Council and staff at the Village. In 2018, the Economic Diversification and Community Development Strategy was completed, and implementation will begin in 2019. The strategy focuses on helping Burns Lake to grow in ways that build on the unique environment, skills, character and vision of our locale. Another year of participation in the Façade Improvement Program has resulted in further beautification of our downtown core, attracting visitors and entrepreneurs, and making Burns Lake a great place to live and shop! Staff implemented "Shop Local" programs to highlight and incentivize local shopping opportunities.

As we focus on and build from our assets, Burns Lake is truly becoming a more vibrant reflection of the people who live here! This is an exciting time to be a resident of Burns Lake, and on behalf of Council, I would like to thank you for the opportunity to serve the residents of our amazing community.

Delores Funk  
Mayor - Village of Burns Lake



## LETTER FROM THE CAO

I would like to start by welcoming the new members of Council to the world of local government. This is an exciting opportunity for them to play a leadership role in moving our community forward.

2018 was a year with a number of staffing changes, and we are looking forward to having a full slate of employees in 2019. Given the staff changes I am impressed with how our team pulled together to complete both capital and operational projects during the year.

The state of Village infrastructure is always at the top of resident and staff minds. A much needed paving project on 8th Avenue was completed on budget. Throughout the community patching and crack sealing projects were completed. Installation of pitless adapters at our Gerow Island well sites was our largest project. The installation will further increase the safety of the community's water system. The Public Works department collaborated with the engineering firm to complete the design drawings for a water treatment plant. Staff expects notification in 2019 as to whether the municipality will receive grant funding to construct the plant.

I am proud of the extra efforts of the Burns Lake Volunteer Fire Department and Village staff during the 2018 wildfires in our region. I am also proud to live in a community where people and organizations see a need and fill it. For example, the above and beyond efforts of Burns Lake Native Development Corporation staff and volunteers to coordinate an evacuation centre at the Gathering Place, showcases why we live in a small town.

Whether staff performs administrative functions or highly visible jobs such as snow removal or multiplex operations, all have contributed to achieving the 2018 goals. I am fortunate to work with a team of dedicated professionals and I look forward to serving the community and Council in 2019. If you have questions or suggestions, please make sure to stop by the office.

Sheryl Worthing  
Chief Administrative Officer

# OBJECTIVE 1:

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

## **Review and update the Ec Dev plan.**

- Council showed strong support for diversification efforts by taking a leadership role on the Lakes District Diversification Committee. The goal of the committee was to oversee the development of a Diversification and Community Development plan using Asset Based Community Development (ABCD) techniques.
- Community Engagement was a main focus during the process, with project wrap-up in December.
- Council's request to the Economic Diversification Committee to investigate; Parks and Recreation, business retention and attraction, franchise opportunities, tourism opportunities, including First Nation tourism, and product development.
- As part of the Diversification Project, community members, with the assistance of staff, organized the Recycle-a-Bicycle Art Contest and coincided with the Big Pig Mountain Bike Festival.
- The Lakes District Economic Diversification and Community Development Strategy was completed in December of 2018. The strategy is located on our website: [www.burnslake.ca/economicdevelopment](http://www.burnslake.ca/economicdevelopment).
- The municipality once again participated in Northern Development Initiative Trust's Business Façade Improvement program. This program has changed the face of our downtown core.
- Staff played a large role in the organization of the BC Community Forest AGM, held in April. The AGM brought attendees from around the province, keeping the hotels full and caterers busy!
- Currently, staff sit on regional development committees and attend economic development events.
- A grant application to the Rural Dividend Fund to rebrand the community was submitted in 2018. Rebranding is a project from the diversification strategy.

## **Conduct an Annual Business Survey**

- To be completed in 2019.

## **Monitor UBCM resolutions regarding Crown Land development**

- Union of BC Municipalities (UBCM) hosts an annual conference. Staff regularly monitors resolutions that are submitted to UBCM from municipalities around the province.
- Council was particularly interested in resolutions regarding Crownland development opportunities along the lakeshore.

Winner of the iPad at the final Diversification Project open house at the Lakeview Mall.



- In 2018, the tax rate ratio between business and residential property classes was reduced from 2.15:1 to 2.05:1, supporting the financial viability of the business sector.
- Business Licenses remain low at \$110 per year.
- Through Love Burns Lake program, small independent businesses are provided online exposure for a low fee. Love Burns Lake businesses are also promoted by staff on the Love Burns Lake Facebook page.
- The Economic Development department organized a number of educational programs to support business owners to be successful. The programs were offered for free thanks to the Rural Dividend Fund grant. The courses ranged from social media to business plan development.
- A member of Council sits on the Lakes Timber Supply Working Group, the group is tasked with providing feedback to the Timber Supply Review (TSR) committee, which will support numerous businesses in the Lakes District that rely on a healthy forest industry.
- Council amended the Official Community Plan to include cannabis production in the M2 Zone.

**Support the growth of new and existing businesses.**

- Downtown parking revitalization moved forward in 2018 with onsite meetings between Council, Staff, and an engineer. The engineer supplied several design options for a rebuild of the parking area adjacent to the Tweedsmuir Hotel. The Ministry of Transportation and Highways was consulted regarding the entrance and current crosswalk location. The project is expected to move forward in 2019.
- Effective traffic signing and paint markings on roadways are critical to the safe movement of vehicular traffic, cyclists, and pedestrians. To ensure the effectiveness of our road system, the Village, in partnership with ICBC, completed the Burns Lake Traffic Control Review.
- In addition to the Traffic Control Review, the Burns Lake Traffic Speed Investigation Report was also completed.

**Work towards enhancing and improving parking in the downtown core.**

- The Community Adjustment Fund Reserve was established to assist the municipality to provide seed money to complete future projects. As projects from the Lakes District Economic Diversification and Community Development Strategy are unrolled, the fund will be accessed.

**Establish a Community Adjustment Fund Reserve.**



# OBJECTIVE 2:

## The Village will maintain and improve municipal and residential infrastructure services

### **The Village will continue to repair streets in a fiscally responsible manner.**

- Contractors completed the paving of the bottom half of Eighth Avenue, which included the installation of run-off mitigation channels to reduce erosion of the new pavement.
- Road repairs and maintenance were completed at various locations within the municipality. The repairs were completed in accordance with priorities and budget.

The Village will continue to pursue grant funding for major infrastructure projects

- The new water towers are online and landscaping around the site was completed in the spring of 2018. The Water Towers and landscaping were largely funded through the New Building Canada Fund.
- One of the major projects for 2018 was the installation of the pitless adapters at the Gerow Island well sites. The use of pitless adapters decrease the chance of contamination of the water supply. The project was funded through the New Building Canada Fund.
- The Village submitted a grant application to Investing in Canada Infrastructure Program for the construction of a Water Treatment Plant for the municipality. Staff collaborated with representatives from Lake Babine Nation and Burns Lake Band on the Water Treatment Plant to secure project funding.
- Engineered drawings for the proposed Water Treatment Plant Project was funded through a grant, without grant funding many projects would be out of the financial reach of the municipality.



### **Prepare an infrastructure referendum question.**

Council decided to add funds to the \$160,000 paving budget to nearly double the program for 2018. The referendum question was deferred.

### **Investigate a residential revitalization/façade improvement program**

Staff investigated implementing a residential beautification program similar to the Business Façade program, however a workable model has not been determined.



- The Village applied to the Rural Dividend Fund to undertake an Under 55 Housing Needs Assessment Study. The 55+ Housing Needs Assessment was completed in 2017.
- The Village has a representative on the 6 Nations Housing Committee, which is investigating the construction of a 20-unit Supportive Housing Complex in the municipality. Staff attended several meetings with BC Housing regarding the 6 Nations Housing initiative.
- Council and staff organized an information session with Cathryn Olmstead due to her experience with Bulkley Valley Community Services and housing initiatives in Smithers. The session, held at CNC, was attended by a variety of individuals and organizations.
- Since 2017, the municipality of Burns Lake has seen an increase in the number of housing starts. Development permit applications have also increased.

**Engage public to identify residential development needed.**

- The Unsightly Premises Bylaw was given first, second and third readings in December 2018, and was adopted on January 8, 2019.
- The revised bylaw encourages property owners to beautify their property.
- Staff continue to work with property owners to keep tidy premises.

**Enforce unsightly premises bylaw.**

## **OBJECTIVE 3:** The Village will manage its revenues and expenses responsibly.

**The Village will continue to repair streets in a fiscally responsible manner**

- The VBL is working towards setting targets, while remaining fiscally responsible in setting balanced budgets and keeping tax increases in check.
- Over the next three years, the Village is planning for the construction of a water treatment plant, sewage treatment plant upgrades, sewer lift station upgrades, paved road resurfacing and development of a downtown parking lot.
- In 2018 the following infrastructure was upgraded, utilizing a combination of grants and reserves:
  - » Gerow Island Wells
  - » Water booster station B
  - » 8th Avenue paved road resurfacing

## **OBJECTIVE 4:**

**Work with stakeholders to implement community wildfire protection.**

**Prioritize and implement the Community Wildfire Protection Plan**

- Staff continue to work with the Ministry of Forests Land and Natural Resource Operations and Rural Development to have the Community Wildfire Protective Plan (CWPP) certified by the Ministry. The certification process has taken a long time and has affected implementation. Staff believes certification will occur in 2019.
- In addition to the CWPP, the Village supports the Burns Lake FireSmart Committee. The FireSmart Committee completed a number of tasks in 2018, including home assessments, a Wildfire Preparedness Day event at the Rod Reid Trail, a booth at the BC Community Forest Conference and the committee revised the Village of Burns Lake Hazard Assessment and Community Plan. Wildfire mitigation efforts will continue.

**Investigate risk mitigation project for the Village's 25 hectare parcel.**

- The project will be completed in 2019.



# OBJECTIVE 5:



- The Lakeside Multiplex did not have a Director of Recreation during 2018; municipal staff stepped up to fill in the management role for the facility.
- A number of adult fitness classes were offered, there were high levels of participation in classes ranging from chair yoga to zumba. Programming for children is also a priority at the facility, including summer camps and special events.
- As the result of grant funding, seniors fitness and nutrition classes were offered for free. The seniors programming sessions were well attended and went a long way to improve quality of life for participants.
- Staff worked with local Seniors Games participants to host a 'Give It a Try Day' at the multiplex. Seniors participated in various sports that are part of the BC Seniors Games. With 57 people participating in six events, it was a successful day!
- Council supported BLNDC's application to the Ministry of Transportation and Infrastructure to have the Aboriginal Day parade travel down Highway 16 from CNC to the A & W. The Village of Burns Lake also participated in the parade, the Mayor and students from William Morris Elementary rode on the float. Fun was had by all!
- The Mayor attended Canada Day celebrations, served cake to attendees and enjoyed listening to talented local artists.
- Staff designed a new Village of Burns Lake flag in time for the Union of BC Municipalities conference in Whistler.
- Staff supported mountain bike events and the RIDE NORTH campaign during 2018. The Boer Mountain/Kager Lake area is noted in the diversification strategy, this area contributes to healthy living for residents and visitors.
- Burns Lake has a number of non-profit organizations that make this a special place to live. Council approved in-kind staff time to assist the community garden to erect the new greenhouse at the Community Garden facility.
- Staff organized several meetings and engaged the community through social media as to uses for the vacant St. John's Anglican Church. Numerous ideas were received, including an Art Gallery, a youth centre, and a pottery studio.

**The Village  
will provide  
and support  
recreation,  
healthy living  
and cultural  
opportunities.**

# Burns Lake Fire Department

Burns Lake Fire Rescue had an extremely busy summer, assisting the BC Wildfire Service with fires in the Telegraph Creek and Verdun Mountain areas. In total more than 1700 man-hours were put in on the wildfires, while still maintaining emergency coverage for the Fire Protection area. During the time frame when we were assisting BC Wildfire Service, BLFR also responded to 16 emergency calls including wildland fires, vehicle fires, motor vehicle crashes, and transformer fires, to highlight a few.

The department responded to thirteen structure and five vehicle fires in 2018. The new training facility will be operational in 2019, the department will be able to conduct a large number of training scenarios at the site. The new Rescue Truck was tendered in 2018, and will be delivered in early June 2019. The vehicle will immediately increase our response capability for motor vehicle incidents, as well as technical rescue calls.



# PERMISSIVE TAX EXEMPTIONS

The Village of Burns Lake has provided tax exemptions to the following property for the 2018 year.

Folio	Name	Municipal Portion of Taxes
506 03054.000	Kinette Park	\$217.70
506 03055.000	United Church	\$1,499.21
506 02534.000	Pentecostal Church	\$1,408.24
506 02515.000	Pentecostal Church	\$2,115.74
506 01574.000	Catholic Church	\$398.25
506 01640.000	Catholic Church	\$2,474.38
506 02939.000	Vineyard Church	\$739.08
506 02940.000	Vineyard Church	\$359.81
506 02941.000	Thrift Store	\$910.29
506 02937.000	LD Film Society	\$1,812.89
506 02963.000	LD Film Society	\$330.59
506 02800.010	CN Rail	\$292.47
506 02800.005	CN Rail	\$685.79
506 03319.000	CN Rail	\$44.59
506 01183.000	Playschool	\$1,123.28
506 01204.000	Group Home	\$1,670.64
506 03217.000	Nourse House	\$1,699.10
506 03201.000	Legion	\$1,565.32

# 2019 MUNICIPAL OBJECTIVES

**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.

**The Village will maintain and improve municipal and residential infrastructure services.**

- 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.

**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 parcel.



### **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.

### **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

### **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 hydroelectric 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.



**THANKS FOR  
READING!**







Please Find Attached the 2018  
Audited Financial Statements

