

District of Fort St. James
Minutes of Regular Council Meeting 2023-25, November 28, 2023
District Office, 477 Stuart Drive West, Fort St. James, BC and via Zoom

In Attendance

	Mayor Martin Elphee
	Councillor Corbett Boschman
Council	Councillor Judith Friesen
	Councillor Jennifer Howell
	Councillor Kris Nielsen
	Rachelle Willick, Acting Corporate Officer & Chief Administrative Officer, Chief Financial Officer
Staff	Doug Lowther, Acting Chief Administrative Officer Director of Operations
	Alexander Bihori, Rural Business Liaison
	Carrie-Lynn Daley, Legislative Assistant
Others	4 Members of the public

Call to Order

Mayor Elphee called the meeting to order at 5:00pm.

1.0 ADOPTION OF AGENDA

1.1 Adoption of the Agenda

Moved by Councillor Boschman and seconded by Councillor Howell

2023-25-01 *THAT Council adopts the agenda for Regular Meeting No. 2023-25 as circulated.*

Carried unanimously

2.0 NOTICE OF CLOSED MEETING

2.1 Closed Meeting Motion

Moved by Councillor Boschman and seconded by Councillor Howell

2023-25-02 *THAT, pursuant to section 90(1) of the Community Charter, Council will close the meeting to the public to permit discussion of items relating to the following: (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*

Carried unanimously

3.0 DELEGATIONS

3.1 Fort St James Sleddog Association

Mr. Houghton and Mrs. Vinnedge had a PowerPoint presentation to Council explained that all the different Sleddog race types there are at the Caledonia Races. Their association works all year round keeping up with trail the snowmobile club. Councillor Nielsen joined us in Council Chambers at 5:14pm

3.2 Fort St. James Community Foundation

Fort St James Community Foundation was not able to attend this Council meeting No. 2023-25

4.0 APPROVAL OF MINUTES

4.1 Minutes of the Regular meeting

Moved by Councillor Nielsen and seconded by Councillor Boschman

2023-25-03 *THAT Council approves the minutes of Regular Council Meeting No. 2023-24 as circulated.*

Carried unanimously

5.0 BUSINESS ARISING

6.0 RESOLUTIONS

7.0 COUNCIL REPORTS

7.1 Mayor Elphee's Report

- November 15- Budget Meeting
- November 20- Community Forest Meeting
- November 23-Regional District of Bulkley Nechako Meeting
- November 24- Santa Claus Parade
- November 28- District of Fort St. James & Nak'azdli Whut'en EOC 2023 debrief - Will work together again next season

Motion to appoint Councillor Boschman as Acting Mayor when Mayor Elphee is unable to attend.

Moved by Councillor Nielsen and seconded by Councillor Howell

2023-25-04 *THAT Council appoints Councillor Boschman as Acting Mayor when Mayor Elphee is unable to attend.*

Carried unanimously

7.2 Councillors' Reports

Councillor Boshman:
-November 28- Santa Claus Parade

Councillor Howell:
-November 15- Budget Meeting
-November 28- Santa Claus Parade

Councillor Friesen:
-November 25- Pope Mountain Arts Open House

Councillor Niesen:
-November 15- Budget Meeting
-November 16- Primary Care Society
-November 28 Santa Claus Parade

8.0 STAFF REPORTS

8.1 Chief Administrative Officer's Verbal Report

No Verbal reports from either Acting Chief Administrative Officer Lowther or Willick

8.2 2024 Council Meeting Schedule Approval

Moved by Councillor Howell and seconded by Councillor Boschman

2023-25-05 *THAT Council adopts the 2024 Council Meeting Schedule as amended*

Carried unanimously

8.3 Interior Helicopters Lease Renewal

Moved by Councillor Boschman and seconded by Councillor Nielsen

2023-25-06 *THAT Council approves the renewal of the Interior Helicopters Lease for a term of 3 years;
AND THAT Council authorizes Mayor Elphee and Acting CAO Rachelle Willick to execute the lease renewal on behalf of the District*

Carried unanimously

8.4 Yellowhead Helicopter Lease Renewal Report

Moved by Councillor Friesen and seconded by Councillor Boschman

2023-25-07 *THAT Council approves the renewal of the Yellowhead Helicopter lease term of 3 years;
AND THAT Council authorizes Mayor Elphee and Acting CAO Rachelle Willick to execute the lease renewal to the district*

Carried unanimously

8.5 Birthday Book Induction Event

Moved by Councillor Friesen and seconded by Councillor Boschman

2023-25-08 *THAT Council invite valid Birthday Book applicants to the Inductions Event where Council will present applicants with a signed birthday card and municipal pin*

Carried unanimously

8.6 BC Active Transportation Grant

Moved by Councillor Howell and seconded by Councillor Boschman

2023-25-09 *THAT Council supports an application to the BC Active Transportation Network Plan Grant Program for \$17,500.00, acknowledging that the grant covers 50%, requiring \$17,500.00 contribution from the District of Fort St. James for a total project cost of \$35,000.00.*

Carried Opposed: Councillor Friesen, Councillor Nielsen

8.7 Appointment of 2023 Auditors

Moved by Councillor Friesen and seconded by Councillor Howell

203-25-10 *THAT Council appoint Beswick Hildebrandt Lund Chartered Professional Accountants as the District's external auditor for the fiscal year 2023*

Carried unanimously

8.8 2023 Third Quarter Report: Visitor Information Center

For receipt

8.9 Northern BC Tourism Association Iconics Signage

Staff will obtain more information and bring back for councils' reconsideration

9.0 GRANT IN AID

9.1 Fort St. James Sleddog Association

Moved by Councillor Nielsen and seconded by Councillor Friesen

2023-25-11 *THAT Council supports the Fort St. James Sleddog Association's Grant In Aid request in the amount \$2,243.00, with funds to be allocated from the 2024 Grant In Aid Budget*

Carried unanimously

9.2 Fort St. James Secondary School Falcons Breakfast Club

Staff will ask organization for more information to bring questions and answers forward again for council reconsideration

10.0 OTHER REPORTS

11.0 CORRESPONDENCE

11.1 Nahounli Kennel & Uplands: dated November 20, 2023; kennel monthly update.

11.2 Regional District of Bulkley Nechako email, dated November 14, 2023, RDBN Regional Public Transit and Para-Transit (Hwy 16) Service Establishment Amendment Bylaw No. 2011, 2012, 2013, 2015 and 2017.

Received as receipt, Council would like to know if we are able to opt out.

12.0 BYLAWS

13.0 NEW BUSINESS

14.0 SUPPLEMENTARY AGENDA

15.0 QUESTION PERIOD

16.0 RECESS TO THE CLOSED MEETING

16.1 Recess to the Closed Meeting

Moved by Councillor Nielsen and seconded by Councillor Boschman

2023-25-12 *THAT Council closes the meeting to the public pursuant to resolution 2023-25-02*

At 6:00pm Council closed the meeting to the public

Carried unanimously

17.0 RELEASE OF CLOSED MEETING DECISIONS

18.0 ADJOURNMENT

18.1 Adjournment

Moved by Councillor Nielsen and seconded by Councillor Howell

2023-25-13 *THAT Council adjourns the regular meeting at 7:59pm*

Carried unanimously

Mayor Martin Elphee

Rachelle Willick, Acting Corporate Office