



## CARIBOO REGIONAL DISTRICT

### BOARD MINUTES

January 24, 2025

9:45 a.m.

Cariboo Regional District Board Room

Suite D - 180 Third Avenue North

Williams Lake, B.C.

PRESENT: Chair M. Wagner, Vice Chair M. Neufeld, Director M. Sjostrom, Director B. Bachmeier, Director J. Massier, Director S. Forseth, Director M. LeBourdais, Director A. Richmond, Director J. Glassford, Director T. Pare, Director B. Anderson, Director E. de Vries, Director E. Coleman (via Teams), Director S. Rathor, Director M. Pinkney, Director L. Roodenburg (via Teams)

STAFF: M. Daly, Chief Administrative Officer, A. Johnston, Manager of Corporate Services/Deputy CAO, K. Erickson, Chief Financial Officer, L. Schick, Deputy Corporate Officer/Executive Assistant, N. Whitehead, Manager of Planning Services, G. Pinchbeck, Manager of Communications, S. Masun, Manager of Intergovernmental Relations, K. MacDonald, Manager of Utilities, D. Campbell, Manager of Community Services, C. Ikoma, Planning Officer I, G. Hilliard, Recording Secretary

#### 1. CALL TO ORDER

##### 1.1 Adoption of Agenda

Corporate Vote - Unweighted

**2025-1-1**

Moved Director Rathor

Seconded Director de Vries

That the agenda be adopted as presented.

Carried

**2. ADOPTION OF MINUTES**

**2.1 Minutes of the Cariboo Regional District Board Meeting - December 6, 2024**

Corporate Vote - Unweighted

**2025-1-2**

Moved Director Glassford

Seconded Director Neufeld

That the minutes of the Cariboo Regional District Board meeting held December 6, 2024, be adopted.

Carried

**4. PLANNING BYLAWS FOR CONSIDERATION OF SECOND READING**

**4.1 Area J – Bylaw 5475**

Don Vanderhorst, the acting agent, spoke on behalf of the applicant.

Stakeholder Vote – Unweighted – All Electoral Areas

Bluff Lake Road

District Lot 1090, Range 2, Coast District, Said to Contain 80 Acres More or Less, Except Plan KAP54601; and District Lot 1091, Range 2, Coast District, Said to Contain 160 Acres More or Less, Except Plan KAP54601

From Rural 1 (RR 1) zone and Resource/Agricultural (R/A) zone to Special Exception C 2-5 zone

(3360-20/20240014 – David King) (Agent: Don Vanderhorst Consulting Ltd.)

Director Pare

**2025-1-3**

Moved Director Pare

Seconded Director Forseth

That the proposed Rezoning application number 3360-20/20240014 be rejected because of the potential impact on wildlife values.

Carried

**5. PLANNING BYLAWS FOR CONSIDERATION OF FIRST AND SECOND READING**

**5.1 Area G – Bylaw 5496**

Stakeholder Vote – Unweighted – All Electoral Areas

4842 Hamilton Rd

Lot A, District Lot 5, Lillooet District, Plan 5820, Except Plan KAP52790  
From Community Commercial (C 5) zone to Special Exception C 5-2 zone  
(3360-20/20240048 – Duncan)

Director Richmond

**2025-1-4**

Moved Director Richmond

Seconded Director de Vries

That South Cariboo Area Zoning Amendment Bylaw No. 5496, 2024 be read a first and second time this 24<sup>th</sup> day of January 2025. Further, that adoption be subject to the following:

- i. The applicant applying for and receiving a Controlled Access Permit from Ministry of Transportation and Transit for Lot A, District Lot 5, Lillooet District, Plan 5820, Except Plan KAP52790.
  
- ii. The applicant providing proof to planning staff that the Ministry of Transportation and Transit’s concerns regarding lighting impacts on the motoring public have been addressed.

**Carried**

**6. PLANNING BYLAWS FOR CONSIDERATION OF ADOPTION**

**6.1 Area F – Bylaw 5477**

Stakeholder Vote – Unweighted – All Electoral Areas

6414 & 6416 Horsefly Landing Rd

Lot 2, District Lot 10289, Cariboo District, Plan 14202 and Lot 3, District Lot 10289, Cariboo District, Plan 14202

From Tourist Commercial (C 2) zone to Lakeshore Residential (RL) zone  
(3360-20/20240019 – Hiebert)

Director LeBourdais

**2025-1-5**

Moved Director LeBourdais  
Seconded Director Glassford

That Central Cariboo Area Rural Land Use Amendment Bylaw No. 5477, 2024 be adopted this 24<sup>th</sup> day of January 2025.

**Carried**

**7. DEVELOPMENT PERMIT APPLICATIONS**

**7.1 Area L – DP20240044**

Stakeholder Vote – Unweighted – All Electoral Areas

6755 Little Fort Hwy 24

Lot B, District Lot 4491, Lillooet District, Plan 32995

(3060-20/20240044 – Fawn Lake Lumber & Supply Inc.) (Agent: Ruth Gauthier)

Director de Vries

**2025-1-6**

Moved Director de Vries  
Seconded Director Sjostrom

That the application for a Development Permit pertaining to Lot B, District Lot 4491, Lillooet District, Plan 32995 be approved based on Appendices B and D.

**Carried**

**7.2 Area D – DP20240047**

Stakeholder Vote – Unweighted – All Electoral Areas

88 Soda Creek Road

District Lot 12409, Cariboo District

(3060-20/20240047 – 08011962 Holdings Ltd.) (Agent: Steve Shilson – Can Gas Propane)

Director Forseth

**2025-1-7**

Moved Director Forseth  
Seconded Director Glassford

That the application for a Development Permit pertaining to District Lot 12409, Cariboo District be approved based on Appendices B and D.

**Carried**

The meeting recessed at 10:30 a.m.

The meeting reconvened at 11:06 a.m.

**3. DELEGATIONS/GUESTS**

**3.1 11:00 a.m. to 12:00 p.m. Delegation - Agricultural Land Commission**

Kim Grout, Chief Executive Officer and Jennifer Dyson, Chair of the Agricultural Land Commission, attended remotely to discuss relevant issues.

The meeting recessed at 12:10 p.m.

The meeting reconvened at 1:09 p.m.

**8. ENVIRONMENTAL SERVICES**

**8.1 Application for the Universal Water Meter Pilot Project, including Horse Lake, Forest Grove, and Lac La Hache water systems**

Corporate Vote - Unweighted

**2025-1-8**

Moved Director Glassford

Seconded Director Neufeld

That the joint application for the Universal Water Meter Pilot Project, including Horse Lake, Forest Grove, and Lac La Hache water systems, be submitted.

**Carried**

**9. COMMUNITY SERVICES**

**9.1 Year-Round Grant for Assistance Application – South Cariboo Community Enhancement Foundation**

Corporate Vote - Unweighted

**2025-1-9**

Moved Director de Vries  
Seconded Director Pinkney

That \$800 be allocated equally from the Electoral Areas G, H, and L Grants for Assistance funds to the South Cariboo Community Enhancement Foundation for carry-over funding while awaiting money from their newly acquired funder. Further, that the money not be required to be paid back.

**Carried**

**9.2 NDIT Application from the Cariboo Regional District – Roots to Grow Marketing**

Corporate Vote - Unweighted

**2025-1-10**

Moved Director Roodenburg  
Seconded Director Neufeld

That the grant application to Northern Development Initiative Trust’s Marketing Initiatives stream from the Cariboo Regional District for \$16,500 to support actions that will strengthen the regional agriculture sector, be endorsed for submission.

**Carried**

**9.3 Electoral Area J Community Halls – Contribution Agreement**

Corporate Vote - Weighted

**2025-1-11**

Moved Director Pare  
Seconded Director Forseth

That the contribution agreement with the Anahim Lake Community Association, the Nimpo Lake Community Association, and the Tatla Lake Area Community Association to support operations and capital projects at their respective community halls for a term of five years and including an annual payment to the associations of \$8,000 each be approved and that the appropriate signatories be authorized to execute the proposed agreement.

Carried

**9.4 Year-Round Grant for Assistance Application – Williams Lake Blue Fins**

Corporate Vote - Unweighted

**2025-1-12**

Moved Director Rathor

Seconded Director Neufeld

That \$1,000 be allocated from Electoral Area D Grants for Assistance funds to the Williams Lake Blue Fins to assist with costs for their Home Swim Meet.

Carried

**9.5 NDIT Application – Bouchie Lake Recreation Commission - Community Hall Playground Upgrade**

Corporate Vote - Unweighted

**2025-1-13**

Moved Director Bachmeier

Seconded Director Forseth

That the Bouchie Lake Recreation Commission's grant application to Northern Development Initiative Trust's Community Places stream for \$30,000 to have new CSA approved playground equipment installed at the Bouchie Lake Community Hall be supported for submission.

Carried

**9.6 NDIT Application – South Cariboo Pickleball Association Outdoor Pickleball Courts**

Corporate Vote - Unweighted

**2025-1-14**

Moved Director Richmond

Seconded Director Pinkney

That the South Cariboo Pickleball Association's grant application to Northern Development Initiative Trust's Recreation Infrastructure stream for \$128,519 to

build an outdoor 7-court pickleball facility at 108 Mile Ranch be supported for submission.

**Carried**

**9.7 Air Carrier Airport Use Agreement with Pacific Coastal Airlines for the Anahim Lake Airport**

Corporate Vote - Weighted

**2025-1-15**

Moved Director Pare

Seconded Director Forseth

That the proposed Air Carrier Airport Use Agreement (2025-2029) renewal with Pacific Coastal Airlines for the Anahim Lake airport be approved for a term of four years and five months with an annual fee of \$70,000 plus applicable taxes increasing to \$80,000 in the final year of the term and that the appropriate signatories be authorized to execute the agreement documents.

**Carried**

**9.8 Year-Round Grant for Assistance Application – Horsefly River Roundtable**

Corporate Vote - Unweighted

**2025-1-16**

Moved Director LeBourdais

Seconded Director Pinkney

That \$1,000 be allocated from the Electoral Area F Grants for Assistance funds to the Horsefly River Roundtable to assist with costs for the purchase of a laptop.

**Carried**

**10. FINANCE**

**10.1 Monthly Expenditures Board Summary Report and Mastercard Summary Report - November 2024**

Corporate Vote - Unweighted



**2025-1-17**

Moved Director Glassford  
Seconded Director LeBourdais

That the Monthly Expenditures Board Summary Report and Mastercard Summary Report for the month of November 2024, in the amount of \$2,717,658.83, consisting of \$143,875.53 paid by cheque, \$2,451,149.40 paid through electronic funds, and \$122,633.90 paid by Mastercard, be ratified.

**Carried**

**10.2 Monthly Expenditures Board Summary Report and Mastercard Summary Report - December 2024**

Corporate Vote - Unweighted

**2025-1-18**

Moved Director Glassford  
Seconded Director Massier

That the Monthly Expenditures Board Summary Report and Mastercard Summary Report for the month of December 2024, in the amount of \$4,062,419.22, consisting of \$18,771.04 paid by cheque, \$3,915,332.47 paid through electronic funds, and \$128,315.71 paid by Mastercard, be ratified.

**Carried**

**11. ADMINISTRATION**

**11.1 AIS - Call for NCLGA 2025 Resolutions**

Corporate Vote - Unweighted

**2025-1-19**

Moved Chair Wagner  
Seconded Director LeBourdais

That staff prepare draft resolutions to be submitted to the NCLGA as follows:

- 1) Request the province to fund mental health supports for elected officials
- 2) Request changes to federal and provincial employment laws to allow elected officials to be given unpaid leave from work to attend UBCM/events

- 3) Request the province to commit funding and building the North-South Interconnector through Quesnel
- 4) Request provincial support for the Agricultural Land Commission to undertake a review of Agricultural Land Reserve boundaries
- 5) Request the province to review the 90 sq metre floor area limit for accessory dwelling units within the Agricultural Land Reserve

Further, that these draft resolutions be brought back to the February 28, 2025 board meeting.

**Carried**

**11.2 2025 NDIIT Internship Application – Resolution of Support Requested**

Corporate Vote - Unweighted

**2025-1-20**

Moved Director Forseth

Seconded Director Anderson

That the Board supports the application to Northern Development Initiative Trust to host a local government intern for the 2025 internship program.

**Carried**

**11.3 2025 Parcel Tax Roll Review Panel**

Corporate Vote - Unweighted

**2025-1-21**

Moved Director LeBourdais

Seconded Director Richmond

That Directors Pare, Anderson and Neufeld are hereby appointed to the 2025 Parcel Tax Roll Review Panel and that the Panel will meet at 11:00 a.m. on February 27, 2025 in the Cariboo Regional District Board Room. Further, that persons subject to the parcel tax will be invited to participate via Teams.

**Carried**

**12. INFORMATION ITEMS**

**12.10 RDKB - Cooperative Community Wildfire Response**

**2025-1-22**

Moved Director Forseth  
Seconded Director Rathor

That a letter of support be forwarded to UBCM in response to the Regional District of Kootenay Boundary's letter regarding Cooperative Community Wildfire Response.

**Carried**

**13. COMMITTEE/COMMISSION RECOMMENDATIONS**

**13.1 Anti-Racial Discrimination and Anti-Racism Policy**

Corporate Vote - Unweighted

**2025-1-23**

Moved Director Richmond  
Seconded Director Neufeld

That the following recommendation from the Policy Committee meeting of November 6, 2024 be endorsed:

*That the draft Anti-Discrimination Policy be adopted as attached.*

**Carried**

**13.2 Request for further detail on CAO Evaluation Policy Amendment Request**

Corporate Vote - Unweighted

**2025-1-24**

Moved Director Richmond  
Seconded Director de Vries

That the following recommendation from the Policy Committee meeting on November 6, 2024 be endorsed:

*That the following section be removed from the CAO Evaluation Policy:*

*Criteria:*

*In addition to the Board members' observations and interactions with the CAO, the CAO will set annual goals and report to the Board on them which will assist in the Board's CAO evaluation process.*

*Further, that the CAO Evaluation Policy be endorsed, as amended.*

**Carried**

**13.3 Draft – Privacy Management Program Policy**

Corporate Vote - Unweighted

**2025-1-25**

Moved Director Anderson

Seconded Director Neufeld

That the following recommendation from the Policy Committee meeting held on November 6, 2024 be endorsed:

*That the Privacy Management Program Policy be adopted as presented.*

**Carried**

**14. BYLAWS FOR CONSIDERATION OF THREE READINGS AND ADOPTION**

**14.1 Election and Assent Voting Bylaw No. 5487, 2025**

Corporate Vote - Unweighted

**2025-1-26**

Moved Director Forseth

Seconded Director de Vries

That Election and Assent Voting Bylaw No. 5487, 2025 be read a first, second, and third time this 24<sup>th</sup> day of January 2025.

**Carried**

**2025-1-27**

Moved Director LeBourdais

Seconded Director de Vries

That Election and Assent Voting Bylaw No. 5487, 2025 be adopted this 24<sup>th</sup> day of January 2025.

**Carried**

**15. DIRECTORS' REQUESTS, REPORTS AND APPOINTMENTS**

**15.1 Request from Director Bachmeier to Access Electoral Area B Initiative Funds - FCM Conference 2025**

Corporate Vote - Unweighted

**2025-1-28**

Moved Director Bachmeier

Seconded Director Forseth

That up to \$5,000 from the Electoral Area B Director Initiative Fund be authorized for Director Bachmeier to attend the 2025 Federation of Canadian Municipalities Convention in Ottawa.

**Carried**

**15.2 Request from Director Bachmeier to Access Electoral Area B Initiative Funds - Keeping It Rural Conference 2025**

Corporate Vote - Unweighted

**2025-1-29**

Moved Director Bachmeier

Seconded Director Pare

That up to \$2,000 from the Electoral Area B Director Initiative Fund be authorized for Director Bachmeier to attend the 2025 Keeping It Rural Conference in Kelowna.

**Carried**

**15.3 Request from Director Massier to Access Electoral Area C Initiative Funds**

Corporate Vote - Unweighted

**2025-1-30**

Moved Director Massier  
Seconded Director Rathor

That up to \$4,000 from the Electoral Area C Director Initiative Fund be authorized for Director Massier to attend the 2025 Federation of Canadian Municipalities Convention in Ottawa.

**Carried**

**15.4 Request from Director Forseth to Access Electoral Area D Initiative Funds**

Corporate Vote - Unweighted

**2025-1-31**

Moved Director Forseth  
Seconded Director Rathor

That up to \$6,000 from the Area D Director Initiative Fund be authorized for Director Forseth to attend the 2025 Federation of Canadian Municipalities Convention in Ottawa, as well as the 2025 Keeping It Rural Conference in Kelowna.

**Carried**

**15.5 Request from Director Forseth for letter to UBCM Executive**

Corporate Vote - Unweighted

**2025-1-32**

Moved Director Forseth  
Seconded Director Rathor

That a letter be sent to the UBCM Executive requesting that they have a discussion with the Hon. Ravi Kahlon – BC’s Municipal Affairs/Housing Minister, regarding the negative impacts on BC Local Governments’ complying with the Heritage Conservation Act (HCA) in relation to archeological studies for local government projects as well as negative impacts on rural property owners complying with the HCA. cc to Minister of Indigenous Relations.

**Carried**

**15.6 Request from Director Forseth for letter to CRTC**

Corporate Vote - Unweighted

**2025-1-33**

Moved Director Forseth

Seconded Director Rathor

That a letter be sent to the CRTC requesting that telecommunications companies such as TELUS keep copper lines in place to rural customers' homes in converting them to Fiber Optic networks unless and until alternate communication methods (ie: cell connectivity) are available, should the Fiber Optic networks go down, due to maintenance or other cause, with a copy of to be forwarded to the Premier of British Columbia and BC's Minister of Citizen Services for their information.

**Carried**

**15.7 Request from Director Richmond to Access Electoral Area G Initiative Funds**

Corporate Vote - Unweighted

**2025-1-34**

Moved Director Richmond

Seconded Director Massier

That up to \$5,000 from the Electoral Area G Director Initiative Fund be authorized for Director Richmond to attend the 2025 Federation of Canadian Municipalities Convention in Ottawa.

**Carried**

**16. DIRECTORS' ROUNDTABLE**

**2025-1-35**

Moved Director Forseth

Seconded Director Bachmeier

That the appointment of Laila Potvin to the Electoral Area D Advisory Planning Commission be rescinded.

**Carried**

**2025-1-36**

Moved Director Rathor  
Seconded Director Anderson

That a letter of support for the school's continued operation in Williams Lake be sent to Sacred Heart School.

**Carried**

**2025-1-37**

Moved Director LeBourdais  
Seconded Director Massier

That the appointment of Doug Watt to the Electoral Area F Advisory Planning Commission be rescinded.

**Carried**

**18. ADJOURNMENT**

Corporate Vote - Unweighted

**2025-1-38**

Moved Director Glassford  
Seconded Director Bachmeier

That the meeting of Cariboo Regional District Board be adjourned at 2:59 p.m. January 24, 2025.

**Carried**

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Chair

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Manager of Corporate Services