

NOTICE: That a Regular Meeting of the District of Barriere Municipal Council will be held at District Hall, 4936 Barriere Town Road, in Barriere, B.C. on November 4, 2024 at 7pm for the transaction of business listed below.

Daniel Drexler, Chief Administrative Officer

AGENDA

*"We acknowledge and respect the indigenous peoples of Simpcw First Nation
within whose lands we are meeting today."*

1. ADOPTION OF AGENDA

That Council approve the November 4, 2024, Regular Council Meeting Agenda.

2. ADOPTION OF MINUTES

- a. That Council adopt the minutes of the October 21, 2024, Regular Council Meeting.

3. PETITIONS AND DELEGATIONS – none scheduled.

4. BYLAWS and POLICIES – none scheduled

5. STAFF REPORTS

- a. Section 57 Notice Registration re: 713 Barriere Lakes Road – Corporate Officer
Recommendation: That Council direct the Corporate Officer to file notice on the Title of 713 Barriere Lakes Road, Lot 11, District Lot 1482 KDYD, PLAN 20740 EXCEPT Parcel A, shown on PLAN E14280, PID 007-741-065 in accordance with Section 57 of the Community Charter; and THAT further information about the registration may be inspected at municipal hall.
- b. Department Updates – Department Heads
**submitted for information*
- c. Potential 2025 By-Election Timeline – Corporate Officer
**submitted for information*
- d. 2024 Actuals and 2025 Budget Timeline – CAO
**submitted for information*

6. PROCLAMATIONS – none scheduled

7. CORRESPONDENCE

- a. For Information
- b. For Action – none submitted.

8. COUNCIL REPORTS

9. ACTING MAYOR'S REPORT

- a. TNRD Alternate Director Appointment

10. PUBLIC INQUIRIES

11. NOTICE OF MOTION – *none submitted.*

12. RE-CONVENE INTO CLOSED SESSION *(if required)*

Pursuant to Sections 90(1)(j) of the Community Charter, that the public interest requires that persons other than Council Members and required staff be excluded from the meeting and that Council continues the meeting in closed session to discuss confidential matters.

13. RECONVENE OPEN MEETING

14. BUSINESS ARISING FROM CLOSED SESSION *(if required)*

15. NEXT MEETING

- a. Regular Council Meeting, Monday, November 21, 2024 @ 7pm

16. ADJOURNMENT

DISTRICT OF BARRIERE
MINUTES OF A REGULAR COUNCIL MEETING

Held on Monday, October 21, 2024 at 7:00pm in the Council Chambers at Municipal Hall
4936 Barriere Town Road, Barriere, B.C.

*“We acknowledge and respect the indigenous peoples of Simpcw First Nation
within whose traditional lands we are meeting today.”*

Present: Acting Mayor Rob Kerslake
 Councillor Judy Armstrong
 Councillor Scott Kershaw
 Councillor Louise Lodge – *via Zoom*
 Councillor Donna Kibble
 Councillor Colin McInnis

Regrets: Mayor Ward Stamer (*on approved leave*)

Staff: Daniel Drexler, Chief Administrative Officer
 Tasha Buchanan, Corporate Officer
 David Alderdice, Chief Financial Officer
 Alexis Hovenkamp, Acting Fire Chief

Acting Mayor Kerslake called the meeting to order at 7pm

1. ADOPTION OF AGENDA

A late entry item was added to the Agenda as Item 3a – Ward Stamer Resignation.

Moved by Councillor Kershaw
Seconded by Councillor Kibble
That Council approve the October 21, 2024, Regular Council Meeting Agenda as amended.

CARRIED

2. ADOPTION OF MINUTES

- a. Moved by Councillor Armstrong
Seconded by Councillor Kershaw
That Council adopt the minutes of the October 7, 2024, Regular Council Meeting.

CARRIED

3. PETITIONS AND DELEGATIONS

- a. Ward Stamer – Letter of Resignation
Mayor Stamer read and submitted to Council a letter of resignation from Council upon his successful election as MLA-Elect, Kamloops North Thompson. MLA-Elect Stamer was congratulated by Council, staff and those in attendance and he was thanked for his many years of dedicated public service as a member of Council.

4. **BYLAWS and POLICIES** – *none scheduled*

5. **STAFF REPORTS**

- a. Department Updates – Department Heads
**submitted for information*

The condition of Dixon Creek Rd. was discussed and it was noted that due to the early spring season, grading occurred earlier in the year than usual which has resulted in its scheduled grading & budget ending earlier in the year. Staff are awaiting a contractor to become available to do the work which will result in that line item being overbudget.

The CAO added that a meeting between himself and Ms. Buchanan was held on Friday afternoon with BC Ambulance regarding the Juliet car service status in Barriere. BCAS reported that an additional extension to the Juliet car service has been granted until March of next year.

- b. Capital Project Funding Realignment – CAO
**submitted for information*

The CAO provided an overview of the written report.

6. **PROCLAMATIONS** – *none scheduled*

7. **CORRESPONDENCE**

- a. For Information
- b. For Action – *none submitted*

8. **COUNCIL REPORTS**

- a. Councillor McInnis – Community Speed Limits

- Would like Council to explore the feasibility of reducing speed limits on the side roads within the District and suggested that a trial be implemented in a designated area of town to determine if the move will be an effective measure to reduce high speeds within residential zones in our community. It was suggested that the upcoming OCP Open House in November be utilized to help communicate this matter.

Moved by Councillor McInnis

Seconded by Councillor Kershaw

That staff be directed to prepare a necessary draft budget for consideration

CARRIED

- Suggested that staff look into the costs of Honor House in preparation for budget season in order for our Fire Department membership to take advantage of the program's benefits if and when needed going forward.

- b. Councillor Armstrong provided a verbal update on the following:
 - Thanked the Acting Fire Chief for the Fire Smart presentation provided to the NTACS After School Program last week.
 - The Annual Elves Shopping Event is scheduled for December 14th & 15th at the Ridge gym. Any donations can be made by contacting her.
- c. Councillor Lodge provided a verbal update on the following:
 - Participated in a working group meeting for this year's Winterfest Event.

9. ACTING MAYOR'S REPORT

The Acting Mayor provided a verbal update on the following:

- Participated in two TNRD Board Meetings including a Finance Committee Meeting. Asset Management, Capital Planning and Reserves are on the forefront of discussions.
- October 26th – Celebration at the Barriere Library 10:30am to 2:30pm

10. PUBLIC INQUIRIES

- a. Wim Houben – LNTCF Annual General Meeting 7pm on Thursday Oct. 24th, 2024 at the Ridge.
- b. Brody Mosdell – Agreed with Speed Limit reduction and suggested including maps for the public so that the message is as clear as possible.

11. NOTICE OF MOTION – none presented

12. RECONVENE INTO CLOSED SESSION

Pursuant to Sections 90(1)(d)(k) of the Community Charter, that the public interest requires that persons other than Council Members and required staff be excluded from the meeting and that Council continues the meeting in closed session to discuss confidential matters at 8:20p.m.

CARRIED

13. RECONVENE OPEN MEETING

The meeting reconvened into open session at 9:38p.m.

14. BUSINESS ARISING FROM CLOSED SESSION

THAT Councillor Kerslake be appointed as Acting Mayor in lieu of Mayor Ward Stamer's resignation presented to Council at the October 21, 2024 Regular Council Meeting effective immediately until such time as the completion of the necessary by-election; and THAT Councillor Kerslake be reimbursed at the Mayoral Remuneration rate during the applicable time period.

CARRIED

15. **NEXT MEETING**

- a. Regular Council Meeting, Monday, November 4, 2024 @ 7pm

16. **ADJOURNMENT**

Moved by Councillor Lodge that the meeting adjourn at 9:40pm

CARRIED

Acting Mayor Rob Kerslake

Tasha Buchanan, Corporate Officer

District of Barriere

REQUEST FOR DECISION

Date: November 4, 2024	File: 530.20/Rpts
To: Council	From: Scott Abel, Building Inspector, Tasha Buchanan, Corporate Officer
Re: Section 57 Community Charter re: 713 Barriere Lakes Road	

Background:

Section 57 of the Community Charter was provided to local governments by the Province of British Columbia as a tool to administer and enforce the BC Building Code and local building bylaws. It enables local governments to register a notice, via the Land Title Office registrar, on the title of a property where there is or has been a building code or bylaw infraction, including where a permit is not held in good standing. For example, notices may be registered where:

- a building permit is lapsed but work has not been completed and/or inspections are outstanding
- work proceeded with no permit, or
- there is a dangerous condition.

The Bylaw requires that building construction be carried out with a building permit. Under the Bylaw, permits are valid for a period of 2 years from the date of issue. Owners of building construction projects that do not obtain a permit, do not complete the work in accordance with the Bylaw and the BC Building Code, or do not complete the work within the required time (without permit renewal), are in violation of the Bylaw and can be subject to a notice being filed on their property title. In order to disclose the status of deficiencies and code violations to prospective purchasers or other persons involved with these properties (insurers, mortgage companies, etc.), local governments are authorized to register a notice on the subject property title. Full remediation is required, which may include removal and/or demolition of non-permitted or non-compliant structures, in order for a Section 57 Notice to be removed from a title and for the property to be further developed.

Previous Enforcement:

On August 16, 2021, Section 57 registration was considered by Council for 713 Barriere Lakes Road. At that time, the property owner was in attendance and spoke on his behalf. Ultimately, Council made the following resolution:

That Council consider a notice to be filed on the Title of 713 Barriere Lakes Road, Lot 11, District Lot 1482 KDYD, PLAN 20740 EXCEPT Parcel A, shown on PLAN E14280, PID 007-741-065 in accordance with Section 57 of the Community Charter on September 7, 2021 should the property remain in non-compliance at that time.

While the property did not meet full compliance by that date, significant headway was seen as the property owner had vacated the property, therefore a further extension was granted by bylaw enforcement. By the end of November, the property met compliance and enforcement ceased. A Stop-Work Order remains in effect. The property owner had remained in compliance from that

time and during the period that the property was listed for sale, until this year when the property returned to non-compliance.

Discussion:

The property of 713 Barriere Lakes Rd has proceeded with the placement of numerous accessory structures, re-introduction of storage of vehicles, commercial vehicles, mechanical equipment, as well as re-occupying the property in a recreational vehicle prior to obtaining a valid building permit for a Residential Dwelling as required. The *Residential* zoned property still has a *Stop-Work* order in place from previous years' enforcement, is not serviced by town water and has no wastewater disposal system installed. The Stop Work Order was issued due to the following contravention:

- i. Failure to obtain a valid building permit prior to occupying and placing materials and structures on the property prior to obtaining a valid building permit for a Residential Dwelling - LOT 11 DISTRICT LOT 1482 KAMLOOPS DIVISION YALE DISTRICT PLAN 20740 EXCEPT PARCEL A, SHOWN ON PLAN E14280
PID 007-741-065

The property owners have received formal notification of this potential resolution at tonight's meeting and have been invited to attend to address Council on this issue. On October 29, 2024, staff received confirmation of planned attendance.

Section 57(3) of the LGA states the following:

After providing the building inspector and the owner an opportunity to be heard, the council may confirm the recommendations of the building inspector and pass a resolution directing the corporate officer to file a notice in the land title office stating that

(a) a resolution relating to that land has been made under this section, and

(b) further information about it may be inspected at the municipal hall.

Potential for Further Injunctive/Legal Action:

In addition to a Section 57 Notice on Title, Council may consider, in a future in-camera meeting, imposing injunctive action or remedial action requirements in relation to hazardous conditions. This action may require the owner to remove or demolish the deficiency, bring it up to the bylaw standard and/or deal with the issue in a manner acceptable to Council. The resolution imposing a remedial action would specify a time frame in which the action must be completed. If the action is not completed as required, the District may finish the required work at the expense of the owner.

Recommendation:

That Council direct the Corporate Officer to file notice on the Title of 713 Barriere Lakes Road, Lot 11, District Lot 1482 KDYD, PLAN 20740 EXCEPT Parcel A, shown on PLAN E14280, PID 007-741-065 in accordance with Section 57 of the Community Charter; and THAT further information about the registration may be inspected at municipal hall.

Attachments: *Section 57 Information Sheet Handout*

Prepared by: Scott Abel, Building Inspector & Tasha Buchanan, Corporate Officer
Reviewed by: D. Drexler, CAO



Bylaw Contravention Notice on Property Title

What is a section 57 notice?

Section 57 of the *Community Charter* was provided to local governments by the Province of British Columbia as a tool to administer and enforce the BC Building Code and local building bylaws. It enables local governments to register a notice, via the Land Title Office registrar, on the title of a property where there is or has been a building code or bylaw infraction, including where a permit is not held in good standing. For example, notices may be registered where:

- a building permit is lapsed but work has not been completed and/or inspections are outstanding
- work proceeded with no permit, or
- there is a dangerous condition.

Why file a s. 57 notice?

The filing of a notice of contravention is not intended to be a punitive action; rather, it is an efficient way to secure compliance to the BC Building Code and serves as a disclosure mechanism protecting future owners and other parties with an interest in the property. It is important that owners involved in the building process understand the potential impacts of a s. 57 notice and the effects it may have on matters related to their property.

District of Barriere District Building Regulations Bylaw (the 'Bylaw')

The Bylaw requires that building construction be carried out with a building permit. Under the Bylaw, permits are valid for a period of 2 years from the date of issue. Owners of building construction projects that do not obtain a permit, do not complete the work in accordance with the Bylaw and the BC Building Code, or do not complete the work within the required time (without permit renewal), are in violation of the Bylaw and can be subject to a notice being filed on their property title. In order to disclose the status of deficiencies and code violations to prospective purchasers or other persons involved with these properties (insurers, mortgage companies, etc.), local governments are authorized to register a notice on the subject property title.

What impact will a s. 57 have on a property owner?

While properties with building bylaw contraventions may be sold at any time, the presence of a notice registered on title *may* negatively affect a property's potential sale, perceived property value, access to a mortgage, and/or (re)financing. If a notice is registered upon the title of your land, you are advised to undertake inquiries with your lenders, insurance companies, and any other relevant parties to determine how it may impact you now and in the future.

How is a notice 'discharged' or removed from title?

Once the condition or contravention that gave rise to the filing of the notice has been corrected (to the satisfaction of the Building Inspector), the District of Barriere files a cancellation or discharge notice with the registrar of land titles who then removes the notice from the property's title. Pursuant to the District of Barriere Fees & Charges Bylaw, the fee to issue a cancellation or discharge notice is \$200.

District of Barriere

REPORT TO COUNCIL

Date: November 4, 2024	
To: Council	From: Department Heads
Re: Departmental Updates	

CORPORATE OFFICER:

- The annual application to Canadian Heritage for next year's Canada Day funding has been submitted.
- The District Official Community Plan (OCP) refresh process is underway. The 1st **Public Open House** is scheduled for **Wednesday, November 20th – 6pm – 8pm** has changed location. It will now take place **at the Seniors Hall**. This event will be well advertised in advance.
- Assisted BC Assessment in updating some of their property records.
- Working with two property owners regarding two upcoming development applications – one Board of Variance and one Development Permit in the LCIP.
- Reviewed nine (9) new Business Licence applications submitted within the last week.
- The contact cell phone # for the District of Barriere's Building Inspector has changed. The previous cell phone # is no longer available. Staff have begun to contact each open permit file for 2024 and 2023 to communicate this change as well as with area developers, realtors, staff and other relevant entities.
The Building Inspector's new cell phone # is: 250-214-3508.
- Continues to support the Finance department in compiling information related to the 2023 audit.

Recreation

- Organizing this year's Winterfest event continues.
- Halloween Fireworks took place on Thursday, October 31st at 7:30pm in KP Park.
- Worked with various members of the Barriere Pickleball Club in their effort to update their insurance requirements for their gym rental.

PUBLIC WORKS MANAGER:

Roads

- Winter Road Maintenance Services contractor has been selected: JDV Lot Restoration from Kamloops. Contract starts November 1st. Contractor will be storing their equipment and sand at Septage Receiving. Plow operators will reside locally.
- Dixon Creek Road was recently graded. Other local gravel roads will be graded week of November 4th.
- New Ridge Entrance signs have been installed.
- Crack sealing completed on Dunn Lake Road.
- MOTI is willing to lend us their speed sign/traffic counter. This equipment is able to record speed and traffic count data. It is recommended that we utilize this device in the spring and to analyze the recorded speeds and amount of traffic seen in various residential neighbourhoods. This data can be used to determine any specific problem areas and what changes could be made for the 2025 budget deliberations. It can also provide data to the public in our consultation and communication of any traffic control changes proposed.

Parks

- More areas within Fadedear Park were top dressed and seeded.

Utilities

- Water consumption for October averaged 850 m³/day.
- Sewer forcemain along BTR has been installed to service the development at 4740 Barriere Town Road. All costs were incurred by the developer.
- Staff have reviewed the proposed WWTP design from TRUE Consulting. They will be presenting the design to Council at the next meeting on November 18th.
- Attended the annual Water Supply Association conference & dam safety training at Sun Peaks. Met with various suppliers at the trade show.
- Staff completed some necessary maintenance at Leonie Lake Dam – clearing and brushing the spillway and both dam slopes. Lake level is now at an acceptable level for the winter.



Facilities

- Landscaping rock work was completed behind the BBC.

CHIEF ADMINISTRATIVE OFFICER:

Finance:

- The audit for 2023 is ongoing, hopefully conclusion early December. May require a special meeting and in-camera meeting to present and discuss the audit and related findings
 - Costs at this point are expected to be \$30-45K for the audit; this is above the additional work that was required to help get the District to this point (\$13K) and any previous work that was done early in the year with the District's previous CFO (\$25K).
 - The auditors have indicated that they are discounting their rates by 50% to support the District.
 - They are performing reviews on accounts that generally did not receive as much attention to ensure that the finances are in order so that work on the 2024 audit can be much smoother.
- Delinquencies on taxes:
 - Several of the residents with long-standing challenges have come in or contacted the District to discuss a path forward to come into compliance. (6 of 19 so far)
 - Next Step would be registered mail mid-November for the remaining accounts

Administration:

- Along with Councillor McInnis, attended the SILGA Asset Management Seminar in Kamloops. Various municipalities shared their successes and challenges with asset management and the implementation of a program. Presenters included:
 - City of Kamloops – key elements to a successful Asset Management Program
 - Municipal Insurance Association – insights into policies to reduce liability
 - Village of Ashcroft – 10 years of Asset Management in a small municipality

- Jan Enns Communication Consultant – Public Engagement Strategies to discuss Asset Management.
- Strategic Planning – Staff would like to confirm dates/times with Council at the Council meeting. Options for the Workshop were emailed to Council for:
 - November 22/23
 - November 29/30
- Supported the Public Works Manager with the submission of the Rural Economic Development and Infrastructure Program (REDIP) grant application
- Due to the upcoming by-election, began work on reviewing the Code of Conduct, Remuneration Bylaw, and Council Procedure Bylaw. Updates are expected over the coming weeks.

**submitted for information*

District of Barriere
MEMO TO COUNCIL

Date: November 4, 2024	File: 530.20/Rpts
To: Council	From: Tasha Buchanan, Corporate Officer
Re: By-Election Process	

Background:

Section 54(4) of the Local Government Act (LGA) provides the legislative framework for municipal by-elections when a vacancy occurs within a Council. As Ward Stamer has resigned as Mayor from the District of Barriere Council on October 21, 2024, a by-election will be required in order to fill the resulting vacancy. The LGA requires that Council appoint a Chief Election Officer and a Deputy Chief Election Officer as soon as “reasonably” possible after a vacancy to run a 2024 By-Election.

Discussion:

Section 54(5) of the LGA requires the Chief Election Officer (CEO) schedule the by-election no later than 80 days after their appointment. Due to the upcoming holiday season and the complex legislative timing calculations, staff have reviewed a number of possible Council Meeting dates that Council could choose to appoint a CEO, and the resulting nomination periods and election dates that the CEO would therefore schedule as per legislation:

CEO APPT. MEETING DATE	RESIGNATION DEADLINE FOR ANY COUNCILLORS CHOOSING TO RUN FOR MAYOR	80 DAY DEADLINE DATE	RESULTING ELECTION DATE
November 18, 2024	Mon. December 2 nd	Thurs. February 6 th	Sat. February 1 st
December 16, 2024	Mon. December 30 th	Mon. March 6 th	Sat. March 1 st
January 6, 2025	Mon. January 20 th	Thurs. March 27 th	Sat. March 22 nd
January 20, 2025	Mon. February 3 rd	Thurs. April 10 th	Sat. April 5 th
February 10, 2025	Mon. February 24 th	Thurs. May 1 st	Sat. April 26 th
February 24, 2025	Mon. March 10 th	Thurs. May 15 th	Sat. May 10 th

Resulting Nomination Periods

GENERAL ELECTION DATE	NOMINATION START DATE @9am	NOMINATION END DATE @4pm
February 1 st , 2025	Friday, December 27 th , 2024	January 6 th , 2025
March 1 st , 2025	Tuesday, January 14 th , 2025	January 24 th , 2025
March 22 nd , 2025	Tuesday, February 4 th , 2025	February 14 th , 2025
April 5 th , 2025	Tuesday, February 18 th , 2025	February 28 th , 2025
April 26 th , 2025	Tuesday, March 11 th , 2025	March 21 st , 2025
May 10 th , 2025	Tuesday, March 25 th , 2025	April 4, 2025

It would be reasonable for Council to wait to appoint a CEO until at least its December 16th Regular Council Meeting as any earlier would result in a nomination period over the holiday season where many residents, potential candidates and staff may be on holiday or otherwise unavailable.

Council could consider it reasonable to delay the appointment until early in the new year, however, this could result in staff level conflicts during budget season during the election process and/or the newly elected candidate missing much of the Financial Plan and Tax Rate Bylaws review process.

Therefore, unless directed otherwise, it is staff's intention to place the CEO appointment consideration on the December 16, 2024 Regular Council Meeting agenda in order for that appointed CEO to be able to schedule a by-election for **Saturday, March 1st, 2025**. After that appointment, the CEO will notify the Minister of Municipal Affairs and the BC Chief Electoral Officer of the by-election as required by legislation.

If the appointment is made on December 16th, the simplified by-election timeline would look as follows:

January 6, 2025	Nomination packages available
January 14, 2025 – January 24, 2025	Nomination period (begins at 9:00am January 14th and ends at 4:00pm January 24th)
February 1, 2025 – March 1, 2025	Campaign period
February 15, 2025	Advance Voting Day
February 19, 2025	Advance Voting Day
March 1, 2025	General Voting Day
March 2, 2025	First day candidate elected via acclamation can take oath of office
March 11, 2025 – April 19, 2025	First <i>(if no application for judicial recount has been made)</i> and last day candidate elected via voting can take oath of office
May 30, 2025	Financing disclosure statement deadline
June 29, 2025	Financing disclosure statement late filing deadline with \$500 late filing fee

****Submitted for information***

Prepared by: *Tasha Buchanan, Corporate Officer*
Reviewed by: *Daniel Drexler, CAO*

District of Barriere

REPORT TO COUNCIL

Memorandum

Date: November 4, 2024	File: 530.20/Rpts
To: Council	From: Chief Administrative Officer
Re: 2024 Actuals and 2025 Budget Timeline	

Purpose

To provide Council with an updated on 2024 Actuals and a 2025 budget process timeline.

Background

The attached financial reports are based on available information up until October 28, 2024, and consist of operating revenues and expenditures (which includes capital expenditures) for General Operations and the Utilities.

The timing of receipts or invoices may be a factor in whether certain revenues and expenses have been captured to date. The budget amounts used in these reports are those of the approved budget adopted by Council for 2024.

The following summary includes some highlights and additional information regarding the financial results.

Operating Revenue Highlights:

- Although the District sent invoices for all property taxes in June, there are still roughly \$281,000 in **Taxes** outstanding:
 - \$153,000 outstanding for 2024 taxes
 - \$85,000 outstanding for 2023 taxes
 - \$43,000 outstanding for 2022 and prior taxes
- **Revenue from Other Government** is below budget as the audit is not complete and as such the Community Works Fund (*formally Gas Tax*) has not yet been issued to the District. Once the audit is complete some or all of the remaining roughly \$150,000 will be transferred to the District.
- **Grants** are above budget by roughly \$180,000 as additional grants were received early in 2024. (FireSmart, etc.)

Operating Expense Highlights:

- **Grant Programs** are above budget and will continue to increase. This is due to the additional grants received and as such some expenses are offset by corresponding revenue. Other additional expenses include capital costs for the Barriere Business Center that needed to be funded as Council's portion of the grant.
- **Roads Services** optically have a large variance; however, this variance will largely be used up as part of the winter roads maintenance contract for 2024/25 which is valued in total at \$200,000. Only a portion will be invoiced to 2024.
- **Development-Planning/Zoning** budgets are trending higher this year. This is due to increased development activity in the community and the need for contractor services to support some of those inquiries such as those relating to subdivision.

Utilities Revenue and Expenses Highlights

- 3 out of 4 utility billing periods are complete
- The expenses for the Louis Creek Industrial Park (LCIP) are tracking above budget. As Council is aware, this is due to the completion of the LCIP reservoir capital project and involves additional expenses that were incurred. Council addressed this through funding from reserves.
- Overall, the Utility Actuals are on track.

General Notes on Operating and Utilities Budgets

- Although the overall taxes billed in 2024 are over \$2,360,000; the actual District portion was only \$1,060,000.
- At this point, the District has only submitted \$720,000 of the required \$1,327Mil to other governments.
- If the Taxes collected on behalf of other governments and corresponding taxes paid to other governments are removed, the actual variance percentage for the overall expenses are closer to 89% than the 78% indicated in the attached tables.
- The District's budget mixes operational budgets with capital budgets which does impact how expenses for such projects are displayed. This often creates inconsistencies (large fluctuations) when looking at year-over-year variances of the operating budget, and simultaneously can impact forecasts for budgeting processes. The auditor is recommending to separate capital and operating budgets for 2025 and going forward.
- Although the General Govt Expenses are currently within budget and on track at 89%, as Council is aware, there are several outstanding items that will have a negative impact on the Actuals in this category. Items such as Legal, Audit, and other consultants and specialist costs fall under this category and given the ongoing operational projects with Simpcw First Nation and the 2023 Audit, will use up a large portion of the remaining budget. As such, by year end, Staff anticipates this category to be above budget; however, overall the District would be within budget.

Budget 2025 Timeline

Adoption of a five-year financial plan is an annual requirement of the *Community Charter*. Adoption of the 2025-2029 Financial Plan is required before May 15, 2025, and must include a process of public consultation.

Staff has proposed the following schedule for Council workshops and meetings to present the draft budget and meet the statutory public consultation requirement.

The Regional District has a deadline of April 10th each year to provide their requisition amounts. As such, a Special Meeting may be required for first three readings of the Tax Rates Bylaw to meet the May 15th deadline for adoption. Due to the upcoming by-election, Staff have also delayed the overall budget process by 4 weeks to ensure that no final decisions are being made until after the election. As indicated in the timelines below, this results in a very condensed March-May meeting schedule for Council.

Given the above, and following a completion of the in-house process, Staff is proposing the following dates and times to undertake various workshops, public meetings, and Bylaw readings/adoptions.

Date	Forum	Activity
Jan 17, 2025	Management	2025-2029 Capital Plan complete 2025 Operating Budgets complete
Jan 31, 2025	Management	2025 Capital and Operating supporting documents complete for Finance and CAO review
February 7, 2025	Management / Council	Budget Package (First Draft) to be provided to Council
February 12, 2025*	Council Workshop	Presentation of Draft Budget (No.1) by Management
Placeholder	Council Workshop	2 nd workshop if required
March 10, 2025	Regular Meeting	Council approval of budget strategies, fee for service requests, proposed changes from No.1 Draft Budget, early capital approvals
March 17, 2025*	Special Meeting	Public Presentation of Second Draft (No. 2) Budget
March 24, 2025	Regular Meeting	First Three Readings of the 2025-2029 Financial Plan Bylaw
April 14, 2025	Regular Meeting	Adoption of the 2025-2029 Financial Plan Bylaw
April 23, 2025*	Special Meeting	First Three Readings of the 2025 Tax Rates Bylaw
May 5, 2025	Regular Meeting	Adoption of the 2025 Tax Rates Bylaw
May 15, 2025		Deadline to adopt the 2025-2029 Financial Plan Bylaw and Tax Rates Bylaw

*suggested date

**exact 2025 meeting dates may vary and subject to Council approval by resolution in December, 2024.

Next Steps

- As highlighted above

Attachments

- Operating and Utilities Budgets

Prepared by:
D. Drexler, Chief Administrative Officer

District of Barriere - Financial Summary

28-Oct-24

Revenue				
	Approved Budget	Actuals	Variance	% of Budget
Taxes	\$ 2,385,307.51	\$ 2,364,909.55	\$ 20,397.96	99%
Grants in Lieu of Taxes	\$ 38,307.95	\$ 35,903.49	\$ 2,404.46	94%
Sales of Service	\$ 275,160.53	\$ 223,621.69	\$ 51,538.84	81%
Revenue from Own Source	\$ 202,791.84	\$ 161,651.30	\$ 41,140.54	80%
Transfer from Other Gov't	\$ 743,596.00	\$ 583,596.00	\$ 160,000.00	78%
Grants	\$ 799,950.56	\$ 981,730.27	-\$ 181,779.71	123%
Contract with Other Gov't	\$ 91,693.00	\$ 55,064.62	\$ 36,628.38	60%
	\$ 4,536,807.39	\$ 4,406,476.92	\$ 130,330.47	97%

Expenses				
	Approved Budget	Actual	Variance	% of Budget
General Govt	\$ 923,797.06	\$ 818,920.21	\$ 104,876.85	89%
Recreation	\$ 75,159.92	\$ 51,642.99	\$ 23,516.93	69%
Grant Programs	\$ 731,122.87	\$ 845,542.72	-\$ 114,419.85	116%
Highway Rescue	\$ 6,700.00	\$ 1,788.54	\$ 4,911.46	27%
Fire Services	\$ 232,448.50	\$ 199,845.58	\$ 32,602.92	86%
Bylaw Enforcement	\$ 2,649.25	\$ 98.60	\$ 2,550.65	4%
Roads Services	\$ 505,655.20	\$ 342,218.08	\$ 163,437.12	68%
Solid Waste Services	\$ 200,123.78	\$ 143,559.64	\$ 56,564.14	72%
Development-Building	\$ 29,930.12	\$ 17,213.85	\$ 12,716.27	58%
Development-Planning Zoning	\$ 3,937.50	\$ 5,655.68	-\$ 1,718.18	144%
Development-Subdivision	\$ 6,450.00	\$ 6,175.43	\$ 274.57	96%
Development-Economic	\$ 175.00	\$ -	\$ 175.00	0%
Development-Tourism	\$ -	\$ -	\$ -	0%
Parks/Community Hall	\$ 155,945.71	\$ 147,682.44	\$ 8,263.27	95%
Ball Diamonds	\$ 6,602.25	\$ 2,725.36	\$ 3,876.89	41%
Cemetery	\$ 11,183.50	\$ 3,730.77	\$ 7,452.73	33%
Taxes Paid to Other Gov't	\$ 1,327,090.65	\$ 719,667.72	\$ 607,422.93	54%
	\$ 4,218,971.31	\$ 3,306,467.61	\$ 912,503.70	78%

Transfers				
	Approved Budget	Actual	Variance	% of Budget
Trans from Surplus	\$ 44,360.98	\$ 44,360.98	\$ -	100%
Trans from Reserves	\$ 193,427.34	\$ 193,427.34	\$ -	100%
Transfer to Other Funds	\$ 555,624.40	\$ 495,637.41	\$ 59,986.99	89%
	\$ 793,412.72	\$ 733,425.73	\$ 59,986.99	92%

District of Barriere - Utilities Summary

28-Oct-24

Revenue				
	Approved Budget	Actuals	Variance	% of Budget
WATER	\$ 536,458.98	\$ 408,066.52	\$ 128,392.46	76%
WATER - LCIP	\$ 393,785.39	\$ 393,726.76	\$ 58.63	100%
DOWNTOWN WASTEWATER	\$ 179,493.85	\$ 143,451.12	\$ 36,042.73	80%
RIVERWALK	\$ 44,249.08	\$ 37,895.29	\$ 6,353.79	86%
SISKA	\$ 26,849.49	\$ 22,198.47	\$ 4,651.02	83%
	\$ 1,180,836.79	\$ 1,005,338.16	\$ 175,498.63	85%

Expenses				
	Approved Budget	Actuals	Variance	% of Budget
WATER	\$ 536,458.98	\$ 501,270.36	\$ 35,188.62	93%
WATER - LCIP	\$ 393,785.39	\$ 561,125.29	-\$ 167,339.90	142%
DOWNTOWN WASTEWATER	\$ 179,493.85	\$ 111,868.46	\$ 67,625.39	62%
RIVERWALK	\$ 44,249.08	\$ 24,189.34	\$ 20,059.74	55%
SISKA	\$ 26,849.49	\$ 16,346.04	\$ 10,503.45	61%
	\$ 1,180,836.79	\$ 1,214,799.49	-\$ 33,962.70	103%

Tasha Buchanan

Subject: E-mail from Cory Heavener, Provincial Director of Child Welfare, and Renaa Bacy, Provincial Director of Adoption

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>

Sent: Wednesday, October 30, 2024 4:17 PM

To: Inquiry <inquiry@barriere.ca>

Subject: E-mail from Cory Heavener, Provincial Director of Child Welfare, and Renaa Bacy, Provincial Director of Adoption

VIA E-MAIL

Ref: 29255

Mayor Ward Stamer
District of Barriere
E-mail: inquiry@barriere.ca

Dear Mayor Stamer and council:

As the Provincial Director of Child Welfare and the Provincial Director of Adoption, we are delighted and honoured to proclaim November as Adoption and Permanency Awareness Month. This annual proclamation offers an opportunity to celebrate the many families in the province who have opened their hearts and homes to welcome children and youth as permanent members of their family.

November is also about recognizing that there are children and youth who need a permanent home to call their own with caring adults who will nurture and support them and champion their successes. It is our hope to see a province where children and youth can grow up in a loving home that encourages them to thrive.

We would be grateful if you shared the following resources and support services with your community members:

- [Adopt BC Kids](#) - an online portal that provides British Columbians wishing to adopt children and youth from foster care with information and guidance through their adoption application.
- The [Ways to adopt in British Columbia Website](#) provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country.
- <https://belongingnetwork.com> (formerly Adoptive Families Association of BC) - provides information and support services for families who wish to adopt now or in the future.
- <https://adoption-bc.com> - a detailed and comprehensive guide to additional adoption resources.

Thank you for your continued leadership and support in helping us raise awareness about adoption, celebrate adoptive families, and find loving, permanent homes for British Columbia's children and youth.

Sincerely,

Cory Heavener
Provincial Director of Child Welfare

Renaa Bacy
Provincial Director of Adoption

Sent on behalf of the Provincial Directors by:



WILLIAMS LAKE FIRE DEPARTMENT

230 Hodgson Rd., Williams Lake BC, V2G 3P7
Phone: (250) 392-4321 Fax: (250) 398-5623



To the members of the Barrier Fire Department

On behalf of the Williams Lake Fire Department, I want to extend our deepest gratitude for your invaluable assistance during the River Valley Wildfire on the evening of July 21, 2024. Your swift response and unwavering dedication were crucial in managing the fire and protecting our community.

Your team's professionalism and commitment to duty were truly commendable. Your support made a significant difference, and we are profoundly grateful for your efforts.

Thank you for standing with us and for your continued commitment to public safety.

With sincere appreciation,

Evan Dean - Fire Chief

Williams Lake Fire Department