

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 March 9, 2026, at 5:30pm 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 March 9, 2026, Regular Council Meeting Agenda.

2. ADOPTION OF MINUTES

a. That Council adopt the minutes of the February 23, 2026, Regular Council Meeting.

3. PETITIONS, DELEGATIONS AND SPECIAL PRESENTATIONS

a. TRUE Consulting re: Flood Mitigation Plan – D. Underwood, Engineer

b. Barriere Fire Fighters Association – S. Abel, President

4. BYLAWS and POLICIES

a. DRAFT Development Approvals Bylaw No. 269 – adoption – T. Buchanan, Corporate Officer

**w/attachments*

Recommendation: THAT Council adopt Development Approvals Bylaw No. 269

b. DRAFT 2026-2030 Financial Plan – adoption – D. Drexler, CAO

**w/attachments*

Recommendation: THAT Council adopt 2026-2030 Financial Plan Bylaw No. 274

c. DRAFT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 275 – adoption – T. Buchanan, Corporate Officer

**w/attachments*

Recommendation: THAT Council adopt Fees & Charges Bylaw No. 73, Amendment Bylaw No. 275

d. DRAFT Amendment of Policy No. 44 – Public Engagement to a Communications Policy – J. Mosdell, Deputy Corporate Officer

Recommendation: THAT Council amend Public Engagement Policy No. 44 as presented.

5. STAFF REPORTS

- a. Vacant Parcel – 4976 Barriere Town Road – A. Hovenkamp, Fire Chief
Recommendation: THAT Council directs staff to undertake wildfire mitigation (FireSmart treatment) to the vacant, undeveloped parcel at 4976 on Barriere Town Road; AND THAT Staff bring back low-cost options to utilize the property as a “FireSmart Showcase”.
- b. Department Updates – Department Heads
**submitted for information*

6. CORRESPONDENCE

- a. For Information – *none submitted.*
- b. For Action
 - i. Forestry is a Solution in BC – Request for resolution of support as follows:
THAT Council endorses the “Forestry is a Solution” campaign, AND THAT Council encourage community members to visit forestryisasolution.com to sign the petition and send a letter to their MLA, the Minister of Forests, the Premier, and the Official Opposition Forests Critic.

7. COUNCIL REPORTS

8. MAYOR’S REPORT

- a. Proposed Stakeholder’s Gathering Discussion

9. PUBLIC INQUIRIES

10. NOTICE OF MOTION

11. CONVENE INTO CLOSED SESSION

Pursuant to Sections 90(1)(e)(l) 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.

12. RECONVENE OPEN MEETING

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

14. NEXT MEETING - PUBLIC HEARING & Regular Council Meeting – Mar. 30, 2026 @ 5:30pm

15. ADJOURNMENT

DISTRICT OF BARRIERE
MINUTES OF A REGULAR COUNCIL MEETING

Held on Monday, February 23, 2026 at 5:30pm 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:	Mayor Rob Kerslake	
	Councillor Judy Armstrong	Councillor Donna Kibble
	Councillor Louise Lodge	Councillor Colin McInnis
	Councillor Brody Mosdell	Councillor Scott Kershaw
Staff:	Daniel Drexler, Chief Administrative Officer	Tasha Buchanan, Corporate Officer
	Kathy Abel, Chief Financial Officer	Jamie Mosdell, Deputy Corporate Officer
	Alexis Hovenkamp, Fire Chief	Chris Matthews, Public Works Manager

Mayor Kerslake called the meeting to order at 5:30pm

1. ADOPTION OF AGENDA

Moved by Councillor Lodge

Seconded by Councillor McInnis

That Council approve the February 23, 2026, Regular Council Meeting Agenda.

CARRIED

2. ADOPTION OF MINUTES

a. Moved by Councillor Kershaw

Seconded by Councillor Armstrong

That Council adopt the minutes of the February 2, 2026, Regular Council Meeting.

CARRIED

b. Moved by Councillor Lodge

Seconded by Councillor Mosdell

That Council adopt the minutes of the February 9, 2026, SPECIAL Council Meeting – Budget 2026.

CARRIED

3. PETITIONS, DELEGATIONS AND SPECIAL PRESENTATIONS

a. Barriere First Responders – D. McMartin, President

The Barriere First Responder Society (BFRS) provided a PowerPoint presentation outlining the organization’s mandate and funding structure.

BFRS requested that Council consider a \$1/annual lease arrangement for the use of the Old Chamber Building for the Society’s needs and suggested a shared arrangement with other non-profit organizations for that building.

The Mayor inquired about the current arrangement between the District and the First Responder Society regarding the Society's use, at no charge, of one of the fire bays of the District's Fire Hall. Mr. McMartin responded that the arrangement was made approximately 10 years ago, by way of a verbal agreement only, in which the Society could use the bay for storage and training space for \$1.00/yr. It was stated that both the District and the Society recognize the importance of formalizing the verbal arrangement into a written lease agreement that outlines the terms of the Society's use of the space. It was noted that the District is in the process of creating a draft which will be forwarded to the Society after Council review.

b. Barriere and Area Men's Shed Society (BAMS) – R. Dane, President

Mr. Dane provided an overview of the Barriere & Area's Men's Shed Society (BAMS) mandate and financial structure.

BAMS provided a written proposal for the use of the Old Chamber Building as a community hub including a tool rental library. The proposal suggested that the Society would complete the labour & works required to bring the building up to a usable and safe standard, with the annual lease fee (minus utilities) to be considered in-lieu of this work. Mr. Dane noted that it is the membership's intention to complete the works themselves wherever possible as there is a number of experienced tradespersons within its membership qualified to take on such work such as LED lighting replacement, heat pump installation and adding additional insulation to the structure. Mr. Frezinger, a member of BAMS, indicated that its understood that as the owner of the Lions Hall, the District takes on 90% of the capital projects of the Hall which is under an operational lease of the Lions Club. However, the Men's Shed is looking to take on more of that type of work in order to make this project feasible and sustainable.

Staff will arrange a tour of the interior of the building in order for the Society to further investigate the feasibility of the project.

4. **BYLAWS and POLICIES**

a. DRAFT Development Approvals Bylaw No. 269 – adoption – T. Buchanan, Corporate Officer
**w/attachments*

It was questioned as to what would be the trigger for the security deposit requirement included within the draft bylaw. Council was advised that the intent of the security deposit is to ensure that the development outlined and approved by the permit or subdivision, is completed in the timeframe required with the trigger being substantial works such as utility installation, new primary structure or structure requiring servicing, access changes, and character changing landscaping for examples. Council noted that it wanted to reduce ambiguity and ensure fairness in the application of this requirement while not removing flexibility by being too prescriptive within the bylaw itself in order to address its concern. Therefore, it was agreed that staff will draft language to be included in the newly created development guideline literature to provide more clarity to prospective development and report this verbiage to Council prior to the bylaw's final adoption.

- b. DRAFT Alternative Means of Public Notice Bylaw No. 270 – adoption – T. Buchanan, Corporate Officer
**w/attachments*

***Moved by Councillor Kibble
Seconded by Councillor Armstrong
THAT Council adopt Alternative Means of Public Notice Bylaw No. 270.***

CARRIED

- c. DRAFT Elections Bylaw No. 271 – adoption – Corporate Officer
**w/attachments*

***Moved by Councillor Lodge
Seconded by Councillor Mosdell
THAT Council adopt Elections Bylaw No. 84, Amendment Bylaw No. 271.***

CARRIED

- d. DRAFT Election Officials Remuneration Bylaw No. 213, Amendment Bylaw No. 272 – adoption – D. Drexler, CAO
**w/attachments*

***Moved by Councillor Lodge
Seconded by Councillor Kibble
THAT Council adopt Election Officials Remuneration Bylaw No. 272.***

CARRIED

- e. DRAFT Official Community Plan Bylaw No. 85, Amendment Bylaw No. 273 – 1st reading
T. Buchanan, Corporate Officer

***Moved by Councillor McInnis
Seconded by Councillor Lodge
THAT Council gives 1st reading to Official Community Plan Bylaw No. 85,
Amendment Bylaw No. 273; and***

CARRIED

***Moved by Councillor Lodge
Seconded by Councillor McInnis
THAT Council schedule a Public Hearing for March 30, 2026 re: Official Community
Plan Bylaw No. 273***

CARRIED

- f. DRAFT 2026-2030 Financial Plan – 1st, 2nd & 3rd readings – D. Drexler, CAO
**w/attachments – including: TNRD Invasive Plant Management Program*

If the Roads Department expands as proposed, additional staff hours provided may be available to assist the District in starting to address the noxious weed issue within

municipal roadways and properties. It was suggested that this service be included in the year-round road department business case. Staff intends to review possible training opportunities and inventory critical areas throughout 2026.

***Moved by Councillor Kerlake
Seconded by Councillor McInnis
THAT Council receive the report for information.***

CARRIED

***Moved by Councillor Lodge
Seconded by Councillor Armstrong
THAT Council give 1st, 2nd & 3rd readings to 2026-2030 Financial Plan Bylaw No. 274.***

CARRIED

- g. DRAFT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 274 – 1st, 2nd & 3rd readings – T. Buchanan, Corporate Officer
**w/attachments*

***Moved by Councillor Kershaw
Seconded by Councillor Kibble
THAT Council give 1st, 2nd & 3rd readings to Fees & Charges Bylaw No. 73, Amendment Bylaw No. 275.***

CARRIED

- h. Updating Policy No. 44 – Public Engagement to a Communications Policy – J. Mosdell, Deputy Corporate Officer

***Moved by Councillor Lodge
Seconded by Councillor McInnis
THAT Council direct Staff to amend and rename Policy No. 44 – Public Engagement to a Communications Policy, to update and clarify how the District communicates and shares information with residents, including the use of social media as a District communication tool, aligned with the inform level of the IAP2 Spectrum of Public Participation and to make other general revisions as needed.***

CARRIED

A draft policy amendment will be brought forward for Council consideration at a future Council Meeting.

5. STAFF REPORTS

- a. 2024 Statement of Financial Information (SOFI) – K. Abel, Chief Financial Officer

***Moved by Councillor Lodge
Seconded by Councillor Armstrong***

THAT Council accepts and approves the statements and schedules included in the 2024 Statement of Financial Information (SOFI) as presented.

CARRIED

- b. Automatic Fund Transfer (AFT) Limit Increase – K. Abel, Chief Financial Officer

Moved by Councillor Lodge

Seconded by Councillor McInnis

THAT Council instruct staff to apply to Beem Credit Union for an increase to transfer limits on the AFT system administered by Central 1 Credit Union. Limits to be increased to \$100,000 per transaction, \$250,000 per day, and \$500,000 per month.

CARRIED

- c. Fire Engine # 1 – Disposal (Re-Discussion) – A. Hovenkamp, Fire Chief

Councillor McInnis reported that he was able to look at the truck and was able to disengage the PTO in order for the truck to run, but the batteries are done and would all need replacing. The time, funds and work to complete this work may not be sufficient enough to warrant any significant savings to make the necessary repairs.

Moved by Councillor Lodge

Seconded by Councillor Armstrong

THAT Council authorize the sale of Engine 1 (1996 Freightliner) to Barriere Auto and Truck Tow for the offered price of \$3,000, and direct staff to complete all necessary documentation to remove the unit from the fire department fleet and municipal asset registry.

CARRIED

- d. Early Budget Approval and Loan – D. Drexler, CAO

Councillor Armstrong left the meeting at 7:30pm

Moved by Councillor McInnis

Seconded by Councillor Lodge

1. **THAT Council provides early budget approval in the amount of up to \$150,000 for the Roads Equipment.**

CARRIED

Moved by Mayor Kerslake

Seconded by Councillor Lodge

2. **THAT the Council of the District of Barriere authorizes up to \$150,000 be borrowed under Section 175 of the Community Charter from the Municipal Finance Authority (MFA), for the purpose of Roads Equipment, AND THAT the loan be repaid within 5 years, with no rights of renewal.**

CARRIED

**Moved by Councillor McInnis
Seconded by Councillor Lodge**

3. **THAT Council instruct Staff to utilize the General Capital and Fire Capital Reserve accounts to fund the principal portion of the 2025 Bush Truck and the Roads Equipment loans, estimated at a total of \$55,069, for the 2026-2030 Financial Plan.**

CARRIED

Councillor Armstrong returned to the meeting at 7:33pm

6. CORRESPONDENCE

- a. For Information
- b. For Action
 - i. BC Farmers' Market – Request for Letter of Support to Minister of Health regarding the importance of continued and expanded funding investment for the BC Farmers' Market Nutrition Coupon Program.

Moved by Councillor Kibble

Seconded by Councillor Lodge

THAT a letter of support be sent to the Minister of Health reiterating the importance of continued and expanded funding investment for the BC Farmers Market Nutrition Coupon Program.

CARRIED

7. COUNCIL REPORTS

- a. Councillor Mosdell provided a verbal report on the following:
 - Participated in a Zoom Workshop hosted by UBCM
- b. Councillor Lodge provided a verbal report on the following:
 - Thanked staff for their assistance in helping the Tumbler Ridge vigil come together at such short notice. It was wonderful that all the first responders were able to attend.
 - Volunteered at the annual Family Fun Night on February 15th.
 - Community Futures Foundation has awarded \$1,000 to the Wells Grey Fire Brigade and to both the Clearwater and Barriere Food Banks.
 - Will be participating in a MOU Meeting with Simpcw on Friday.
- c. Councillor Kibble provided a verbal report on the following:
 - Participated in a Senior's Centre Meeting.
 - Participated in a Barriere Food Bank Meeting.
 - Participated in a Heritage Meeting.
 - Volunteered at Family Fun Night 2026.
 - Is assisting the Fall Fair in various new projects.

- d. Councillor Armstrong provided a verbal report on the following:
- Volunteered at the Thompson Valley Players Fundraiser.
 - Volunteered at Family Fun Night 2026.
 - Attended the Tumbler Ridge vigil outside of Barriere Secondary.

8. MAYOR'S REPORT

- a. The Mayor provided a verbal report on the following:
- Participated in a number of TNRD Meetings.
 - Volunteered at the Family Fun Night 2026.
 - Met a number of times with the Trail Society
 - Spoke with a citizen regarding air quality in Barriere.
 - Spoke with a citizen regarding the deer population that seems to be larger than normal in town lately.
 - Stamer Memorial Wall in the cemetery – will be meeting with potential contractor with staff next week.
 - ETSI BC has announced it is open for grants.
 - BMI has been having issues retaining qualified kitchen staff and will suggest contacting MP Caputo's office for assistance regarding work visa requirements.
- b. SILGA Resolution:

Moved by Councillor Mosdell

Seconded by Councillor Lodge

Whereas local governments across British Columbia face significant infrastructure deficits, with many municipalities and electoral areas unable to meet these needs through property taxation alone;

Whereas many infrastructure funding programs require local governments to compete through application-based grant processes that are unpredictable, resource-intensive, and often resemble a lottery system that creates winners and losers while diverting valuable staff capacity at both local and provincial levels;

Whereas reliance on competitive, application-driven funding programs creates uncertainty in long-term financial planning and delays critical infrastructure, fire smarting, and community resilience projects;

Whereas predictable and sustained funding would enable local governments to plan responsibly, deliver infrastructure upgrades more efficiently, and reduce overall costs to taxpayers;

Whereas in other jurisdictions, such as the United States, local governments retain a share of sales tax revenue, providing a stable funding source for community infrastructure and services;

Therefore be it resolved that the Southern Interior Local Government Association (SILGA) urge the Union of BC Municipalities (UBCM) to advocate for the Province of British Columbia and the Government of Canada to establish a revenue-sharing model that allocates a portion of Provincial Sales Tax (PST) and Goods & Services Tax (GST)

revenues collected within municipal boundaries and electoral areas directly back to local governments;

And be it further resolved that this revenue stream be designed to gradually reduce reliance on competitive, application-based infrastructure grant programs, replacing a portion of those programs with predictable, sustained funding, while not affecting statutory or annually allocated grants currently provided to local governments.

CARRIED

9. **PUBLIC INQUIRIES** – *none presented.*

10. **NOTICE OF MOTION** – *none presented.*

11. **CONVENE INTO CLOSED SESSION**

Moved by Councillor Lodge

Seconded by Councillor Mosdell

THAT pursuant to Sections 90(1)(e) 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 7:55p.m.

CARRIED

12. **RECONVENE OPEN MEETING** – *the meeting reconvened into open session at 9:10p.m.*

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

14. **NEXT MEETING** – *Regular Council Meeting – March 9, 2026 @ 5:30pm*

15. **ADJOURNMENT**

Moved by Councillor Lodge that the meeting adjourn at 9:10p.m.

CARRIED

Mayor Rob Kerslake

T. Buchanan, Corporate Officer

District of Barriere

Flood Mitigation Plan



March 9th, 2026

Project: 346-601

Flood Construction Levels (FCLs)

Flood Construction Levels (FCLs)

FCLs are used to keep living spaces and areas used for the storage of goods damageable by floodwaters, above flood levels.

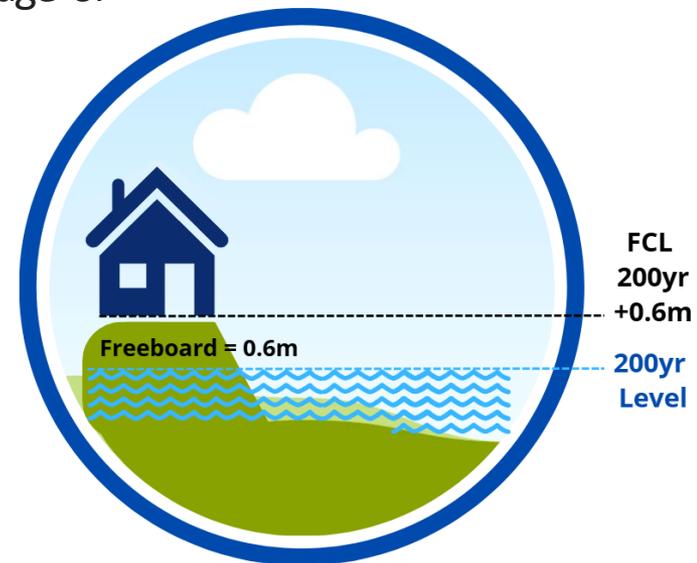
FCL = 200-year + Freeboard (typically 0.6 m)

Freeboard

Vertical distance to account for uncertainty in:

- Hydrological and hydraulic components
- Potential for debris floods, debris flows and debris jams
- Ice jams, etc. (APEGBC Professional Practice Guidelines, 2017)

To be included in the OCP refresh (On going)



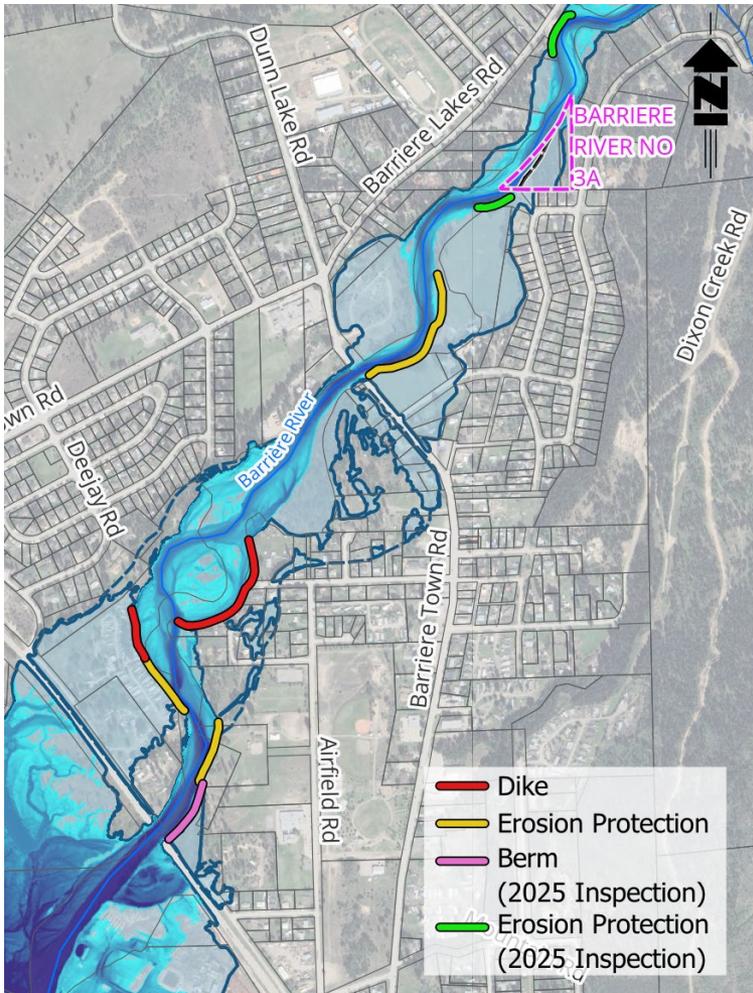
Flood Mitigation Plan

Step 1. Flood Protection Works 2025 Inspection Report

Condition assessment of the dikes, erosion protection, and riverbanks

Conclusions.

- Low overall risk
- Deteriorated log erosion protection
- Minimum riverbank setback (near Gilbert Smith Mill's backyard)

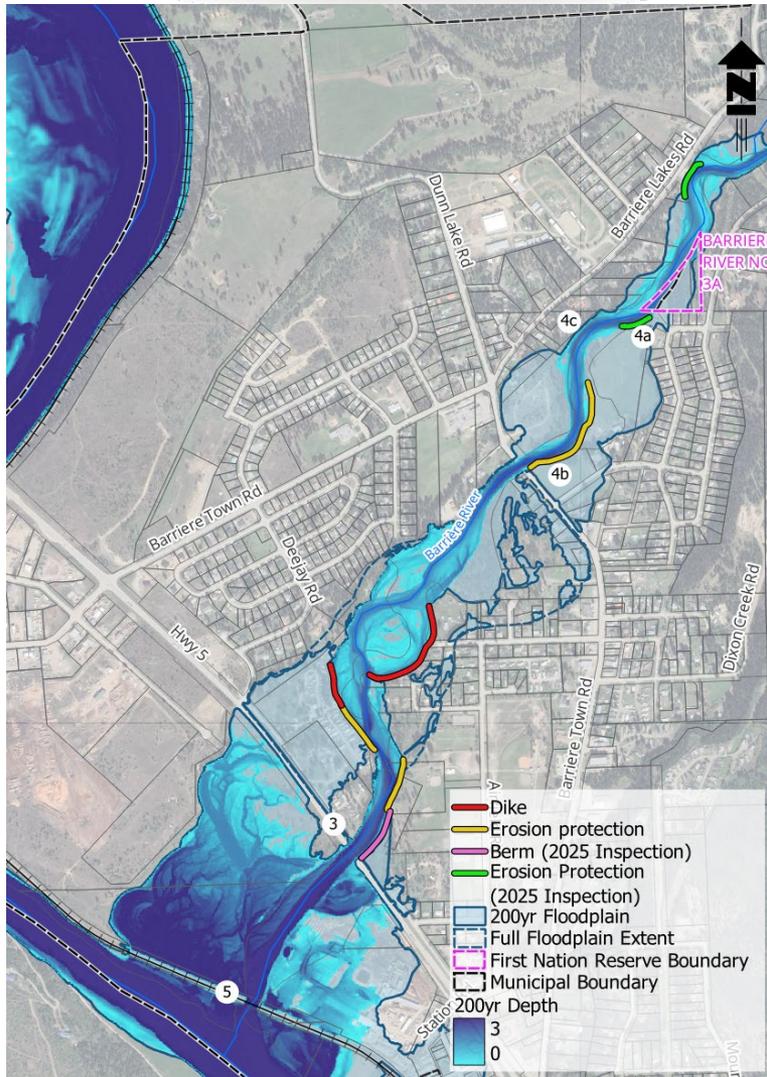


Flood Mitigation Plan

Step 3. Mitigation Projects

High-Priority Projects (Not high-risk) = Easy to implement – Significant benefit

- Floodplain Land Use Regulation (Floodplain bylaw)
- Flood Protection Asset Management – In-house annual inspections, templates provided as part of the Flood Mitigation Plan



PROJECT NO.	PROJECT TITLE	PRIORITY	TYPE	COST ESTIMATE
P1	Floodplain Land Use Regulation*	High	Non-Structural	\$ 125,000
P2	Flood Protection Assets Management Plan*	High	Non-Structural	Locally implemented
P3	Highway 5 Bridge Abutment Erosion Protection	Medium	Structural	TBD by MoTT
P4	Barriere River and Louis Creek Riverbank Restoration Program	Medium	Structural	\$ 145,000
P5	CN Railway Flood Resilience Initiative	Medium	Structural	TBD by CN Railway
P6	Landslide Risk Assessment*	Medium	Non-Structural	\$ 92,000
P7	Flood Response Plan*	Low	Non-Structural	\$ 112,000
P8	Flood Education Program*	Low	Non-Structural	\$ 88,000
Total				\$ 562,000

* Community Wide Projects are not shown on map

Next Steps

1. First Nations Engagement

Sharing Floodplain Mapping results and Mitigation Plan conclusions in a First Nations–focused session (*Potential alignment with the Leonie Dam Decommissioning Project*)

2. Flood Mitigation Plan Adoption

Official adoption of the FMP by Council

3. Floodplain Bylaw

The District may require a Floodplain Bylaw to inform and adopt the proposed FCLs within the District boundaries. Development of the bylaw would include public engagement on several key topics, including discussion of potential approaches to FCL exemptions, such as:

- Renovations
- Building additions, below a defined percentage of existing floor area
- Farm buildings, garages, on-loading and off-loading facilities
- Qualified Professional site-specific analysis, etc.



Example of FCLs effectiveness (Source: NBC)



Thanks

Questions? / Comments



DISTRICT OF BARRIERE

Application to Appear Before Council or Committee

Anyone wishing to be placed on an agenda to address Council or a Committee may apply by delivering a request in writing to the Corporate Officer before 12:00 noon on the Monday preceding the week of the meeting. Delegations are contacted after the Agenda is finalized to confirm if scheduled or referred to a committee or future meeting. Council meetings are generally held at 5:30 p.m. on specific Mondays (see schedule posted online or contact District Office), at Municipal Hall. Special Meetings are held at other times as required.

4936 Barriere Town Road, P.O. Box 219, Barriere, B.C., V0E 1E0

Phone: 250-672-9751, Email: inquiry@barriere.ca

FAX: (250) 672-9708

Date: February 23, 2026

Name of Applicant: Scott Abel

On Behalf of: Barriere Firefighters Association

(Organization, Business, Self. etc.)

Mailing Address: Box 299 Barriere, BC V0E-1E0

Local Street Address: 4587 Barriere Town Road

Telephone Number: (778) 808-6089 or ()

Issue Applicant Wishes Addressed:

BFFA and DOB Financial Agreement and general information of what services BFFA provides and general history.

Applicant's Relevant Information:

It is the mission of the Barriere Firefighters Association to further support and strengthen Barriere Fire Rescue and to help in enhancing fire education and public safety/awareness to the community of Barriere. It is also our desire to give something to the community beyond emergency services and to also achieve a level of excellence in service that will be obvious to every person that comes in contact with both our organization and our fire department.

(Provide additional information in an attachment if required)

Preferred Forum (Council or Committee) Appearance Date:

Note: * Council, Committee of the Whole and Committee meetings are public meetings; unless the public interest required closure to the public pursuant to the Local Government Act.

* This form will become part of the public record and will be distributed to Council, staff, media and the public.

* The information on this form is collected in order to respond to your request to appear before Council. If you have any questions about the collection and use of this information, please contact the Corporate Officer, Municipal Hall.

* The Agenda is posted online and at Municipal Hall. The complete package is available for viewing at the Municipal Hall.

FOR DISTRICT USE ONLY

Scheduled Council or Committee Appearance Date: **March 9, 2026** Agenda Number: **3a** Back-Up Received

District of Barriere
REPORT TO COUNCIL
Request for Decision

Date: March 9, 2026	File: 530.20/Rpts
To: Council	From: Corporate Officer
Re: Development Approvals Procedures Bylaw No. 269	
Recommendation: THAT Council adopt Development Applications Procedures Bylaw No. 269	

Background

Feb. 2, 2026 – Council provided first, second and third readings to *Development Applications Procedures Bylaw No. 269*.

At the February 23, 2026, Council Meeting, Council noted that it wanted to reduce ambiguity and ensure fairness in the application of the security deposit requirement prescribed in the bylaw, while not removing flexibility by being too prescriptive within the bylaw itself in order to address its concern. Therefore, it was agreed that staff will draft language to be included in the newly created development guideline literature to provide more clarity to prospective development within a designated Development Permit Area, or in the case of subdivision development, and report this verbiage to Council prior to the bylaw’s final adoption.

Discussion

Under the *Local Government Act*, there is no prescribed dollar threshold that triggers a security deposit for a Development Permit or Subdivision. That authority lies with the municipality through OCP policies, DPA guidelines or within an associated bylaw such the draft presented.

Therefore, the following language is suggested to be added within the guideline literature that accompanies application packages:

Security Deposits: *Along with associated application fees, some development permit and subdivision applications may require a security deposit of 125% of the declared value of the works outlined in the application. Examples of such works include, but aren’t limited to, substantial works such as utility installation, roadway works, drainage, construction of a new primary structure or structure requiring servicing, access changes, fencing, large signs and character changing landscaping. Minor amendments to existing Development Permits or smaller development projects not requiring significant works, may not be subject to a security deposit.*

Re-formatting of the guideline literature to include the above clarification language, will occur once approved by Council.

Development Applications Procedures Bylaw No. 269 is reattached for adoption consideration at this meeting.

Attachments

- Previous February 2, 2026 Report to Council.
- Draft Development Approvals Bylaw No. 269
- Current Development Approvals Bylaw No. 0049, 2008

Recommendation

Recommendation: THAT Council adopt Development Applications Procedures Bylaw No. 269

Alternative Options

1. Council could choose not to adopt the Draft Bylaw as presented.
2. Council could choose to amend the Draft Bylaw by rescinding 3rd reading.

Prepared by: T. Buchanan, Corporate Officer

Reviewed by: D. Drexler, Chief Administrative Officer

District of Barriere
REPORT TO COUNCIL
Request for Decision

Date: February 2, 2026	File: 530.20/Rpts
To: Council	From: Corporate Officer
Re: DRAFT Development Approvals Procedures Bylaw No. 269	
Recommendation: THAT Council give first three readings to Draft Development Applications Procedures Bylaw No. 269 that includes the repeal of the current District of Barriere Development Approval Procedures Bylaw No. 0049, 2009, including all Schedules.	

Purpose

The purpose of this report is to present Draft Development Applications Procedures Bylaw No. 269 to Council for consideration. The proposed bylaw repeals and replaces the District's current Development Approval Procedures Bylaw No. 0049, adopted in 2009, and establishes a modern, comprehensive, and legislatively aligned framework for the processing of development-related applications.

Background

The current Development Approval Procedures Bylaw No. 0049 was adopted in 2009 and has not undergone a comprehensive update since that time. While incremental legislative changes have occurred at the Provincial level, the existing bylaw relies on outdated terminology, references superseded legislation, and contains application processes and schedules that no longer reflect current best practices in development approvals.

In 2024–2025, the District undertook a comprehensive Development Approvals Procedures Review, completed by TRUE Consulting, with funding support secured through a successful Provincial grant. This review assessed the District's existing development approvals framework, internal processes, application requirements, and public notification practices, and provided detailed recommendations to improve clarity, transparency, efficiency, and legislative compliance. The review was presented to Council for review in September of 2025 and Council directed staff to prepare an updated Bylaw draft for consideration.

As directed by Council, Draft Development Applications Procedures Bylaw No. 269 has been prepared directly in response to the recommendations of the TRUE Consulting review and reflects current provincial legislation, including amendments to the *Local Government Act*, as well as contemporary best practices used by local governments across British Columbia.

Discussion

Summary of the Proposed Bylaw

Draft Bylaw No. 269 is intended to codify the development application process by clearly outlining:

- ✓ The types of development applications accepted by the District (OCP amendments, Zoning Bylaw

- ✓ amendments, Development Permits, Development Variance Permits, and Temporary Use Permits);
- ✓ The application requirements and submission procedures for applicants;
- ✓ How applications are reviewed and processed by District staff and Council;
- ✓ The applicable legislative authority for each application type;
- ✓ Notification and public engagement requirements;
- ✓ Delegated authority to staff where permitted under legislation; and
- ✓ The use and administration of security deposits.

The bylaw improves transparency for applicants and the public while providing staff with clear procedural authority and consistency in processing development applications.

It is important to note that Draft Bylaw No. 269 is procedural in nature and does not regulate the technical standards of subdivision or infrastructure installation. Those technical requirements (including servicing standards, construction specifications, warranty periods, and service agreements) will be addressed through a separate *Subdivision and Development Bylaw*, which is currently under development and is anticipated to be presented to Council for consideration in a future Council meeting, likely in the spring.

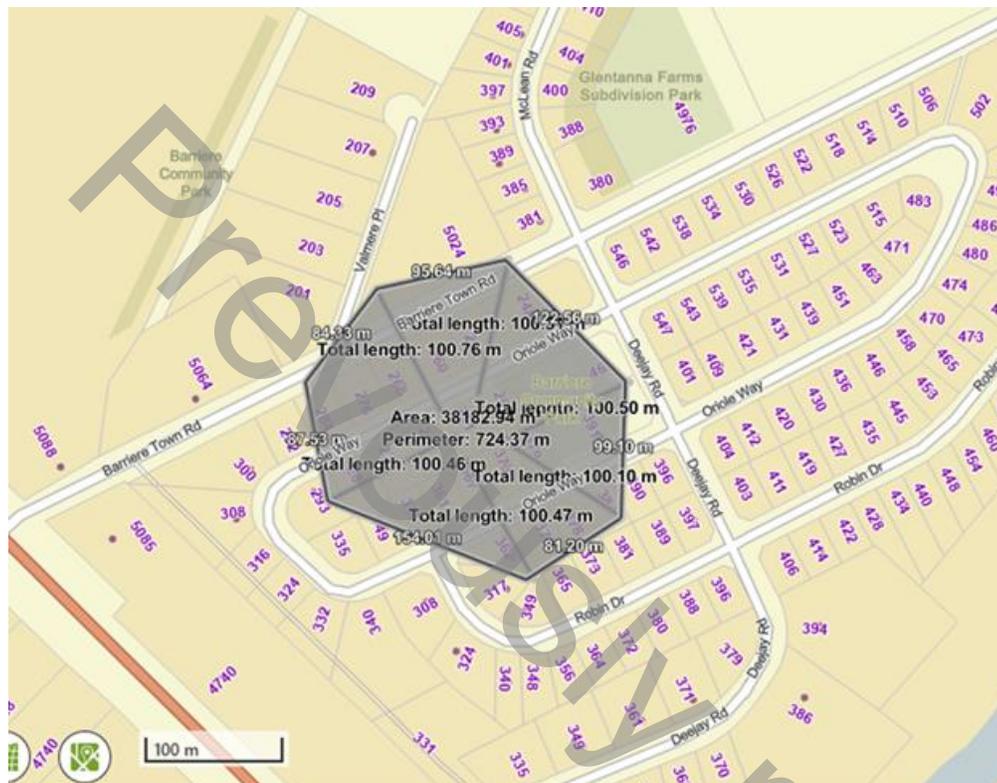
Key Differences Between Bylaw No. 0049 (2009) and Draft Bylaw No. 269

The table below summarizes the key differences between the current bylaw and the proposed replacement:

Area	Bylaw No. 0049 (2009)	Draft Bylaw No. 269
Legislative Framework	References outdated provisions and terminology	Fully aligned with current <i>Local Government Act</i> provisions
Structure & Clarity	Relies heavily on forms and flowcharts spread across multiple schedules	Consolidated, clearly written procedures with structured schedules by application type
Application Scope	Includes Land Use Contracts (now obsolete)	Removes Land Use Contracts and reflects current planning tools
Application Requirements	Generic application form and limited clarity on required materials	Detailed, application-specific requirements, including professional studies where applicable
Delegation of Authority	No clear delegation provisions	Explicit delegation to CAO/Designate for Development Permits and minor Development Variance Permits, consistent with legislation & best practices
Minor Variance Criteria	Not defined	Clearly defines criteria for what constitutes a “minor” development variance
Public Hearing Rules	Based on pre-2023 legislative framework	Reflects updated provincial legislation regarding when public hearings are required, waived, or prohibited through the new Housing Legislation
Notification Distance	100 metres	Reduced to 40 metres, consistent with current best practices and comparable jurisdictions
Notification Signs	Limited detail	Expanded and modernized sign requirements, timing, and inspection process
Security Deposits	Limited guidance	Clear authority, calculation methodology, and release process for security deposits
Transparency & Predictability	Procedural gaps and ambiguity	Clear timelines, lapse provisions, reconsideration process, and applicant expectations

To further highlight the notification distance change, the following images show the properties within the current notification area of a random property on Oriole Way, vs. the proposed 40m notification area of the same random property:

Current 100m radius:



vs. Proposed 40m radius:



Benefits or Impact

General

Adoption of Draft Bylaw No. 269 will modernize the District's development approvals framework, improve transparency for applicants and the public, and ensure that development applications are processed in a consistent, efficient, and legislatively compliant manner. The bylaw reflects current best practices and supports orderly growth and development within the community.

Finances

There are no direct financial impacts associated with the adoption of Draft Bylaw No. 269. Application fees will continue to be set through the District's Fees and Charges Bylaw. Improved clarity and efficiency in processing applications may result in indirect administrative efficiencies over time. However, by utilizing security deposits for applicable developments, the District can help ensure compliance and reduce the burden of enforcement costs to the taxpayer.

Strategic Impact

The proposed bylaw supports Council's strategic objectives related to good governance, regulatory clarity, and efficient service delivery. It also aligns with provincial initiatives encouraging modernization of development approvals processes to support housing and economic development. Efficiency/Reduced cost due to notification radius reduction to 40m.

Risk Assessment

Compliance: Adoption of Draft Bylaw No. 269 reduces legislative risk by ensuring alignment with the current Local Government Act and provincial requirements.

Risk Impact: Failure to update the bylaw may result in continued reliance on outdated processes, increased administrative risk, and potential procedural challenges.

Internal Control Process: The bylaw establishes clear authority, decision-making processes, and procedural safeguards, improving internal controls.

Next Steps / Communication

Following Council's consideration and readings of Draft Bylaw No. 269:

- The bylaw will be placed on the next Council Meeting Agenda for adoption;
- Staff will update application forms and internal procedures to align with the new bylaw;
- Public-facing materials will be updated to reflect the new development application process; and
- Work will continue on the Subdivision and Development Bylaw, which will be brought forward to Council in a future report.

Attachments

- Draft Development Approvals Bylaw No. 269
- Current Development Approvals Bylaw No. 0049, 2008

Recommendation

Recommendation: THAT Council give first three readings to Draft Development Applications Procedures Bylaw No. 269 that includes the repeal of the current District of Barriere Development Approval Procedures Bylaw No. 0049, 2009, including all Schedules.

Alternative Options

1. Council could choose not to adopt the Draft Bylaw as presented.
2. Council could choose to amend the Draft Bylaw prior to subsequent readings.

Prepared by: T. Buchanan, Corporate Officer

Reviewed by:
D. Drexler, Chief Administrative Officer

Previously reviewed

**DISTRICT OF BARRIERE
BYLAW NO. 269 – DEVELOPMENT APPLICATIONS PROCEDURES BYLAW**

**A BYLAW TO ESTABLISH THE PROCEDURES FOR THE PROCESSING OF
DEVELOPMENT APPLICATIONS**

WHEREAS the District of Barriere has adopted an Official Community Plan and a Zoning Bylaw;

NOW THEREFORE, Council of the District of Barriere, in open meeting assembled, enacts as follows:

1 CITATION

- 1.1 This Bylaw may be cited for all purposes as the “*District of Barriere Development Applications Procedures Bylaw No. 269*”.

2 DEFINITIONS

- 2.1 In this bylaw:

Applicant	means any landowner who makes Application under the provision of this Bylaw or anyone who is authorized by the owner of the lands to make application
Application	means an application for an official community plan amendment, zoning bylaw amendment, development permit, development variance permit, or temporary use permit
Application Form	means a form provided by the District of Barriere for the purposes of Application for an official community plan amendment, zoning bylaw amendment, development permit, development variance permit, or temporary use permit
CAO	means the Chief Administrative Officer of the District of Barriere, or their designate
Council	means the elected council of the District
District	means the District of Barriere
District Office	means the Municipal office of the District of Barriere located at Box 219, 4936 Barriere Town Rd, Barriere, BC, V0E 1E0

Dwelling Unit	shall have the same meaning as set out in the District's Zoning Bylaw, as amended from time to time
Local Government Act (LGA)	means the <i>Local Government Act [RSBC 2015]</i> , as amended
Neighbourhood Project Introduction Meeting	means a meeting organized by, and at the expense of, an Applicant which gives the Applicant an opportunity to share their development concept with the community and allows members of the public to ask questions and to discuss concerns related to the development proposal but does not constitute notification as outlined in this bylaw
Riparian assessment area	is defined as: a) for a stream, the 30 m strip on both sides of the stream, measured from the high-water mark; b) for a ravine less than 60 m wide, a strip on both sides of the stream measured from the high-water mark to a point that is 30 m beyond the top of the ravine bank; and, c) for a ravine 60 m wide or greater, a strip on both sides of the stream measured from the high-water mark to a point that is 10 m beyond the top of the ravine bank.
Security Deposit	means an unconditional irrevocable letter of credit or deposit of securities in a form allowable under the <i>Local Government Act</i> and satisfactory to the District.
Staff	means District staff including the CAO and those employees and contractors under the direction of the CAO including Corporate Administration, Planning, Public Works and Bylaw Enforcement.
Stream	is defined as including any of the following that provides fish habitat: a) a watercourse, whether it usually contains water or not; b) a pond, lake, river, creek or brook; or c) a ditch, spring, or wetland that is connected by surface flow to something referred to in (a) or (b) above.

3 SCOPE & PURPOSE

3.1 This Bylaw establishes procedures in relation to the following:

- a) An Amendment to the Official Community Plan;
- b) An Amendment to the Zoning Bylaw;
- c) A development permit;
- d) A development variance permit;
- e) A temporary use permit.

4 APPLICATION

- 4.1 Applications shall be made by the owner(s) of the land or by a person authorized by the owner(s) to act as an agent for the owner(s).
- 4.2 Applications shall be submitted to the District, on an Application Form provided by Staff.
- 4.3 The applicant shall pay to the District the fees as prescribed in the District's Fees and Charges Bylaw, as amended from time to time.
- 4.4 The District may require a site visit or further information to be provided after the application has been submitted.
- 4.5 Applications shall contain all applicable information and generally follow the procedures as prescribed in the following Schedules, which are attached to, and form part of this Bylaw:
 - a) Procedures for Application to amend the **Official Community Plan and/or Zoning Bylaw** are outlined in **Schedule 1** of this Bylaw;
 - b) Procedures for Application for a **Development Permit** are outlined in **Schedule 2** of this Bylaw;
 - c) Procedures for Application for a **Development Variance Permits** (including permits deemed minor under section 5.2 of this Bylaw) are outlined in **Schedule 3** of this Bylaw; and
 - d) Procedures for Application for a **Temporary Use Permit** are outlined in **Schedule 4** of this Bylaw.
- 4.6 Applications will not be considered complete and will not be processed until all the necessary documentation and Application fees have been received.
- 4.7 Where an Application has been refused by Council or their Delegate referred to in Section 5, Staff shall notify the Applicant in writing within fifteen (15) days immediately following the date of refusal.
- 4.8 Applications that are refused by Council will not be reconsidered within six (6) months of refusal, unless Staff, has deemed the Application to be substantially different from that originally submitted.
- 4.9 Applications under this Bylaw shall be considered lapsed and a new Application shall be required, including payment of new Application fees, where:
 - a) The Applicant has not communicated and/or submitted requested outstanding materials or information within six (6) months of the date of receipt of correspondence from the District specifying the Application is incomplete and listing the outstanding information required to complete the Application. The date of receipt of correspondence is deemed to be seven days after it is mailed or emailed.
 - b) Prior to lapse of an Application, upon written request by an Applicant, Council may extend the deadline referred to in section 4.9(a) for a period of six (6) months from the date of request, by resolution.

5 DELEGATION

- 5.1 Council hereby delegates to the CAO (the 'Delegate') all the powers, duties, and functions of Council with respect to:
- a) Development permits pursuant to section 490 of the *Local Government Act*, except in the case of new Industrial or Commercial developments;
 - i. the Delegate will report to Council approved Development Permits made under S.51(a) through development updates during scheduled Council Meetings.
 - b) Development variance permits, if the variance is minor, pursuant to Section 498.1 of the *Local Government Act* regarding bylaws governing:
 - i. the siting, size, or dimensions of a building, mobile home, or other structure.
- 5.2 The criteria for determining whether a proposed variance is minor is as follows:
- a) Setback: the proposed variance to the setback from building(s), mobile home(s), or structure(s) to a property line result in a setback that is greater than, or equal to, 1.5 metres.
 - b) Height: the proposed variance to the height of building(s), mobile home(s), or structure(s) is 10% or less in excess of the allowed height as set out in the District's Zoning Bylaw for the applicable use and zone.
 - c) Parcel Coverage: the proposed variance to parcel coverage is 10% or less in excess of the allowed parcel coverage as set out in the District's zoning bylaw in the applicable zone (e.g. if the parcel coverage maximum is 50% a minor variance would be no greater than 55% (50% x 1.1)).
- 5.3 The Delegate must consider the following in deciding whether to issue a development variance permit and must not issue a development variance permit if, in their opinion, the proposed variance would result in any of the following:
- a) Inappropriate development of the site;
 - b) Adverse effects on the natural environment;
 - c) Substantial negative effects on the use and enjoyment of adjacent land;
 - d) Vary permitted uses and densities under the applicable bylaw; or,
 - e) Defeat the intent of the bylaw.
- 5.4 In the Delegate's sole discretion, the Delegate may refer any Application for a development permit or minor development variance permit to Council for decision.
- 5.5 All of the following apply to any decision by the Delegate under section 5.1:
- a) An Applicant that is dissatisfied with the decision made under section 5.1 is entitled to have the decision reconsidered by Council in accordance with this section;
 - b) An Applicant who wishes to have Council reconsider a decision must apply in writing to the Corporate Officer within thirty (30) days after the decision has been communicated by the District in writing to the Applicant, setting out all of the following:
 - i. the reasons why the Applicant wishes Council to reconsider the decision;
 - ii. the new decision the Applicant requests Council to make, with brief reasons to support the new decision; and
 - iii. a copy of any materials the Applicant considers relevant to the reconsideration.

- c) Council must reconsider the decision at a regular meeting of Council held within forty-five (45) days after the date on which the reconsideration request is delivered to the Corporate Officer.
- d) The Delegate must compile a report with a recommendation to be considered by Council.
- e) The Corporate Officer must:
 - i. place each reconsideration request on the agenda of a regular meeting of Council in accordance with section 5.5(c);
 - ii. before each reconsideration by Council, deliver to each Council member the materials that were provided by the Applicant in accordance with section 5.5(b) as well as a copy of the report from the Delegate in accordance with section 5.5(d).
- f) In reconsidering a decision, Council must consider the material that was considered by the Delegate in making the decision;
- g) At a reconsideration of a decision, the Applicant and any other person who is interested in the decision are entitled to be heard by Council;
- h) Council is entitled to adjourn a reconsideration of a decision;
- i) After having reconsidered a decision, Council must either confirm the decision or may set aside the decision and substitute the decision of Council.

5.6 The CAO is hereby delegated authority to execute Security Deposit agreements, including servicing agreements, on behalf of the District.

6 PUBLIC HEARING

6.1 A public hearing, in accordance with the *Local Government Act*:

- a) Is mandatory for Official Community Plan bylaws and amendments thereto;
- b) May be waived for a proposed zoning amendment which is consistent with the Official Community Plan;
- c) Is prohibited for a proposed residential zoning amendment if that zoning amendment:
 - i. is consistent with the Official Community Plan;
 - ii. is for residential development, in whole or in part; and
 - iii. where the residential component is at least half the gross floor area of all buildings and structures.

Notice of Public Hearing

6.2 Notice of public hearing, or notice of no public hearing, must be given in accordance under Section 94 of the *Community Charter* and 466 of the *Local Government Act*.

7 NOTIFICATION

Purpose of Notification Signs

7.1 For OCP and Zoning Bylaw Amendment (when applicable) applications, applicants are required to post a sign on the subject property to provide the general public with the basic facts relating to the application.

Notification Sign Timing

- 7.2 Where a notification sign(s) is required to be posted in accordance with this bylaw in Section 7.1:
- a) the applicant shall post the notification sign(s) on the subject property within ten (10) days from the date of the first reading of the bylaw; and
 - b) shall be erected and approved as per section 7.4 at least fourteen (14) days prior to the date of a public hearing or public meeting date scheduled by Council; and
 - c) the applicant shall advise District staff once the sign(s) has been erected.
- 7.3 Signs shall remain in place until the bylaw is adopted or Council denies the application and must be removed within seven (7) days of a decision.
- 7.4 District staff will complete a site inspection to verify compliance with the sign requirements. All sign requirements must be complied with before an application can be taken forward to Council for consideration.

Notification Sign Location & Siting

- 7.5 Signs are to be located adjacent to the street frontages with at least one sign on each street frontage. There shall be a minimum of one sign for every 150m of street frontage. No sign shall interfere with pedestrian or vehicular traffic or obstruct visibility from streets, lanes, walkways or driveways.
- 7.6 All signs must be installed and maintained by the Applicant in a sound, workmanlike manner, capable of withstanding wind and weather. Sign format and installation standards are as follows:
- a) Size: 4 ft. by 8 ft.
 - b) Structure & Materials: Sturdy weather resistant materials properly secured to posts
 - c) Contents: Must contain a legal map of the subject site and surrounding context. A description of the proposal and clearly display the date and time of any proposed public meeting (e.g. public hearing).

**Sample Sign for reference only*

THIS PROPERTY IS SUBJECT TO AN APPLICATION FOR:

REZONING

From R (Residential) to RM (Residential Multi-Family) with site specific exception to limit the maximum number of dwelling units or townhomes to six (6) with a maximum building height of eight (8) metres at Lot 3, Plan EPP111168 DL 1482 and 1483 located on Clary Road and shown hatched on the map on this Notice.

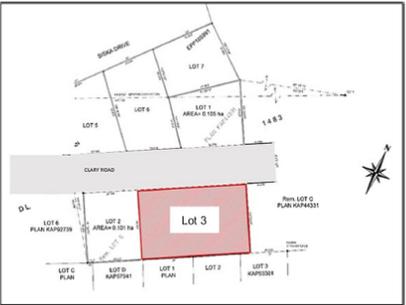
The Council of the District of Barriere will hold a Public Hearing pursuant to the provisions of the Local Government Act in Council Chambers at 4936 Barriere Town Rd. "The Ridge" as well as via zoom audio conference on March 14, 2022 commencing at 7:00 pm, to consider the following amendment to the District of Barriere Zoning Bylaw No. 111, Amendment Bylaw No. 212, Barriere, BC.

For More information please contact the District of Barriere
250-672-9751

NOTICE

OF PUBLIC HEARING

MARCH 14, 2022 - 7pm



Development Variance Permit

- 7.7 At least ten (10) days prior to Council consideration of issuance of a development variance permit, excepting a development variance permit application deemed to be minor as per section 5.2 of this bylaw, District staff must mail or otherwise deliver notice to all owners within 40 metres of the subject property before the consideration of the resolution.

Notice of Temporary Use Permit

- 7.8 Notice of consideration of a temporary use permit must be given in accordance of Section 94 of the *Community Charter*. If the permit alters use or density, notice must be mailed or otherwise delivered to all owners within 40 metres of the subject property at least ten (10) days before the consideration of the resolution.

Distance for Notice

- 7.9 The specified distance for the notices required in the processing of each application in this bylaw shall be forty (40) metres from the property under application.

Notices Mailed or Otherwise Delivered

- 7.10 Where notice requires letters to surrounding property owners, the District will provide the date, time, and location of the public hearing, or the meeting date where Council will consider the Application.

Electronic Notification

- 7.11 For the purposes of notifying the public of proposed official community plan amendments and/or zoning amendments, and for temporary use permits, complete Applications may be listed on the District's website or other form of public notification as notice of proposal.

8 PROCESS FOR SECURITY DEPOSIT

- 8.1 The *Local Government Act* enables the District to require a Security Deposit as a condition of the issuance of a development permit, development variance permit (including those deemed minor under section 5.2 of this Bylaw), and temporary use permit for the following purposes:
- a) To ensure that the performance of conditions associated with the issuance of development permit, development variance permit, or temporary use permit are completed to the District's satisfaction.
 - b) To remedy an unsafe condition that has resulted as a consequence of contravention of a condition in a development permit, development variance permit, or temporary use permit.
 - c) To remedy damages to the natural environment that has resulted as a consequence of contravention of a condition in a development permit, development variance, or temporary use permit remediation.

Form of Security Deposit

- 8.2 A Security Deposit may be required as a condition of issuance in a form allowable under the *Local Government Act*, satisfactory to District Staff.

Amount of Security Deposit

- 8.3 The amount of a Security Deposit must be specified in the permit and will be calculated as follows:
 - a) Up to 125% of an itemized estimate or quote of the cost of work submitted by a landscape architect, qualified environmental professional, engineer, landscaping company or other professional or firm approved by District Staff, or
 - b) Up to 125% of the construction value prescribed by the Building Inspector on the Building Permit related to the cost of work.

Return of Security Deposit

- 8.4 If a permit is cancelled by the Applicant and no work has occurred related to the Security Deposit, the Security Deposit will be returned in full.
- 8.5 When works are required to be completed, the Applicant may contact staff to request inspection prior to obtaining refund of the Security Deposit. 80% of the Security Deposit shall be returned following initial inspection if the works have been completed to the satisfaction of the District. The remaining 20% of the Security Deposit will be withheld for a period of one (1) year following the completion of works to ensure they are maintained.
 - a. The District may require that any inspection to authorize the release of a Security Deposit be carried out by the landscape architect, qualified environmental professional, engineer, or other professional that provided recommendation, to ensure that the performance of conditions associated with the issuance of the development permit, development variance permit, or temporary use permit are completed as approved.

9 SCHEDULES

- 9.1 The following Schedules are attached to, and form part of this Bylaw:
 - a) Schedule 1: Procedures for Application to amend the Official Community Plan or Zoning Bylaw
 - b) Schedule 2: Procedures for Application for a Development Permit
 - c) Schedule 3: Procedures for Application for a Development Variance Permit
 - d) Schedule 4: Procedures for Application for a Temporary Use Permit

10 REPEAL

- 10.1 The “*District of Barriere Development Approval Procedures Bylaw No. 0049, 2009*”, and all its amendments, are hereby repealed.

READ A FIRST TIME this	9 th	DAY OF February, 2026
READ A SECOND TIME this	9 th	DAY OF February, 2026
READ A THIRD TIME this	9 th	DAY OF February, 2026
ADOPTED this		DAY OF _____, 2026

Mayor Rob Kerslake

Tasha Buchanan, Corporate Officer

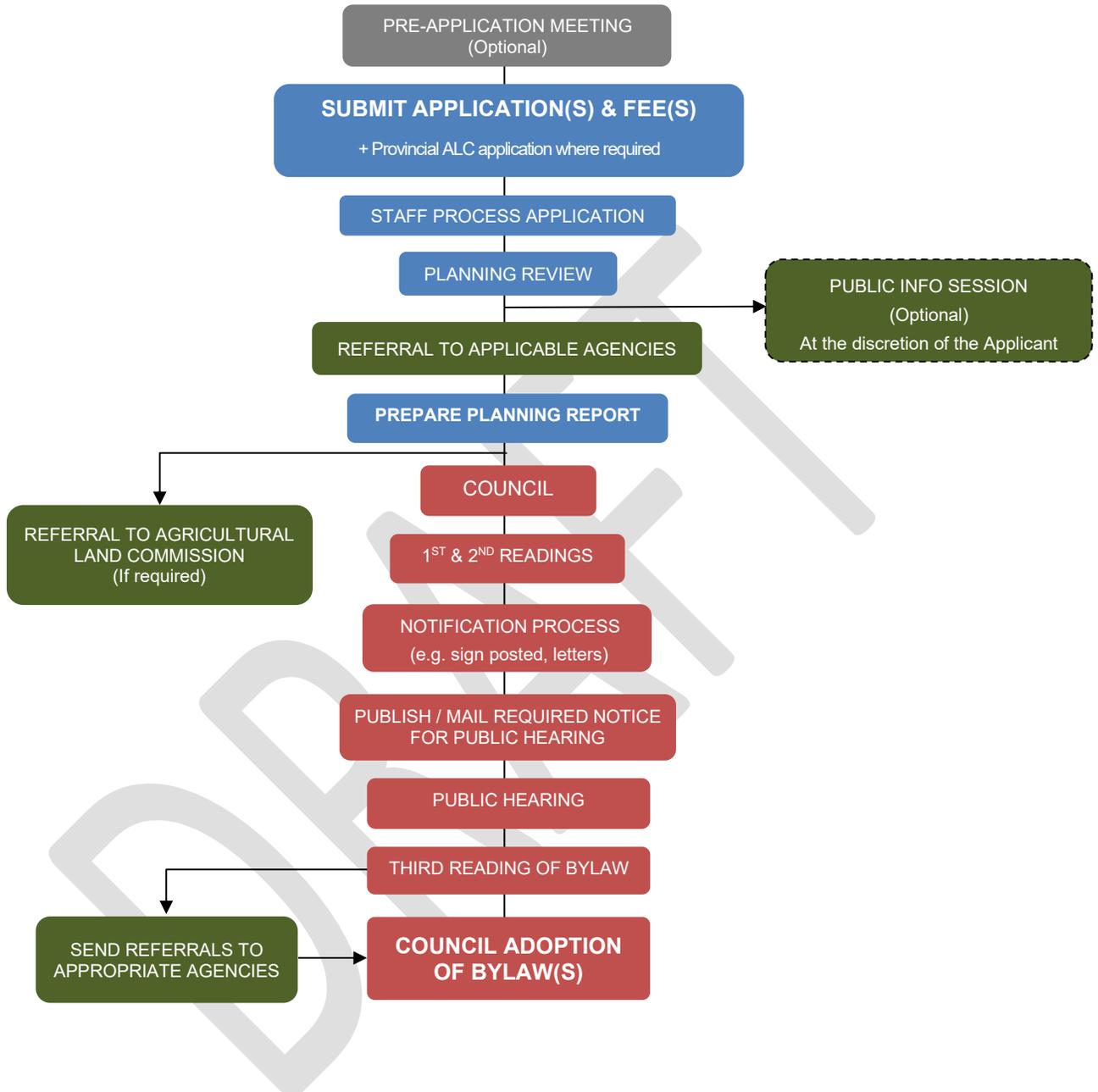
SCHEDULES

DRAFT

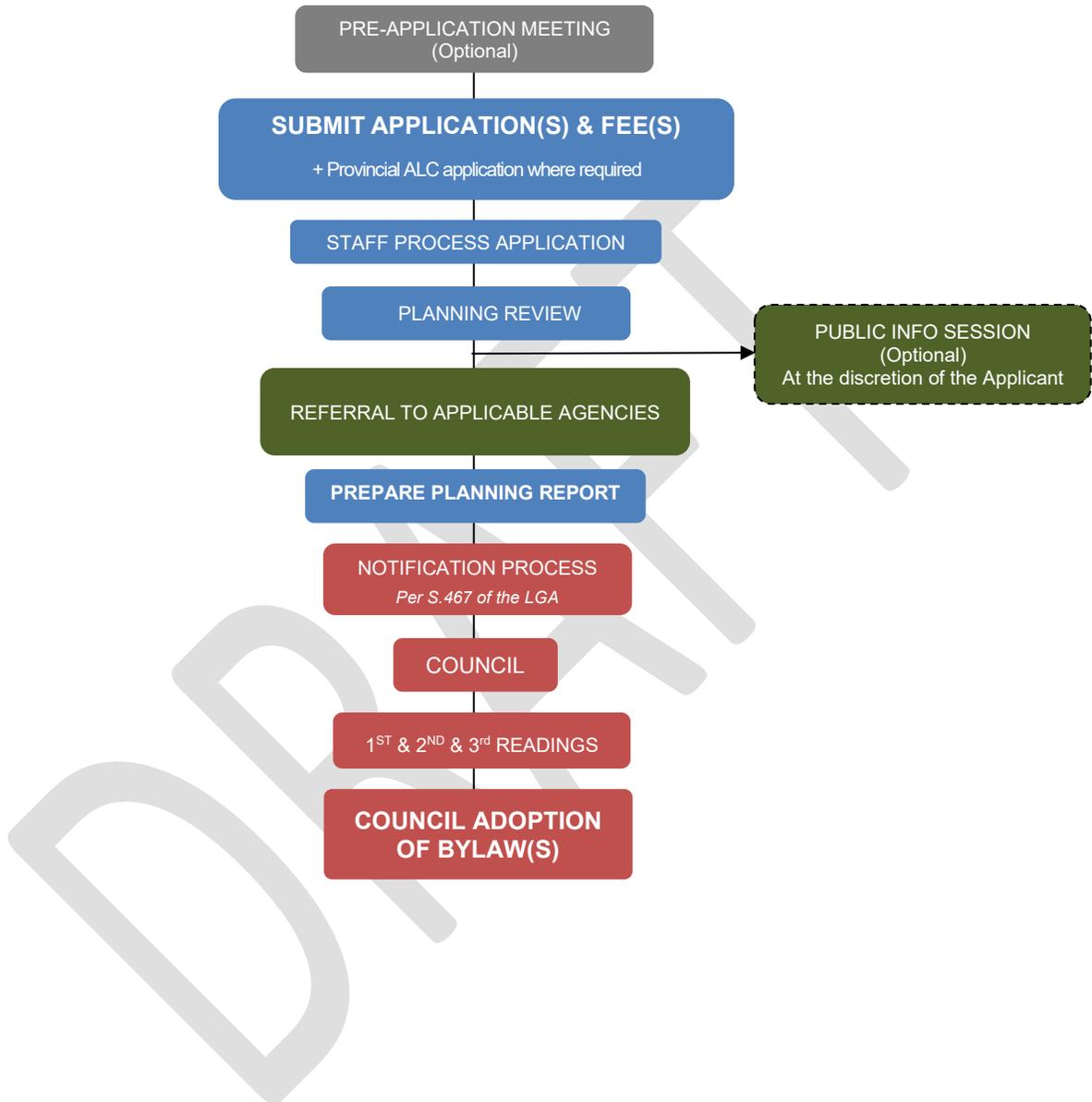
Schedule 1: Procedures for Application to amend the Official Community Plan and Zoning Bylaw

REQUIRED DOCUMENTATION	NOTES
1. Completed Application Form	<p>The Applicant will provide a completed Application Form as provided by the District, including agent authorization if not the property owner.</p> <p>Applicant will pay the prescribed Application Fee.</p>
2. Project Proposal	<p>The Applicant will provide detail about their development proposal and what changes to the current regulations are being requested, including any known effects on, or anticipated benefits to, adjacent properties.</p>
3. Site Plan	<p>A Site Plan shall be provided including:</p> <ul style="list-style-type: none"> • location and siting of all proposed and existing development, including dimensions and measurements using the Metric System, from property lines; and • location and detail of existing rights of way, easements, and restrictive covenants.
4. Site Profile	<p>A completed Site Profile is required for any property where it is reasonably known to have been used, or is currently being used, for commercial or industrial activity per <u>Schedule 2</u> of the <u>Environmental Management Act Contaminated Sites Regulation</u>.</p>
5. Title	<p>A State of Title Certificate dated within 30 days of the Application submission shall be provided by the Applicant.</p>
6. Additional Requirements	<p>Professional reports or other supportive material may be required by the District. Supportive material may include, but is not limited to:</p> <ul style="list-style-type: none"> • traffic impact assessment • geotechnical assessment • land contour and topographic condition • infrastructure impact analysis • environmental assessment • property survey • drainage plan • fire flow assessment • civil engineering • slope assessment • forest fuel management prescription <p>Required supportive material for development approval must be prepared by a Qualified Professional (QP) and provided at the Applicant's cost. Independent third-party review of supportive material may be initiated by the District at the Applicant's cost. The Applicant may be required to sign an agreement to pay the costs of the District's third-party review at market rates.</p>

APPROVAL PROCESS FOR OFFICIAL COMMUNITY PLAN AND ZONING BYLAW AMENDMENTS



APPROVAL PROCESS FOR ZONING BYLAW AMENDMENTS (CONFORMING TO OCP – NO PUBLIC HEARING)



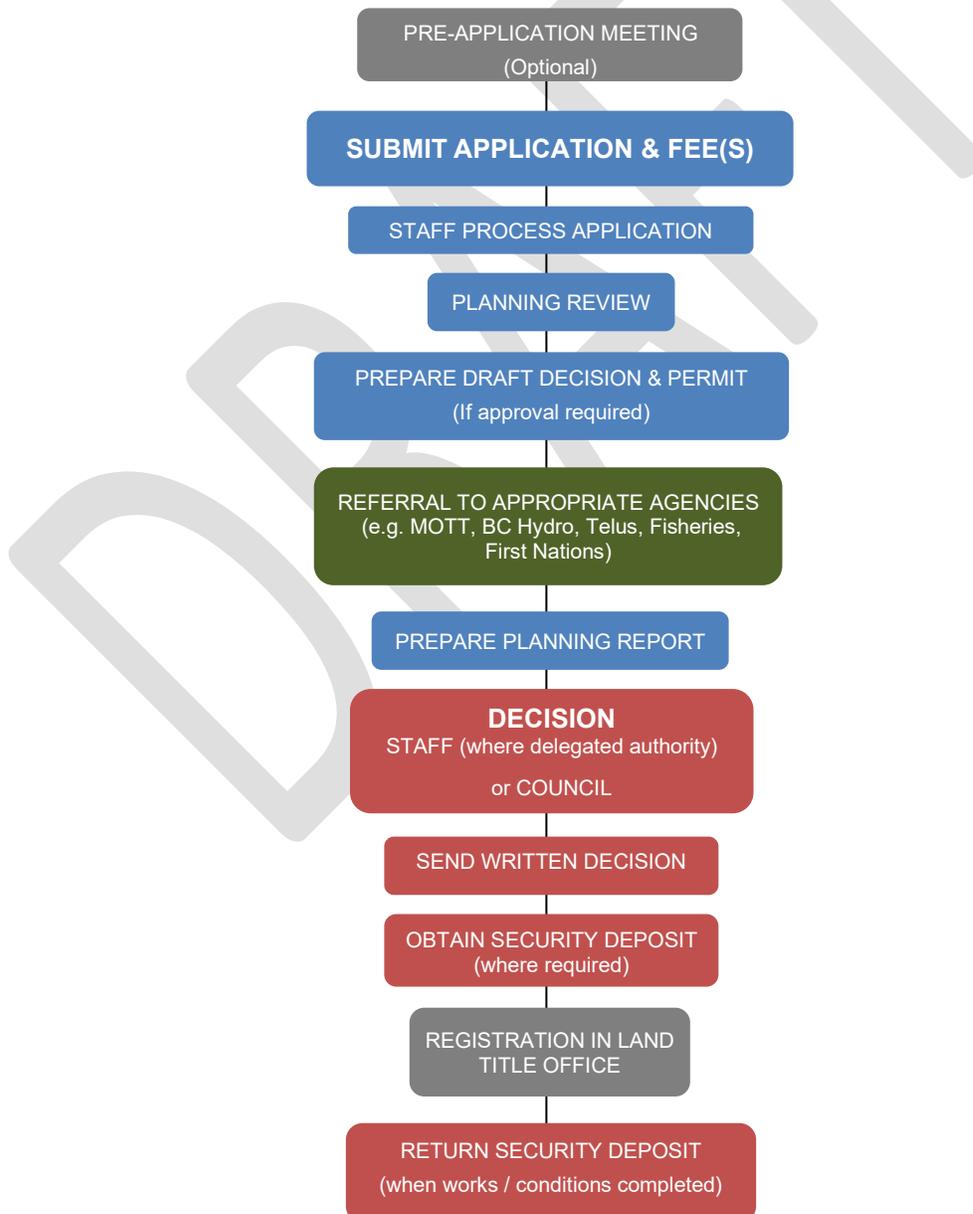
Schedule 2: Procedures for Application for a Development Permit

REQUIRED DOCUMENTATION	NOTES
1. Completed Application Form	<p>Applicant will provide a completed Application Form as provided by the District, including agent authorization if not the property owner.</p> <p>Applicant will pay the prescribed Application fee.</p>
2. Project Proposal	<p>Applicant will provide detail as to their development proposal.</p>
3. Site Plan	<p>Applicant will provide a detailed site plan for each property under Application, including:</p> <ul style="list-style-type: none"> • location and siting of all proposed and existing development on the property, including dimensions and measurements using the Metric System, from property lines; • location and detail of existing rights of way, easements, and restrictive covenants; • location, siting and dimensions of any proposed screening, landscaping or other improvements; • standard building elevation drawings; • additional site plan requirements may include landscape and streetscape drawings.
4. Site Profile	<p>A completed site profile is required for any property where it is reasonably known to have been used, or is currently being used, for commercial or industrial activity per Schedule 2 of the <i>Environmental Management Act</i> Contaminated Sites Regulation</p>
5. Title	<p>A state of title certificate dated within 30 days of the Application submission shall be provided.</p>
6. Additional Requirements	<p>Professional reports or other supportive material may be required by the District. Supportive material may include, but is not limited to:</p> <ul style="list-style-type: none"> • traffic impact assessments • geotechnical assessments • land contour and topographic condition • infrastructure impact analysis • environmental assessments • property survey • drainage plan • fire flow assessment • civil engineering • slope assessment • forest fuel management prescription <p>Required supportive material for development approval must be prepared by a Qualified Professional (QP) and provided at the Applicant's cost. Independent third-party review of supportive material may be initiated by the District at the Applicant's cost. The Applicant may be required to sign an agreement to pay the costs of the District's third-party review at market rates.</p>

APPROVAL PROCESS FOR DEVELOPMENT PERMITS

Unless otherwise exempted from the requirement to obtain a development permit by the official community plan, an owner of land designated as a development permit area in the official community plan must obtain a development permit before subdividing land; constructing, adding to, or altering a Structure as defined in the District's zoning bylaw; or altering land in an area designated for the protection of the natural environment or hazardous area.

Staff will review the completed Application and may recommend conditions including a requirement for a Security Deposit to provide assurance of performance, requirements of the District's Subdivision and Development Servicing Bylaw, as amended, any other applicable Bylaw of the District's in effect at the time of Application, or any applicable provincial legislation.



Schedule 3: Procedures for Application for a Development Variance Permit

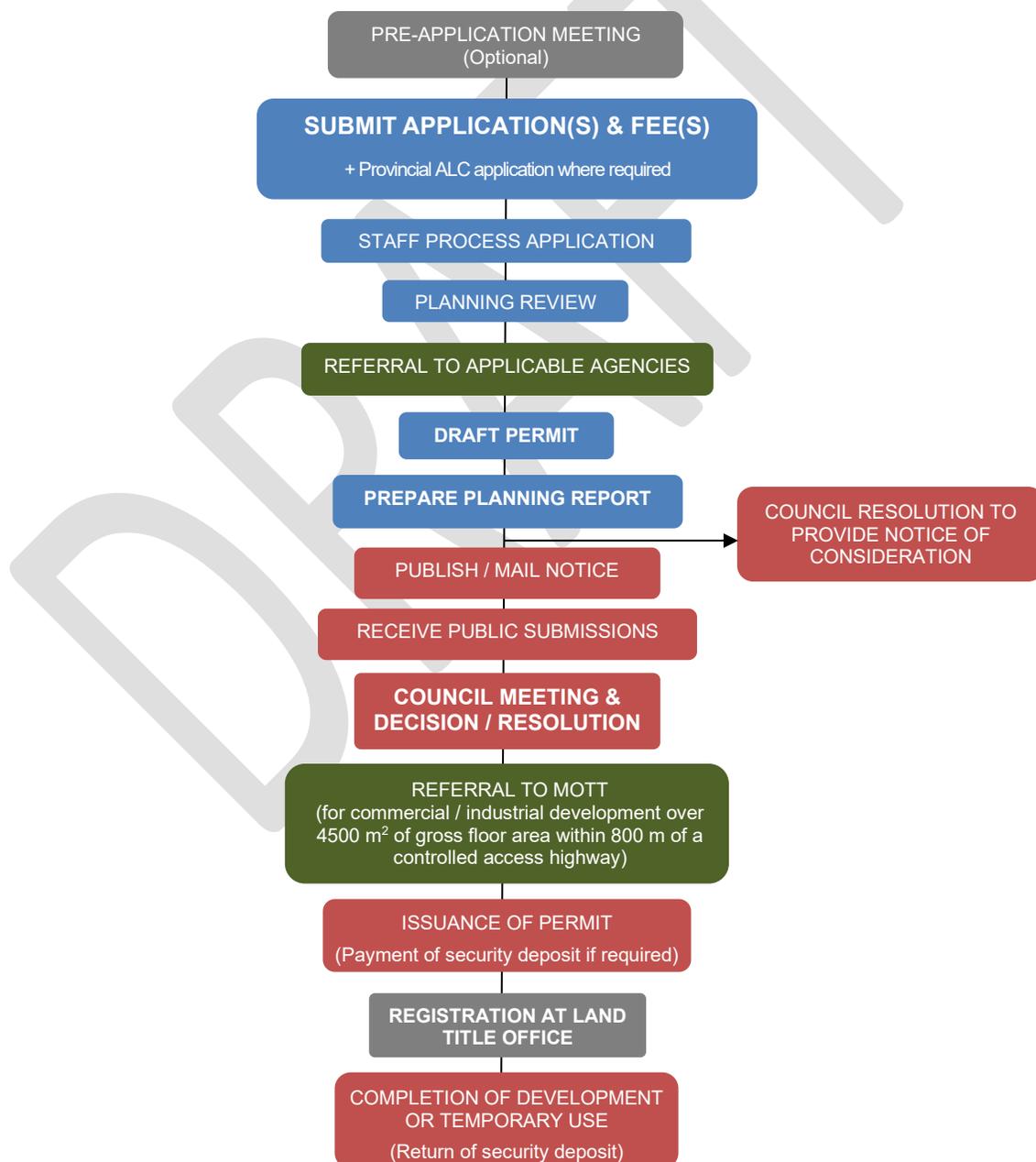
REQUIRED DOCUMENTATION	NOTES
1. Completed Application Form	<p>Applicant will provide a completed Application Form as provided by the District, including agent authorization, if not the property owner.</p> <p>Applicant will pay the prescribed Application fee.</p>
2. Project Proposal	<p>Applicant will provide detail as to their development proposal and what variances to the current regulations are being requested. Applicants should include any known effects on, or anticipated benefits to, adjacent properties.</p> <p>Development variance permit Applications shall be considered only for the District's zoning bylaw, sign bylaw, or subdivision development and servicing bylaw. Common variances include: setback variances; parking variances; oversized signs; height; and site coverage. Each proposed variance Application is considered on a site-specific basis to determine the potential impacts of varying the bylaw regulation. A variance permit may not vary density or use.</p>
3. Site Plan	<p>Applicant will provide a detailed site plan for each property under Application, including:</p> <ul style="list-style-type: none"> • location and siting of all proposed and existing development, including dimensions and measurements using the Metric System, from property lines; and • location and detail of existing rights of way, easements, and restrictive covenants.
4. Title	<p>A state of title certificate dated within 30 days of the Application submission shall be provided by the Applicant.</p>
5. Site Profile	<p>A completed site profile is required for any property where it is reasonably known to have been used, or is currently being used, for commercial or industrial activity per <u>Schedule 2</u> of the <u>Environmental Management Act Contaminated Sites Regulation</u>.</p>
6. Additional Requirements	<p>Professional reports or other supportive material may be required by the District.</p> <p>Required supportive material for development approval must be prepared by a Qualified Professional (QP) and provided at the Applicant's cost. Independent third-party review of supportive material may be initiated by the District at the Applicant's cost. The Applicant may be required to sign an agreement to pay the costs of the District's third-party review at market rates.</p>

PROCESS FOR TEMPORARY USE PERMIT APPROVAL FOR APPLICATIONS MADE WITHIN AN OFFICIAL COMMUNITY PLAN AND DEVELOPMENT VARIANCE PERMITS

Staff will review the completed Application and may impose conditions including a requirement for a Security Deposit to provide assurance of performance, requirements of the District's Subdivision and Development Servicing Bylaw, any other applicable Bylaw of the District's in effect at the time of Application, or any applicable provincial legislation. Development variance permits deemed minor under section 5.2 of this bylaw may be decided by the Delegate and are not subject to a notification period.

For all development variance permits:

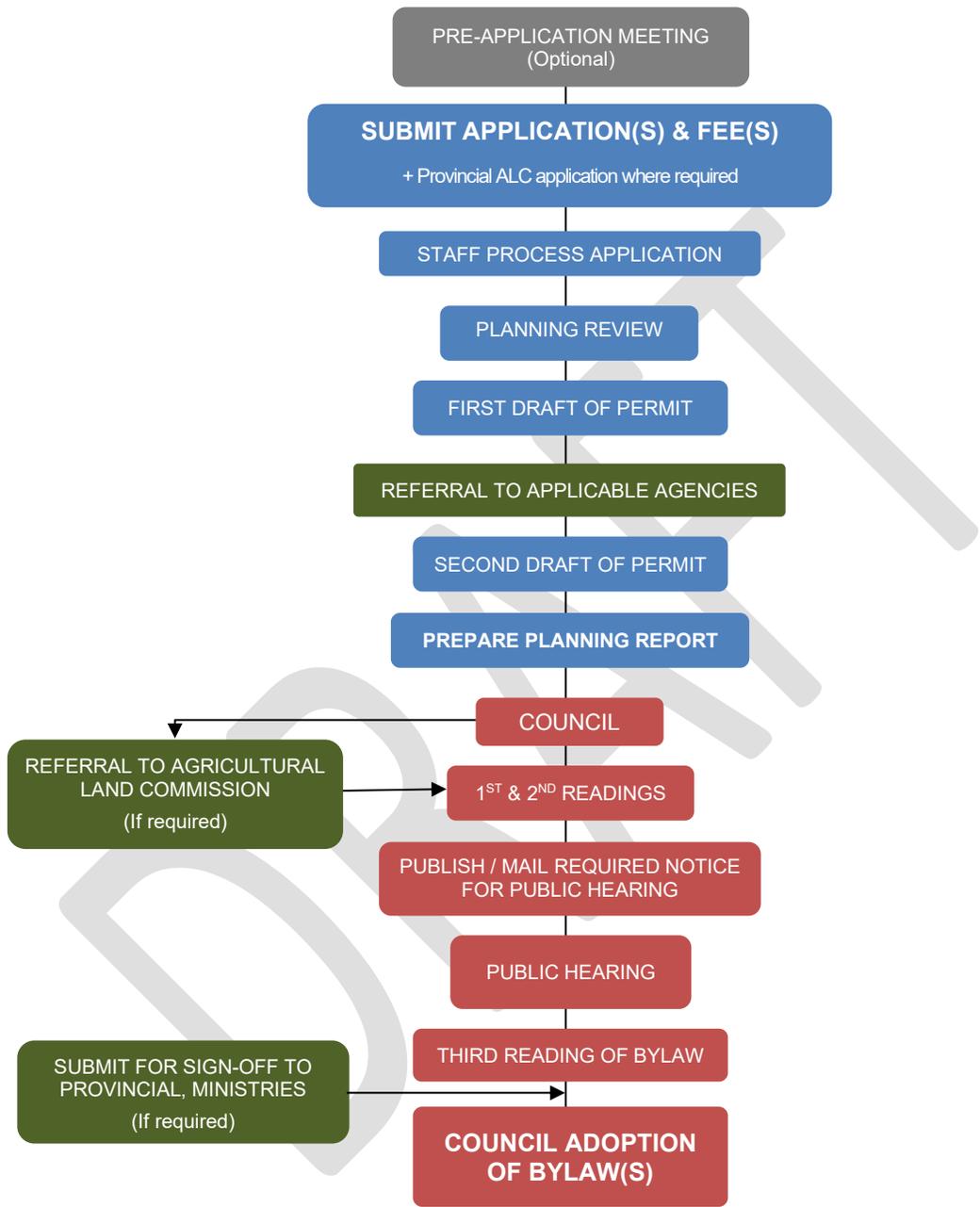
- If applicable, a Security Deposit must be received prior to the issuance of the development variance permit. Staff register a notice of the approved development variance permit in the Land Titles Office.



Schedule 4: Procedures for Application for a Temporary Use Permit

REQUIRED DOCUMENTATION	NOTES
1. Completed Application Form	<p>Applicant will provide a completed Application Form as provided by the District, including agent authorization if not the property owner.</p> <p>Applicant will pay the prescribed Application fee.</p>
2. Project Proposal	<p>Applicant will provide details as to their development proposal and the seasonal or temporary nature of the proposal. Applicants should include any anticipated benefits or impacts to the District and surrounding property owners.</p>
3. Site Plan	<p>Applicant will provide a detailed site plan for each property under Application, including:</p> <ul style="list-style-type: none"> • location and siting of all proposed and existing development, including dimensions and measurements using the Metric System, from property lines; and • location and detail of existing rights of way, easements, and restrictive covenants.
4. Site Profile	<p>A completed site profile is required for any property where it is reasonably known to have been used, or is currently being used, for commercial or industrial activity per <u>Schedule 2 of the <i>Environmental Management Act Contaminated Sites Regulation</i></u></p>
5. Title	<p>A state of title certificate dated within 30 days of the Application submission shall be provided by the Applicant.</p>
6. Additional Requirements	<p>Professional reports or other supportive material may be required by the District. Supportive material may include, but is not limited to:</p> <ul style="list-style-type: none"> • traffic impact assessments • geotechnical assessments • land contour and topographic condition • infrastructure impact analysis • environmental assessments • property survey • drainage plan • fire flow assessment • civil engineering • slope assessment • forest fuel management prescription <p>Required supportive material for development approval must be prepared by a Qualified Professional (QP) and provided at the Applicant's cost. Independent third-party review of supportive material may be initiated by the District at the Applicant's cost. The Applicant may be required to sign an agreement to pay the costs of the District's third- party review at market rates.</p>

PROCESS FOR TEMPORARY USE PERMIT APPROVAL FOR APPLICATIONS MADE OUTSIDE AN OFFICIAL COMMUNITY PLAN



DISTRICT OF BARRIERE

BYLAW NO. 0049

A BYLAW TO ESTABLISH DEVELOPMENT APPROVAL PROCEDURES

WHEREAS pursuant to the Local Government Act Council may, by bylaw, set development approval procedures;

The Council of the District of Barriere, in open meeting assembled, enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as the “District of Barriere Development Approval Procedures Bylaw No. 0049, 2009”.

2. PURPOSE

2.1 Applications for the following shall be submitted to the District of Barriere and shall substantially be in the form of application attached hereto as Schedule “A”:

- a) amendments to Official Community Plans;
- b) amendments to Zoning Bylaws;
- c) amendments to Land Use Contracts;
- d) the issuance of Development Variance Permits;
- e) the issuance of Development Permits; or
- f) the issuance of Temporary Commercial or Industrial Use Permits.

3. APPLICATION FORM AND FEES

3.1 The application form must be fully completed and at the time of application the applicant shall pay to the District an application fee in the amount as set out in Schedule “B”.

4. PROCESSING OF APPLICATIONS

4.1 Official Community amendments shall be processed substantially as illustrated by the flowchart attached hereto as Schedule “C”.

4.2 Zoning Bylaw amendments shall be processed substantially as illustrated by the flowchart attached hereto as Schedule “C”.

- 4.3 Land Use Contract amendments relating to density or use shall be processed substantially as illustrated by the flowchart attached hereto as Schedule “C”.
- 4.4 Development Permits shall be processed substantially as illustrated by the flowchart attached hereto as Schedule “D”.
- 4.5 Development Variance Permits shall be processed substantially as illustrated by the flowchart attached hereto as Schedule “E”.
- 4.6 Temporary Commercial or Industrial Use Permits shall be processed substantially as illustrated by the flowcharts attached hereto as Schedules “E” and “F”.
5. FORM OF PERMIT
- 5.1 Development Variance Permits shall be substantially in the form of permit attached hereto as Schedule “G”.
- 5.2 Development Permits shall be substantially in the form of permit attached hereto as Schedule “H”.
- 5.3 Temporary Commercial or Industrial Use Permits shall be substantially in the form of permit attached hereto as Schedule “I”.
6. DISTANCE FOR NOTICE
- The specified distance for the notices required in the processing of each application in this bylaw shall be one hundred (100) metres from the property under application.
7. NOTIFICATION SIGNS
- Applications for the following:
- a) amendments to the Official Community Plan;
 - b) amendments to the Zoning Bylaw; or
 - c) amendments to Land Use Contracts
- Are required to install a notification sign on the subject property within ten (10) days from the date the completed application is submitted as shown on Schedule J attached to and forming part of this Bylaw.
8. SUNDRY
- 8.1 Schedules “A”, “B”, “C”, “D”, “E”, “F”, “G”, “H”, “I” and “J” attached hereto are incorporated in and form part of this bylaw.

9. RIPARIAN AREAS REGULATION

Any application which will authorize or approve development within a riparian assessment area (as defined in Section 9.1) must complete and submit an Assessment Report prepared by a Qualified Environmental Professional (QEP) in conformity with the provisions of the Riparian Areas Regulation (RAR).

9.1 “Riparian assessment area” is defined as:

- a) for a stream, the 30 m strip on both sides of the stream, measured from the high water mark;
- b) for a ravine less than 60 m wide, a strip on both sides of the stream measured from the high water mark to a point that is 30 m beyond the top of the ravine bank; and
- c) for a ravine 60 m wide or greater, a strip on both sides of the stream measured from the high water mark to a point that is 10 m beyond the top of the ravine bank.

9.2 “Stream” is defined as including any of the following that provides fish habitat:

- a) a watercourse, whether it usually contains water or not;
- b) a pond, lake, river, creek or brook; or
- c) a ditch, spring, or wetland that is connected by surface flow to something referred to in Sections 9.2 (a) or (b).

Read for a first time this 1st day of June , 2009.

Read for a second time this 1st day of June , 2009.

Read for a third time this 1st day of June , 2009.

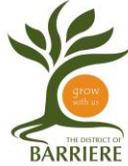
Reconsidered and adopted this 15th day of June , 2009.

Original signed by Mayor Mike Fennell
Mayor

Original signed by Wayne Vollrath
Chief Administrative Officer

SCHEDULE 'A'

DISTRICT OF BARRIERE



**District of Barriere
Box 219
4936 Barriere Town Road V0E-1E0**

**Telephone: 1-250-672-9751
1-866-672-9751
Fax: 1-250-672-9708**

APPLICATION FOR DEVELOPMENT

1.

PROPERTY'S OWNER'S NAME (PLEASE PRINT)	AUTHORIZED AGENT OF OWNER (PLEASE PRINT)
ADDRESS OF OWNER	ADDRESS OF AGENT
CITY/TOWN/VILLAGE	CITY/TOWN/VILLAGE
POSTAL CODE	POSTAL CODE
TELEPHONE NO.	TELEPHONE NO.
FAX NO.	FAX NO.
EMAIL ADDRESS:	EMAIL ADDRESS:

2.

FULL LEGAL DESCRIPTION OF EACH PROPERTY UNDER APPLICATION	APPROXIMATE AREA OF EACH LOT (IN METRIC)
TOTAL AREA (IN METRIC)	

3. Street address for property: _____

SCHEDULE 'A'

4. This is an application for:
- An Official Community Plan Amendment.
If so, what is the proposed designation? _____
 - Rezoning. If so, what is the proposed Zoning? _____
 - A Land Use Contract Amendment.
 - A Development Variance Permit. What Section(s) require amending? _____
 - A Development Permit.
 - A Temporary Commercial or Industrial Use Permit
5. Existing Zone _____
Existing Official Community Plan Designation _____
6. Describe the existing use of the subject property: _____

7. Describe the existing land use and buildings on all lots adjacent to and surrounding the subject property:
- a) North _____
 - b) East _____
 - c) South _____
 - d) West _____
8. Describe the proposed development of the subject property and any variances or amendments to existing plans, bylaws or permits that are necessary to accomplish the proposed development: _____

9. Describe the services available to the subject property or the possibility of providing services:
- a) Roads _____
 - b) Water _____

SCHEDULE 'A'

- c) Sewage Disposal _____
- d) Others _____
10. Is the subject property affected by the Agricultural Land Reserve? Yes ____ No ____
11. Is the subject property affected by Contaminated Sites? Yes ____ No ____
(if yes, please fill out attached Site Profile.)
12. This application must be fully completed and supported by the following documents:
- a) A State of Title Certificate from the Land Titles Office.
 - b) A fee made payable to the District of Barriere as per Schedule “B” of Bylaw No. 0049, 2009.
 - c) Two Plans to appropriate scale showing the following in metric:
 - i) boundaries and dimensions of subject property;
 - ii) size and location of existing and proposed building(s) on the site(s) including distances to the boundary lines of the property;
 - iii) location and name of road(s) adjacent to the property;
 - iv) north arrow and scale;
 - v) location of bodies of water adjacent to or on the site(s);
 - vi) topographic information in the form of contours or spot elevations;
 - vii) high water mark of any adjacent stream, river or lake;
 - viii) proposed subdivision layout showing the number and approximate location of lots; and
 - ix) any other information as required in order to obtain as much information as possible regarding the proposed development.
 - d) Detailed description of access to the subject property, including:
 - i) traffic site plan;
 - ii) name of the closest major highway;
 - iii) point of intersection with access road; and
 - iv) distances and landmarks.

SCHEDULE 'A'

13. Any other information or comments: _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

I hereby declare the information contained herein is, to the best of my knowledge, factual and correct.

(Signature of Owner(s)/Agent*)

(Date)

***(If agent is handling application, please supply written authorization from owner.)**

SCHEDULE “B”

FEE SCHEDULE

1. Every application for amendment to an Official Community Plan shall be charged a fee of Seven Hundred Fifty Dollars (\$750.00)
2. Every application for amendment to a Zoning Bylaw shall be charged a fee of Seven Hundred Fifty Dollars (\$750.00). In addition, there shall be a supplementary charge of \$5.00 for each parcel or dwelling unit in excess of 3 parcels or dwelling units as prescribed in the parcel size and/or density provisions of the respective zone.
3. Every application for amendment to a Land Use Contract that requires a public hearing shall be charged a fee of Seven Hundred Fifty Dollars (\$750.00).
4. Every application for amendment to an Official Community Plan in conjunction with an application for amendment to the Zoning Bylaw and/or a Land Use Contract shall be charged a fee of Seven Hundred Fifty Dollars (\$750.00).
5. Every application for a Development Variance Permit or Development Permit shall be charged a fee of Two Hundred Fifty Dollars (\$250.00).
6. Every application for a Temporary Commercial or Industrial Use permit shall be charged a fee of Two Hundred Fifty Dollars (\$250.00).

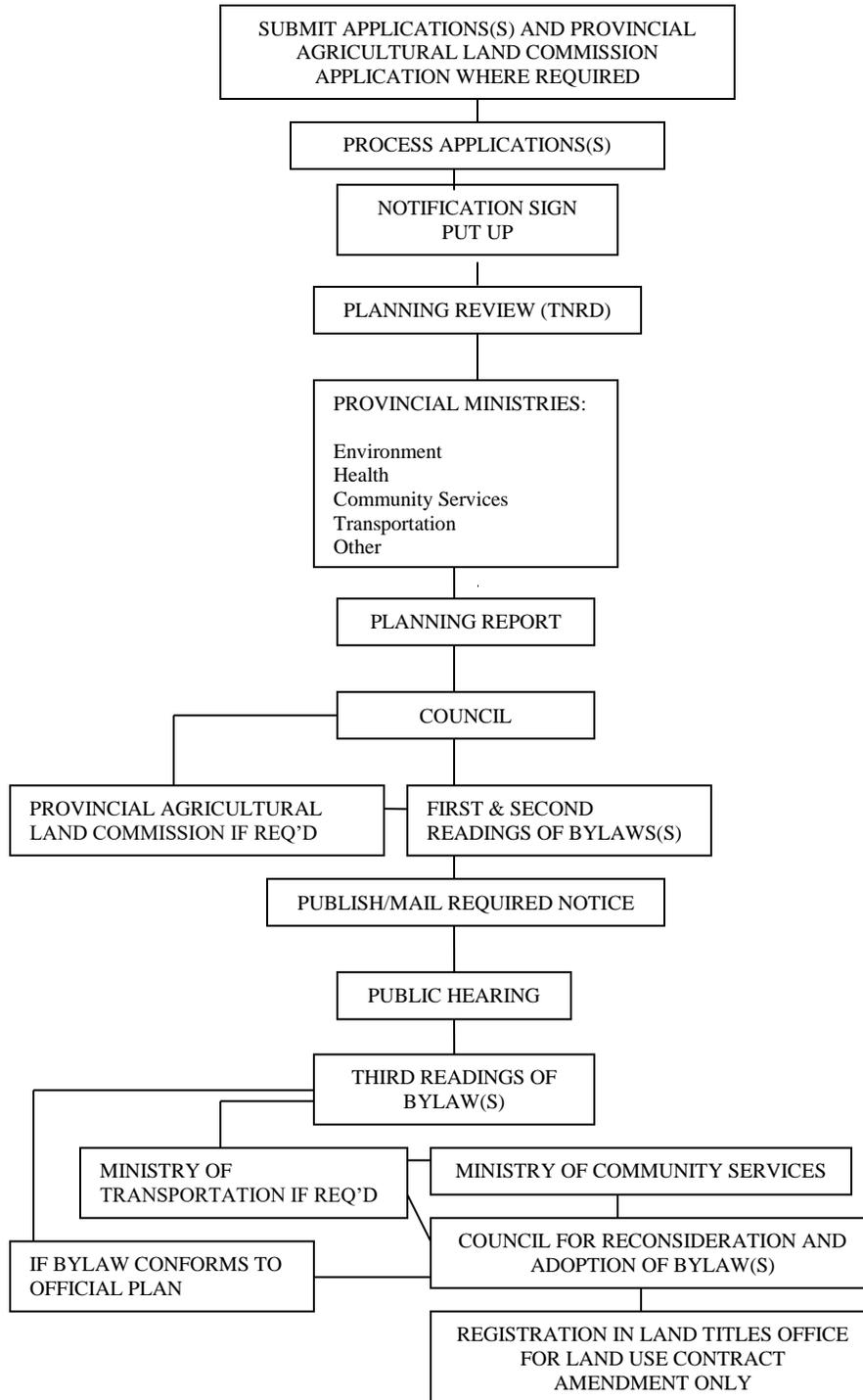
FEE PAYMENT AND REFUND PROCEDURE

1. Every application shall be accompanied by the full payment as determined in accordance with the fee schedule.
2. There shall be no refunds except when any of the following is refused or withdrawn prior to advertising the required notice in a newspaper:
 - a) an application for amendment to an Official Community Plan; or
 - b) an application for amendment to the Zoning Bylaw; or
 - c) an application for amendment to a Land Use Contract involving a public hearing;
 - d) or an application for a Temporary Commercial or Industrial Use Permit.

The amount of refund in the above situations shall be Three Hundred Seventy Five Dollars (\$375.00) if the original fee was Seven Hundred Fifty Dollars (\$750.00).

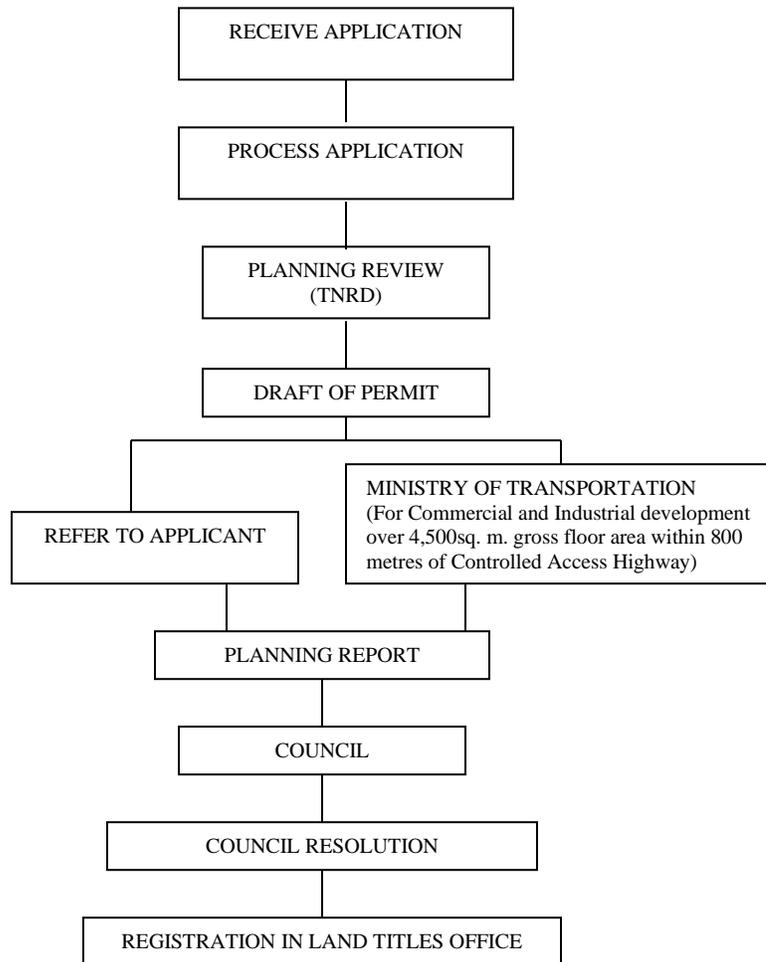
SCHEDULE “C”

**APPROVAL PROCESS FOR OFFICIAL COMMUNITY PLAN, ZONING BYLAW AND
LAND USE CONTRACT AMENDMENTS**



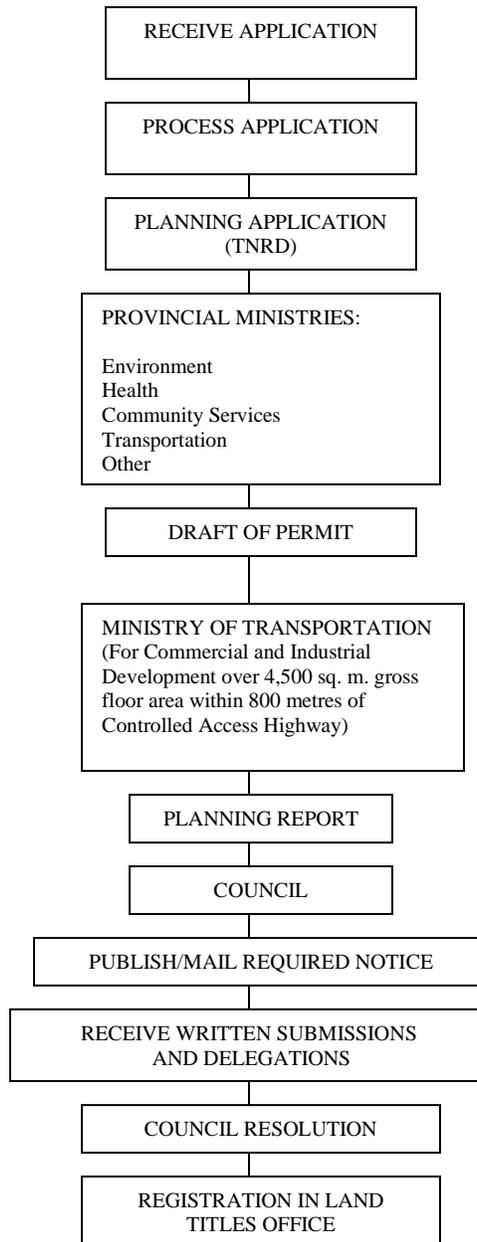
SCHEDULE “D”

DEVELOPMENT PERMIT APPROVAL PROCESS



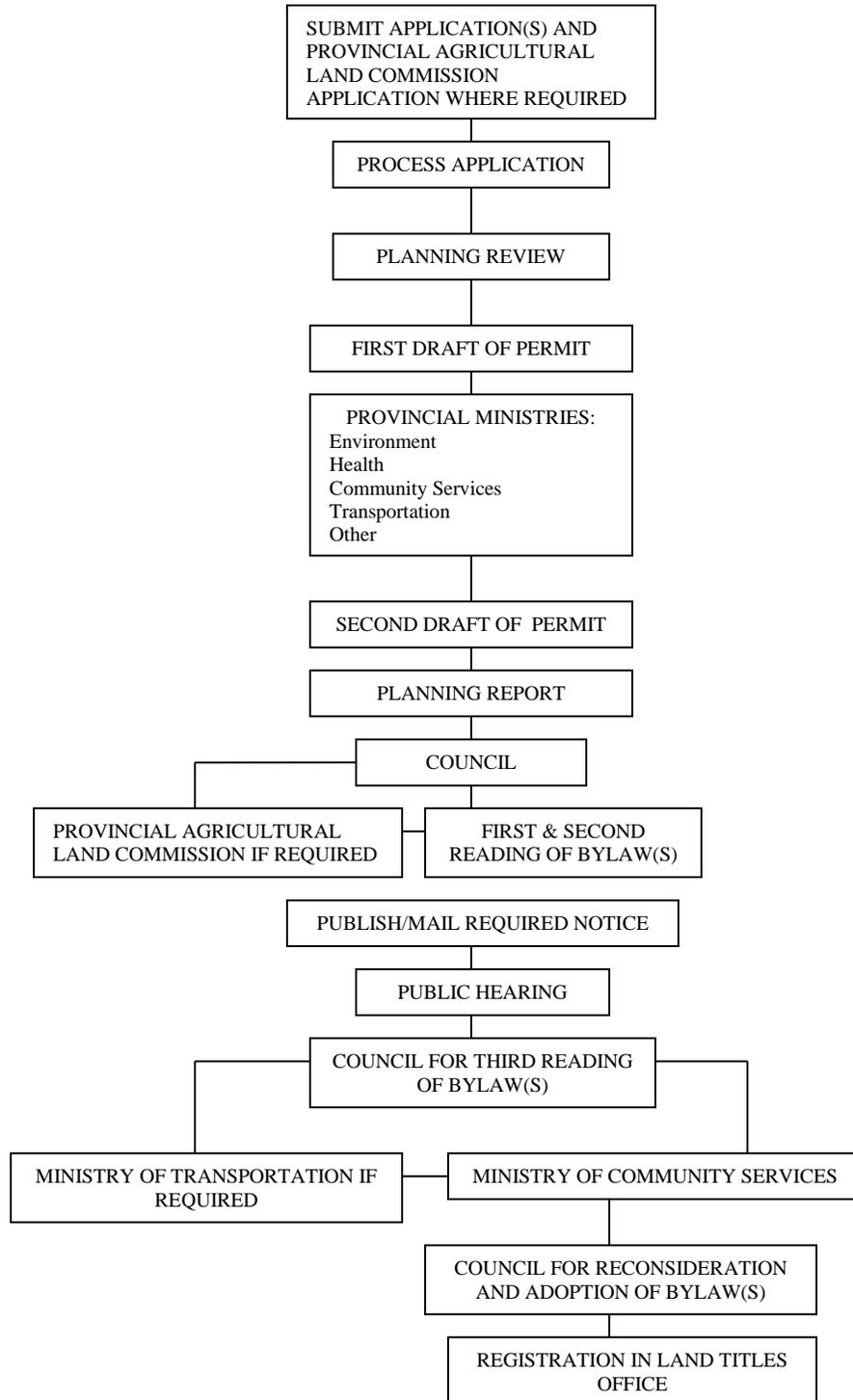
SCHEDULE “E”

**TEMPORARY COMMERCIAL OR INDUSTRIAL USE PERMIT
APPROVAL PROCESS FOR APPLICATIONS MADE WITHIN
AN OFFICIAL COMMUNITY PLAN AND DEVELOPMENT VARIANCE PERMITS**



SCHEDULE “F”

**TEMPORARY COMMERCIAL OR INDUSTRIAL USE
PERMIT APPROVAL PROCESS FOR APPLICATIONS MADE
OUTSIDE AN OFFICIAL COMMUNITY PLAN**



SCHEDULE “G”

DISTRICT OF BARRIERE
DEVELOPMENT VARIANCE PERMIT NO. _____

Permittee:

Address:

Application No.:

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the District applicable thereto, except as specifically varied or supplemented by this Development Variance Permit.

2. This Development Variance Permit applies to and only to those lands within the District described below, and any and all building, structures and other development thereon:

(Legal Description of Property)

as shown outlined in red on the map attached hereto as Schedule “A”.

3. The Zoning Bylaw of the District is varied as follows:

(Insert Variations)

4. The development shall be carried out according to the following time schedule:

(Set out Time Schedule for Development)

5. As a condition of the issuance of this Development Variance Permit, the District is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Development Variance Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to carry out the development hereby authorized, according to the terms and conditions of this Development Variance Permit within the time provided, the District may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Permittee, or should the Permittee carry out the development permitted by this Development Variance Permit within the time set out above, the security shall be returned to the Permittee. There is filed accordingly:

a) An Irrevocable Letter of Credit in the amount of \$ _____;

b) A Certified Cheque in the amount of \$ _____; or

c) A Bank Draft in the amount of \$ _____.

6. The land described herein shall be developed strictly in accordance with the terms, conditions and provisions of this Development Variance Permit and any plans and specifications attached to this Development variance Permit shall form a part hereof.

SCHEDULE “G” con’t

7. If the Permittee does not commence the development permitted by this Development Variance Permit within six (6) months of the date of the authorization of this Development Variance Permit, this Development Variance Permit shall lapse.
8. Any application to amend this Development Variance Permit shall be considered as a new application.
9. This Development Variance Permit is not a Building Permit.

Site Plan Approved by the Ministry of Transportation this day of , 20__.

Authorizing resolution passed by the Council this day of , 20__.

Certified Correct:

Corporate Administrator

SCHEDULE “H”

DISTRICT OF BARRIERE
DEVELOPMENT PERMIT NO. _____

Permittee:

Address:

Application No:

1. This Development Permit is issued subject to compliance with all the bylaws of the District applicable thereto, except as specifically varied or supplemented by this Development Permit.
2. This Development Permit applies to and only to those lands within the District described below, and any and all buildings, structures and other development thereon:
(Legal Description of Property)

as shown outlined in red on the map attached hereto as Schedule “A”.
3. The development shall be carried out according to the following time schedule:
(Set out Time Schedule for Development)
4. As a condition of the issuance of this Development Permit, the District is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Development Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to carry out the development hereby authorized, according to the terms and conditions of this Development Permit within the time provided, the District may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Permittee, or should the Permittee carry out the development permitted by this Development Permit within the time set out above, the security shall be returned to the Permittee. There is filed accordingly:
 - a) An Irrevocable Letter of Credit in the amount of \$_____;
 - b) A Certified Cheque in the amount of \$_____; or
 - c) A Bank Draft in the amount of \$_____.
5. The land described herein shall be developed strictly in accordance with the terms, conditions and provisions of this Development Permit and any plans and specifications attached to this Development Permit shall form a part hereof.

SCHEDULE “H” con’t

6. If the Permittee does not commence the development permitted by this Development Permit within six (6) months of the date of the authorization of this Development Permit, this Development Permit shall lapse.
7. Any application to amend this Development Permit shall be considered as a new application.
8. This Development Permit is not a Building Permit.

Site Plan Approved by the Ministry of Transportation this day of , 20__.

Authorizing resolution passed by the Council this day of , 20__.

Certified Correct:

Corporate Administrator

SCHEDULE “I”

DISTRICT OF BARRIERE
TEMPORARY COMMERCIAL OR INDUSTRIAL USE PERMIT NO. _____
PERMIT FOR TEMPORARY COMMERCIAL OR INDUSTRIAL USE

Permittee:

Address:

Application No.:

1. This Temporary Use permit is issued subject to the compliance with all of the bylaws of the District applicable thereto, except as specifically varied or supplemented by this Permit.

2. This Temporary Use Permit applies to and only to those lands within the District described below, and any and all buildings, structures and other development thereon:
(Legal Description of Property)

as shown outlined in red on the map attached hereto as Schedule “A”.

3. In addition to the existing provisions of the Zoning Bylaw, the following use(s) is/are permitted:

(List specific Commercial or Industrial Uses)

4. The above use(s) is/are subject to the following conditions:

(Insert all conditions of use applicable to the subject property(ies))

5. As a condition of the issuance of this Temporary Use Permit, the Council is holding the security set out below to ensure that the development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to carry out the development hereby authorized, according to the terms and conditions of this Temporary Use Permit within the time provided, the District may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Permittee, or should the Permittee carry out the development permitted by this Temporary Use Permit within the time set out above, the security shall be returned to the Permittee. There is filed accordingly:

- a) An Irrevocable Letter of Credit in the amount of \$_____;
- b) A Certified Cheque in the amount of \$_____; or
- c) A Bank Draft in the amount of \$_____.

SCHEDULE “I” con’t

6. The land described herein shall be developed strictly in accordance with the terms, conditions and provisions of this Temporary Use Permit and any plans and specifications attached to this Temporary use Permit shall form a part hereof.
7. This Temporary Use Permit expires on _____.
8. Any application to amend this Temporary Use Permit shall be considered as a new application.
9. This Temporary Use Permit is not a Building Permit.

Site Plan Approved by the Ministry of Transportation this day of , 20__.

Authorizing resolution passed by Council this day of , 20__.

Certified Correct:

Corporate Administrator



BYLAW NO. 274
2026 - 2030 FINANCIAL PLAN BYLAW
DISTRICT OF BARRIERE

**A bylaw of the District of Barriere Respecting the Financial Plan
for the years 2026 – 2030 inclusive.**

NOW THEREFORE the Council of the District of Barriere, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as “**2026 - 2030 Financial Plan Bylaw No. 274**”.
2. Schedule “A” attached hereto and forming part of this bylaw is hereby adopted as the Statement of Objectives and Policies for the Five Year Financial Plan for the years 2026 to 2030.
3. Schedule “B” attached hereto and forming part of this bylaw is hereby adopted as the Financial Plan schedule of proposed funding sources, expenditures, and transfers between funds for the years 2026 to 2030.
4. This Bylaw repeals “*2026 – 2030 Financial Plan Bylaw No. 254*”.

Read a first, second and third time by the Municipal Council this **23rd** day of **February**, 2026.

Adopted this _____ day of _____, 2026.

Rob Kerlake, Mayor

Tasha Buchanan, Corporate Officer

Certified Correct:

Corporate Officer

**Schedule “A”
2026 - 2030 Financial Plan
Statement of Objectives and Policies**

In accordance with Section 165(3.1) of the *Community Charter*, the District of Barriere is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*,
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

Funding Sources

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2026.

Table 1: Sources of Revenue

Revenue Source	Amount	% of Total Revenue
Property Value Taxes	\$ 1,428,772	15.94%
Parcel Taxes	\$ 0	0.00%
User Fees and Charges	\$ 1,100,668	12.28%
Other Sources	\$ 4,667,696	52.07%
Proceeds from Borrowing	\$ 150,000	1.67%
Development Cost Charges	\$ 0	0.00%
Reserve Funding	\$ 1,617,069	18.04%
TOTAL	\$ 8,964,205	100.0%

- “*Property Value Taxes*” forms the first portion of revenue. As a revenue source, property taxation offers a number of advantages. This source offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, and bylaw enforcement.
- “*User Fees and Charges*” represent the second portion of revenue. This source also offers a stable and reliable source of revenue for services on a user-pay basis.
- “*Other Sources*” includes primarily government operating and capital grants, funding from accumulated surplus, and other revenues.
- “*Proceeds from Borrowing*” represents a modest amount of revenue to cover immediate needs instead of utilizing reserve funding.
- “*Reserve Funding*” represent funding from capital reserves. This source of funding consists primarily of transfers from reserve accounts for projects and/or District share of Grant Projects.

Many services can be measured and charged on a user-pay basis. Services where fees and charges can be easily administered include water and wastewater usage, building permits, business licenses, and solid waste services – these are charged on a user pay basis. User fees attempt to apportion the value of a service to those who use the service.

Objective

- Over the next five years, the District of Barriere will continue to review the proportion of revenue that is received from taxation and user fees and charges over the current levels, while ensuring that long-term needs for capital infrastructure are addressed
- The District will continue growing our revenue sources so that government grants are not the largest source of revenue.

Policies

- The District of Barriere reviews all taxation and user fee levels to ensure they are adequately meeting both the full asset life cycle costs and delivery costs of the service.
- Ensure that property tax increases remain as stable as possible over time, instead of large fluctuations, while utilizing a balance of inflation and construction price index to determine a reasonable taxation rate increase.
- Set taxes, fees and charges to achieve full cost recovery, where appropriate, for operating costs, and work towards full annual cost recovery for the capital program.
- Utility rates should be increased consistently over time to fund asset management needs-
- The District's Asset Management policies will be utilized to inform tax and rate adjustment decisions.
- As well, the District will actively encourage economic development and residential developments.
- Lastly, the District will encourage the use of alternate revenue streams instead of property taxes.

Distribution of Property Tax Rates

Table 2 outlines the proposed distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base and consumes the majority of the District of Barriere services. Over time, the District will work to increase the industrial and business uses in the District to lessen the impact on residential properties.

Table 2: Distribution of Property Tax Rates

Property Class	Rate Multiple	% of Total Property Taxation	Dollar Value
Residential (1)	1.00	73.56%	\$1,019,762
Utilities (2)	14.57	3.90%	\$54,053
Social Housing (3)	1.00	0.00%	\$0
Major Industrial (4)	3.92	2.90%	\$40,250
Light Industrial (5)	3.51	2.96%	\$40,969
Business and Other (6)	2.45	16.56%	\$229,595
Managed Forest (7)	3.01	0.00%	\$0
Recreation/Non-Profit (8)	1.00	0.10%	\$1,435
Farmland (9)	1.00	0.02%	\$208
Total		100.00%	\$1,386,272

Objective

- To ensure property taxes and rates are sufficient for the District’s short and long-term needs.
- To ensure equity among property classes by reviewing the ratios of property class allocations annually

Policies

- The District will look at developing new revenue sources to offset the tax rate for all classes.
- Conduct periodic reviews of taxes paid by individual classes.
- Consider tax shifts or redistributions only where a full comprehensive analysis and impact is undertaken.
- Where a tax shift is required, consider a gradual phase-in to allow the properties in the class to adjust their budgets accordingly.
- In establishing property tax rates, take into consideration:
 - The amount of property taxes levied as compared to other municipalities.
 - The property class conversion ratio as compared to other municipalities.
 - The tax share borne by each property class.
 - The tax ratios of each property classification.

Tax Exemptions

Permissive Tax Exemptions

The District provides tax exemptions for non-profit societies in our community. Non-profit groups provide key services for our community.

Revitalization Tax Exemption

The District has developed two Revitalization Tax Exemption Bylaws that encourage development and revitalization in the community. The Downtown Core and the Yellowhead Corridor are the two areas that are named in the bylaws.

Objective

- Optimize the provision of charitable and not-for-profit services for the benefit of District residents.
- Provide property tax exemptions as permitted under the *Community Charter* in a consistent and fair manner.
- Restrict the provision of exemption to those providing an extension to District services and minimize the impact on District revenues.
- Utilize the revitalization tax exemption program as a means of encouraging commercial investment and increasing the availability of housing in the community.

Policies

- District residents must be primary beneficiaries of the organization's services, and the services provided must be accessible to all members of the public.
- In guiding and approving permissive tax exemptions, Council will take into consideration:
 - Not-for-profit occupiers of District property for the duration of their occupancy.
 - Land and improvements surrounding a statutorily exempt buildings for public worship.

2026 – 2030 Financial Plan Bylaw No. 274

**Schedule “B”
Five Year Financial Plan 2026-2030****

	2026	2027	2028	2029	2030
	Budget	Budget	Budget	Budget	Budget
Revenues					
Property Taxes	\$ 1,386,272	\$ 1,455,586	\$ 1,528,365	\$ 1,604,783	\$ 1,685,022
Parcel and Frontage Taxes	-	-	-	-	-
Grants in Lieu of Taxes	7,500	7,500	7,500	7,500	7,500
Percentage of Revenue Tax	35,000	35,000	35,000	35,000	35,000
Sales of Services and User Fees	1,100,668	1,155,702	1,213,487	1,274,161	1,337,869
Grants	4,607,917	2,171,055	631,125	631,125	631,125
Development Cost Charges	-	-	-	-	-
Other Revenues	59,779	59,779	59,779	59,779	59,779
Total Revenues	7,197,136	4,884,621	3,475,256	3,612,348	3,756,295
Expenses					
General Government	1,257,583	835,454	877,226	921,087	967,141
Protective Services	338,250	395,163	414,921	435,667	457,450
Transportation Services	503,540	528,718	555,154	582,911	612,057
Environmental & Health Services	237,288	249,152	261,610	274,691	288,426
Public Health Services	18,849	19,791	20,781	21,820	22,911
Planning and Development	14,000	14,700	15,435	16,207	17,017
Parks, Recreation and Cultural Services	427,839	449,231	471,693	495,278	520,042
Water Services	414,685	435,419	457,190	480,050	504,053
Wastewater Services	279,476	293,450	308,123	323,529	339,705
Amortization	664,741	745,898	788,826	860,944	909,239
Debt Interest	7,163	6,379	4,528	2,595	810
Total Expenses	4,163,414	3,973,355	4,175,487	4,414,779	4,638,851
Surplus (Deficit) for the year	\$ 3,033,722	\$ 911,266	\$ (700,231)	\$ (802,431)	\$ (882,556)
Adjusted for non-cash items					
Amortization	664,741	745,898	788,826	860,944	909,239
Total Cash from Operations	\$ 3,698,463	\$ 1,657,164	\$ 88,595	\$ 58,513	\$ 26,683
Adjusted for Cash Items					
Proceeds from Borrowing	150,000	-	-	-	-
Capital Expenditures	(5,070,000)	(2,432,500)	(2,264,000)	(2,479,000)	(1,350,000)
Debt Principal Repayments	(55,069)	(63,851)	(65,701)	(67,635)	(45,639)
Transfer from Land Sales Reserve	-	-	-	-	-
Transfer from Capital Reserves	1,617,069	560,100	-	-	-
Transfer to Capital Reserves	(320,697)	(167,899)	(167,899)	(167,899)	(167,899)
Transfer to/from Surplus	(19,766)	446,986	2,409,005	2,656,021	1,536,855
	(3,698,463)	(1,657,164)	(88,595)	(58,513)	(26,683)
Financial Plan Balance	-	-	-	-	-

**Supplementary Capital Reserve Schedule is attached as a reference for detailed funds transfers.

District of Barriere
REPORT TO COUNCIL
Request for Decision

Date: February 23, 2026	File: 530.20/Rpts
To: Council	From: Chief Administrative Officer
Re: 2026-2030 Financial Plan Bylaw No. 274 – 3 Readings	
Recommendation: THAT Council gives first three readings to the 2026-2030 Financial Plan Bylaw No. 274.	

Purpose

To give first three readings to the 2026-2030 Five Year Financial Plan Bylaw No. 274.

Background

Sections 165 and 166 of the Community Charter require a municipality to adopt a five-year financial plan annually, before the annual property tax bylaw is adopted, and to include public consultation as part of the financial planning process. Staff is recommending that the Financial Plan Bylaw being introduced as part of this report be adopted on or before March 30, 2026, at the same or earlier time as an amendment to the Fees and Charges Bylaw. The Tax Rates Bylaw would be presented for Council consideration late March or in April, with final adoption on or before the May 4 meeting. This will allow sufficient time to meet the regulatory deadline of May 14, 2026, for the adoption of the annual Tax Rates Bylaw.

On February 2, 2026, Council directed staff to implement the following strategies, ranked by priority, to achieve a balanced budget:

1. *Reduce Council's Legislative Operating budget by \$5,000 (strategic conference attendance limits)*
2. *Reduce the Roads Paving Capital Project by \$25,000*
3. *Include funding the \$150,000 for Roads Equipment from Debt/Loan, with all Loan principal payments coming from Reserves in 2026*
4. *Include \$70,000 Streetlighting Utility Billing revenue as Property Tax revenue with the same % of Tax Burden as in 2025*
5. *Include a Property Tax Rate of 40.00 for Class 2 (Utilities), for roughly \$40,000 additional tax revenue, while retaining the Industry classes % of Tax Burden as in 2025*
6. *to meet inflationary and asset replacement pressures, consider:*
 - a. *increasing Water service fees by 7.5%*
 - b. *increasing Wastewater service fees by 5%*
 - c. *where applicable, increasing User Fees by 5%*
 - d. *increasing overall Property Tax revenue by up to 9%*

7. *adjust the Class 4 (Major Industry) % of Tax Burden to roughly 3% (from 2.66% in 2025), the same as Class 5 (Light Industrial) – approximately \$3,500 additional revenue from taxation*
8. *Accept more day-to-day operational risk and reduce operational expenditures by up to \$40,000*
9. *as a last resort, consider balancing any shortfall within the 2026 Financial Plan with funding from surplus/reserves.*

Further, Council asked Staff to undertake the following to increase future revenues:

- *review construction related fees and charges, including Connection fees, DCC's, and Building Permit fees*
- *connect with other Ridge tenants about cost sharing for Facility Use and Gym rental*

Draft 2 – February 2, 2026

Draft 2 of the 2026 budget is included in this proposed bylaw and incorporates the above Council Strategies, with the following holistic financial outcomes:

1. \$25,000 decrease in capital expenses (Paving Program reduction)
2. \$55,345 decrease in operating expenses (Legislative Budget, Employer Contributions, Fleet and Equipment, Transportation, Fire Department, Debt principal payment)
3. \$120,830 positive variance to Reserves (Roads Equipment funded by Debt, reduced Paving Program, minor interest gains)
4. \$162,535 increased Operating Revenue:
 - a. \$10,309 increase in Use Fees revenues
 - b. \$28,000 increase in Water revenues
 - c. \$5,153 increase in Wastewater revenues
 - d. \$114,175 increase in General Taxation revenues
 - e. \$3,500 additional increase in Taxation revenue from Class 4 (Major Industry)
5. \$899 additional interest earned.

Additionally, since Draft 1 of the budget, which focuses primarily on articulating the day-to-day operating expenses without any specialty operational grant projects, these grant related projects were added to the Draft 2 version of budget, this resulted in additional Operating Expenses of \$461,912, and Operating Revenues of \$476,792, for a positive variance of \$14,880.

Public Budget Presentation and Subsequent Changes:

At the February 9, 2026, Special Meeting and Public Budget Presentation, Council reviewed the consolidated information, and potential rate impacts for the 2026 budget year. Council did not request any further changes, and as such Staff proceeded with the proposed values, prepared this Financial Plan Bylaw, and presented it to Council for consideration at today's meeting.

At the Special meeting, Council briefly discussed potential options to increase funding for the \$150,000 Roads Equipment if required. At this time, no changes were requested by Council as funding could be made available at a later time if needed.

A separate report regarding the Loan authorization for the Roads Equipment is on this agenda.

Members of the public inquired about grant funding opportunities to offset costs and were advised about the current challenges where most grants are only partially funded from others while the District is still required to contribute 20-30% of taxpayer funds. Council also advised that the federal and provincial funding opportunities have been significantly reduced in recent years.

The changes listed above produced the following updated consolidated summary view:

2026 CONSOLIDATED FINANCIAL PLAN

Operating	
Operating Revenue	3,839,136
Operating Expenditures	(3,498,673)
Operating Surplus	340,463
Transfer to Reserves	(320,697)
Net Operating Surplus	19,766
Transfer to Capital	(19,766)
Net After Capital Transfer	-
Capital	
Debt / Loan	150,000
Capital Grants	3,358,000
Transfer from Operations	19,766
Transfer from Reserves/surplus	1,617,069
Transfer from DCCs	-
Net Capital Funding	5,144,835
Capital Expenditures	(5,070,000)
Capital - Surplus/Deficit	74,835

Summary

The Financial Plan is presented for first three readings and includes the discussed and requested changes by Council including Community Support amounts, Council Requests (Bandshell Washroom, Chamber Storage, Traffic Calming), and Council's Strategies to balance the budget.

Other Taxing Authority Revenue and Expenses are not listed in this Bylaw as they are not directly related to the District's 5-year Financial Plan. These transactions will occur separately and balance each other out.

Benefits or Impact

General

Adoption of a five-year financial plan is an annual requirement of the Community Charter. The 2026-2030 Financial Plan sets out the proposed funding sources, expenditures, and transfers to and from reserve funds for the current and additional four fiscal years.

Finances

The 2025 budget includes a 9% tax revenue increase, equal to \$114,174 above the Streetlighting changes. Preliminary calculations indicate that of the 949 taxable folios, 608 (64%) will see a reduction or minimal increase of less than \$100 in municipal taxes (with an average of \$48 increase). 21 of 73 (29%) of commercial properties will see a minimal increase of less than \$100 in municipal taxes in addition to the Streetlighting changes.

Once the Financial Plan is approved, Transfers from Reserves and Accumulated Surplus accounts would occur based on Schedule B of the Bylaw and the supplementary projects schedule.

Strategic Impact

Preparation of an annual budget and financial plan allows the District to ensure that adequate provision is made to meet its short and long-term operational and capital financial needs.

Objectives and Policies in the Bylaw have received minor updates to more accurately reflect current Council Strategies in relation to asset management guidelines and tax burden allocation for example. The changes are highlighted in yellow in the Bylaw.

Risk Assessment

Compliance: Community Charter

Risk Impact: The 2026-2030 Five Year Financial Plan must be adopted before the annual property tax bylaw, and on or prior to May 14, 2026. Staff is recommending that Council adopt this bylaw on or before March 30, 2026, alongside the Fees and Charges Bylaw. The Tax Rates Bylaw would be presented at the latest in April for introduction, to ensure the statutory deadlines are met.

Internal Control Process:

A public special budget meeting was held on February 9, 2026, in compliance with the public consultation requirement of Section 166 of the Community Charter.

Next Steps / Communication

If approved today, this bylaw will be presented at the March 9 or March 30, 2026, Regular Meeting for adoption.

Staff is continuing distribution of copies of the attached brochure to the public and various organizations in the community.

As directed by Council through the Strategic Plan, Staff is working on policy updates to Council's Community Giving initiatives. Until such policies are updated, Individual requests will be brought to Council as they are received for Council to determine funding on a case-by-case basis.

Attachments

1. Bylaw 274 – 2026-2030 Financial Plan - Draft
2. Supplementary Schedule of 2026 Capital Projects for Financial Plan Bylaw
3. 2026 – Budget Brochure – February 9, 2026
4. Visual Summary – February 9, 2026

Recommendation

THAT Council gives first three readings to the 2026-2030 Financial Plan Bylaw No. 274.

Alternative Options

1. Council could choose to request further changes to the financial plan. However, this may result in delays to its adoption, and delay other related bylaws such as the Fees and Charges Bylaw update and the Tax Rates Bylaw.

Prepared by: D. Drexler, Chief Administrative Officer

February 9, 2026
SPECIAL MEETING

2026 DRAFT BUDGET



GENERAL FUND

Operating	
Operating Revenue	3,133,402
Operating Expenditures	(2,804,512)
Net before Transfers	328,890
Transfer to Reserves (see Reserve Continuity)	(320,697)
Net Available for Capital	8,193

General Fund Operating Expenditures	
General Government	795,671
Protective Services	338,250
Transportation	503,540
Environmental & Public Health	256,137
Planning & Development	14,000
Parks & Recreation	284,789
Facilities	143,050
Debt Servicing	7,163
Operating / Grant Project (non capital)	461,912
Community Support Increases	-
Council Follow-up Items	-
Total	2,804,512

General Fund Revenues	
Property Taxes	1,268,598
Property Taxes - Increase	117,674
Grant in Lieu & Other Taxes	42,500
User Fees & Charges	384,625
User Fees - Increases	10,309
Government Transfers	1,249,917
Interest, Penalties & Other Recoveries	59,779
Other - Surplus	-
From Acc Surplus - 2025 Carry Forwards	-
Total	3,133,402



WATER FUND

Operating	
Operating Revenue	555,081
Operating Expenditures	(414,685)
Net Available for Capital	140,396

Water Fund Operating Expenditures	
Water Utility Operations	414,685
Debt Servicing	-
Council Follow-up Items	-
Total	414,685

Water Fund Revenues	
Water - Fixed/Capital Charges	527,081
Water - Usage Charges	-
Water - Miscellaneous Charges	-
Water - Late Penalties	-
Water - Increase	28,000
Total	555,081



WASTEWATER FUND

Operating	
Operating Revenue	150,653
Operating Expenditures	(279,476)
Net Available for Capital	(128,823)

Wastewater Fund Operating Expenditures	
Wastewater Utility Operations	279,476
Debt Servicing	-
Council Follow-up Items	-
Total	279,476

Wastewater Fund Revenues	
Wastewater - Fixed/Capital Charges	145,500
Wastewater - Usage Charges	-
Wastewater - Miscellaneous Charges	-
Wastewater - Late Penalties	-
Wastewater - Increase	5,153
Total	150,653



CAPITAL EXPENDITURES

Capital	
Capital Funding	5,089,766
Capital Expenditures	(5,070,000)
Net Capital Surplus/Deficit	19,766

Capital Expenditures	
Information Technology	20,000
Emergency Services	65,000
Facilities	12,500
Fleet & Equipment	150,000
Engineering	20,000
Public Works	102,500
Water	100,000
Wastewater	4,600,000
Total	5,070,000

Capital Funding Sources	
Capital Grants	3,358,000
Debt / Loan	150,000
Operating Surplus Available	-
General	8,193
Water	140,396
Wastewater	(128,823)
From Reserves and DCCs	1,562,000
From Accumulated Surplus	-
Total	5,089,766

2026 DRAFT BUDGET - CONSOLIDATED

Operating Revenues	
General Fund	3,133,402
Water Fund	555,081
Wastewater Fund	150,653
Other Funding Sources - Surplus	-
Total	3,839,136

2026 CONSOLIDATED FINANCIAL PLAN - Operating	
Operating Revenue	3,839,136
Operating Expenditures	(3,498,673)
Operating Surplus	340,463
Transfer to Reserves	(320,697)
Net Operating Surplus	19,766
Transfer to Capital	(19,766)
Net After Capital Transfer	-

Operating Expenditures	
General Fund Operating	2,804,512
Water Fund Operating	414,685
Wastewater Fund Operating	279,476
Fee for Service - pending request	-
Council Follow-up Items	-
Total	3,498,673

Capital Funding Sources	
Debt / Loan	150,000
Capital Grants	3,358,000
Funded from Development Cost Charges	-
Transfer from Reserves - 2025 carryforward projects	-
Transfer from Surplus - 2025 carryforward projects	-
Transfer from Reserves - current	1,617,069
Total	5,125,069

2026 CONSOLIDATED FINANCIAL PLAN - Capital	
Debt / Loan	150,000
Capital Grants	3,358,000
Transfer from Operations	19,766
Transfer from Reserves/surplus	1,617,069
Transfer from DCCs	-
Net Capital Funding	5,144,835
Capital Expenditures	(5,070,000)
Capital - Surplus/Deficit	74,835

Capital Expenditures	
New Projects	
General	389,500
Fire	65,000
Water	100,000
Wastewater	1,000,000
Other	7,500
Grant Funded	3,358,000
Debt Funded	150,000
Carryforward Projects	
General Fund	-
Water Fund	-
Other Fund	-
Grant Funded	-
Total	5,070,000

Other Program Funding Sources	
Capital Grants	-
Transfer from Reserves	-
Transfer from Accumulated Surplus	-
Total	-

ACCUMULATED SURPLUS - Reserves	
Balance - December 31, 2025	2,844,779
2025 Carry Forward Capital Projects	-
Net after funding of Carry Forward Projects	2,844,779
Transfers in from Operating	320,697
Transfer in - 2025 Climate Action funding	-
Transfers in - fleet replacement/future capital	-
Used to fund 2026 Capital Projects	(1,617,069)
Total	1,548,407

ACCUMULATED SURPLUS - NON LIQUID - Investment in Capital Assets	
Beginning Balance	30,120,762
Capital Expenditures	5,070,000
Debt Principal Payments	55,069
Amortization	(671,408)
Total	34,574,423

ACCUMULATED SURPLUS - Operating Surplus	
Beginning Balance	85,040
Net Income	3,082,124
Invested in Capital Assets	(4,453,661)
From Reserves - Current Projects	1,617,069
To Reserves - Community Works etc.	(320,697)
To Equipment Reserve	-
Total	9,875
Less: Internally Restricted	-
Net Operating Surplus	9,875

	Beginning *	Ending	2026 Used
General Capital	743,008	343,082	410,648
Fire Department Capital	154,151	56,875	98,921
Water Capital	490,570	397,704	100,000
Wastewater Capital	-	-	-
Transportation Infrastructure	-	-	-
Parkland	66,574	67,573	-
Community Works (Gas Tax)	82,679	368,971	-
Growing Communities	1,192,599	204,055	1,000,000
Climate Action Program	115,198	110,147	7,500
Total	2,844,779	1,548,407	1,617,069

ACCUMULATED SURPLUS - TOTAL	
Operating Surplus	9,875
Investment in Capital Assets	34,574,423
Statutory Reserves	1,548,407
Internally Restricted Funds	-
Total	36,132,704

Internally Restricted Funds	
Restricted Fund 1	-
Restricted Fund 2	-
Total	-

* after deducting 2025 carryforward projects



DISTRICT OF BARRIERE
DRAFT - BYLAW NO. 275

A BYLAW TO AMEND FEES AND CHARGES BYLAW NO.73

WHEREAS pursuant to the provisions of the Community Charter, Council may by Bylaw impose fees and other charges to recover the cost of a service:

NOW THEREFORE the District of Barriere in open meeting assembled, enacts as follows:

1. CITATION

This Bylaw may be cited as “*Fees and Charges Bylaw No. 73, Amendment Bylaw No. 275.*”

2. Bylaw No. 73, as amended, is hereby further amended by:

- a. removing “*Composter*” and its corresponding fee from “*Schedule 1 – General Administration and Freedom of Information Requests*”; and
- b. replacing its existing ‘**Schedule 2**’ with the new “*Schedule 2 – Building Document Services*” attached to this Bylaw; and
- c. adding the following to ‘*Schedule 3 – Business License Fees*’:

3202	Independent Healthcare Aid	\$105.00
------	----------------------------	----------

; and

- d. replacing its existing ‘**Schedule 4**’ with the new “*Schedule 4 – Public Works and Services*”; and
- e. adding the following to “*Schedule 5 – Road Right-of-Way Usage Fees & Permits*”

Temporary Residential Usage Security Deposit	\$300.00* <i>*Refundable once temporary use removed</i>
--	--

; and

- f. replacing its existing ‘**Schedule 6**’ with the new “*Schedule 6 – Planning Land & Development*’ attached to this Bylaw; and
- g. replacing its existing ‘**Schedule 7**’ with the new “*Schedule 7 – Municipal Property Rentals*” attached to this Bylaw; and
- h. replacing its existing ‘**Schedule 9**’ with the new “*Schedule 9 – Building Inspection Department Fee Schedule*” attached to this Bylaw; and

- i. replacing its existing '**Schedule 12**' with the new "*Schedule 12 – Louis Creek Industrial Park Water System Fee Schedule*" attached to this Bylaw; and
- j. replacing its existing '**Schedule 13**' with the new "*Schedule 13 – Ridge Gym Rental Fee Schedule*" attached to this Bylaw.

3. EFFECTIVE DATES

- a. The fee amendments in this bylaw shall come into force and effective immediately upon bylaw adoption.

READ A FIRST TIME this **23rd** day of **February, 2026**.

READ A SECOND TIME this **23rd** day of **February, 2026**.

READ A THIRD TIME this **23rd** day of **February, 2026**.

ADOPTED this day of , 2026.

Mayor Rob Kerslake

Tasha Buchanan, Corporate Officer

SCHEDULE 2 – Building Document Services

Cancel Notice on Title		\$200.00 \$500.00
Property Title Search		\$25.00
Building Inspection Report Request (BIR)	Bylaw No. 238	\$50.00 per property

SCHEDULE 4 – Public Works and Services

Note: A 5% late payment fee will be automatically levied on all fees not paid by the said due date.

Solid Waste Disposal Services:

Occupied dwelling unit - For weekly pickup of one (1) regulation garbage container		\$18.71/mo \$19.65/mo
Pensioners 65 years of age and older – For weekly pickup of one (1) regulation garbage container		\$13.14/mo \$13.80/mo
Additional residential garbage bags each		\$1.50/ea \$2.00/ea
Trade Premises - For twice weekly pick-up of five (5) regulation garbage containers and 1.50 for each additional container		\$36.17 \$37.98
Hydraulic Container Rental		\$88.20 \$92.61
Hydraulic Container Pick-up		\$11.76 \$12.35 per lift
Hydraulic Container Start-up Deposit		\$200.00 \$210.00 one-time fee

Street Lighting:

Dwelling Unit		\$5.78/month
Trade Premises		\$7.04/month

Water System Base Rates:

*Single & Secondary Dwelling Residential - based on usage from 0- 25 cubic meters/month or 0-75 cubic meters/quarter

*Residential Multi-Family 3+ units – based on usage from 0-200 cubic meters/month or 0-600 cubic meters/quarter

*Commercial, Industrial & other enterprise – based on usage from 0-100 cubic meters/quarter

Single & Secondary Residential / Per dwelling unit		\$ 37.96/mo \$40.81/mo
Residential Multi-Family – first 3-5 units each		\$ 37.96/mo \$40.81/mo
Residential Multi-Family – each additional unit: 6 and up		\$ 48.99/mo \$20.41/mo
Schools		\$ 46.93/mo \$50.45/mo
Post Office		\$ 54.52/month \$58.61/mo
Police Detachment building		\$ 134.11/month \$144.17mo
Hotels and Motels		\$37.25 \$40.04 /per meter/month
Commercial & Industrial/Per Business		\$46.92/month \$50.45/mo
Vacant Lot (*serviceable by existing, adjacent waterline)		50% of applicable water system base rate
Unmetered Connection		\$322.50/month \$346.69/mo

Additional Water Meter Rates:

Tier 1	
Residential: Between 76 – 90 cubic meters per quarter	\$0.54. 58 /per cubic meter
Residential Multi-Family 3+ units Between 201 – 400 cubic meters per quarter	\$0.54. 58 /per cubic meter
Commercial & Industrial/Per Business Between 101 – 300 cubic meters per quarter	\$0.54. 58 /per cubic meter
Hotels & Motels Between 101 – 300m3 per quarter	\$0.54. 58 /per cubic meter
Tier 2	
Residential: Between 91 - 120 cubic meters per quarter	\$0.84. 87 /per cubic meter
Residential Multi-Family 3+ units Between 401 – 550 cubic meters per quarter	\$0.84. 87 /per cubic meter
Commercial & Industrial/Per Business: Between 301 – 450 cubic meters per quarter	\$0.84. 87 /per cubic meter
Hotels & Motels: Between 301 – 450 cubic meters per quarter	\$0.84. 87 /per cubic meter
Tier 3	
Residential: Greater than 121 cubic meters per quarter	\$1.03 1.11 /per cubic meter
Residential Multi-Family 3+ units Greater than 551 cubic meters per quarter	\$1.03 1.11 /per cubic meter
Commercial and Industrial/Per Business: Greater than 451 cubic meters per quarter	\$1.03 1.11 /per cubic meter
Hotels & Motels: Greater than 451 cubic meters per quarter	\$1.03 1.11 /per cubic meter

Water Connection and Turn ON/OFF Connection Fees:

Turn ON / Service Call – Scheduled (>48hrs) during regular hours	\$53.75 \$57.78
- Unscheduled (<48hrs) during regular hours	\$69.88 \$75.12
- after hours & statutory holidays	\$150.50 \$161.79
Turn OFF/ Service Call – Scheduled (>48hrs) during regular hours	\$53.75 \$57.78
- Unscheduled (<48hrs) during regular hours	\$69.88 \$75.12
- after hours & statutory holidays	\$150.50 \$161.79
Application to Connect	\$483.76 \$520.04 + any applicable earthworks at actual cost
Water Meter & Associated Parts	Actual Cost + tax
Water Meter Install Confirmation Deposit <i>(*to be refunded once install is confirmed by Water Department)</i>	\$50.00
Final Meter Read with >24hour (on Regular Business Day) notice	\$26.88 \$28.90
Final Meter Read with <24 hour notice	\$53.75 \$57.78
Water Meter Service – Potential Warranty Repair <i>(*if work is determined to be covered under warranty, deposit fee is be reimbursed to property owner)</i>	50% of cost of Water Meter

Temporary Water Use Permit Fees:

Connection (non-refundable)	\$ 483.75 \$520.04
Refundable Deposit	\$1,000.00
Tier 1 – Cost of Water (0-25 m3)	\$ 3.23 3.47 /per m3
Tier 2 – Cost of Water (26+ m3)	\$ 5.38 5.65 /per m3
Turn On/Off Fee (normal business hours only)	\$ 53.75 57.78 each

Fire Hydrant Use Permit Fees:

Connection (non-refundable)	\$ 483.75 \$520.04
Refundable Deposit	\$1,000.00
Tier 1 - Cost of Water (0-25 m3)	\$ 3.23 3.47 /per m3
Tier 2 – Cost of Water (26+ m3)	\$ 5.38 5.65 /per m3

Sewer/Wastewater User Rates:

Single & Secondary Residential	
Each Dwelling Unit (Birch Lane Wastewater Plant - Bylaw No.50)	\$ 80.96 \$85.01 /month
Each Dwelling Unit (Downtown Solar Aquatics Plant – Bylaw No. 50)	\$ 53.55 \$56.23 /month
Each Dwelling Unit (Clary Subdivision Plant – Bylaw No. 50)	\$ 53.55 \$56.23 /month
Residential Multi-Family 5+ Dwelling Units – Each Dwelling Unit (Downtown & Siska Systems)	\$ 31.50 \$33.08 /month
Senior’s Care Facility – Base Rate -- + Per Dwelling Unit	\$ 53.55 \$56.23 /month \$ 26.25 \$26.25 /month
Commercial & Institutional	
Commercial Business/Office	\$ 53.55 \$56.23 /month
Grocery Store	\$ 63.00 \$66.15 /month
Laundromat – per washer	\$ 21.00 \$22.05 /month
Service Centre	\$ 78.75 \$82.69 /month
Restaurant	\$105.00 \$110.25 /month
Hotel/Motel – Base Rate -- Per Room	\$ 61.25 \$64.31 /month \$ 8.40 \$8.82 /month
Schools	\$157.50 \$165.38 /month
Place of Worship (Downtown & Siska Systems)	\$ 53.55 \$56.23 /month
Medical Centre	\$ 63.00 \$66.15 /month
Unconnected building fee where wastewater connection is available without eligible exemption	Applicable Connection Monthly Base Rate

Sewer Connection Fees: *all systems

Application to Connect	\$ 300.00 \$315.00
Applicable Earthworks	Actual Cost
Wastewater Disposal Fee (not septage)	\$ 34.65 \$36.38 /per cubic meter

SCHEDULE 6 – Planning Land & Development

Subdivision Application Fees:

Preliminary Layout Application	\$350.00 \$500.00	Per Conventional Subdivision Lot or Proposed Strata Lot	Application
Final Conventional Plan Exam	\$50.00 \$100.00	Per examination Per lot on the final plan	Final Subdivision Plan Submission
Final Strata Plan Examination	\$100.00	Per examination	
Other Strata Fees	\$100.00	To examine Form E for any phased development	Application
	\$100.00	To issue a Certificate of Approval for each phase of a building strata development.	Certificate Issuance
PLA Extension or Modification	\$275.00		

Development Approval Charges & Fees:

Official Community Plan Amendment Application Fee	\$1200 \$1500
Zoning Amendment Application Fee	\$1200 \$1500 -supplementary charge of \$5.00 for each parcel or dwelling unit in excess of 3 parcels or dwelling units as prescribed in the parcel size and/or density provisions of the respective zone
Land Use Contract Amendment Application Fee that requires a public hearing	\$1200
Official Community Plan Amendment in conjunction with an application for amendment to the Zoning Bylaw and/or a Land Use Contract	\$1500 \$1800
Development Variance Permit Application Fee	\$ 500
Board of Variance Application Fee	\$ 250
Development Permit Application	\$ 500
Temporary Commercial or Industrial Use Permit Application Fee	\$1200 \$1500

SCHEDULE 7 – Municipal Property Rentals (for exclusive/reserved use)

Facility Description:	Fee:
Security Deposit	\$200.00
Beer Garden	\$100/day (non refundable) <i>*additional charges may be imposed by RCMP</i>
Ball Fields	\$25.00/per field, per day
User Fees: Adult League - Minor League -	\$200/team per season \$5/player per season
Concession	\$100.00/day
BID Office	\$420.00/month or as negotiated in lease
“Old Chamber” Building	\$70.00/day (Hydro included) \$1000.00/month (+ Hydro)
Barriere Business Centre (BBC) Units – Long Term (12 months +) Units – Short Term* <i>*CAO may authorize reduced rate for non-profit, community benefit use.</i>	As negotiated through lease agreement Daily: \$ 75/Units 4A & 4B - \$100/Unit 4C Weekly: \$200/Units 4A & 4B - \$250/Unit 4C Monthly: \$400/Units 4A & 4B - \$500/Unit 4C
Community Hall	As negotiated through lease agreement
Heavy Equipment Description: <i>*includes Operator</i>	Hourly Fee:
Backhoe*	\$ BC Blue Book Value + 10% Administration fee
Single-Axel Dump Truck*	\$ BC Blue Book Value + 10% Administration fee
Tool-Cat* <i>with or without attachments</i>	\$ BC Blue Book Value + 10% Administration fee
Water Tender*	\$ BC Blue Book Value + 10% Administration fee
Other available equipment <i>without operator</i>	\$ BC Blue Book Value + 10% Administration fee + \$500.00 Refundable Security Deposit

SCHEDULE 9 – Building Inspection Department Fee Schedule

A. For the purpose of calculating the fee for *permits* under the Building Regulation Bylaw, the value of *construction* shall be the total contract price for the work including all subcontracts or the value of *construction* as determined by the *Building Official* on the basis of plans, specifications and information available to him, whatever value shall be greater.

B. BUILDING PERMIT APPLICATION FEES

A non-refundable *permit* application fee shall be charged for all *permits*. The building *permit* fee shall include this non-refundable application fee.

C. BUILDING PERMIT

FEE

(1) **Construction Value**

- (a) \$1.00 to \$1,000.00; \$55.00
- (b) \$55.00 - plus for each \$1,000.00 or part thereof by which the value exceeds the sum of \$1,000.00 up to a maximum value of \$400,000.00 as additional fees; and \$ ~~8.50~~ **\$10**
- (c) ~~\$644.00 plus~~ for each additional \$1,000.00 or part thereof by which the value exceeds the sum of \$400,001.00 as additional fees. \$ 6.50

D. PLUMBING PERMIT

FEE

- (a) Minimum fee for any plumbing *permit* or first fixture \$60. **\$75**
- (b) *Permit* fee for each fixture after the first fixture \$ ~~8.50~~ **\$10**
- (c) *Permit* fee for an interceptor or catch basin \$16.00
- (d) *Permit* fee for the installation of a backflow prevention device in any plumbing system \$16.00
- (e) *Permit* fee for any fire sprinkler system
 - i. First 25 sprinkler heads \$55.00
 - ii. Each additional sprinkler head after the first 25 \$ 1.00

E. PERMIT FEE SURCHARGE

- (1) In addition to other fees payable in accordance with this Appendix at the time of *permit* issuance, a surcharge will apply to all building *permits* as follows:
 - (a) \$100.00 where the *construction* value is less than \$10,000;
 - (b) ~~\$300.00~~ **\$ 500.00** where the *construction* value is from \$10,000 to \$50,000 or;
 - (c) ~~\$1000.00~~ **\$1,500.00** where the *construction* value is in excess of \$50,000.
 - (d) **\$2,500.00 Multi-Family (4+units), Commercial and Industrial *construction* where the value is in excess of \$50,000.**
- (2) When all work associated with a building *permit* is completed within twenty four (24) months of the date of issue, the *Building Official* shall rebate the surcharge fee paid at the time of permit.

F. SPECIAL INSPECTION

FEE

Voluntary inspection to establish conformance or status of a building \$ 80.00

G. MOBILE/~~MANUFACTURED~~ HOMES OR BUILDING RELOCATION

- (1) *Permit* fee for mobile/~~manufactured~~ homes \$325-~~\$500~~

- (2) ~~Permit fee for mobile/manufactured homes or relocated buildings placed on permanent foundations extending below ground level will be \$325.00 plus an additional fee based on the value of the foundation as determined by the Building Official.~~ Permit fee for mobile homes, combination or relocated buildings on permanent foundations will be \$500 plus an additional fee based on the value of the foundation and site-constructed components, as determined by the Building Official but shall total no less than \$150 per required inspection.
- H. RENEWAL PERMIT FEE**
The fee for a renewal *permit* shall be \$150.00 for each renewal period of twelve (12) months
\$150.00
- I. TEMPORARY BUILDING**
For a *permit* to construct, place or occupy a temporary building for one (1) year or part thereof
\$ 50 \$200
- J. CHIMNEY / SOLID FUEL APPLIANCE**
Fee for the installation of a chimney, fireplace or solid fuel-burning appliance* \$200.00
(* without proof of valid WETT Inspection Certificate; no fee with proof of WETT Inspection Cert.)
- K. REMOVAL OF NOTICE ON LAND TITLE**
Fee for the removal of a land title notice. \$200 \$500
- L. DEMOLITION ~~OR RELOCATION~~**
The fee for a *permit* to demolish a building \$ 50 \$100
Demolition Debris Removal Security Deposit \$1,500.00
- M. REINSPECTION FEE**
A re-inspection carried out as a result of faulty/incomplete work and a subsequent inspection is thereby made necessary. Each subsequent inspection shall be: \$ -50 \$100
- N. DOUBLE PERMIT FEE**
Where work for which a *permit* is required by the bylaw has been commenced prior to issuance of a *permit*, the applicant shall pay to the District of Barriere double the fee prescribed in this Schedule. ~~provided that the additional fee shall not exceed \$2,000.00.~~
- O. PERMIT FEE REFUND**
Where no *construction* has commenced within six (6) months of building *permit* issuance, should the *permit* holder apply in writing to cancel the *permit*, the *Building Official* may refund the *permit* fee less \$50.00 or 30% of the *permit* fee whichever is greater.
- P. FEE REDUCTION FOR PROFESSIONAL SUPERVISION**
Where a professional engineer or architect is retained by the *owner* and an undertaking is provided to coordinate the design and field reviews of the project, the building *permit* fee will be reduced by five (5%) percent to a maximum reduction of \$500.00.
- Q. BUILDING INFORMATION REQUEST**
The fee for researching building *permit* files \$50.00
- R. PROVISIONAL OCCUPANCY CERTIFICATE FEE**
Where the Building Inspector approves a provisional occupancy certificate prior to final completion of permit where the Building Inspector deems the provision and/or its extension is reasonable.
- (1) Six (6) month Provisional Occupancy Certificate \$100.00
- (a) Three (3) month extension of expired 6 month Provisional Occupancy Certificate \$150.00
- (b) Additional (3) month extension of expired Provisional Occupancy Certificate \$200.00

SCHEDULE 12 – LOUIS CREEK INDUSTRIAL PARK WATER SYSTEM Fee Schedule

Note: A 5% late payment fee will be automatically levied on all fees not paid by the said due date.

LCIP Water System Base Rates:

(based on usage from 0- 25 cubic meters/month or 0-75 cubic meters/quarter)

Residential / Per dwelling unit	\$ 34.53 \$37.12 /month or \$ 103.89 \$111.68 /quarter
Commercial & Industrial/Per Business	\$ 204.00 \$219.00 /month or \$ 612.00 \$657.90 /quarter

Additional Water Meter Rates:

Tier 1 – Commercial & Industrial/Per Business/Residential Between 76 – 90 cubic meters per quarter	\$ 2.00 \$2.15 /per cubic meter
Tier 2 – Commercial & Industrial/Per Business/Residential Between 91 – 120 cubic meters per quarter	\$ 3.00 \$3.23 /per cubic meter
Tier 3 – Commercial and Industrial/Per Business Greater than 121 cubic meters per quarter	\$ 5.00 \$5.38 /per cubic meter
Unmetered Connection	\$1985.00/month
Non-Connected Property (vacant or under-construction)	\$ 100.00 /month 50% of applicable water system base rate

SCHEDULE 13 – RIDGE GYM RENTAL Fee Schedule

Children & Youth Programming	\$ 10.00/hour
Adult Programming	\$ 20.00/hour
District of Barriere Subsidized Not-for-Profit Programming	No Charge
Refundable Cleaning Deposit* (*single, special event rentals)	\$100.00

*Rental classifications subject to District of Barriere Gym Rental Policy as amended from time to time.

District of Barriere
REPORT TO COUNCIL
Request for Decision

Date: February 23, 2026	File: 530.20/Rpts
To: Council	From: T. Buchanan, Corporate Officer
Re: DRAFT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 275	
Recommendation: THAT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 275 be given 1st, 2nd and 3rd readings.	

Purpose To amend current, applicable Fees & Charges Bylaw Schedules to reflect necessary fee increases, as well as new and projected services and products reflected in the 2026-2030 Financial Plan.

Background The last general utility fee increase occurred two years ago in May 2025 to reflect the previous year's Financial Plan. Generally, nominal increases have occurred annually to reflect operational cost increases with adopted updates in April 2023, March 2022, June 2021, and so on. In order to align with the anticipated expenses and revenues adopted in the 2026 Budget process, various fee increases are reflected in a draft Fees & Charges bylaw amendment.

Summary

The following Schedules are included in the attached Bylaw Amendment No. 275 for Council consideration (*proposed fee indicated in red with the current fee shown in ~~strike through~~*):

Schedule 1 – General Administration and Freedom of Information Requests

- ✓ Removed Composter fee as the District no longer retails this item directly.

Schedule 2 – Building Document Services

- ✓ Increase to \$500 from \$200 for Cancellation Notice on Title. This fee has not been adjusted since the District's incorporation.

Schedule 3 – Business Licence Fees

- ✓ Classification #3202 – *Independent Healthcare Aid* was missed when added within the recently adopted new Business Licence Bylaw. This fee isn't an increase, it just establishes a rate of \$105.00 for this specific classification.

Schedule 4 – Public Works and Services

- ✓ General 5% fee increases to Solid Waste rates.
- ✓ Removes Street Lighting Fees as established under the recently adopted Utility Billing Bylaw.
- ✓ 'Additional Bags' fee increase from \$1.50/ea to \$2.00/ea
- ✓ General 7.5% fee increases to Water rates and 5% to Wastewater rates.

Schedule 5 – Road Right-of-Way Usage Fees & Permits

- ✓ Added "Temporary Residential Usage Security Deposit - \$300 (refundable) – this ensures that any item authorized by the Public Works Manager to be temporarily located on the right-of-way (a flat-bed trailer for moving purposes or C-can waste disposal for renovations etc.) is removed by the scheduled date set by staff and that the R.O.W. is restored to its original condition should any disturbances be incurred by the resident.

Schedule 6 – Planning Land & Development

- ✓ Increase from \$350 to \$500 per conventional subdivision lot or proposed strata lot. This fee has not been increased to reflect costs since this fee's establishment.
- ✓ Added "PLA Extension or Modification - \$275" – this is a service that the Planning Department has seen a lot of since 2020. An amendment or extension of a PLA can incur a range of staff hours depending on the extension or amendment; ranging from 15 minutes, to 4 hours.
- ✓ OCP and Zoning Amendment Application fees increase from \$1,200 to \$1,500.
- ✓ Joint OCP/Zoning Amendment Application fee increase from \$1,500 to \$1,800.
- ✓ Temporary Use Permit Application fee increase from \$1,200 to \$1,500.

**Staff are in the process of reviewing all Planning & Development fee structures and anticipate presenting a proposed large scale revision later in the year.*

Schedule 7 – Municipal Property Rentals

- ✓ Added "Heavy Equipment" hourly rental rates. This fee is suggested to be set to the current BC Blue Book Value with a 10% administrative fee for processing the request.

Schedule 9 – Building Inspection Department Fee Schedule

- ✓ General fee increases
- ✓ Added a separate Surcharge rate for Commercial, Industrial & Multi-Family (4+units) construction applications - \$2,500.00. Incentivizing larger scale projects, often within the downtown or highway corridor, to complete their construction projects and development is a priority.
- ✓ Removing a special rate for "Manufactured" homes. Today's Manufactured homes most often require similar amount of inspections and administration to oversee compliance with the BC Building Code and municipal regulations.
- ✓ Increase of Demolition fee from \$50 to \$100 and added a refundable deposit of \$1,500 that will be reimbursed upon removal of resulting debris. This surcharge is seen more and more frequently in other municipalities to help address delays in demolition material removal.

Schedule 12 – Louis Creek Industrial Park Water System

- ✓ General 7.5% fee increase.
- ✓ Aligned the non-connected property (vacant or under-construction) rate to match the primary DoB water system rate = 50% of the applicable water system base rate. The current \$100/month fee was set as it was 50% of the LCIP system monthly rate. To ensure it aligns with future increases, re-wording this rate ensures consistency.

Schedule 13 – Ridge Gym Rental Fee Schedule

- ✓ Removed “Not-for-Profit” from District of Barriere Subsidized Programming description as this allows for flexibility in the programming the District chooses to fully subsidize.
 - ✓ Added “Refundable Cleaning Deposit” for single, special event rentals. This ensures that if the gym is not swept and tidied as required in their rental contract, that the cost to carry out the work can be recouped without using tax payer dollars.
-

Benefits or Impact

General – Regular Fee review and adjustments reduce the risk of unexpected and likely large fee increases to correct and align actual operational costs.

Finances - Reflects Council’s 2026 Budget and the 2026-2030 Financial Plan currently in the process of consideration.

Strategic Impact

N/A

Risk Assessment

Compliance: Low

Internal Control Process: upon adoption, new fees will be uploaded through the District’s finance software and in place for the next Utility Billing cycle.

Next Steps / Communication

- Adoption scheduled for the March 30th, 2026 Council Meeting.
-

Attachments

- DRAFT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 275
- Compiled Fees & Charges Bylaw No. 73 (showing entire bylaw plus proposed revisions)

Recommendation

THAT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 275 be given 1st, 2nd and 3rd readings.

Alternative Options

1. Council could choose not to increase fees to any or all of the proposed fee schedules. This is not recommended as it would result in a revenue deficit to cover operation expenses and reserve fund contributions. These deficits would then need to be covered through taxation – requiring amendments to the Tax Rates & Financial Plan Bylaws which must be adopted by May 14, 2025.
2. Council could choose to amend proposed fees prior to 2nd reading.

Prepared by: T. Buchanan, Corporate Officer

Reviewed by: D. Drexler, Chief Administrative Officer

District of Barriere
REPORT TO COUNCIL
Request for Decision

Date: March 9, 2026	File: 530.20/Rpts
To: Council	From: Deputy Corporate Officer
Re: Approval of Policy No. 44 – Communications and Engagement as amended to formally establish a District Social Media Presence.	
Recommendation: THAT Council amend Public Engagement Policy No. 44 as presented.	

Purpose

To present amended Policy No. 44 - Communications and Engagement for Council approval, following Council’s direction to establish a District Social Media Presence.

Background

As part of the Strategic Plan, at the previous Council meeting, on February 23, 2026, Council reviewed a report regarding the potential realignment of the Public Engagement Policy No. 44 and to include a Social Media component as requested by Council. Subsequently Council passed the following resolution:

THAT Council direct Staff to amend and rename Policy No. 44 – Public Engagement to a Communications Policy, to update and clarify how the District communicates and shares information with residents, including the use of social media as a District communication tool, aligned with the inform level of the IAP2 Spectrum of Public Participation and to make other general revisions as needed.

Staff have completed the requested amendments, including provisions to rebrand the existing Barriere Recreation Facebook page to share District updates, and public notices in addition to recreation information. Minor administrative updates have also been made to align with current communication practices.

Summary

The table below summarizes the amendments made:

Item	Previous Policy (Public Engagement)	Amended Policy (Communications & Engagement)
Policy Title	Public Engagement	Renamed to Communications and Engagement to better reflect scope and daily operations.
Level of Participation	Digital participation level not formally defined.	Clarifies digital platforms operate at the Inform level of the IAP2 Spectrum. Clarifies Consult level applies to in-person formats when directed by Council (e.g., Open Houses) Clarifies comment functionality on District/ Council-related posts and recreation-related posts.
Social Media	Referenced Fire Department Social Media Page only.	Formally recognizes Barriere Recreation & Information Social Media Page as a corporate communication tool.
Pamphlets	Not specifically listed.	Adds pamphlets as an approved communication tool for initiatives such as budget, programs, and services.
Development Notices	Referenced 100m radius requirement.	Updated to reference Bylaw No. 269 – Development Applications Procedures Bylaw, as amended from time to time. Removed radius clarification as new Bylaw requirement is 40m.
Administrative Updates	Original wording from 2023 adoption.	Minor wording edits for clarity, consistency, and alignment with current practices. Added definition of CAO or their designate to provide flexibility and delegation opportunity.

Benefits or Impact

General

The amended policy provides clarity regarding the District's level of participation, formalizes the use of social media as an information-sharing tool, and aligns policy language with our current communication practices.

Finances

N/A

Strategic Impact

Priority #4: General Governance and Community Engagement

Goal 3. – Enhanced Engagement with the Community and our Partners

- a. Communications regarding District projects are enhanced on the platforms that our citizens are wanting to be engaged on.

Risk Assessment

Compliance:

The amended policy remains aligned with legislative requirements and Council-approved strategies.

Risk Impact:

Risk is mitigated by clearly defining digital communications at the Inform level and outlining comment management expectations.

Internal Control Process:

Existing approval procedures and CAO oversight remain in place.

Next Steps / Communication

- Upon Council approval, the amended policy No. 44 – Communications and Engagement will replace Policy No. 44 – Public Engagement.
- The Barriere Recreation Facebook Page will be re-branded to Barriere Recreation and Information.

Attachments

- DRAFT – Policy No. 44 – Communications and Engagement
- Policy No. 44 – Public Engagement

Recommendation

THAT Council amend Public Engagement policy No. 44 as presented.

Alternative Options

1. Council could choose to direct Staff to make further revisions and bring the amended policy back for reconsideration.

Prepared by:

J.Mosdell, Deputy Corporate Officer



DISTRICT OF BARRIERE ADMINISTRATIVE POLICY

Page 1 of 6

Approval Date: February 21, 2023

Amended:

NO: 44
DEPARTMENT: ADMINISTRATION AND COUNCIL
SUBJECT: COMMUNICATIONS AND ENGAGEMENT – NO. 44

POLICY OBJECTIVE:

The District of Barriere seeks to engage citizens and provide information through a variety of communication strategies and tools. Communication from the Municipality shall be accessible, well managed, cost effective and responsive to the information needs of the public.

SCOPE:

This policy applies to municipal staff, contractors, and elected or appointed officials, including committee chairs and members. In the event that the municipal Emergency Operations Centre is activated, the Emergency Communications Plan supersedes this policy.

DEFINITION:

CAO means the Chief Administration Officer or their designate.

PRINCIPLES:

1. Provide the public with timely, clear, factual, consistent and complete information about municipal policies, bylaws, programs, services and initiatives.
2. Employ a variety of strategies to effectively communicate to and with the public.
3. Identify and address communication needs and issues as part of the development, implementation and evaluation of municipal policies, bylaws, programs, services and initiatives.
4. Manage municipal funds responsibly to obtain good value for all communication activities.
5. Meet all statutory requirements for notification and consultation.
6. Respect citizens' privacy and rights by ensuring compliance with the *Freedom of Information and Protection of Privacy Act* and other relevant legislation such as the *BC Human Rights Code*.

ROLES AND RESPONSIBILITIES:

Municipal staff, contractors, and elected or appointed officials share responsibility for communication with the public. All are required to treat sensitive or confidential information with discretion.

1. The designated spokesperson for communicating decisions of Council is the Mayor.
2. The ~~Chief Administrative Officer~~ **CAO** is responsible for ensuring the Policy Objective is met.
3. The ~~Chief Administrative Officer~~ **CAO** is responsible for coordinating and implementing strategic communication plans, using a variety of communication strategies and tools.
4. **If authorized by the CAO**, municipal staff and contractors may communicate with the public about policies, bylaws, programs, services and initiatives for which they are responsible. Staff and contractors are expected to provide current, accurate and impartial information.
5. Bylaw Enforcement files and land use inquiries shall only be communicated by staff authorized by the ~~CAO Chief Administrative Officer~~ **CAO**.

LEVEL OF PARTICIPATION:

Digital platforms, including social media, are intended for information-sharing only. Digital operations will be completed at the Inform level of the International Association for Public Participation (IAP2) spectrum (See page 4)

- Comment functionality on District social media platforms may be limited to maintain the Inform-level approach.
- Comments may remain enabled for recreation-related posts and will be disabled for District or Council-related content.
- The District reserves the right to modify or disable comment functionality as required.

Established in-person information sharing, as directed by Council, such as Open Houses, may be used as appropriate at the Consult level of the IAP2 spectrum.

COMMUNICATION TOOLS:

As part of communication plans, some or all of the following tools may be used. Additional tools may be included at a later date. Written and online communication from the District of Barriere typically includes the municipal logo.

Municipal Website – updated regularly. Serves as the primary online tool for communication with the public. Includes email links and e-news subscription sign up. Ensure that printed material for public distribution is published on the website.

Council and Committee Meeting Agendas and Minutes – published on the municipal website with a hard copy available for public inspection, with the exception of meetings that must be closed to the public under section 90 of the *Community Charter*.

Video Streaming of Municipal Council and Committee Meetings – livestreamed via link posted on municipal website for those wishing to attend meetings but are unable to attend in person or who

prefer to attend virtually, with the exception of meetings that must be closed to the public under section 90 of the *Community Charter*.

Other Meeting Formats – as required. Includes Committees of the Whole, public hearings, town halls, open houses, information sessions and facilitated special-purpose meetings.

Statement of Financial Information (SOFI) – submitted to Council annually prior to legislated required publication and posted on the municipal website.

Annual Reports – prepared by June 30 of each year as required under section 98 of the Community Charter. It must be available for public inspection prior to the actual public presentation. It reports on the prior year's activities, ~~includes~~ **including** the audited annual financial statements and plans for the upcoming year.

Staff Reports – prepared as needed. Identify and address communication needs and issues in the development, implementation and evaluation of policies, bylaws, programs, services and initiatives. Prepared in a standard template provided by the Corporate Officer or designate.

Municipal Updates – brief summaries of Council initiatives prepared by the CAO or staff designate from time to time and published in the local newspaper. Brief summaries of Council initiatives relayed by the Mayor or Acting Mayor via local radio interview or recording from time to time.

Press Releases – Municipal announcements of significant program implementation, grant funding awards, infrastructure changes and other topics of impact may be distributed as a press release to local media and/or via E-News as deemed appropriate by the CAO or on the direction of Council. Emergency Notices forwarded to Local Area News for publishing on their respective Social Media pages.

Counter Service at Municipal Hall – ongoing.

Telephone and Voicemail – as required. Ensure voicemail messages are kept up-to-date and minimize the number of times a caller is transferred. Calls should be returned the same day whenever possible.

Ongoing Electronic Communication – prepared as needed. Include on the website a signup option: “Subscribe for E-News”, to join an electronic mail list for municipal news and notices. May also be distributed to local media, other local governments in the valley including the TNRD.

~~Barriere Star Journal~~ **Newspaper (Paid Advertising)** – Legislative Notices as well as communicating planned infrastructure works, interruption of services, health notices, municipal events, and other notices as determined appropriate by the CAO.

Local Radio – Emergency Notices, Public Health Advisories, community events, information sessions, election information and other notices that the CAO deems appropriate.

Utility/Tax Billing Inserts – as required and organized by the CAO. Annual garbage/recycling collection schedule cards included in tax billing and made available at the front desk and on the municipal website.

Pamphlets – Printed materials may be developed and distributed to provide information on municipal **including but not limited to budget, projects, programs, and services as required and organized by the CAO.**

Downtown Notice Board - website address to remain posted whenever possible. Other information posted as needed such as (but not inclusive of), service interruptions, planned infrastructure works, health notices, municipal events, and holiday well-wishes.

Door to Door Hand Delivery – as directed by the Public Works Manager for all properties, **where feasible**, subject to a boil water advisory notice and for other urgent notices when deemed necessary by the CAO.

~~**100m radius Notices regarding Development/Land Use:** notice to affected property owners will be provided in accordance as per Council Procedure Bylaw Bylaw No. 269 – Development Applications Procedures Bylaw, as amended from time to time. owners & tenants within 100m of a property subject to a Development Permit, Rezoning, OCP Amendment, or Variance will either be delivered via regular mail or a combination of regular mail and hand delivery as determined by the Corporate Officer.~~

Posters: Emergency Notices, Public Health Advisories, community events, information sessions, open-houses, election information and other notices that the CAO deems appropriate shall be posted in high traffic areas & businesses (as permitted by the business).

Barriere Recreation & Information Social Media Page – Municipal Updates, public notices, recreation programming, service disruptions, and general District information posted by Staff as directed by the CAO.

Fire Department Social Media Page – Emergency Notices posted on the Barriere Fire Department Facebook page as directed by the CAO. Fire safety related content posted via the Fire Chief or member appointed by the Fire Chief or ~~his/her~~ **their** Deputy.

Appendix A – IAP2 Spectrum is attached for reference only, to provide a visual overview of how different stages may be used when communicating and engaging with the public.

~~**Barriere Blooms Social Media Page** – Content directly related to the Barriere Blooms program only.~~

APPROVAL PROCEDURES

Routine communication relies on the good judgment and professionalism of Council and staff, contractors and committee chairs. Defined legislative procedures are in place for approval of such material as agendas, minutes and reports.

Communication such as paid advertisements, news and notices, and social media posts may also require formal approval. The typical procedure is outlined below:

Task	Responsible
1. Identify a communication need.	Council, Staff, Council or other elected or appointed officials, contractors, committee chairs and members.
2. Describe the purpose of any proposed communication and the level of public participation required.	The initiator of the communication, in consultation with the CAO
3. Determine level of approval required.	CAO

4. Develop a Communications Plan, including cost estimates.	The initiator of the communication, in consultation with the CAO
5. Develop written material, graphics and images.	The initiator of the communication, in consultation with the CAO
6. Review draft materials and edit for consistency with DoB messaging and branding.	CAO or staff designate. member designated by the CAO
7. Send approved material to staff.	CAO or staff designate.
8. Distribute approved material to the public by means determined in the Communication Plan (as per step 4)	CAO or staff designate.

Appendix A

The spectrum of engagement

INCREASING LEVEL OF SHARED DECISION AUTHORITY →

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
GOAL OF PUBLIC PARTICIPATION	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
EXAMPLE TOOLS	Websites; fact sheets; mailing lists; social media platforms (e.g. Facebook or Twitter)	Focus groups; public comment periods; surveys; public meetings; interactive online tools	Polling; public workshops; deliberation forums	Citizen advisory committees; participatory decision-making	Citizen juries; ballots; delegated decision-making processes; participatory budgeting

Adapted from the IAP2 Public Participation Spectrum



DISTRICT OF BARRIERE ADMINISTRATIVE POLICY

Page 1 of 4

Approval Date: February 21, 2023

NO: 44
DEPARTMENT: ADMINISTRATION AND COUNCIL
SUBJECT: PUBLIC ENGAGEMENT

POLICY OBJECTIVE:

The District of Barriere seeks to engage citizens and provide information through a variety of communication strategies and tools. Communication from the Municipality shall be accessible, well managed, cost effective and responsive to the information needs of the public.

SCOPE:

This policy applies to municipal staff, contractors, and elected or appointed officials, including committee chairs and members. In the event that the municipal Emergency Operations Centre is activated, the Emergency Communications Plan supersedes this policy.

PRINCIPLES:

1. Provide the public with timely, clear, factual, consistent and complete information about municipal policies, bylaws, programs, services and initiatives.
2. Employ a variety of strategies to effectively communicate to and with the public.
3. Identify and address communication needs and issues as part of the development, implementation and evaluation of municipal policies, bylaws, programs, services and initiatives.
4. Manage municipal funds responsibly to obtain good value for all communication activities.
5. Meet all statutory requirements for notification and consultation.
6. Respect citizens' privacy and rights by ensuring compliance with the *Freedom of Information and Protection of Privacy Act* and other relevant legislation such as the *BC Human Rights Code*.

ROLES AND RESPONSIBILITIES:

Municipal staff, contractors, and elected or appointed officials share responsibility for communication with the public. All are required to treat sensitive or confidential information with discretion.

1. The designated spokesperson for communicating decisions of Council is the Mayor.

2. The Chief Administrative Officer is responsible for ensuring the Policy Objective is met.
3. The Chief Administrative Officer is responsible for coordinating and implementing strategic communication plans, using a variety of communication strategies and tools.
4. Municipal staff and contractors may communicate with the public about policies, bylaws, programs, services and initiatives for which they are responsible. Staff and contractors are expected to provide current, accurate and impartial information.
5. Bylaw Enforcement files and land use inquiries shall only be communicated by staff authorized by the Chief Administrative Officer.

COMMUNICATION TOOLS:

As part of communication plans, some or all of the following tools may be used. Additional tools may be included at a later date. Written and online communication from the District of Barriere typically includes the municipal logo.

Municipal Website – updated regularly. Serves as the primary online tool for communication with the public. Includes email links and e-news subscription sign up. Ensure that printed material for public distribution is published on the website.

Council and Committee Meeting Agendas and Minutes – published on the municipal website with a hard copy available for public inspection, with the exception of meetings that must be closed to the public under section 90 of the *Community Charter*.

Video Streaming of Municipal Council and Committee Meetings – livestreamed via link posted on municipal website for those wishing to attend meetings but are unable to attend in person or who prefer to attend virtually, with the exception of meetings that must be closed to the public under section 90 of the *Community Charter*.

Other Meeting Formats – as required. Includes Committees of the Whole, public hearings, town halls, open houses, information sessions and facilitated special-purpose meetings.

Statement of Financial Information (SOFI) – Submitted to Council annually prior to legislated required publication and posted on the municipal website.

Annual Reports – prepared by June 30 of each year as required under section 98 of the Community Charter. It must be available for public inspection prior to the actual public presentation. It reports on the prior year's activities, includes the audited annual financial statements and plans for the upcoming year.

Staff Reports – prepared as needed. Identify and address communication needs and issues in the development, implementation and evaluation of policies, bylaws, programs, services and initiatives. Prepared in a standard template provided by the Corporate Officer or designate.

Municipal Updates – brief summaries of Council initiatives prepared by the CAO or staff designate from time to time and published in the local newspaper. Brief summaries of Council initiatives relayed by the Mayor or Acting Mayor via local radio interview or recording from time to time.

Press Releases – Municipal announcements of significant program implementation, grant funding awards, infrastructure changes and other topics of impact may be distributed as a press release to local media and/or via E-News as deemed appropriate by the CAO or on the direction of Council. Emergency Notices forwarded to Local Area News for publishing on their respective Social Media pages.

Counter Service at Municipal Hall – ongoing.

Telephone and Voicemail – as required. Ensure voicemail messages are kept up-to-date and minimize the number of times a caller is transferred. Calls should be returned the same day whenever possible.

Ongoing Electronic Communication – prepared as needed. Include on the website a signup option: “Subscribe for E-News”, to join an electronic mail list for municipal news and notices. May also be distributed to local media, other local governments in the valley including the TNRD.

Barriere Star Journal (Paid Advertising) – Legislative Notices as well as communicating planned infrastructure works, interruption of services, health notices, municipal events, and other notices as determined appropriate by the CAO.

Local Radio – Emergency Notices, Public Health Advisories, community events, information sessions, election information and other notices that the CAO deems appropriate.

Utility/Tax Billing Inserts – as required and organized by the CAO. Annual garbage/recycling collection schedule cards included in tax billing and made available at the front desk and on the municipal website.

Downtown Notice Board - website address to remain posted whenever possible. Other information posted as needed such as (but not inclusive of), service interruptions, planned infrastructure works, health notices, municipal events, and holiday well-wishes.

Door to Door Hand Delivery – As directed by the Public Works Manager for all properties subject to a boil water advisory notice and for other urgent notices when deemed necessary by the CAO.

100m radius Notices regarding Development/Land Use: As per Council Procedure Bylaw, owners & tenants within 100m of a property subject to a Development Permit, Rezoning, OCP Amendment, or Variance will either be delivered via regular mail or a combination of regular mail and hand delivery as determined by the Corporate Officer.

Posters: Emergency Notices, Public Health Advisories, community events, information sessions, open-houses, election information and other notices that the CAO deems appropriate shall be posted in high traffic areas & businesses (as permitted by the business).

Fire Department Social Media Page – Emergency Notices posted on the Barriere Fire Department Facebook page as directed by the CAO. Fire safety related content posted via the Fire Chief or member appointed by the Fire Chief or his/her Deputy.

Barriere Blooms Social Media Page – Content directly related to the Barriere Blooms program only.

APPROVAL PROCEDURES

Routine communication relies on the good judgment and professionalism of Council and staff, contractors and committee chairs. Defined legislative procedures are in place for approval of such material as agendas, minutes and reports.

Communication such as paid advertisements, news and notices, and social media posts may also require formal approval. The typical procedure is outlined below:

Task	Responsible
1. Identify a communication need.	Staff, Council or other elected or appointed officials, contractors, committee chairs and members.
2. Describe the purpose of any proposed communication and the level of public participation required.	The initiator of the communication, in consultation with the CAO
3. Determine level of approval required.	CAO
4. Develop a Communications Plan, including cost estimates.	The initiator of the communication, in consultation with the CAO
5. Develop written material, graphics and images.	The initiator of the communication, in consultation with the CAO
6. Review draft materials and edit for consistency with DoB messaging and branding.	CAO or staff member designated by the CAO
7. Send approved material to staff.	CAO or staff designate.
8. Distribute approved material to the public by means determined in the Communication Plan (as per step 4)	CAO or staff designate.

District of Barriere

REPORT TO COUNCIL

Request for Decision

Date: March 9, 2026	Agenda Item: 5a
To: Council	From: Fire Chief
Re: Vacant Parcel – 4976 Barriere Town Road	
Recommendation: THAT Council directs staff to undertake wildfire mitigation (FireSmart treatment) to the vacant, undeveloped parcel at 4976 on Barriere Town Road; AND THAT Staff bring back low-cost options to utilize the property as a “FireSmart Showcase”.	

Purpose

For Council to consider wildfire mitigation (FireSmart treatment) of the municipally owned property, currently designated as parkland, at 4976 Barriere Town Road and to explore future opportunities for FireSmart use.

Background

The District of Barriere is classified as Wildland Urban Interface (WUI) Risk Class 1, the highest provincial risk category, as identified in the Community Wildfire Resiliency Plan (CWRP). The vacant lot at 4976 Barriere Town Road is District owned and has not undergone fuel mitigation. Current fuel loading and vegetation continuity increase the potential for fire spread to adjacent residential homes and nearby infrastructure, particularly during the extended wildfire season (late May–September). Either way, this lot needs to be mitigated, but it also allows the FireSmart Program an opportunity to showcase to residents how aesthetics can be maintained while using FireSmart Principles.



Current Risks

Potential ignition sources include:

- Human-caused ignitions (cigarettes, debris, sparks, campfires)
- Ember cast (2–5 km highly probable during wildfire events)
- Lightning strikes

Without treatment, fire could spread rapidly to adjacent homes and infrastructure and contribute to fire spread and worsening fire behaviour.



(Current conditions demonstrating fuel continuity – after snowmelt in February 2026)

Proposal – Phase 1: FireSmart Mitigation

As a first step, Staff is proposing to:

- Reduce surface and ladder fuels
- Prune and thin vegetation
- Create fuel breaks (potential future walking paths)

Financial Impact:

\$0 to the District. Labour costs are covered under the Community Resiliency Investment (CRI) funding stream. A local horticulturist has volunteered to assist in ensuring ecological sustainability.

Future Opportunities – To Be Explored

Staff are also recommending exploring other FireSmart related uses for this vacant District-owned property. At present, there has been limited interest within the community regarding implementing FireSmart principles for properties as the common assumption seems to be that by FireSmarting a property the beauty will be lost. As such, this highly visible, District-owned property may provide a great opportunity to showcase the FireSmart principles to the community. If Council is in support, Staff would investigate the following low-impact and low-cost options to provide an educational environment for the public, which may aid in the adoption of the FireSmart program:

- Educational FireSmart signage
- Partnerships with local mills, contractors, or community groups
- Small walking trail development
- Benches or picnic tables
- Low-maintenance xeriscape design
- Community education sessions
- Exploration of gathering space options (picnic tables – if they can be donated etc.)
- Introduce FireSmart/xeriscape vegetation for long-term resilience

The outcome could be to have an educational space that is self-sustainable and will require little or no District money outside of the FireSmart funding stream, while equally providing partnership opportunities with other community partners.

Summary

Council is asked to consider for Staff to undertake wildfire mitigation activities on the vacant, District owned lot at 4976 Barriere Town Road, while at the same time exploring options to potentially create a FireSmart showcase to support FireSmart educational activities for the community.

Benefits or Impact

General

Wildfire mitigation of District-owned property. Exploring other FireSmart educational activities.

Finances

No costs to the District at this point as funding is provided through the FireSmart program for any mitigation activities.

Strategic Impact

Potential Partnership with Simpcw and other community groups, such as, but not limited to, Trails Society, Men Shed, etc.

Risk Assessment

Compliance: FireSmart Funding agreement, Community Wildfire Resiliency Plan (CWRP)

Risk Impact: Low – if the property is mitigated. Otherwise, a higher risk level will continue to exist.

Internal Control Process: Staff are following standard processes.

Next Steps / Communication

- If approved, wildfire mitigation will commence at once.
- If approved, site assessment for potential future low-cost educational purposes will be undertaken while FireSmart activities are under way.
- A follow up report with potential showcase opportunities will be presented to Council at a future meeting for consideration.

Attachments

N/A

Recommendation

THAT Council directs staff to undertake wildfire mitigation (FireSmart treatment) to the vacant, undeveloped parcel at 4976 on Barriere Town Road; AND THAT Staff bring back low-cost options to utilize the property as a “FireSmart Showcase”.

Alternative Options

1. Council could determine to only mitigate for wildfire at this time and not to explore options for other uses of the vacant lands.

Prepared by: Fire Chief, A. Hovenkamp

Reviewed by: D. Drexler, CAO

District of Barriere
REPORT TO COUNCIL

Date: March 9, 2026	Agenda Item: 5b
To: Council	From: Department Heads
Re: Departmental Updates	

CORPORATE:

Development:

Development Activity			
Construction Activity:	February	2026 YTD	2025
Total Building Permit Applications:	4	5	21
Total Construction Value:	\$268,000	\$997,000	\$3,291,020
Total Building Permits Finalized:	0	0	15 (since June)
Total Construction Value Finalized:	\$0	\$0	\$989,500

- Provided a letter of zoning confirmation to the Christian Life Assembly (CLA) for a recent grant application they have submitted to assist in the anticipated construction of the first phase of rental units planned for their property on Annesty Rd.
- Met with a number of realtors and prospective developers inquiring about multiple properties within the District.
- One small subdivision application was finalized and registered.
- Public Hearing Notice has been published on the District’s website and is scheduled to be distributed as legislated over the coming weeks along with supplemental notices in the Barriere Star Journal.

Bylaw Enforcement:

- One bylaw enforcement file was acted on in February.

Governance:

- Council Liaison Policy – In progress
- Community Support Policy - In progress
- OCP Refresh Update – 1st reading complete & Public Hearing scheduled for Mar. 30, 2026
- Development Approvals Bylaw – Draft bylaw for adoption on this agenda
- 2026-2030 Financial Plan draft – Draft for adoption on this agenda
- Fees & Charges Bylaw – Draft bylaw for adoption on this agenda
- Public Engagement Policy – Draft policy for amendment approval on this agenda
- Solid Waste Bylaw – Complete
- Business Licensing Bylaw – Complete
- Wastewater Bylaw – Complete

Sessions/Meetings:

- The 2026 Community to Community Forum (C2C) is scheduled in Valemount on Thursday April 9th, arriving the evening before on April 8th as dinner is scheduled. Agenda details will be finalized early in the spring.
- SILGA 2026 – Revelstoke April 29 – May 2, 2026. Both Mayor Kerlake and Councillor Lodge have been registered. Early Bird registration ends March 12th.
- Participated in a TransMountain meeting with members of Council and staff.

PUBLIC WORKS:

Operations:

Public Works			
	February	2026 YTD	2025
Potholes Filled:	15	35	195
Pavement Repairs:	0	0	17499
Burials:	0	0	0
Cremations:	0	0	4
Deceased Animal Recovery:	0	0	4
After Hours Call Outs:	0	0	4
Water Distribution			
	February	2026 YTD	2025
New Construction Service Connections:	0	0	5
Water Service On/Off Requests:	5	7	34
Interior Health Water Quality Tests:	12	24	148
Water Usage:	19217	47342	448356
Waterline Repairs:	0	2	7
After Hours Call Outs:	0	0	16
Wastewater Collection & Treatment			
	February	2026 YTD	2025
New Construction Service Connections:	0	0	6
Ministry of Environment Wastewater Tests:	7	14	84
After Hours Call Outs:	0	0	0
General			
	February	2026 YTD	2025
BC One Calls Supported:	1	4	42
Events Supported:	1	2	17

- BBC storage room modifications – awaiting doors from supplier before proceeding with construction.
- Actively researching procurement of a plow truck and accessories. Councillor McInnis briefly inspected JDV's truck as a possible purchase.
- Two new cedar picnic tables (accessible) built by staff from leftover lumber milled from the BTR Archway logs.
- Two used garbage dumpsters (purchased in 2025) were refurbished and are ready to go into service when needed.
- Applied for funding from ICBC for potential traffic calming pilot project.
- 70% load restrictions for municipal roads were implemented as of March 2nd.
- Continue to work with TRUE Consulting to finalize design plans for the new WWTP.
- Participated in the DOB/Simpcw MOU quarterly meeting.

EMERGENCY SERVICES:

Fire Department			
Calls	February	2026 YTD	2025
Fire:	3	3	23
Rescue/Motor Vehicle Incidents:	1	6	15
Hazardous Condition (No Fire):	1	2	4
Service Call / Public Assist:	1	3	23
Fire Burning Complaint / Fire Investigation / Fire Alarm:	2	2	36
False Alarm:	0	0	20
Total	8	16	121
Public Education & Events:	1	1	18
FireSmart Assessments:	0	4	17
Fire Prevention / Fire Inspections:	3	12	4

Fire Department Updates:

- Minor Renovations for office space still ongoing – Miracle Man Solutions has donated time for drywall and mudding and extra material.
- First Responder Dinner Held.
- Discussions for Mutual Aid Agreements with McLure.

FireSmart:

- Attended Family Fun Night.
- Onboarding the Wildfire Mitigation Specialist.
- 4 Critical Infrastructure Assessments completed.
- Attended the TNRD FireSmart Committee Meeting.

Weather:

- Verbal

FINANCE:

Financial Services			
	February	2026 YTD	2025
Cash Collected:	\$251,987	\$657,919	\$4,963,536
Cash Disbursed:	\$384,823	\$729,062	\$5,861,273
	Q4 2025 Payment Received	2026 YTD	Project Total
ICIP Wastewater Treatment Grant Funds Received:	\$24,430	\$24,430	\$303,410

- AFT limits have been approved with Beem Credit Union and are now active on our profile.
- Roads equipment loan financing request has been submitted to Municipal Finance Authority.
- Year-end reconciling and reporting have been completed.
- Audit preparation work continues.

**submitted for information*

February 26, 2026



Re: Request for Official Endorsement of “Forestry is a Solution”

Dear Mayor Kerlsake,

On behalf of a coalition of forest sector organizations, I am requesting that the District of Barriere endorse the **Forestry is a Solution** initiative by way of council motion, demonstrating community support for forestry across British Columbia.

Launched on January 20, 2026, at the BC Natural Resources Forum in Prince George, this province-wide initiative is led by a broad coalition of community leaders, workers, and industry advocates. Our goal is to demonstrate the deep public support for British Columbia’s forest sector and ensure it remains a strategic asset for the future of our province.

Why This Matters to Our Community

For many communities across British Columbia, forestry is more than an industry—it is a cornerstone of your economic resilience. However, the sector currently faces significant headwinds from global competition, challenging operating conditions, and damaging U.S. trade actions. We believe that by working together, we can show the provincial government that forestry provides the solutions for BC’s most urgent challenges, including:

- **Building affordable housing** by providing renewable, low-carbon materials.
- **Reducing wildfire risks** through active, professional forest management in our backyards.
- **Supporting family-sustaining jobs** for skilled workers in the bush, at the mills, and in the office.
- **Contributing revenues and services** that fund our local schools, hospitals, and public services.
- **Storing carbon** in every beam and board, helping cut building emissions.



Request for Action

The **Forestry is a Solution** initiative outlines four key priorities for immediate government action to strengthen the sector:

1. **Speed up access to economic wood** by expediting permits and approvals for greater predictability.
2. **Improve competitiveness and cost certainty** by reducing administrative and regulatory burdens.
3. **Fix BC Timber Sales** to ensure a reliable and competitive supply of logs for mills and secondary manufacturing.
4. **Support First Nations partnerships** with the capacity and tools to expedite referrals and increase revenue sharing.

Request to Council

We respectfully request that Council consider a motion to:

1. **Officially endorse** the “Forestry is a Solution” campaign.
2. **Encourage community members** to visit forestryisasolution.com to sign the petition and send a letter to their MLA, the Minister of Forests, the Premier, and the Official Opposition Forests Critic.
3. **Support staff** to share information about Forestry is a Solution through your community’s official communication channels.

Our collective goal is to reach **5,000** signatures to demonstrate support for the government to take these practical steps. When our forests and forest sector thrive, our communities remain strong.

Thank you for your leadership and for your continued support of the workers and families who depend on BC forestry. We would be pleased to provide a brief presentation to Council on this initiative at your earliest convenience.



Sincerely,

A handwritten signature in blue ink, appearing to read "Kim Haakstad".

Kim Haakstad

President & CEO, BC Council of Forest Industries

On behalf of coalition partners:

- BC Council of Forest Industries (COFI)
- Truck Loggers Association (TLA)
- Alliance of Resource Communities (ARC)
- ResourceWorks
- Interior Logging Association (ILA)
- Interior Forest Labour Relations Association (IFLRA)
- BC Pulp and Paper Coalition
- Private Forest Landowners Association (PFLA)
- Woodlots BC
- Council on Northern Interior Forest Employment Relations (Conifer)
- North West Loggers Association
- Independent Lumber Manufacturer's Association (ILMA)

Enclosed

- Forestry is a Solution Platform

Forestry is a solution for BC, for Canada.

- + Supports people.
- + Strengthens communities.
- + Builds economic resilience.

British Columbia's forest sector can help protect jobs, strengthen communities, and build a stronger BC and Canada. At a time of global uncertainty and damaging U.S. duties and tariffs we need a made-in-BC solution.

BC has the forests, the workers, and the expertise. Let's work together for BC.

Take Action > Learn More >



Take Action:
Support a made-in-BC economic solution

Do you support BC forestry? Take one or all of these steps:

Step 1: Sign the petition

Sign [this petition](#) and stand with neighbours and friends to support BC forestry.

Sign Petition

Powered by spark*activation

Step 2: Send the letter

Politicians need to hear from you. Send [this letter](#) to your MLA and the BC Government.

Send Letter

Travis Joern (joern@cofi.org) is signed in

Powered by spark*activation

Step 3: Share the campaign

Let's bring BC together on this issue. Share with your networks!

Share on: 

Share on: 

Share on: 

Share on: 

The Problems

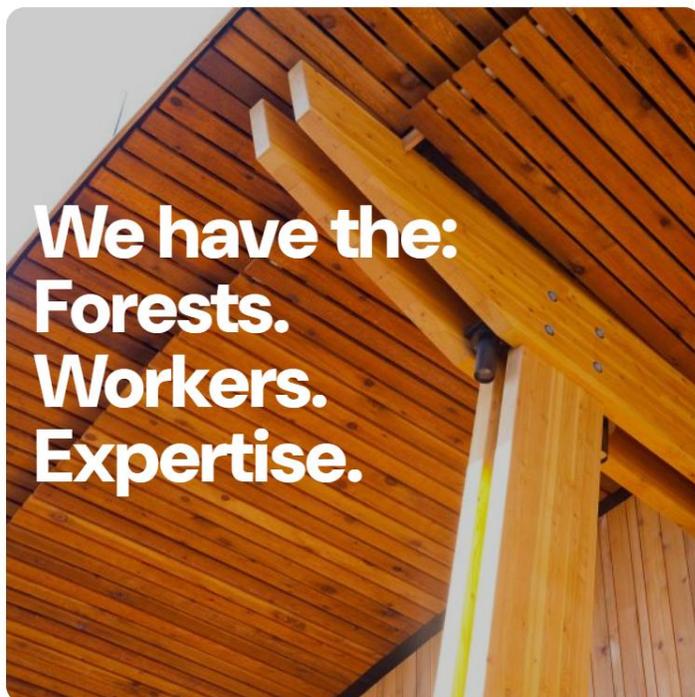
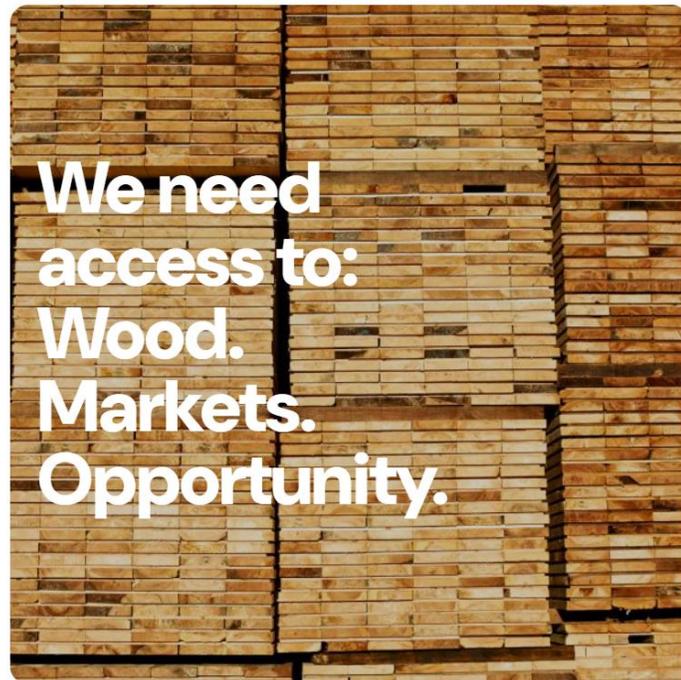
British Columbia's forest sector is operating in a difficult global environment:

- Global competition is increasing
- Conditions in BC limit the full potential
- U.S. trade actions hurt Canadian wood producers

Yet despite these headwinds, forestry remains one of BC's greatest economic opportunities.

This is a moment to focus on homegrown solutions that create value here in British Columbia.

Take Action >



The Opportunity

British Columbia has the timber to support a healthy and sustainable forest sector. Ready to harvest and fire-damaged timber is available – and demand for Canadian wood remains strong. The opportunity is clear:

Get wood moving efficiently through the value chain from the forest to the mill to your home

This will:

- Keep people working
- Offset economic damage from U.S. trade actions
- Create more value and increase secondary manufacturing jobs
- Strengthen economic security

This is about using harvest ready timber better and faster.

Take Action >

Let's work together for BC

What needs to happen:

1. Speed up access to economic wood

Expedite permits and approvals so timber reaches mills in a predictable and timely way.

2. Improve competitiveness and cost certainty

Address administrative and regulatory burdens affecting harvesting and manufacturing.

3. Make BC Timber Sales work as intended

Deliver a reliable, competitive supply of logs to support mills and workers.

4. Support First Nations partnerships

Support First Nations with the capacity and tools to expedite referrals and increase revenue sharing.

Take Action >

Why Forestry matters right now

Forestry is a solution. When it can reach its full potential, forestry is a strategic asset for British Columbians. BC's forest sector:

- ✓ Supports tens of thousands of good, family-sustaining jobs
- ✓ Keeps rural, First Nations, and urban communities economically strong
- ✓ Supplies Canadian wood for housing and infrastructure
- ✓ Stores carbon in every beam and board, helping cut building emissions
- ✓ Generates public revenue for essential services
- ✓ Reduces wildfire risk through active forest management

A Broad Coalition of Support:

This is about working together to ensure forestry continues to contribute to BC's future. Support for forestry solutions spans British Columbia, including:

- Forestry workers and their families
- First Nations governments and entrepreneurs
- Local businesses and contractors
- Industry organizations
- Residents who care about economic stability and community resilience



Take Action >



OFFICE OF THE MAYOR

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
p: 250.561.7600 | www.princegeorge.ca

Local Governments in
British Columbia

Transmitted via email

February 25, 2026

RE: City of Prince George requesting signatures in its petition to the Minister of Justice and the Attorney General of Canada

Dear Colleagues,

On behalf of the City of Prince George, I am writing to ask for your support in signing our petition to the Minister of Justice and the Attorney General of Canada.

Prince George continues to advocate for stronger public safety measures, an issue currently affecting municipalities across the country. This petition offers all British Columbians a meaningful way to participate and demonstrate to the federal government the importance of a collective voice in working together to find solutions.

The petition calls upon the federal government to:

- Amend the Criminal Code of Canada to strengthen bail requirements for prolific and non-violent offenders to include provisions for repeat offences to lead to:
 - automatic detention,
 - release to be dependent on reverse onus, and/or
 - demonstration of the Principle of Respect for the Law
- Appoint more judges, crown prosecutors and paralegals to end court backlogs
- Provide funding and resources for Crown Counsel to increase capacity and decrease delays in preparing and bringing cases to court in a timely manner
- Provide funding and resources to provincial correctional centres and support services to increase capacity for detention of individuals, as well as providing rehabilitation and release planning services

We encourage you to share our petition within your communities.

The [petition](#) is available on the House of Commons website until March 27, 2026 at 12:25 p.m. PST.

Respectfully,

Simon Yu
Mayor
City of Prince George

FEBRUARY 27, 2026

SILGA Member Legislative Services
 SILGA Member Councils, Boards, and CAOs,



Re: SILGA Special Resolution to Amend Appendix A: Member Fees

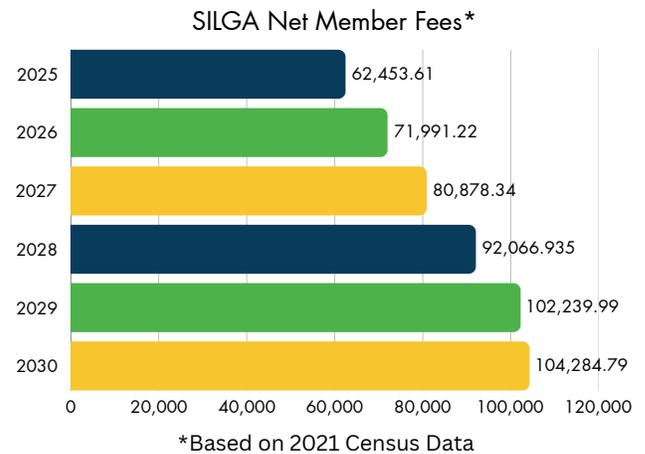
I am reaching out today on behalf of the SILGA Executive to inform you of our proposed amendment to Appendix A of the SILGA Constitution.

SILGA is constantly endeavoring to improve their member services while keeping a fiscally responsible level of reserves and covering the minimum required for operations. For many years now, SILGA has kept their dues lower than other Area Associations, and this has prevented us from effectively expanding our services for our membership, particularly when it comes to advocacy to the Province. In preparation for the coming years, we have worked closely with our accountant to find a balance that supports expanding our advocacy services to the membership, covering existing operational costs, and restoring our reserves after COVID-19 cancelled the 2020 conference. We hope that these fee changes will strike a balance between modest increases for our members, maintaining fiscal sustainability for SILGA, and providing exceptional member services for our 37 local governments.

Please consult the graphs below for an idea of the planned fee increases for ensuing years. Thank you for considering our proposal. If you have any questions concerning the special resolution or individual member fees, please reach out to SILGA Executive Director, Koryn de Vries, at info@silga.ca.

Cost per constituent	First 5,000 Residents	Next 10,000	Next 15,000	Over 30,000 Residents
2025 (current)	\$0.14*	\$0.082	\$0.082	\$0.082
2026	\$0.15**	\$0.13	\$0.11	\$0.085
2027	\$0.18**	\$0.14	\$0.12	\$0.10
2028	\$0.21**	\$0.165	\$0.14	\$0.11
2029	\$0.25**	\$0.18	\$0.15	\$0.12
2030 - CPI est.2%	\$0.255**	\$0.1836	\$0.153	\$0.1224

*Approx: base \$300 + \$0.082/constituent **To a minimum of \$500



Sincerely,

Louise Wallace Richmond

Louise Wallace Richmond
 President, SILGA

PO BOX 563 SALMON ARM STN MAIN, BC V1E 4N7
 250-851-6653 INFO@SILGA.CA

Tasha Buchanan

Subject: Film Commission updates March 2026

From: Terri Hadwin

Sent: March 3, 2026 11:34 AM

Subject: Film Commission updates March 2026

Here is a brief update on some of the recent Film Commission activities:

- [The 30th Annual Kamloops Film Festival](#) runs from March 5th to March 14th.
- Preparations are being made for the 3rd Annual [Learn about Film](#) (March 7-8, 2026) featuring topics on screenwriting, composing for film, crowdfunding, and talks by prominent BC filmmakers. Tickets are still available.
- There will be no Film Industry Networking Event (FINE) held in March to make room for LAF and Film Fest. April FINE topic is about Festival Success Tips.
- See the TNRD on Film:
 - Underdog Inc – partially filmed in Barriere, is available to watch on [AMI](#) (free to stream).
 - This Family-themed [KIA commercial](#) was partially filmed in the TNRD.
 - [Listen Out for Love](#) is now available to watch on Amazon Prime. The light-hearted rom-com filmed in many locations across Kamloops in 2022.

Feel free to reach out if you have follow up inquiries. Thank you for your ongoing support of Film Industry growth in the Thompson-Nicola.



Terri Hadwin (she/her)

Thompson-Nicola Film Commissioner

300 - 465 Victoria Street | Kamloops, BC | V2C 2A9

Cell 250-319-6211 | Main Office: 250-377-8673

Located on the traditional Tk'emlúps te Secwépemc territory, within the unceded, ancestral lands of the Secwépemc Nation.

filmthompsonnicola.com

[Facebook](#) [Instagram](#)

[LinkedIn](#) [Bluesky](#)

[New Film Project in the Province?](#)

[Register Here](#)

The information contained in this transmission may contain privileged and confidential information of the TNRD – Thompson-Nicola Regional District. It is intended for review only by the person(s) named above. Dissemination, distribution or duplication of this communication is strictly prohibited by all recipients unless expressly authorized otherwise. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message. Thank you.