

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 May 26, 2025, 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 May 16, 2025, Regular Council Meeting Agenda.

2. ADOPTION OF MINUTES

a. That Council adopt the minutes of the May 5, 2025, Regular Council Meeting.

3. PETITIONS AND DELEGATIONS

a. Judy Grant re: Animal Control Issues

4. STAFF REPORTS

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

b. UBCM Community Resiliency Fund – Amendment – A. Hovenkamp, Fire Chief
Recommendation: That staff submit an amendment to the UBCM Community Resiliency Fund to move approximately \$17,000 in awarded FireSmart funds from ‘projects’ to ‘FireSmart Salary’ to extend the current position.

c. Proposed Trail Action Items – C. Matthews, Public Works Manager
Recommendations:

- 1. THAT Council instruct Staff to not pursue a trail from Power Road to AG Foods until the Trails Society has received written permission from the Armour Mountain mobile home park owner to proceed.***
- 2. THAT Council instructs Staff, in preparation for a potential trail, to discuss the District’s road right of way from Barriere Town Road to Dunsmuir Road with the affected property owners, and FURTHER THAT Staff obtain information from Simpcw First Nation about potential species impacts.***
- 3. THAT Council instructs Staff to initiate a lease agreement with School District No. 73 regarding a potential trail by the school bus garage.***

d. Strategic Plan Update – CAO
**submitted for information*

5. BYLAWS and POLICIES

- a. DRAFT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 256 – adoption
*w/attached staff report
Recommendation: THAT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 256 be adopted.

- b. DRAFT Procurement Policy No. 56FI – D. Drexler, CAO
*w/attached staff report
Recommendations:
 - 1. **THAT Procurement Policy No. 56FI be adopted.**
 - 2. **THAT Purchasing Policy No. 13 be repealed.**
 - 3. **THAT Credit Card Policy No. 15 be repealed.**

6. CORRESPONDENCE

- a. For Information

- b. For Action
 - i. Sheep Breeders Association - Request for Event Sponsorship

7. COUNCIL REPORTS

8. MAYOR'S REPORT

9. PUBLIC INQUIRIES

10. NOTICE OF MOTION

11. CONVENE INTO CLOSED SESSION

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

12. RECONVENE OPEN MEETING

13. BUSINESS ARISING FROM CLOSED SESSION (if required)

14. NEXT MEETING – Regular Council Meeting – June 9, 2025 @ 5:30pm

15. ADJOURNMENT

**DISTRICT OF BARRIERE
MINUTES OF A REGULAR COUNCIL MEETING**

Held on Monday, May 5, 2025 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 Scott Kershaw
Councillor Donna Kibble – *via Zoom*
Councillor Louise Lodge
Councillor Colin McInnis

Regrets: Councillor Brody Mosdell

Staff: Daniel Drexler, Chief Administrative Officer Chris Matthews, Public Works Manager
Tasha Buchanan, Corporate Officer

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

1. ADOPTION OF AGENDA

Moved by Councillor Lodge
Seconded by Councillor Armstrong
That Council approve the May 5, 2025, Regular Council Meeting Agenda.

CARRIED

2. ADOPTION OF MINUTES

- a. Moved by Councillor Lodge
Seconded by Councillor McInnis
That Council adopt the minutes of the April 14, 2025, Regular Council Meeting.

CARRIED

3. PETITIONS AND DELEGATIONS – none scheduled

4. STAFF REPORTS

- a. Departmental Updates – Department Heads
**submitted for information*
- b. Request for Wastewater Service Connection of 4639 Barriere Town Rd. to 4629 Barriere Town Rd. (Old Chamber property) – C. Matthews, Public Works Manager

**Moved by Councillor Kershaw
Seconded by Councillor Lodge
THAT Council instruct Staff to deny the request by the owners of 4639 Barriere Town Road to connect to the wastewater utility through the 4629 Barriere Town Road (Old Chamber building) lot to tie into the Barkley Road wastewater main, AND THAT the owner be directed to work with Staff on a connection permit to a dedicated connection on Barriere Town Road.**

CARRIED

It was suggested that staff look into the feasibility of using some barricades and/or items that would restrict traffic from cutting through the parking lot to bypass the Barriere Town Rd./Barkley Rd intersection.

c. Community Hall Lease Agreement Renewal – CAO

It was reported that the Community Hall Lease Agreement that the District has with the Lions Club, has been refreshed and enhanced in the renewal presented to Council.

The key terms were listed within the written report and verbally relayed by the CAO.

Bill Christmas of the Lions Club noted his appreciation to Mr. Drexler on the hard work put into this revision and is pleased with the draft presented.

Moved by Councillor McInnis

Seconded by Councillor Armstrong

THAT Council approves in principle the attached Lease Agreement; and instructs Staff to finalize and execute the Agreement with the Barriere Lions Club for the facility located at 4350 Borthwick Avenue.

CARRIED

Notice of disposition will be given in the local newspaper as required by legislation before the lease is formally signed.

d. OCP Refresh Update – CAO

**submitted for information*

TRUE Consulting, the District's contracted consultant to prepare the OCP Refresh, provided a "What We Heard" Report. This report will be published on the District's OCP Refresh Project webpage and after Council has a chance to review the first draft of the refreshed OCP, an additional Public Open House is expected to be scheduled in the early fall.

5. **BYLAWS and POLICIES**

a. DRAFT 2025 – 2029 Financial Plan Bylaw No. 254 – adoption

Moved by Councillor Lodge

Seconded by Councillor McInnis

THAT 2025-2029 Financial Plan Bylaw No. 254 be adopted.

CARRIED

b. DRAFT 2025 Tax Rates Bylaw No. 255 – adoption

Moved by Councillor Lodge

Seconded by Councillor Armstrong

THAT 2025 Tax Rates Bylaw No. 255 be adopted.

CARRIED

- c. DRAFT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 256 – 1st, 2nd & 3rd readings.
*w/attached staff report

Moved by Councillor Lodge

Seconded by Councillor McInnis

THAT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 256 be given 1st, 2nd and 3rd readings.

CARRIED

6. CORRESPONDENCE

a. For Information

b. For Action

- i. Request for Support in Redesigning the Kamloops BC Cancer Care Centre – Joint Letter from MLA Ward Stamer, MLA Peter Milobar

The Mayor circulated an information sheet from the Thompson Nicola Regional Hospital Board regarding this topic. In summary of the joint MLAs' concern, is that the current design of the Cancer Centre, physically splits two of the large, service components into two different site locations that are overseen by two different entities. This is believed will result in inconsistencies and create inequitable access to cancer care for residents in the region.

Moved by Councillor Kibble

Seconded by Councillor Armstrong

That a letter to the Minister of Health be sent requesting that the Minister address the concerns raised by the medical community and regional MLAs outlined in their letter dated April 28, 2025.

CARRIED

7. COUNCIL REPORTS

a. Councillor Armstrong provided a verbal report on the following:

- Attended the 2025 SILGA Convention with Mayor Kerlake and Councillor Lodge.
- Participated in the community Easter Egg Hunt event hosted by the Lions Club.

b. Councillor Lodge provided a verbal report on the following:

- Participated in a Block Party Working Group
- Attended the Barriere Chamber of Commerce Social Networking event.
- Attended the 2025 SILGA Convention with Mayor Kerlake and Councillor Armstrong.
Key topics and attended sessions noted were:
 - Presentation regarding GDP didn't project much of a positive outcome
 - Creative City Network – Community Planning Tourism
 - Future of Rural BC Presentation – conference in June
 - Legal Presentation regarding Council Meeting decorum.
 - Community Forests Break-out Session – Would like to see more direct partnership between the District and LNTCFS.
 - Met with TOTA representatives re funding opportunities.

8. MAYOR'S REPORT

The Mayor provided a verbal report on the following:

- a. SIMPCW Working Group – Committee Appointments: The Mayor appointed Councillors Mosdell and Lodge with Councillor Kibble as an alternate. In addition, the staff appointed are the CAO and Public Works Manager with the CO as an alternate.
- b. Upcoming virtual BC Hydro Meeting with C2C Meeting Community Representatives. Councillor Lodge will attend in the Mayor's absence.
- c. Attended the Lions Easter Hut event along with Councillor Armstrong
- d. Met with Councillor Karpuck of the City of Kamloops
- e. Attended a Budget presentation hosted by the CAO at the Barriere Fire Department
- f. Attended 2025 SILGA with Councillors Armstrong and Lodge. A session of great interest was a food waste program available. Would like to invite the "company" to make a presentation to Council at a future meeting.
- g. Participated in the Fire Fighter's Walk Fundraiser on Saturday with Mr. Drexler and the participating Barriere Fire Fighters.

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

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

11. CONVENE INTO CLOSED SESSION

Moved by Councillor Lodge

Seconded by Councillor McInnis

That pursuant to Sections 90(1)(c)(d)(e)(j)(k) of the Community Charter, that the public interest requires that persons other than Council Members and required staff be excluded from the meeting and that Council continues the meeting in closed session to discuss confidential matters at 6:58 p.m.

CARRIED

12. **RECONVENE OPEN MEETING** – *the meeting reconvened at p.m.*

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

14. **NEXT MEETING** – *Regular Council Meeting - May 26, 2025 @ 5:30pm*

15. ADJOURNMENT

Moved by Councillor that the meeting adjourn at 8:50p.m.

CARRIED

Mayor Rob Kerslake

T. Buchanan, Corporate Officer



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 Chief Administrative 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 held once or twice a month, generally on Monday, at 5:30 p.m., at Municipal Hall. Please confirm meeting dates and times with the District office.
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: May 21, 2025

Name of Applicant: Janet Grant

On Behalf of: Self

(Organization, Business, Self. etc.)

Mailing Address: Box [REDACTED] Barriere BC V0E 1E0

Local Street Address: [REDACTED] Robin Drive

Telephone Number: [REDACTED] or ()

Issue Applicant Wishes Addressed:

I wish to address Animal Control issues

Applicant's Relevant Information: I was attacked by 2 dogs while walking in my neighbourhood. I would like to discuss some possible solutions with council regarding uncontrolled and uncontained dogs. I would like to speak very briefly with council at their mtg on May 26, 2025 to discuss options & ideas.

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 Chief Administrative 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:

Agenda Number:

Back-Up Received

District of Barriere
REPORT TO COUNCIL

Date: May 26, 2025	
To: Council	From: Department Heads
Re: Departmental Updates	

CORPORATE OFFICER:

General:

- Along with the CAO, participated in a meeting with the District’s consultant for the Development Approvals Process project.
- Participated in new working group with BSS and other key support services for Barriere’s adolescents (ie. RCMP, BCEHS, Child and Youth Mental Health, Simpcw First Nation, Yellowhead, SD73 Indigenous Educational Workers, etc.) to discuss some ways we could possibly support Barriere and area youth. While it was unfortunate that some planned attendees, including the RCMP, were unable to make this first meeting, it was helpful for the entity representatives that were in attendance to explain their roles and scope for everyone to better understand what is, and isn’t, in their jurisdiction and how to potentially bring it all together so that more can be done to support Barriere’s youth; especially those who may be struggling to find a positive direction.
- The District is nearing the completion of its first 12 month operation cycle of the Barriere Business Centre (BBC). Staff are in the process of working on a summary of the operational revenues and expenses to provide Council in the coming weeks.
- Annual Property Tax bill went out in the mail last Tuesday afternoon. A reminder will be sent out via E-News of the deadline and to remind taxpayers to claim their homeowner grant (if eligible) as well before the deadline.

Recreation & Events:

- A Rec Committee Meeting has been scheduled for Wednesday, May 28th at 7pm in Council Chambers. Block Party (June 21, 2025) planning continues and this year’s Bandshell Friday (Music in the Park) line up is scheduled:
 - July 4, 2025 – Bill Fowler & “The Mob”
 - July 18, 2025 – John & Megan
 - August 1, 2025 – Butch Falk
 - August 15, 2025 – Jeremy Kneeshaw
 - August 29, 2025 – Tim Francis “Hoodoo Vibes”
- Movie Nights in the Park events are also in the process of being scheduled with showing dates, times and titles to come shortly.
- Barriere Blooms Contest is open for registration. Information and forms are available on the website and were circulated through E-News.

UBCM 2025 (Victoria):

- UBCM Minister and Staff Meeting booking deadlines have been released. Requests to meet with the Premier and/or Cabinet Ministers must be made before July 2, 2025. Requests to meet with Ministry staff must be made before August 20, 2025.
- Registration for the September 22-26, 2025 Convention opens July 2nd, 2025.

PUBLIC WORKS MANAGER:

Roads:

- Commercial sweeper completed all paved road sweeping (2 days) – under budget.
- Dust control applied to gravel roads within town – under budget.
- Road marking hand-lines (stop bars, crosswalks, etc) completed – within budget.

Parks:

- Tree planting program in Community Park completed. Completely funded by BC Hydro and Community Forest grants.
- Bandshell washrooms were connected to our municipal sewer system in-house, thus eliminating high level conditions during community events.
- Flowers recently planted throughout the community except for the wooden flower boxes in Fadear Park along Town Road. The Garden Club has opted not to plant them this year and we have run out of flowers.
- Hanging flower baskets have been placed on the Barriere River Bridge.
- Community Forest donated lumber to replace the bleacher seating at Main Ball Field.
- Splashpad is operational for the season.
- Bandshell washroom was recently vandalized again. Some newly planted flowers were ripped out/damaged.

Utilities:

- The water leak identified on Summer Road has been repaired by the homeowner.
- Water consumption is averaging 1600-1700 m3/day.

Facilities:

- Business Centre Unit #4 renovations – T-Bar ceiling and exterior window have been installed. Lights, switches, and plugs have been energized. Next step is interior door and window installation.

FIRE CHIEF:**Fire Department:**

- Calls: Grass Fire & 2 Rural Rescues (stood down enroute to one)
- Training: NFPA 1001 (Exterior and Interior) & Ropes
- Waiting for the final parts for the Bush Truck to come in (it will take 4-5 days after to install).
- Fire Hall changes: Lockers moved to the storage room to allow room for the 3500 Dodge to be backed in once the new Bush Truck is here. This will also allow for us to store all of the EOC equipment in the Fire Hall
- SOP & SOG's - updates
- Fire Chief attended Emergency Scene Management Course in Pitt Meadows (6 Day Course)
- Fire Extinguisher training for District of Barriere Staff
- TNRD By-Law / Fire Risk Management Property check-in
- All Officers attended an informational meeting on Fire Marque (they assist with insurance recovery for FD's)

FireSmart:

- Community Wildfire and Resiliency Plan sent to UBCM for approval
- Amendments for the current grant funds in progress
- Attended FireSmart Coordinator Teams Meeting

Weather:

- No major updates.
- Fire Chief attended the 2025 Spring Seasonal Readiness Workshop with EMCR and BCWS
 - BCWS can not make predictions for the season at this time
 - This meeting included three table tops discussing jurisdiction, recovering costs for resources and information sharing.

CHIEF ADMINISTRATIVE OFFICER:

Finance:

- Fees and Charges Bylaw update is included on this agenda which would finalize the 2025 rate increase process (which balances the budget) if Council approves the Bylaw.
- Finance and corporate staff have secured the 50% loan for the Bush Truck from MFA.
- Audit 2024 is in progress but delayed compared to provincially legislated requirements. This was expected. No anticipated ETA due to finance department staffing changes.

Governance:

- Agreements / Contracts:
 - Community Hall Lease Agreement – advertising in progress. Will be signed thereafter.
 - TNRD – Structure Fire Protection Service Agreement – work is ongoing with Fire Chief and TNRD representatives
 - First Responders – are seeking an agreement regarding support during fire events. We are currently reviewing their draft agreement. Final version would need to be brought to Council for consideration.
- Policies / Bylaws:
 - Finalizing Fees and Charges Bylaw – on this agenda
 - Procurement Policy – Council consideration on this agenda
 - Reserve Bylaw structure is under review for more strategic alignment.
 - Tangible Capital Assets (TCA) Policy will be worked on over the next few months.
 - OCP Refresh Update draft was received from the consultant and is currently undergoing a very thorough review by corporate/planning staff.

Administration:

- Attended Lions Club meeting with Mayor Kerslake to present the District Budget and for a Q&A session with the Lions.
- Accounting Clerk position has been posted and closed May 5, 2025. The successful applicant starts on June 2.
- Chief Financial Officer position has been posted and closed May 12, 2025. Interviews are in progress.

**submitted for information*

District of Barriere
REPORT TO COUNCIL

Date: May 26, 2025	File:
To: Council	From: A. Hovenkamp, Fire Chief
Re: UBCM Community Resiliency Fund - Amendment	

Background: The Community Resiliency Investment is a suite of funding streams and is intended to reduce the risk of wildfires and mitigate their impacts on BC communities. Funding is provided by BC Wildfire Services and is administered by UBCM.

Discussion: The Community Wildfire Resiliency Plan (CWRP) has been submitted to UBCM for approval and until the CWRP is approved, the District of Barriere is not eligible to reapply for additional grant funding. The funding for the FireSmart Coordinator salary ends in the month of June 2025, however the program *events* have funding until 2026.

Through the FireSmart Program we have been able to collaborate with community partners to save funds with some projects and events and have estimated that some of our other proposed projects within the program will not require the full funding amount that we originally requested. In order to move the funds from these other projects and events that have come in under budget to the FireSmart salary which will extend the Coordinator position for as long as possible, the grant funder requires a resolution of Council for the amendment.

It should be noted that these changes will not result in a loss of FireSmart events or projects that were funded through the original grant.

Recommendation: That staff submit an amendment to the *UBCM Community Resiliency Fund* to move approximately \$17,000 in awarded FireSmart funds from ‘projects’ to ‘FireSmart Salary’ to extend the current position.

Prepared by: A. Hovenkamp, Fire Chief
Reviewed by: D. Drexler, CAO

District of Barriere

REPORT TO COUNCIL

Request for Decision

Date: May 26, 2025	File: 530.20/Rpts
To: Council	From: Chief Administrative Officer
Re: Proposed Trails Action Items	
Recommendations: <ol style="list-style-type: none">1. THAT Council instruct Staff to not pursue a trail from Power Road to AG Foods until the Trails Society has received written permission from the Armour Mountain mobile home park owner to proceed.2. THAT Council instructs Staff, in preparation for a potential trail, to discuss the District's road right of way from Barriere Town Road to Dunsmuir Road with the affected property owners, and FURTHER THAT Staff obtain information from Simpcw First Nation about potential species impacts.3. THAT Council instructs Staff to initiate a lease agreement with School District No. 73 regarding a potential trail by the school bus garage.	

Purpose

To seek Council direction and/or approval for various trail development and maintenance initiatives as outlined by the District of Barriere and the Trails Society.

Background

The District of Barriere, in collaboration with the Trails Society, is pursuing several trail development and improvement projects. These initiatives aim to enhance community connectivity, improve safety, and address stakeholder concerns. Council support is required to proceed with key action items.

Proposed Action Items

1. Power Rd to AG Foods Trail

- Obtain written approval from the Armour Mountain Trailer Park owner after addressing tenant concerns. (Lead: Trails Society)
- Facilitate communication between the property owner and tenants to resolve trespassing concerns. (Lead: Trails Society)
- Contingent on written approval above, assess hazard trees along the current and proposed trail. (Lead: DOB)

2. Dunsmuir to BTR Trail

- Initiate discussions with the property owner, pending Council approval (see Resolution #2). (Lead: DOB)
- Obtain a quote from a surveyor (estimated at \$2,500) and determine funding responsibility. The Trails Society has indicated a willingness to fund the cost. (Lead: Trails Society)

3. School Bus Trail

- Seek Council direction to authorize staff to pursue the project. (see Resolution #3) (Lead: DOB)
- Explore a lease agreement with SD73, with the northern portion behind the bus garage suggested as a safer alternative. (Lead: DOB)
- Complete GPS mapping of the trail. (Lead: Trails Society)

4. Downtown Trails Maintenance

- Recommend gravel upgrades and signage for the unofficial trail behind the credit union, SAWRC, and BBC. (Lead: DOB & Trails Society)
- Develop trail maintenance and improvement work plan options with input from the Trails Society.

Benefits or Impact

General

Continue partnership with the Trails Society

Finances

Potential survey cost of \$2,500 to be confirmed and potentially covered by the Trails Society.

Strategic Impact

Partnership with Trails Society

Risk Assessment

Compliance:

Legal and Regulatory Requirements

- Landowner Permissions: Risk of proceeding without explicit written consent from private landowners (e.g., Armour Mountain Trailer Park, Dunsmuir Trail).
- Lease Agreements: Potential non-compliance with school district (SD73) land-use requirements if no formal lease or agreement is secured.

Risk Impact:

Operational Risks

- Delays due to unresolved landowner/tenant concerns.
- Increased maintenance costs for unofficial or underdeveloped trails.
- Safety incidents if hazard trees are not promptly assessed and addressed.

Financial Risks

- Budget Overruns: Unforeseen costs from surveys, legal consultations, or repairs.
- Liability Claims: Injuries or property damage could expose the District or Trails Society to liability.

Reputational Risks

- Public opposition if stakeholder engagement is inadequate.
- Loss of community trust if the project appears rushed or poorly managed.

Internal Control Process:

- Ensure written agreements are in place before any trail development.
- Ensure lease or rights of use agreements are in place with SD73
- Clearly define scope and budget responsibilities in advance (e.g. Trails Society survey cost).
- Prioritize public and tenant communication to avoid conflict.
- Use GPS mapping and flagging to reduce ambiguity and misrouting of trails.
- Develop and approve a work plan for trail improvements in advance.

Next Steps / Communication

- Inform Trails Society of council decisions
 - Obtain project schedule and timeline from Trails Society
 - Co-ordinate site visits and meetings with affected property owners
-

Attachments

- Trail maps
- Trail Society and District Staff Meeting minutes

Recommendations:

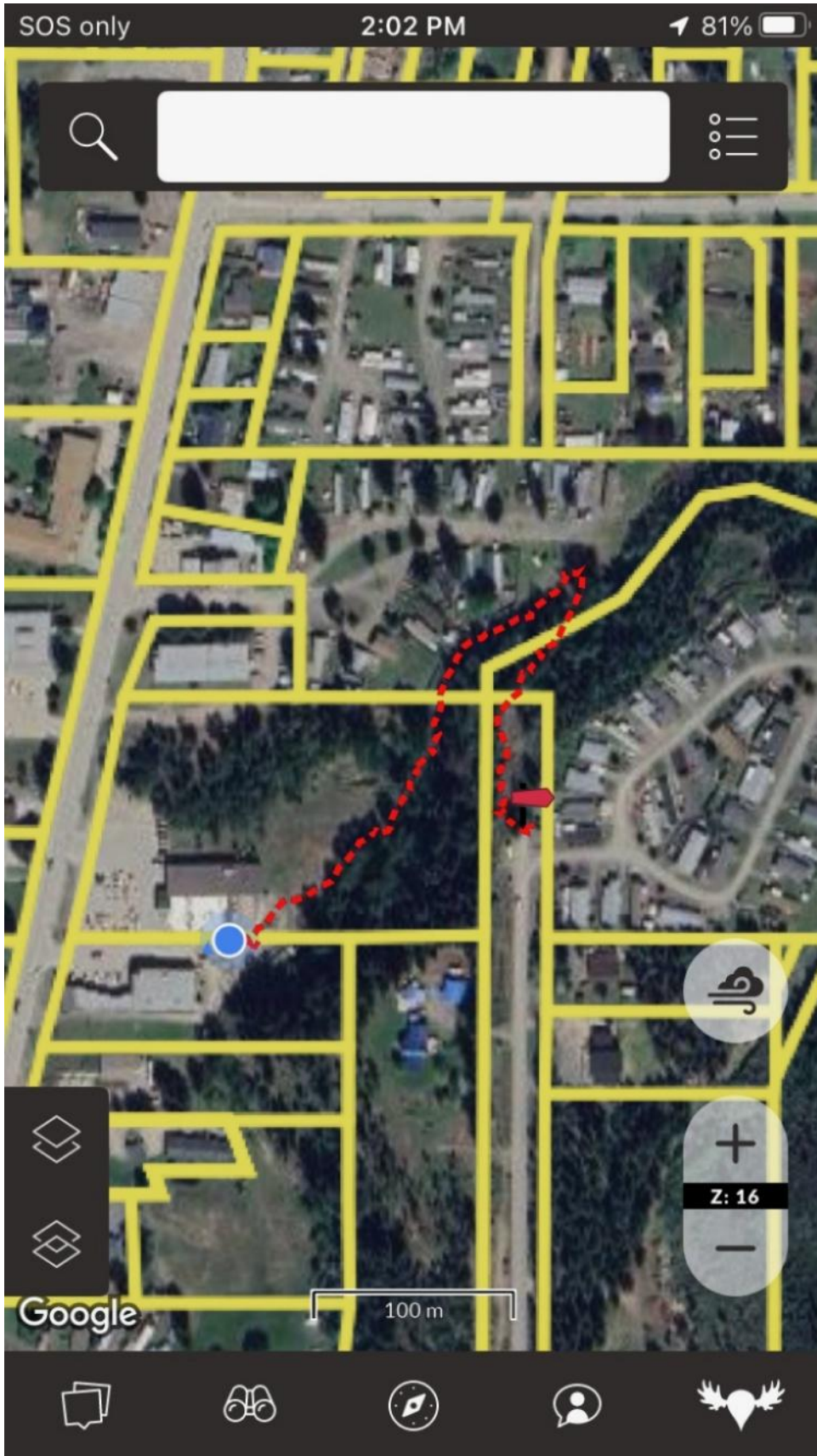
1. **THAT Council instruct Staff to not pursue a trail from Power Road to AG Foods until the Trails Society has received written permission from the Armour Mountain mobile home park owner to proceed.**
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3. **THAT Council instructs Staff to initiate a lease agreement with School District No. 73 regarding a potential trail by the school bus garage.**

Alternative Options

1. Council could choose not to go ahead with any or all the proposed action items.
2. Council could choose to proceed without the assistance of the Trails Society.

Prepared by: C. Matthews, Public Works Manager

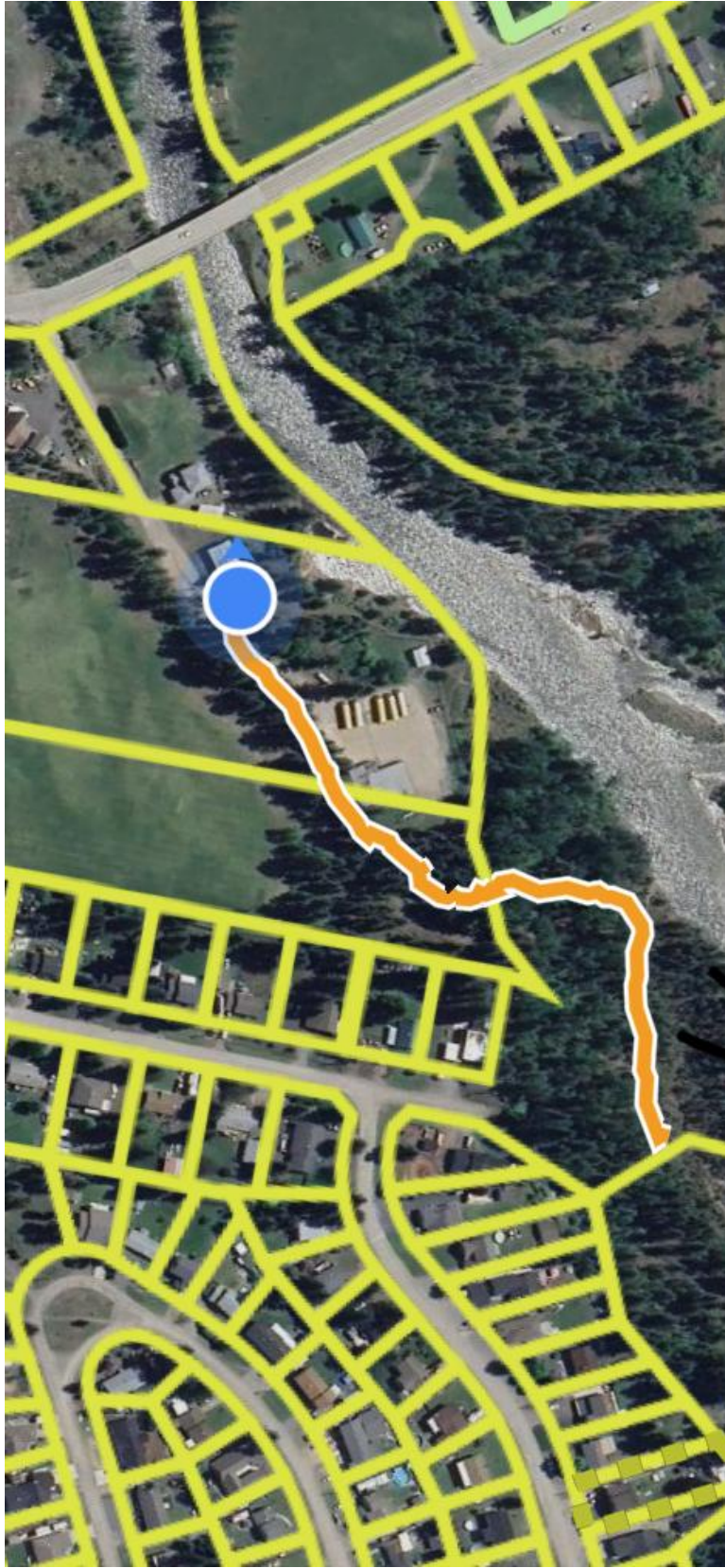
Reviewed by: D. Drexler, Chief Administrative Officer



Power Road to AG Foods Trail

Dunsmuir to Barriere Town Road





Proposed Bus Garage Trail

DISTRICT OF BARRIERE
MINUTES OF A STAFF and TRAIL SOCIETY MEETING

Held on Tuesday, April 29, 2025 at 10:30pm 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 lands we are meeting today.”*

Present: Daniel Drexler, CAO
Chris Matthews, Public Works Manager

Harry Waldron, Barriere Trails Society President
John Cleland
Willy Jenson
John Peterson

Tasha Buchanan, Corporate Officer

PROPOSED TRAILS

- Power Rd to AG Foods
 - Next Steps:
 - *Has approval from Property Owner(s) all been received?* No written approval from Armour Mnt. Trailer Park Owner yet obtained. Communication has increased, however. The owner has suggested fencing however, he wishes to ensure his tenants are on board with the proposition before granting formal approval. Trails Society is seeking open line of communication with the owner to help facilitate addressing the concerns of the park’s tenants. Property owner wants to wait a bit and let his tenants “cool off” first.
 - *How to address trespassing accusations/concerns going forward?* In a few months, sitting down with the property owner on how to best communicate with the concerned tenants so that approval can be granted to facilitate site inspection and planning of the trail which is necessary in order to move forward in determining the viability of the project.
 - *Would the Society consider a possible reposition of the trail?* AG Foods owner says ‘no’ due to slope. The proposed trail is what the Society feels is the most logical option due to topography.

Someone who is experienced with hazard trees should assess the current and proposed trail but again, not until written authorization from property owners are obtained.







- Dunsmuir to BTR
 - Next Steps:
 - Flagging for ideal trail – upper part has been flagged. Society feels it is DoB’s jurisdiction to address the lower portion with the property owner. Council will need to grant permission for staff to pursue this project. Staff would initiate discussions with that property owner if Council is supportive.

District of Barriere Projects







May 20, 2025



In Progress

	Program Type		Capacity Requirements				Project Delivery				
	Initiated by	Capital Program?	Estimated costs	Staff hours	Staff days	2025 Budget	Future Budgets	Sponsor	Start	Completion	Percent complete
Priority #1: Implement an Organizational Asset Management Program											
Goal 1. – Assess Current Practices and State of Our Assets											
a.Complete review of Current Practices and make recommendations on how to address any gaps by the end of 2025.	Council				0.0			CAO			 25 %
b.Provide a review of our Assets and long-term annual investment needs for Council and Public Information by the end of 2025.	Council				0.0			CAO			0 %
Goal 2. Develop Asset Management Policies											
a.Tangible Capital Assets Policy	Council				0.0			CAO			 10 %
b.Asset Management Policy	Council				0.0			CAO			 100 %
c.Asset Management Framework/Strategy	Council				0.0			CAO			 100 %
d.Asset Management Investment Plan (AMIP)	Council				0.0			CAO			0 %
e.Asset Management Financial Investment Policy	Council				0.0			CAO			0 %
Goal 3. – Communication of Asset Management Program to Public											
a.Present a budget for enhanced communication on Asset Management as part of the 2025 budget.	Council				0.0			CAO			 100 %
b.Information is readily available to the public through various channels.	Council				0.0			CAO			0 %
c.At least one Open House on Asset Management has been held before the end of 2026.	Council				0.0			CAO			0 %
d.Reasonable efforts have been made to educate the public on the purpose of Asset Management.	Council				0.0			CAO			0 %
Priority #2: Fiscally Responsible Operations											
Goal 1. – Develop a District Facilities Roadmap											
a.Present a short-term facilities strategy for Council consideration that aligns with the needs of the organization and are financially achievable in 2025/26.	Council				0.0			PW			 33 %
b.Begin implementation of approved short-term components.	Council				0.0			PW			0 %

a.Development is enabled as much as possible for the 3 large parcels north of the Highway Bridge along the Highway 5 Corridor. Ideally both, water and wastewater, are available.	Council				0.0			CAO/PW				5 %
a.If REDIP grant is not receive, provide Council with options to fund the project (or part of the project) without any grant support	Council				0.0			CAO/PW				60 %
b.Council is presented with options for land swaps or right of way agreements with property owners if the project proceeds	Council				0.0			PW/CO				5 %
b.Active Transportation and Utility Right of Way corridors are established where feasible.	Council				0.0			PW/CO				5 %
c.Continuously review grant opportunities that would allow infrastructure expansion to underutilized areas, to allow for growth or to reduce operating costs.	Council				0.0			PW/CO				5 %
Goal 3. – Complete critical Utility Bylaw and Utility Master Plan revisions												
a.Present a Wastewater Bylaw for Council consideration in 2025.	Staff				0.0			PW/CO				5 %
b.Present a Water Bylaw update for Council consideration in 2025.	Council				0.0			CAO/CO				10 %
c.Wastewater Master plan update is started by end of 2026, funding dependent.	Council				0.0			CAO/PW				0 %
d.Water Master Plan update is started by end of 2026, funding dependent.	Council				0.0			CAO/PW				0 %
Priority #4: General Governance and Community Engagement												
Goal 1. – Increase Partnership with Simpcw First Nation												
a.Present a final version of the MOU and Protocol agreement for Council consideration.	Simpcw				0.0			CAO				100 %
b.Present an application for the Crown Land Tenure to both Councils for consideration.	Council				0.0			CAO/CO				10 %
c.If opportunities arise, present them to Council for consideration.	Council				0.0			CAO/CO				10 %
Goal 2. – Bylaws and legislated reports are complete												
a.The Housing Needs Assessment is complete.	Province				0.0			CO				100 %
b.The OCP is updated and presented to Council for consideration by end of 2025.	Province				0.0			CAO/CO				50 %
c.The Zoning Bylaw is updated and presented to Council for consideration by end of 2026.	Province				0.0			CO				0 %

d.Development Approvals Bylaw is updated and presented to Council for consideration by end of 2025.	Staff				0.0			CO				25 %
e.Development Cost Charges Bylaw is updated and presented to Council for consideration by end of 2025.	Staff				0.0			CO				0 %
f.Parks Bylaw is updated and presented to Council for consideration by end of 2025.	Council				0.0			CAO/CO				33 %
g.Fire Bylaw is updated and presented to Council for consideration by end of 2025.	Staff				0.0			CAO/FC				33 %
h.Accessibility requirements are met.	Province				0.0			CO				0 %
Goal 3. – Enhanced Engagement with the Community and our Partners												
a.An agreement with CN rail is complete regarding the Hall Road crossing and presented to Council for consideration in 2025.	CN Rail				0.0			CAO				60 %
b.Communications regarding District projects are enhanced on the platforms that our citizens are wanting to be engaged on.	Council				0.0			CAO/CO				0 %
c.Support our local community partners and enable them to provide a benefit to the community on behalf of the District	Council				0.0			CAO/CO				25 %
d.Establish a mechanism to solicit input from the Youth in our community.	Council				0.0			CO				10 %

District of Barriere
REPORT TO COUNCIL
Request for Decision

Date: May 26, 2025	File: 530.20/Rpts
To: Council	From: T. Buchanan, Corporate Officer
Re: DRAFT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 256	
Recommendation: THAT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 256 be adopted.	

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 2025-2029 Financial Plan.

Background Council provided the Draft Amendment Bylaw 1st, 2nd and 3rd readings at its May 5, 2025 Council Meeting. The draft is now being presented for adoption.

Previous Report (May 5, 2025): Aside from the amendment to add the EV Charging Station Fees to the Fees & Charges Bylaw in June of 2023, the last general utility fee increase occurred in two years ago in April 2023. Generally, nominal increases have occurred annually to reflect operational cost increases with adopted updates in March 2022, June 2021, April 2020 and so on.

In order to align with the anticipated expenses and revenues adopted in the 2025 Budget process, various fee increases. In addition, fee structures for new and projected services must be included in the bylaw in order for the municipality to collect for the product and/or service.

Summary

The following Schedules are included in the attached Bylaw Amendment No. 256 for Council consideration (*proposed fee indicated in red with the current fee shown in ~~strikethrough~~*):

Schedule 1 – General Administration and Freedom of Information Requests

- ✓ Added plotter printing fees
- ✓ Added Residential Recycling Tote – *current fee is \$17.99each incl.tax*
- ✓ Added rental fee and refundable deposit fee for various event equipment
- ✓ Added key deposit – *keys currently signed in and out for Ridge Gym Rentals as well as Bandshell rentals. The cost to replace each key is approximately \$50each.*

Schedule 4 – Public Works and Services

- ✓ General 5% fee increases to Solid Waste and Street Lighting rates
- ✓ Separates line item for 'Additional Bags' and increases fee by \$0.50
- ✓ General 7.5% fee increases to Water rates and 5% to Wastewater rates
- ✓ Added the inclusion of 'statutory holidays' to the after hour response rate
- ✓ Formally added 'Unconnected Building' fee where wastewater connection is available without eligible exemption. *Currently an eligible exemption is granted to those providing a report from a Registered Onsite Wastewater Professional (ROWP) certifying good working order of a septic system which must be renewed every five (5) years. Those not meeting that exemption and still not connected, currently are billed at the applicable connection monthly base rate.
- ✓ Increased application to Connection to Sewer fee to \$300
- ✓ Separated 'Applicable Earthworks' to its own line item

Schedule 7 – Municipal Property Rentals

- ✓ Added "Old Chamber" building daily and monthly rates.
- ✓ Added BBC rental rates for Unit 4A,B & C. as well as long term leases negotiated by lease agreements.
- ✓ Provided discretion to CAO to reduce rate for non-profit, community benefit use.
- ✓ Added Community Hall line time that references negotiated lease agreements.

Schedule 9 – Building Inspection Department Fee Schedule

- ✓ General fee increases
- ✓ Added "Provisional Occupancy Certificate Fee" – *Provisional Occupancy is something that municipal building inspectors routinely offer where appropriate, including Barriere. However, while the TNRD incorporates a fee for this which covers the administrative work to provide this certificate, District of Barriere staff are adding a tiered rate system incorporating expiration and renewal timelines to further incentivize Building Permit holders to finish their builds and obtain a final building permit within reasonable timeframes.*

Schedule 10 – Barriere Memorial Cemetery Fees & Charges

- ✓ General 5% fee increases

Schedule 11 – Community Garden Fees & Charges

- ✓ Fee increase of \$5.00 – *Community Garden fees have not been increased since they've been formally established in 2019. However, these fees have been charged long prior to their formal adoption.*

Schedule 12 – Louis Creek Industrial Park Water System

- ✓ General 7.5% fee increase

Schedule 13 – Ridge Gym Rental Fee Schedule

- ✓ General fee increase
- ✓ Added "Special Events" rate
- ✓ Added Refundable Cleaning & Key Deposits

Schedule 14 – Memorial Products

- ✓ For ease of calculating fluctuating labour rates that depend on the type of installation required, the per hour rate is removed and replaced with 'at cost'.
-

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 adopted 2025 Budget and the 2025-2029 Financial Plan.

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

- Changes made in Accounting Software and Notice posted on District Website.
 - Utility Billing Changes would be in effect for the next billing cycle, while other charges would be effective at date of bylaw adoption.
-

Attachments

- DRAFT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 256 showing changes in red.
- Clean version of Draft Fees & Charges Bylaw No. 73, Amendment Bylaw No. 256.

Recommendation

THAT Fees & Charges Bylaw No. 73, Amendment Bylaw No. 256 be adopted.

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 another source as covering them through taxation was only possible prior to the legislated adoption deadline of Tax & Financial Plan bylaws of May 14, 2025.
2. Council could choose to amend proposed fees by rescinding 2nd and 3rd reading, making the desired amendments, and consider the adoption at the June 9, 2025 Council Meeting. This is not recommended for the same reason described above in Option 1.

Prepared by: T. Buchanan, Corporate Officer

Reviewed by: D. Drexler, Chief Administrative Officer



**DRAFT - DISTRICT OF BARRIERE
BYLAW NO. 256**

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. 256*”

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

- a. replacing its existing ‘**Schedule 1**’ with the new “*Schedule 1 – General Administration and Freedom of Information Requests*” attached to this Bylaw; and
- b. replacing its existing ‘**Schedule 4**’ with the new “*Schedule 4 – Public Works and Services*” attached to this Bylaw; and
- c. replacing its existing ‘**Schedule 7**’ with the new “*Schedule 7 – Municipal Property Rentals*” attached to this Bylaw; and
- d. replacing its existing ‘**Schedule 9**’ with the new “*Schedule 9 – Building Inspection Department Fee Schedule*” attached to this Bylaw; and
- e. replacing its existing ‘**Schedule 10**’ with the new “*Schedule 10 – Barriere Memorial Cemetery Fees & Charges*” attached to this Bylaw; and
- f. replacing its existing ‘**Schedule 11**’ with the new “*Schedule 11 – Community Garden Fees & Charges*” attached to this Bylaw; and
- g. replacing its existing ‘**Schedule 12**’ with the new “*Schedule 12 – Louis Creek Industrial Park Water System Fee Schedule*” attached to this Bylaw; and
- h. replacing its existing ‘**Schedule 14**’ with the new “*Schedule 14 – Memorial Products*” attached to this Bylaw.

SCHEDULE 1 – General Administration and Freedom of Information Requests

General Document, Services & Misc Sales	
Black & White Photocopies	.25¢ per letter size page .50¢ per legal or ledger size page
Color Photocopies	\$1.00 per letter sized page \$2.00 per legal or ledger size page
Plotter Fees	\$2.50 B&W per sq.ft \$4.50 Color per sq ft
Returned Cheque	\$25.00
Faxes (incoming/outgoing)	\$1.00 per page
Tax Certificate statement	\$25.00 per folio
Business License Application Searches (one Business License Application Search at any one time is no charge)	\$25.00 for each additional license application viewed
Composter	\$25.00
Residential Recycling Tote	\$ Actual cost
Event Equipment Rental (i.e. Hot Dog Roller, Projector, BBQ)	\$25.00/day + \$200 refundable deposit
Key Deposit	\$55.00
Freedom of Information Requests	
Locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours
Producing a record electronically or manually	\$7.50 per ¼ hour
Preparing a record for disclosure and handling a record	\$7.50 per ¼ hour
Shipping	Actual costs of shipping method chosen by applicant
Data copied to District provided USB Drive Non-District provided USB Drive	\$20 per drive + preparation fees \$7.50 per ¼ hour
Data copied to District provided CD or DVD Non-District provided CD or DVD	\$5 +preparation fees \$7.50 per ¼ hour
DVD or CD Duplication (excluding any reproductions prohibited by Copyright laws.	Cost of actual reproduction by third party.
Electric Vehicle (EV) Level 2 Charging Station	\$ 2.00 2.50/hr (\$0.033 0.042 per min)

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 and an additional \$1.00 for each additional bag	\$17.82/mo \$18.71/mo
Pensioners 65 years of age and older - For weekly pickup of one (1) regulation garbage container and an additional \$1.00 for each additional bag	\$12.51/mo \$13.14/mo
Additional residential garbage bags each	\$1.50/ea
Trade Premises - For twice weekly pick-up of five (5) regulation garbage containers and \$1.00 1.50 for each additional container	\$34.45/mo \$36.17
Hydraulic Container Rental	\$84.00/month \$88.20
Hydraulic Container Pick-up	\$11.20/per lift \$11.76
Hydraulic Container Start-up Deposit	\$200.00 one-time fee

Street Lighting:

Dwelling Unit	\$5.50/month \$5.78
Trade Premises	\$6.70/month \$7.04

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	\$ 35.32 37.96 /mo
Residential Multi-Family – first 3-5 units each	\$ 35.32 37.96 /mo
Residential Multi-Family – each additional unit: 6 and up	\$ 17.66 18.99 /mo
Schools	\$ 43.65 46.93 /mo
Post Office	\$ 50.72 54.52 /month
Police Detachment building	\$ 124.75 134.11 /month
Hotels and Motels	\$34.65 37.25 /per meter/month
Commercial & Industrial/Per Business	\$43.65 46.92 /month
Vacant Lot (*serviceable by existing, adjacent waterline)	50% of applicable water system base rate
Unmetered Connection	\$300.00 322.50 /month

Additional Water Meter Rates:

Tier 1	
Residential: Between 76 – 90 cubic meters per quarter	\$0.50 0.54 /per cubic meter
Residential Multi-Family 3+ units Between 201 – 400 cubic meters per quarter	\$0.50 0.54 /per cubic meter
Commercial & Industrial/Per Business Between 101 – 300 cubic meters per quarter	\$0.50 0.54 /per cubic meter
Hotels & Motels Between 101 – 300m3 per quarter	\$0.50 0.54 /per cubic meter

Tier 2	
Residential: Between 91 - 120 cubic meters per quarter	\$0.75 0.81 /per cubic meter
Residential Multi-Family 3+ units Between 401 – 550 cubic meters per quarter	\$0.75 0.81 /per cubic meter
Commercial & Industrial/Per Business: Between 301 – 450 cubic meters per quarter	\$0.75 0.81 /per cubic meter
Hotels & Motels: Between 301 – 450 cubic meters per quarter	\$0.75 0.81 /per cubic meter
Tier 3	
Residential: Greater than 121 cubic meters per quarter	\$1.00 1.03 /per cubic meter
Residential Multi-Family 3+ units Greater than 551 cubic meters per quarter	\$1.00 1.03 /per cubic meter
Commercial and Industrial/Per Business: Greater than 451 cubic meters per quarter	\$1.00 1.03 /per cubic meter
Hotels & Motels: Greater than 451 cubic meters per quarter	\$1.00 1.03 /per cubic meter

Water Connection and Turn ON/OFF Connection Fees:

Turn ON / Service Call – Scheduled (>48hrs) during regular hours - Unscheduled (<48hrs) during regular hours - after hours & statutory holidays	\$50.00 53.75 \$65.00 69.88 \$140.00 150.50
Turn OFF/ Service Call – Scheduled (>48hrs) during regular hours - Unscheduled (<48hrs) during regular hours - after hours & statutory holidays	\$50.00 53.75 \$65.00 69.88 \$140.00 150.50
Application to Connect	\$450.00 483.76 + 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 Final Meter Read with <24 hour notice	\$25.00 26.88 \$50.00 53.75
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)	\$ 450.00 483.75
Refundable Deposit	\$1,000.00
Tier 1 – Cost of Water (0-25 m3)	\$ 3.00 3.23 /per m3
Tier 2 – Cost of Water (26+ m3)	\$ 5.00 5.38 /per m3
Turn On/Off Fee (normal business hours only)	\$ 50.00 53.75 each

Fire Hydrant Use Permit Fees:

Connection (non-refundable)	\$ 450.00 483.75
Refundable Deposit	\$1,000.00
Tier 1 - Cost of Water (0-25 m3)	\$ 3.00 3.23 /per m3
Tier 2 – Cost of Water (26+ m3)	\$ 5.00 5.38 /per m3

Sewer/Wastewater User Rates:

Single & Secondary Residential	
Each Dwelling Unit (Birch Lane Wastewater Plant - Bylaw No.50)	\$ 77.10 80.96 /month
Each Dwelling Unit (Downtown Solar Aquatics Plant – Bylaw No. 50)	\$ 51.00 53.55 /month
Each Dwelling Unit (Clary Subdivision Plant – Bylaw No. 50)	\$ 51.00 53.55 /month
Residential Multi-Family 5+ Dwelling Units – Each Dwelling Unit (Downtown & Siska Systems)	\$ 30.00 31.50 /month
Senior’s Care Facility – Base Rate	\$ 51.00 53.55 /month
-- + Per Dwelling Unit	\$ 25.00 26.25 /month
Commercial & Institutional	
Commercial Business/Office	\$ 51.00 53.55 /month
Grocery Store	\$ 60.00 63.00 /month
Laundromat – per washer	\$ 20.00 21.00 /month
Service Centre	\$ 75.00 78.75 /month
Restaurant	\$ 100.00 105.00 /month
Hotel/Motel – Base Rate	\$ 58.33 61.25 /month
-- Per Room	\$ 8.00 8.40 /month
Schools	\$ 150.00 157.50 /month
Place of Worship (Downtown & Siska Systems)	\$ 51.00 53.55 /month
Medical Centre	\$ 60.00 63.00 /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	\$ 225.00 300.00 + any applicable earthworks at actual cost
Applicable Earthworks	Actual Cost
Wastewater Disposal Fee (not septage)	\$ 33.00 34.65 /per cubic meter

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

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 <i>or as negotiated in lease</i>
“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>	<i>As negotiated through lease agreement</i> 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	<i>As negotiated through lease agreement</i>

(Bylaw No. 129)

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; \$~~50.00~~55
- (b) ~~\$50.00~~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 \$ ~~8.00~~8.50
- (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. \$ ~~6.00~~6.50

D. PLUMBING PERMIT

FEE

- (a) Minimum fee for any plumbing *permit* or first fixture \$~~55.00~~60
- (b) *Permit* fee for each fixture after the first fixture \$ ~~8.00~~8.50
- (c) *Permit* fee for an interceptor or catch basin \$~~15.00~~16
- (d) *Permit* fee for the installation of a backflow prevention device in any plumbing system \$~~15.00~~16
- (e) *Permit* fee for any fire sprinkler system
 - i. First 25 sprinkler heads \$~~50.00~~55
 - 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 where the *construction* value is from \$10,000 to \$50,000 or;
 - (c) \$1000.00 where the *construction* 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 \$~~300.00~~325
- (2) *Permit* fee for mobile/manufactured homes or relocated buildings placed on permanent foundations extending below ground level will be \$~~250~~325.00 plus an additional fee based on the value of the foundation as determined by the *Building Official*.

H.	RENEWAL PERMIT FEE The fee for a renewal <i>permit</i> shall be \$150.00 for each renewal period of twelve (12) months	\$150.00
I.	TEMPORARY BUILDING For a <i>permit</i> to construct, place or occupy a temporary building for one (1) year or part thereof	\$50.00
J.	CHIMNEY / SOLID FUEL APPLIANCE Fee for the installation of a chimney, fireplace or solid fuel-burning appliance* <i>(* without proof of valid WETT Inspection Certificate; no fee <u>with</u> proof of WETT Inspection Cert.)</i>	\$200.00
K.	REMOVAL OF NOTICE ON LAND TITLE Fee for the removal of a land title notice.	\$200.00
L.	DEMOLITION OR RELOCATION The fee for a <i>permit</i> to demolish a building	\$50.00
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:	\$50.00
N.	DOUBLE PERMIT FEE Where work for which a <i>permit</i> is required by the bylaw has been commenced prior to issuance of a <i>permit</i> , 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 <i>construction</i> has commenced within six (6) months of building <i>permit</i> issuance, should the <i>permit</i> holder apply in writing to cancel the <i>permit</i> , the <i>Building Official</i> may refund the <i>permit</i> fee less \$50.00 or 30% of the <i>permit</i> fee whichever is greater.	
P.	FEE REDUCTION FOR PROFESSIONAL SUPERVISION Where a professional engineer or architect is retained by the <i>owner</i> and an undertaking is provided to coordinate the design and field reviews of the project, the building <i>permit</i> fee will be reduced by five (5%) percent to a maximum reduction of \$500.00.	
Q.	BUILDING INFORMATION REQUEST The fee for researching building <i>permit</i> 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

(Bylaw No. 142)

SCHEDULE 10 - Barriere Memorial Cemetery Fees & Charges

1. GRAVE SPACE

	Size	Perpetual Care**	Fee	
a) Adult Resident	5'x10'	87.50 91.88	262.50 275.63	
b) Adult Non-Resident		112.50 118.13	337.50 354.38	
c) Infant/Child		25.00 26.25	75.00 78.75	
d) Purchase of 4 grouped full-size grave spaces Discount				-15%
e) Cremated Remains-Resident	2.5'x5'	37.50 39.38	112.50 118.13	
f) Cremated Remains-Non Resident		50.00 52.50	150.00 157.50	
g) Purchase of 4 grouped Cremation Spaces Discount				-15%

+ applicable taxes

2. SERVICES

	Fee
a) Opening & Closing for Human Remains Burial*	850.00 892.50
b) Opening and Closing for Cremated Remains Burial *	150.00 157.50
c) Opening and Closing for Exhumation/Disinterment – by private agreement	
d) Transfer of grave space deed <i>*includes in-ground vase</i>	50.00 52.50

+ applicable taxes

ADDITIONAL FEES WINTER MONTHS

	Fee
a) Human Remains Burial in winter months Oct. 15 th -Apr 15 th	250.00 262.50
b) Cremated Remains Burial in winter Oct. 15 th -Apr. 15 th	250.00 262.50

+ applicable taxes

ADDITIONAL FEES AFTER HOURS SERVICE

	Fee
a) Human Remains Burial after 4 pm, on weekends & on Statutory Holidays	250.00 262.50
b) Cremated Remains Burial after 4pm on weekends & on Statutory Holidays	200.00 210.00

3. GOODS (Fees subject to change without notice)

	Fee
a) Grave Liner for Human Remains Burial	450.00 472.50
b) Grave Vault for Cremated Remains Burial	99.00 103.95

4. MEMORIAL FEES

	Perpetual Care**	Fee*
Installation of Memorial Marker made of stone, concrete or metal affixed to a suitable base no less than 3" thick		
Marker: Finished size(infant) up to18"x24"	25.00 26.25	75.00 78.75
Marker: Finished size (cremated remains) up to 20"x28"	25.00 26.25	75.00 78.75
Marker: Finished size up to 24"x32"	50.00 52.50	150.00 157.50
Re-installing stone after additional engraving added	43.75 45.94	131.25 137.81

Oversize Memorial markers will be subject to CAO/Council approval plus additional fees.

**GST EXEMPT

SCHEDULE 11 – Community Garden Fees & Charges

1. Plot Rental (each)	\$20.00 25.00
2. Refundable Deposit	\$20.00 25.00

(Bylaw No. 198 as amended)

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
Commercial & Industrial/Per Business	\$ 204.00 219.30 /month

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 2,133.88 /month
Non-Connected Property (vacant or under-construction)	\$100.00 107.50 /month

SCHEDULE 13 – RIDGE GYM RENTAL Fee Schedule

Children & Youth Programming	\$40.00 12.50 /hour
Adult Programming	\$20.00 25.00 /hour
District of Barriere Subsidized, Not-for-Profit Programming	No Charge
Special Events	\$200.00/day
Cleaning Deposit	\$75.00
Key Deposit	\$55.00

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

SCHEDULE 14 – Memorial Products

1. Approved Memorial Item *all memorial items & placement location subject to approval from District Public Works Manager or CAO	Actual product/material cost + 10% administration fee; and + \$40/hr per employee for any — installation costs Installation (labour & equipment) at cost*
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* 'at cost' installation costs include applicable taxes



**DISTRICT OF BARRIERE
BYLAW NO. 256**

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. 256*”

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

- a. replacing its existing ‘**Schedule 1**’ with the new “*Schedule 1 – General Administration and Freedom of Information Requests*” attached to this Bylaw; and
- b. replacing its existing ‘**Schedule 4**’ with the new “*Schedule 4 – Public Works and Services*” attached to this Bylaw; and
- c. replacing its existing ‘**Schedule 7**’ with the new “*Schedule 7 – Municipal Property Rentals*” attached to this Bylaw; and
- d. replacing its existing ‘**Schedule 9**’ with the new “*Schedule 9 – Building Inspection Department Fee Schedule*” attached to this Bylaw; and
- e. replacing its existing ‘**Schedule 10**’ with the new “*Schedule 10 – Barriere Memorial Cemetery Fees & Charges*” attached to this Bylaw; and
- f. replacing its existing ‘**Schedule 11**’ with the new “*Schedule 11 – Community Garden Fees & Charges*” attached to this Bylaw; and
- g. replacing its existing ‘**Schedule 12**’ with the new “*Schedule 12 – Louis Creek Industrial Park Water System Fee Schedule*” attached to this Bylaw; and
- h. replacing its existing ‘**Schedule 14**’ with the new “*Schedule 14 – Memorial Products*” attached to this Bylaw.

SCHEDULE 1 – General Administration and Freedom of Information Requests

General Document, Services & Misc Sales	
Black & White Photocopies	.25¢ per letter size page .50¢ per legal or ledger size page
Color Photocopies	\$1.00 per letter sized page \$2.00 per legal or ledger size page
Plotter Fees	\$2.50 B&W per sq.ft \$4.50 Color per sq ft
Returned Cheque	\$25.00
Faxes (incoming/outgoing)	\$1.00 per page
Tax Certificate statement	\$25.00 per folio
Business License Application Searches (one Business License Application Search at any one time is no charge)	\$25.00 for each additional license application viewed
Composter	\$25.00
Residential Recycling Tote	\$ Actual cost
Event Equipment Rental (<i>i.e. Hot Dog Roller, Projector, BBQ</i>)	\$25.00/day + \$200 refundable deposit
Key Deposit	\$55.00
Freedom of Information Requests	
Locating and retrieving a record	\$7.50 per ¼ hour after the first 3 hours
Producing a record electronically or manually	\$7.50 per ¼ hour
Preparing a record for disclosure and handling a record	\$7.50 per ¼ hour
Shipping	Actual costs of shipping method chosen by applicant
Data copied to District provided USB Drive Non-District provided USB Drive	\$20 per drive + preparation fees \$7.50 per ¼ hour
Data copied to District provided CD or DVD Non-District provided CD or DVD	\$5 +preparation fees \$7.50 per ¼ hour
DVD or CD Duplication (excluding any reproductions prohibited by Copyright laws.	Cost of actual reproduction by third party.
Electric Vehicle (EV) Level 2 Charging Station	\$ 2.50/hr (\$0.042 per min)

SCHEDULE 4 – Public Works and Services

Fees & Charges Bylaw No. 73, Amendment Bylaw No. 256

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
Pensioners 65 years of age and older - For weekly pickup of one (1) regulation garbage container	\$13.14/mo
Additional residential garbage bags each	\$1.50/ea
Trade Premises - For twice weekly pick-up of five (5) regulation garbage containers and 1.50 for each additional container	\$36.17
Hydraulic Container Rental	\$88.20
Hydraulic Container Pick-up	\$11.76 per lift
Hydraulic Container Start-up Deposit	\$200.00 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
Residential Multi-Family – first 3-5 units each	\$ 37.96/mo
Residential Multi-Family – each additional unit: 6 and up	\$ 18.99/mo
Schools	\$ 46.93/mo
Post Office	\$ 54.52/month
Police Detachment building	\$ 134.11/month
Hotels and Motels	\$37.25/per meter/month
Commercial & Industrial/Per Business	\$46.92/month
Vacant Lot (<i>*serviceable by existing, adjacent waterline</i>)	50% of applicable water system base rate
Unmetered Connection	\$322.50/month

Additional Water Meter Rates:

Tier 1	
Residential: Between 76 – 90 cubic meters per quarter	\$0.54/per cubic meter
Residential Multi-Family 3+ units Between 201 – 400 cubic meters per quarter	\$0.54/per cubic meter
Commercial & Industrial/Per Business Between 101 – 300 cubic meters per quarter	\$0.54/per cubic meter
Hotels & Motels Between 101 – 300m3 per quarter	\$0.54/per cubic meter
Tier 2	

Residential: Between 91 - 120 cubic meters per quarter	\$0.81/per cubic meter
Residential Multi-Family 3+ units Between 401 – 550 cubic meters per quarter	\$0.81/per cubic meter
Commercial & Industrial/Per Business: Between 301 – 450 cubic meters per quarter	\$0.81/per cubic meter
Hotels & Motels: Between 301 – 450 cubic meters per quarter	\$0.81/per cubic meter
Tier 3	
Residential: Greater than 121 cubic meters per quarter	\$0.03/per cubic meter
Residential Multi-Family 3+ units Greater than 551 cubic meters per quarter	\$0.03/per cubic meter
Commercial and Industrial/Per Business: Greater than 451 cubic meters per quarter	\$0.03/per cubic meter
Hotels & Motels: Greater than 451 cubic meters per quarter	\$1.03/per cubic meter

Water Connection and Turn ON/OFF Connection Fees:

Turn ON / Service Call – Scheduled (>48hrs) during regular hours	\$53.75
- Unscheduled (<48hrs) during regular hours	\$69.88
- after hours & statutory holidays	\$150.50
Turn OFF/ Service Call – Scheduled (>48hrs) during regular hours	\$53.75
- Unscheduled (<48hrs) during regular hours	\$69.88
- after hours & statutory holidays	\$150.50
Application to Connect	\$483.76 + 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
Final Meter Read with <24 hour notice	\$53.75
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
Refundable Deposit	\$1,000.00
Tier 1 – Cost of Water (0-25 m3)	\$ 3.23/per m3
Tier 2 – Cost of Water (26+ m3)	\$ 5.38/per m3
Turn On/Off Fee (normal business hours only)	\$ 53.75 each

Fire Hydrant Use Permit Fees:

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

Sewer/Wastewater User Rates:

Single & Secondary Residential	
Each Dwelling Unit (Birch Lane Wastewater Plant - Bylaw No.50)	\$ 80.96/month
Each Dwelling Unit (Downtown Solar Aquatics Plant – Bylaw No. 50)	\$ 53.55/month
Each Dwelling Unit (Clary Subdivision Plant – Bylaw No. 50)	\$ 53.55/month
Residential Multi-Family 5+ Dwelling Units – Each Dwelling Unit (Downtown & Siska Systems)	\$ 31.50/month
Senior’s Care Facility – Base Rate	\$ 53.55/month
-- + Per Dwelling Unit	\$ 26.25/month
Commercial & Institutional	
Commercial Business/Office	\$ 53.55/month
Grocery Store	\$ 63.00/month
Laundromat – per washer	\$ 21.00/month
Service Centre	\$ 78.75/month
Restaurant	\$105.00/month
Hotel/Motel – Base Rate	\$ 61.25/month
-- Per Room	\$ 8.40/month
Schools	\$157.50/month
Place of Worship (Downtown & Siska Systems)	\$ 53.55/month
Medical Centre	\$ 63.00/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
Applicable Earthworks	Actual Cost
Wastewater Disposal Fee (not septage)	\$ 34.65/per cubic meter

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

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

(Bylaw No. 129)

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 |
| (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 <i>permit</i> or first fixture | \$60.00 |
| (b) | <i>Permit</i> fee for each fixture after the first fixture | \$ 8.50 |
| (c) | <i>Permit</i> fee for an interceptor or catch basin | \$16.00 |
| (d) | <i>Permit</i> fee for the installation of a backflow prevention device in any plumbing system | \$16.00 |
| (e) | <i>Permit</i> 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 where the *construction* value is from \$10,000 to \$50,000 or;
- (c) \$1000.00 where the *construction* 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
- \$325.00
- (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*.

H.	RENEWAL PERMIT FEE The fee for a renewal <i>permit</i> shall be \$150.00 for each renewal period of twelve (12) months	\$150.00
I.	TEMPORARY BUILDING For a <i>permit</i> to construct, place or occupy a temporary building for one (1) year or part thereof	\$50.00
J.	CHIMNEY / SOLID FUEL APPLIANCE Fee for the installation of a chimney, fireplace or solid fuel-burning appliance* <i>(* without proof of valid WETT Inspection Certificate; no fee <u>with</u> proof of WETT Inspection Cert.)</i>	\$200.00
K.	REMOVAL OF NOTICE ON LAND TITLE Fee for the removal of a land title notice.	\$200.00
L.	DEMOLITION OR RELOCATION The fee for a <i>permit</i> to demolish a building	\$50.00
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:	\$50.00
N.	DOUBLE PERMIT FEE Where work for which a <i>permit</i> is required by the bylaw has been commenced prior to issuance of a <i>permit</i> , 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 <i>construction</i> has commenced within six (6) months of building <i>permit</i> issuance, should the <i>permit</i> holder apply in writing to cancel the <i>permit</i> , the <i>Building Official</i> may refund the <i>permit</i> fee less \$50.00 or 30% of the <i>permit</i> fee whichever is greater.	
P.	FEE REDUCTION FOR PROFESSIONAL SUPERVISION Where a professional engineer or architect is retained by the <i>owner</i> and an undertaking is provided to coordinate the design and field reviews of the project, the building <i>permit</i> fee will be reduced by five (5%) percent to a maximum reduction of \$500.00.	
Q.	BUILDING INFORMATION REQUEST The fee for researching building <i>permit</i> 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

(Bylaw No. 142)

SCHEDULE 10 - Barriere Memorial Cemetery Fees & Charges

1. GRAVE SPACE

	Size	Perpetual Care**	Fee	
a) Adult Resident	5'x10'	\$ 91.88	\$275.63	
b) Adult Non-Resident		\$118.13	\$354.38	
c) Infant/Child		\$ 26.25	\$ 78.75	
d) Purchase of 4 grouped full-size grave spaces Discount				-15%
e) Cremated Remains-Resident	2.5'x5'	\$ 39.38	\$118.13	
f) Cremated Remains-Non Resident		\$ 52.50	\$157.50	
g) Purchase of 4 grouped Cremation Spaces Discount				-15%

+ applicable taxes

2. SERVICES

	Fee
a) Opening & Closing for Human Remains Burial*	\$892.50
b) Opening and Closing for Cremated Remains Burial *	\$157.50
c) Opening and Closing for Exhumation/Disinterment – by private agreement	
d) Transfer of grave space deed <i>*includes in-ground vase</i>	\$ 52.50

+ applicable taxes

ADDITIONAL FEES WINTER MONTHS

	Fee
a) Human Remains Burial in winter months Oct. 15 th -Apr 15 th	\$262.50
b) Cremated Remains Burial in winter Oct. 15 th -Apr. 15 th	\$262.50

+ applicable taxes

ADDITIONAL FEES AFTER HOURS SERVICE

	Fee
a) Human Remains Burial after 4 pm, on weekends & on Statutory Holidays	\$262.50
b) Cremated Remains Burial after 4pm on weekends & on Statutory Holidays	\$210.00

3. GOODS (Fees subject to change without notice)

	Fee
a) Grave Liner for Human Remains Burial	\$472.50
b) Grave Vault for Cremated Remains Burial	\$103.95

4. MEMORIAL FEES

	Perpetual Care**	Fee*
Installation of Memorial Marker made of stone, concrete or metal affixed to a suitable base no less than 3" thick		
Marker: Finished size(infant) up to18"x24"	\$ 26.25	\$ 78.75
Marker: Finished size (cremated remains) up to 20"x28"	\$ 26.25	\$ 78.75
Marker: Finished size up to 24"x32"	\$ 52.50	\$157.50
Re-installing stone after additional engraving added	\$ 45.94	\$137.81

Oversize Memorial markers will be subject to CAO/Council approval plus additional fees.

**GST EXEMPT

SCHEDULE 11 – Community Garden Fees & Charges

1. Plot Rental (each)	\$25.00
2. Refundable Deposit	\$25.00

(Bylaw No. 198 as amended)

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	\$ 37.12/month
Commercial & Industrial/Per Business	\$219.30/month

Additional Water Meter Rates:

Tier 1 – Commercial & Industrial/Per Business/Residential Between 76 – 90 cubic meters per quarter	\$2.15/per cubic meter
Tier 2 – Commercial & Industrial/Per Business/Residential Between 91 – 120 cubic meters per quarter	\$3.23/per cubic meter
Tier 3 – Commercial and Industrial/Per Business Greater than 121 cubic meters per quarter	\$5.38/per cubic meter
Unmetered Connection	\$2,133.88/month
Non-Connected Property (vacant or under-construction)	\$107.50/month

SCHEDULE 13 – RIDGE GYM RENTAL Fee Schedule

Children & Youth Programming	\$12.50/hour
Adult Programming	\$25.00/hour
District of Barriere Subsidized, Not-for-Profit Programming	No Charge
Special Events	\$200.00/day
Cleaning Deposit	\$75.00
Key Deposit	\$55.00

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

SCHEDULE 14 – Memorial Products

1. Approved Memorial Item *all memorial items & placement location subject to approval from District Public Works Manager or CAO	Actual product/material cost + 10% administration fee; and +Installation (labour & equipment) at cost*
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** 'at cost' installation costs include applicable taxes*

District of Barriere

REPORT TO COUNCIL

Request for Decision

Date: May 26, 2025	File: 530.20/Rpts
To: Council	From: Chief Administrative Officer
Re: Procurement Policy No. 56FI	
Recommendation: THAT Council adopts Procurement Policy No. 56FI; AND THAT Council rescinds Purchasing Policy No. 13 and Credit Card Policy No. 15.	

Purpose

For Council to consider adopting an updated Procurement Policy No. 56FI and to consider removing outdated Policies No. 13 and 15 regarding purchasing and credit card authorization.

Background

The District had various purchasing policies in the past with the current one being in place since August 15, 2011. The current Credit Card Policy has been in place since January 23, 2012. Both policies have served the District well over the years; however, the impact of change that was accelerated by the Covid-19 pandemic has also started to impact the District of Barriere when considering procurement processes and credit card authorities.

Based on Council's strategic plan, staff reviewed the two policies with the intent to streamline financial procedures and processes. This policy also aims to incorporate many of the recommendations and best practices advocated for by the Auditor General for Local Government (AGLG) before the AGLG's office was disbanded by the Province in March 2021.

Staff has for some time struggled with the interpretation and application of the existing purchasing policy (example: capital versus operating purchasing), which also lacks clear direction related to commonly occurring situations (for example Direct Awards, Purchase Orders, and on-going services), and is missing some critical items that should form part of a procurement policy. The policies is also outdated with respect to not referencing trade agreements, utilizing outdated definitions, focusing primarily on capital items (which are now a part of the annual budget process and asset management policies) and overall outlining cumbersome procedures and processes which open the District up to additional risk.

Staff has undertaken a fair amount of research to prepare and updated Procurement Policy which addresses the practical requirements of those responsible for procurement, while maintaining sufficient controls and direction to ensure that the stated objectives are achieved.

The proposed new policy is a complete re-write which envisions to provide better direction to staff and provides for conformity with current best practices. Below are some highlights regarding the policy and where the key differences are between the current one and the proposed one:

Purpose, Scope, and Objectives

These sections are similar to the previous policy; however, wording has been amended to be more aligned with current asset management principles and practices.

Responsibilities

The proposed policies envision a shift from the Chief Financial Officer (CFO) having primary responsibility to the Chief Administrative Officer (CAO). This change further establishes the structure of the one employee model that the District is utilizing, and which is enshrined in various policies and bylaws.

The CFO's role on the other hand would shift to "*monitor adherence to the provisions of this policy and record events of non-compliance*", essentially being the "checks and balance" function of the District that is not in place under the current policy. Essentially a second line of defence in terms of financial oversight.

Department Head responsibilities are now also listed as is a statement on ethics and a reference to District code of conduct guidelines.

Exclusions

This section has been added for clarity of what is not considered a procurement of goods or services. It includes for example: Transfers to and from investment accounts, payments of debt, payroll deductions, etc.

Compliance

The Compliance section includes the expectation of the District to employees to adhere to the policy and the reporting requirements for non-compliance by others.

Authority

Under this section, the execution of contracts is delegated to the CAO. This is already delegated in the Officers Bylaw, and as such, this section is primarily intended to define a clearer direction in terms of the length of contracts and to guide the approval requirements.

The spending authority provided in this section refers to Schedule B for a comprehensive list. (see more details below)

Purchasing Guidelines

This section details the four key principles for our procurement practices in alignment with asset management principles, namely, Best Value, Sustainable Procurement, Cooperative Purchasing, and following Trade Agreements that pertain to the District.

Purchasing Method

This section is broken down into the various different types of purchasing that the District generally does and it includes Petty Cash (under \$100 generally), Credit Cards (a list of authorized users and respective limits are set in Appendix C), and Purchase Orders (PO). The biggest change for the District is possibly to formalize the PO processes and expectations. PO's have so far been a standard process with the District, performed manually and not logged in the finance software, however, no clear guidelines and limits were provided. Going forward, expenses over \$1,500 will require a PO unless they fall within the exception categories provided, which includes: legal and accounting fees, utilities like propane and electricity, courses and travel expenses, etc.

Change Orders

Change Orders are also a standard process, however, so far, no clear guidelines have been in place. This section attempts to codify some of the current practices.

Sourcing Methods

This section includes written details on various different sourcing methods. A summary table can be found in Appendix A. In short, this section sets the expectations for general goods and service procurement and when it is recommended to ask for three verbal quotes (over \$10,000), when three written quotes are required (over \$25,000), and when a Request for Proposal (RFP) style process is required (over \$75,000). For construction projects these numbers are slightly higher, up to \$200,000 for three quotes, and an RFP process for over \$200,000.

Other sourcing methods discussed include Expression of Interests (EOI), Pre-Qualifications (PQ), and Hired Equipment guidelines.

In most circumstances a PO will be used to establish a "contract" with the supplier; however, larger amounts will generally require a Contract to be in place. In extenuating circumstances, a Direct Award or Sole Source may be required. This generally occurs where there is only a single supplier available for a specific item or a limited amount of responses are received from a quote request (a full list of sole source reasons can be found in the draft policy). The policy subsequently established the criteria under which a Direct Award can be made and who can authorize such a procurement (CFO under \$25,000, CAO over \$25,000). Any Direct Award over \$75,000 would also require a public Notice of Intend on the District's website, and, if required by law, on BC Bid.

Selection of Consultants

The District often engages with consultants and professionals for special projects. The policy sets guidelines for retaining such consultants and the process that should be followed, which again, a project estimated over \$25,000 will require three quotes.

On-going Professional Services

In a perfect world, some key services like banking, legal, benefits programs, and engineering services will be reviewed on a regular basis. The policy sets the intent to review these at an interval of every five years. If there are no alternatives or there are other critical reasons why not to investigate alternatives, Council may direct Staff to not undertake such a process for a five-year span.

Grant Funded Projects

This section establishes Council's expectations that Staff will follow the funders procurement provisions. If none are provided, then at a minimum this policy will apply

Performance Evaluations

The District already monitors the performance of its key contractors on a regular basis. This section simply codifies those practices.

Unsolicited Proposals

The minimum expectations as it relates to procurement by staff is listed in this section.

Bylaws, Policies, and other References

These sections list the various District Bylaws, and Policies, as well as, the different types of trade agreements and information items that staff should consult when undertaking procurement, especially for items in excess of \$75,000 for goods and services, and over \$200,000 for construction.

Appendix A highlights the various purchase forms, PO requirements, and dollar limits per type of purchase.

Appendix B includes the spending limits depending on position:

Position	Spending Limit
Chief Administrative Officer	Within Financial Plan
Chief Financial Officer	\$25,000
Corporate Officer	\$15,000
Department Heads/Managers	\$10,000
Deputy Managers	\$ 5,000
Leadhand/Coordinator/Foremen	\$ 1,500
Accounting Clerk	\$ 1,500
Administrative Services Clerk	\$ 500
Other permanent employees	\$ 250

Appendix C includes the Credit Card limits. The overall aggregate would be \$40,000 going forward, currently Policy No. 15 has a \$20,000 limit.

Position	Credit Limit
Mayor	\$ 5,000
Chief Administrative Officer	\$10,000
Chief Financial Officer	\$10,000
Corporate Officer	\$15,000
Department Heads/Managers	\$10,000
Administrative Services Clerk	\$ 500

Credit Cards used to be addressed in a standalone policy. It would be staff's recommendation to consolidate the two policies and include credit card authorities and limits within the procurement policy. Subsequently, the stand-alone credit card policy would be no longer needed and would need to be rescinded. It is also recommended to provide a credit card to the Administrative Clerk position as this role is responsible for a large amount of smaller purchases in a month, yet currently uses personal cards and then gets re-imbursed from the District.

Some key Differences from the current policies to the proposed one:

- the removal of definitions, which are generally redundant and unnecessary, and clauses which relate to procedures and standard practices rather than policy.
- Capital expenditures that are addressed through the annual budget process which has guidelines from the Asset Management Policy have now also been removed as it may otherwise produce conflicting statements.
- expansion of the responsibilities statements and guidelines to address best value, sustainable procurement, and co-operative purchasing
- a clear outline on when Purchase Orders (PO 's) apply and when not. The limit for PO's has been set to \$1,500 which is a reasonable amount for the size of municipality.
- inclusion of additional sourcing methods
- Council approvals for certain dollar amounts for procurement would no longer be required as authority has already been handed to staff through Financial Plan and other policies and Bylaws.
- addition of sections which cover change orders, selection of consultants and professional service providers, on-going contracts, performance evaluations, and unsolicited proposals
- clearly defined purchase order exemptions and other exemptions
- clarification regarding direct awards greater than \$25,000 and of the type of situations which may justify sole sourcing
- change in spending amount authority for some staff and credit card limit changes

Summary

In summary, after a thorough review of the procurement and credit card policies, the point of decision for Council is whether to adopt a new procurement policy at this time and rescind the two outdated ones.

Benefits or Impact

General

The revised Procurement Policy provides more definitive direction to Staff in the procurement of goods and services and incorporates many of the recommendations and best practices advocated by the Auditor General for Local Government.

Finances

There are no additional costs associated with this Policy. The policy statements provide a guideline for fiscally responsible procurement, specifically, this policy mandates practices which are aimed at achieving best value for money in procurement, while addressing the requirements of those responsible for managing operations and projects in a practical and efficient manner.

Strategic Impact

Priority #2: Fiscally Responsible Operations

Goal 3. – Financial Confidence and Oversight are Rebuilt

Actions to get us there:

- a. Enhancing Financial Procedures and Processes
 - a. The Annual Operational Budget is Program Based (not line by line), Variances are clearly highlighted.
 - b. The Annual Capital Program and Special Projects are separate from the Operational Budget.
 - c. Workflows, signoff, and other processes are evaluated and enhanced where feasible.
 - d. All Financial Policies are reviewed, and possibly new Policies are established, to align with the needs of our growing organization, including:
 - i. Procurement Policy
 - ii. Credit Card Policy
 - iii. Budget Transfer Authority
 - iv. Payroll and Expense Review Policy
 - v. Travel and Expense Policy

Risk Assessment

Compliance: Council has the authority to adopt policies. The following are key documents that are referenced in the Policy:

- Auditor General for Local Government (AGLG) Perspectives Series
 - Improving Local Government Procurement Processes
 - Oversight of Capital Project Planning & Procurement
- Global Affairs Canada - International Trade Agreements and Local Government: A Guide for Canadian Municipalities
- New West Partnership Trade Agreement (NWPTA)
- Canadian Free Trade Agreement (CFTA)
- Comprehensive Economic and Trade Agreement (CETA)
- Canada-UK Trade Continuity Agreement (CUKTCA)

Risk Impact: Low

Internal Control Process:

Department heads reviewed the draft policy. Staff will follow internal processes to update all staff on the various policy changes.

Next Steps / Communication

- Communicate to Staff the new guidelines
 - Work with the Credit Union to update our Credit Card limits and establish new cards for certain positions
-

Attachments

- Draft Procurement Policy No 56.FI
- Current Policies No 13 (Purchasing) and No. 15 (Credit Card Authorization)

Recommendation

THAT Council adopts Procurement Policy No. 56FI; AND THAT Council rescinds Purchasing Policy No. 13 and Credit Card Policy No. 15.

Alternative Options

1. Council could choose to amend the policy.
2. Council could choose to not establish a new procurement policy in which case staff would be following the previous policies.

Prepared by:
D. Drexler, Chief Administrative Officer



DISTRICT OF BARRIERE COUNCIL POLICY MANUAL

Approval Date: N/A
Amended Date: N/A

NO: 56FI
SECTION: Finance
SUBJECT: Procurement Policy

Purpose

This policy establishes general guidelines, authorizations, and approval limits for the procurement of goods and services on behalf of the District.

Scope

This policy applies to all procurement of goods and services, including construction, consulting, or professional services, made by or on behalf of the District by employees and other authorized personnel.

Objectives

The objectives of this policy are to:

- a) Establish authority and limits for the purchase of goods and services on behalf of the District.
- b) Procure the necessary quality and quantity of goods and services in an efficient, timely and cost-effective manner, while maintaining controls appropriate for a public sector body.
- c) Promote fair, open, accountable, and transparent purchasing practices.
- d) Encourage as a preference, contracting agreements and purchasing criteria that consider total life cycle costs and minimize environmental impacts.
- e) Ensure that the District acts in accordance with all applicable legislation and trade agreements.

Policy Statements

1. **Responsibilities**

Chief Administrative Officer (CAO) to:

- a) approve and issue administrative directives to implement this policy
- b) review and approve sole and single source purchases greater than \$25,000
- c) approve recommendations for contract awards
- d) approve term contracts of less than 5 years

Chief Financial Officer (CFO) to:

- a) monitor adherence to the provisions of this policy and record events of non-compliance
- b) approve and implement administrative procedures necessary for compliance with this policy
- c) review and approve sole and single source purchases as stated in Section 8.
- d) remain informed of current legislation and ensure compliance with trade agreements

Department Heads to:

- a) ensure that their departments' purchasing activities meet the objectives and administrative requirements of this policy
- b) ensure funds are available for departmental spending and within the spending authority of those authorized to make purchases on behalf of the department
- c) ensure that all procurement contracts initiated within the department are complete and properly authorized, including, if necessary, a legal review for bid compliance

All employees are expected to conduct themselves with personal integrity, ethics, honesty, and diligence when acquiring goods and services on behalf of the District, and shall exercise impartiality and fairness at all times in evaluating suppliers and awarding contracts. Employees must comply with other District policies regarding conflicts of interest and receipt of gifts, and shall maintain confidentiality of information which the District is obligated to protect.

2. Exclusion

The following transactions are, by their nature, not generally considered procurements of goods and services, and are thus excluded from the provisions of this policy:

- Payments made with respect to payroll taxes and source deductions, union dues, workers' compensation assessments, and similar payments.
- Payments of debt interest and principal
- Transfers to and from investment accounts
- Payments in respect of taxes collected on behalf of other authorities
- Donations, grants, and fee-for-service payments
- Fire department cost sharing and volunteer payment agreements
- Payment of damages or settlements
- Acquisition of land and improvements, by purchase, lease or other agreement

The hiring of regular, temporary, and casual employees is also outside the scope of this policy.

3. Compliance

All employees and other authorized personnel responsible for purchasing goods and services, for approving the purchase of goods and services, or for executing contracts on behalf of the District must adhere to this policy.

Any employee who willfully acquires goods or services in contravention of this policy is liable to disciplinary action. Activities such as making unauthorized purchases, committing the District without appropriate authority, disclosure of suppliers' confidential or proprietary information, or dividing contracts or purchases to avoid the thresholds of this policy are expressly prohibited.

All incidents of non-compliance, including those requiring special approvals shall be documented and reported to the appropriate level of management, or Council if warranted.

4. Authority

Under authority delegated by Council to the CAO, the following authorizations are provided to management and employees of the District in order to give administrative effect to this policy:

a) Authority to Execute Contracts

- i. The CAO shall execute contracts awarded through the public tendering process.
- ii. All contracts with a term greater than 5 years require Council resolution, and are to be executed by both the Mayor and either the Corporate Officer (CO), the CAO, or the CFO.
- iii. Contracts within the parameters of the Financial Plan (5 years or less) require approval by both the CAO or designate and the Corporate Officer.

b) Spending Authority

District employees may approve purchases of goods and services up to their individual approval limits as set out in Appendix B. When an authorized staff member is away, the staff member performing their duties during the period of their absence is authorized up to the spending limit of the absentee member. In case of the fire department, the CAO would need to approve any spending while the Fire Chief is away.

5. Purchasing Guidelines

Best Value

Purchase decisions should take into consideration the total cost of ownership, and not just the lowest purchase price. The total life cycle cost, including acquisition, shipping, disposal, operating, and maintenance costs should be assessed, in addition to taking into account other characteristics such as availability, suitability, serviceability, warranty, training requirements, and environmental impact.

Sustainable Procurement

The District will procure goods with due regard to its commitment to encourage the use of environmentally friendly products and processes which reduce waste, air and water pollution, and the use of chemicals.

Cooperative Purchasing

The District may participate in cooperative purchasing with other government, First Nation or their subsidiaries, broader public sector entities, or public agencies where it is in the best interest of the District to do so. The cooperative procurement process may be conducted in accordance with the procurement policy of the leading organization.

Trade Agreements

The District shall comply with the relevant provisions of all trade agreements to which it is subject. These agreements generally state that goods, services and construction above certain dollar thresholds must be publicly tendered so as not to discriminate among bidders on the basis of origin.

6. Purchasing Method (also see Appendix A for a summary)

Petty Cash

A petty cash fund is an alternative for small value purchases which do not warrant the processing of an invoice through accounts payable. Purchases made using petty cash should generally not exceed \$100 per transaction.

Credit Cards

Credit cards will be assigned to staff according to their purchase needs. District staff may use credit cards for bona fide District expenses within their assigned credit limits. Credit limits are detailed in Appendix C. Purchase orders are required for credit card transactions in accordance with the provisions of this policy. If a credit charge cannot be justified or accounted for, the cardholder may be responsible for reimbursement at the discretion of the CAO or Council.

Purchase Orders

Unless exempted below, purchase orders shall be issued for all goods and services costing in excess of \$1,500, excluding Provincial Sales Tax, Goods and Services Tax, freight, and delivery charges.

Where the exact purchase amount is unknown but is anticipated to exceed \$1,500, the purchase order should be issued using a reasonable estimate or, if quantities are unknown, a specified hourly or unit cost.

Annual standing purchase orders may be issued to frequently used suppliers, for supplies of a repetitive or continuous nature.

An authorized purchase order must be in place prior to any commitment being made for the purchase of goods and services.

Purchase Order Exemptions

The following expenditures do not require a purchase order:

- Association dues and membership fees, publications/subscriptions
- Legal, human resources consulting, and accounting fees
- Postage, freight, and courier costs
- Utilities such as electricity, gas/propane, internet, telephone, and cell phone
- Procurements made under annual or other contracts, such as services and equipment leases
- Courses, seminars, conventions, workshops, and other training fees
- Travel expenses and advances
- Licenses and permits
- Insurance and payroll benefit plan premiums
- Expenditures made during situations of declared emergency or other threat to public health or safety necessitating immediate action

Where there is no breach of the competitive process or risk to the District, an unintentional failure to issue a purchase order as noted above is subject only to internal administrative redress.

7. Change Orders

Managers will have the authority to approve change orders subject to the following conditions:

- there are sufficient uncommitted funds within the existing project budget to cover the cost of the change order;
- the change order does not materially alter the scope of work of the project; and
- the change order does not exceed the lesser of 15% of the original purchase amount and the manager's authority limit.

8. Sourcing Methods (also see Appendix A for a summary)

Direct Acquisition

Goods or services with an estimated cost of less than \$10,000, where no individual item is greater than \$5,000 in value, may be purchased directly from a supplier; however, staff is expected to make a reasonable effort to obtain the best value.

Verbal Quote and Request for Quotation (RFQ)

A minimum of three suppliers shall be solicited for price quotations for purchases between \$10,000 and \$75,000 in value.

While staff are recommended to obtain written quotes for all purchases over \$10,000, verbal quotes may be used for lower dollar value purchases (under \$25,000), with a written record maintained of the businesses contacted and the quote amount, or lack of response if applicable. Written price quotations are required for goods and service purchases between \$25,000 and \$75,000 and may be sought through direct request to qualified suppliers, or through an invitational or public tendering process. The same applies for construction projects under \$200,000.

The award will be made to the respondent who has submitted the lowest price and that meets all the specifications of the RFQ. However, in determining the best qualified and acceptable quote, consideration should be given to other factors such as vendor qualifications, quality, source of supply, availability, and supplier's past performance. The District reserves the right to accept a quote other than the lowest bid based on a higher evaluation of the criteria noted above.

Requests for Expressions of Interest (EOI) and Vendor Pre-Qualification (PQ)

A prequalification process may be used whereby vendors or contractors are requested to provide an expression of interest or qualifications to be used in developing a short list of prospective qualified suppliers. Prequalification of vendors may be used as a preliminary step in the public tendering process, providing the requirements for advertising noted below are met.

Requests for Standing Offers (RFSO) - Hired Equipment

The District may issue a request for standing offers or EOI for the registration of equipment for hire on an as-and-when-required basis. The District will maintain a list of prequalified providers, with equipment to be hired based upon criteria such as price, availability, and condition.

Formal Public Tendering (ITT) and Request for Proposals (RFP)

Invitations to Tender (ITT) and RFP are to be sought by formal public advertising for the supply of all goods and services when the cost is estimated to exceed \$75,000. All competitive procurement opportunities shall be advertised in BC Bid or other electronic tendering system, and must follow the District's established processes and procedures for receiving and opening tenders. The same applies for construction projects over \$200,000.

Contracts

Other than unique situations entailing mandate from Council, the maximum term for a contract for services, including any renewals, shall be five years. Continuing contracts, other than those included as professional services in Section 10, or contracts with multiple indefinite annual renewals are expressly prohibited.

The approval level for contracts with a duration of greater than one year is calculated as the total financial obligation over the term of the contract, including any options for extension.

Once a service contract has been awarded, direct orders may be placed with the supplier by authorized personnel.

Direct Award (Sole or Single Sourcing)

A purchase of goods or services below \$75,000 may be made by direct award where the opportunity to obtain quotes or solicit competitive bids does not exist or is not justified in the circumstances. Sole source purchasing shall not be conducted in order to avoid competition between or discriminate against suppliers. Failure to plan appropriately does not provide justification for sole sourcing in a situation of urgency.

Circumstances that may support sole sourcing include (but are not limited to) the following:

- there has been limited or no response to an RFQ which has been posted publicly for at least one week;
- an unforeseeable situation of urgency exists and the goods or services cannot be obtained in time through the competitive procurement process;
- the expenditure is minor and the potential savings available through competitive contracting do not justify the increased time and costs involved in obtaining quotes;
- in the case of cooperative purchasing, where the cost of the goods or services is verifiably competitive;
- services and supplies are provided by utility companies on a monopoly or regulated tariffed basis;
- there is an absence of competition for technical reasons and the goods or services can only be supplied by one particular service provider, with no reasonable alternative or substitute;
- there is only one service provider who has the unique qualifications or skills needed for the work;
- there is a need to maintain compatibility with existing products or specialized products which can only be provided by the manufacturer or representative of the product;
- the work is a continuation or follow-up and is most appropriately done by the original service provider;

- an opportunity arises to take advantage of cost savings realizable when non-resident contractors are already available locally for a limited time (eg. paving contractors);
- an item is offered for sale by tender, auction, or negotiation, and purchasing the item is clearly in the best interest of the District; or
- the project is highly sensitive or confidential, and advertising it through open competition is not appropriate.

Direct award purchases require a documented request and justification with approval of the Chief Financial Officer. Direct award purchases over \$25,000 require additional approval from the Chief Administrative Officer or designate.

Direct award purchases over \$75,000 also require a Notice of Intent (NOI) to be posted on the District's website and, if required, on BC Bid for a period of minimum seven (7) calendar days. The NOI is not required if the procurement is for an emergency, is trade agreement exempt, or allowable via a compliant procurement through a cooperative purchase.

General Guidelines for Sourcing

The District of Barriere reserves the right to reject any or all tenders, EOI's, RFP's, RFQ's, etc.; the lowest will not necessarily be accepted.

The District of Barriere reserves the right to waive informalities in or reject any or all tenders or accept the tender deemed most favorable to the interest of the District of Barriere.

All contractors and suppliers providing goods and services to the District are required to have all necessary licenses, insurance, and WCB number.

9. Selection of Consultants and Professional Services

Consultants and professional service providers may be engaged directly for services under \$25,000, where a reasonable evaluation or pre-qualification process has been completed.

A Public Call for Written Proposals or direct invitation shall be sought from at least three qualified consultants where the anticipated cost of engaging the consultant is \$25,000 or more.

Consultants will be retained on the basis of expertise, experience, professional reputation, ability to complete the work and to provide cost effective advice and solutions. The District will not rely on one consultant to provide the majority of project consulting services. To achieve best value for money, staff will endeavour to engage consultants by means of a direct contract rather than subcontracting through an intermediary.

The following criteria shall be taken into consideration when evaluating potential candidates:

- the firm's relevant experience and past performance
- familiarity with municipal procedures and practices
- references from former or current clients
- fees to be charged
- potential for conflict or perceived conflict of interest

10. Contracts for On-Going Professional Services

Where professional services are to be retained on an ongoing basis, a review should be undertaken of such services every five years, if not more frequently. These services will be requested by way of an Expression of Interest or Request for Proposal. Ongoing professional services include the following:

- Banking and Investment Services
- Legal Services
- Employee Benefit Plan Brokerage Services
- Professional Engineering Services for the District's utilities

Council may determine not to undertake a review of a particular Professional Service for a five-year span, due to a lack of options, conflicting timelines, or projects that are already underway.

11. Procurement for Grant Funded Projects

All procurements of goods and services for projects funded by Federal, Provincial or other grant programs shall comply with the procurement and contract management provisions of the grant funding agreements. At a minimum, these project procurements shall comply with the provisions of this policy regarding the use of consultants and a competitive bidding process for goods and services contracts over \$75,000. All procurement related to grant funded projects shall be conducted in accordance with applicable trade agreements.

12. Performance Evaluation

Contractor and consultant evaluations are essential to proper contract management in order to ensure that performance issues are addressed quickly and effectively. The manager responsible for a particular contract should endeavour to implement a performance evaluation process for all contracts over \$75,000 and lower valued contracts as appropriate, and should maintain written records of any performance issues, including correspondence and notifications sent to the service provider.

The manager responsible should continuously monitor the performance of the contractor or supplier and evaluate the performance based on standard criteria adopted from time to time, including, but not limited to the following:

- ability to meet contract specifications, cost, delivery, terms or conditions
- project management
- time planning and scheduling
- quality of workmanship
- health, safety and other regulatory compliance

Performance evaluations from previous contracts will be taken into consideration when evaluating and awarding future work, with legal advice to be obtained when necessary.

13. Unsolicited Proposals

Unsolicited proposals received by the District will be reviewed by the Department Head to determine the merit of services offered and appropriate response. Any purchasing activity resulting from the receipt of an unsolicited proposal must comply with the provisions of this Policy.

Related Bylaws and Policies

- District of Barriere Officers and Delegation of Authority Bylaw No. 201
- Conflict of Interest Guidelines Policy No. 3
- Asset Disposal Procedure Policy No. 49FN

All Bylaws and Policies listed may be amended, replaced, or repealed from time to time.

References

- Auditor General for Local Government (AGLG) Perspectives Series
 - Improving Local Government Procurement Processes
 - Oversight of Capital Project Planning & Procurement
- Global Affairs Canada - International Trade Agreements and Local Government: A Guide for Canadian Municipalities
- New West Partnership Trade Agreement (NWPTA)
- Canadian Free Trade Agreement (CFTA)
- Comprehensive Economic and Trade Agreement (CETA)
- Canada-UK Trade Continuity Agreement (CUKTCA)

Resolutions and Amendments

MMM DD, YYYY – Council Policy No. 56FI Established and Purchasing Policy No. 13 Rescinded

Appendix A
Method and Form of Purchase

Method and Form of Purchase	PO Required	Limit
Petty Cash	No	< \$100
Credit Card Purchase (receipt/invoice required)	No	< \$1,500
Credit Card Purchase (receipt/invoice required)	Yes	> \$1,500
Direct Purchase without quotation	No	< \$1,500
Direct Purchase without quotation - no single item > \$5,000	Yes	< \$10,000
Verbal Quote - minimum 3 quotes (to be documented)	Yes	< \$25,000
Written Quotes and RFQ - minimum 3 quotes	Yes	\$25,000 - \$75,000
Direct Award (approval of CFO or CAO)	Yes	\$10,000 - \$25,000
Direct Award (approval of CFO and CAO, over \$75,000 NOI)	Yes	> \$25,000
Public Tender - ITT and RFP	Yes	> \$75,000
Term Contracts < 5 years - CAO and CO approval	No	All amounts
Term Contracts > 5 years - Council resolution	No	All amounts

Appendix B
Spending Authority

Position	Spending Limit
Chief Administrative Officer	Within Financial Plan
Chief Financial Officer	\$25,000
Corporate Officer	\$15,000
Department Heads/Managers	\$10,000
Deputy Managers	\$ 5,000
Leadhand/Coordinator/Foremen	\$ 1,500
Accounting Clerk	\$ 1,500
Administrative Services Clerk	\$ 500
Other permanent employees	\$ 250

Appendix C
Credit Card Authority

Position	Credit Limit
Mayor	\$ 5,000
Chief Administrative Officer	\$10,000
Chief Financial Officer	\$10,000
Corporate Officer	\$15,000
Department Heads/Managers	\$10,000
Administrative Services Clerk	\$ 500

The cumulative limit for all credit cards shall not exceed \$40,000.



DISTRICT OF BARRIERE COUNCIL POLICY MANUAL

Page 1 of 6
Approval Date: August 15, 2011

NO: 13
SECTION: FINANCE
SUBJECT: PURCHASING POLICY *(Replaces Purchasing Policy No. 8 dated May 19, 2009)*

The Municipality recognizes the need to control expenditures, thereby maintaining fiscal responsibility.

The Council attempts to obtain maximum value for each dollar expended consistent with good purchasing practices. Consideration shall be given to the supplier's reputation and experience, the ability to deliver or perform within the time specified, and the ability to provide after-sale maintenance and service. Past experience on previous orders will also be considered.

All other factors being equal, the council's policy is to purchase from local, Provincial and Canadian suppliers, in that order of preference. Preference will be given to environmentally friendly products wherever appropriate and affordable.

The Financial Officer shall be responsible for the purchasing functions of the District except for:

- a) Major construction contracts
- b) Land acquisition

Regulations shall be established in accordance with the policy statements.



PURCHASING OF CAPITAL EQUIPMENT

Capital Equipment purchasing regulations are as follows:

The Council recognizes the need to purchase new or replacement equipment for all City departments.

1. The Chief Administrative Officer and the Financial Officer will assess the needs for new and replacement equipment through consultations with the various departments.
2. If the request for purchase is made after the budget has been approved for the current year, and if the cost of the purchase can come from within the total amount of the approved department budget, the Chief Administrative Officer may approve the Capital Purchase.
3. The Chief Administrative Officer will submit to the Council requests for funding specific operational and capital acquisitions in support of upgrading projects or functions as part of the annual budget development process.
4. The Financial Officer will, in consultation with the Chief Administrative Officer, submit specific requests for funding for support departments as part of the budget development process.
5. Written notification of the approved expenditures by department will be distributed after receipt of approval by the Council.
6. Requisitions for items to be purchased are to be forwarded to the Finance Department for approval by the Financial Officer. Purchase orders for standard items will be developed by the Finance Department.



PURCHASING PROCEDURES

The Purchasing regulations are as follows:

A. Definitions

Budget Manager

An individual who controls and is responsible for a segment of the budget.

Tender

Submission on a prescribed tender form by a vendor of a price and terms for provision of goods and/or services. A deadline for submissions is established.

Quotation

Submission by a vendor of a price and terms other than on a prescribed tender form. A deadline for submissions is established.

Award

The acceptance of a tender or quotation and the issuance of the order to provide the specified materials or perform the required service.

Capital Item

Any article with a unit cost of more than \$3,000.00 having a useful life of at least three years.

District Budget

Approved annually by Council by May 15th.

Chief Administrative Officer

Chief Administrative Officer of the District of Barriere as appointed by Council.

Financial Officer

Financial Officer of the District of Barriere as appointed by Council.

Request for Proposal

A request for proposal is another formal invitation to suppliers. The supplier is invited to propose what they consider to be the best way of meeting the District's needs. In response to a request for proposal, the supplier describes how its services, methods, equipment or products can meet the District's specific need at what cost.



The District of Barriere

Policy – Finance

B. Criteria and Limitations

1. The details of the purchase of all capital items must be approved by the Financial Officer or the Chief Administrative Officer (CAO) as applicable.
2. Purchase of materials and services may be undertaken subject to the following limitations:

Total Order Amount	Pricing Support Req'd	Approval Req'd
\$0-\$2,000.00	Estimates, Catalogue Price, Verbal quotes, optional.	Budget Manager
\$2,000.00-\$7,500.00	Written Quotes (3 if possible) From Vendor List and known Suppliers.	Budget Manager
\$7,500.00-\$15,000.00	Written quotes (when applicable). On supplier Letterhead invited. From Vendor List and known Suppliers	CAO (may require approval of Council)
Over \$15,000.00	Invitation to Tender forms sent to Vendors on List. Ads placed in Local and trade publications as deemed necessary.	CAO (requires approval of Council for Capital items)
over \$75,000.00 (goods & services)	Ads placed on District website, Ads placed in local, trade Publications and BC Bid as deemed necessary	Requires approval of Council
over \$200,000.00 (construction)	Ads placed on District website, Ads placed in local, trade Publications and BC Bid as deemed necessary	Requires approval of Council

3. The District of Barriere reserves the right to reject any or all tenders; the lowest will not necessarily be accepted. The District of Barriere reserves the right to waive informalities in or reject any or all tenders or accept the tender deemed most favorable to the interest of the District of Barriere.



The name of the successful bidder and the accepted price shall be available upon request.

4. A tender report will be given to the Council when applicable.
5. All bids and related documents shall be available for review for a one year period after the award is made.
6. All contractors and suppliers providing goods and services to the District are required to have all necessary licenses, insurance and WCB number.

Current



The District of Barriere

Policy – Finance

DISTRICT OF BARRIERE
QUOTATION EVALUATION

For purchases from \$2,001 to \$7,500

Purchases in this range must be done by recorded quotations. At least three quotes should be received and recorded with the lowest bid being accepted. If the lowest bid is not accepted, upon satisfactory justification, the Financial Officer must approve the purchase.

COMPANY NAME: _____ PRODUCT DESCRIPTION: _____

ADDRESS: _____

PHONE #: _____ AMOUNT: _____

CONTACT NAME: _____ DATE: _____

COMPANY NAME: _____ PRODUCT DESCRIPTION: _____

ADDRESS: _____

PHONE #: _____ AMOUNT: _____

CONTACT NAME: _____ DATE: _____

COMPANY NAME: _____ PRODUCT DESCRIPTION: _____

ADDRESS: _____

PHONE #: _____ AMOUNT: _____

CONTACT NAME: _____ DATE: _____

DNS Department: _____ Signature: _____

Financial Officer's Approval: _____



DISTRICT OF BARRIERE

COUNCIL POLICY MANUAL

Page 1 of 1

Approval Date: Jan. 23, 2012

NO: 15

DEPARTMENT: FINANCIAL ADMINISTRATION

SUBJECT: CREDIT CARD POLICY

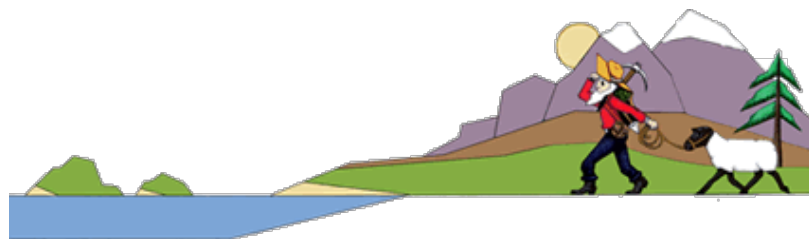
1. It is a policy of the District of Barriere to hold the highest standards of honesty, ethics and integrity in all of its activities.
2. Credit Cards will be issued to the Mayor, CAO, Finance Officer and Executive Administrative Assistant with a cumulative limit of \$20,000.00.
3. District credit card transactions are only to be made by the designated cardholder.
4. District credit card transactions can only be made for the purpose of District business.
5. All credit card transaction receipts should be submitted to the Finance Department as soon as possible, with a description of the transaction if the receipt is unclear.
6. If a charge cannot be specifically justified or accounted for, the cardholder may be responsible for reimbursement of the charge at the discretion of the CAO or, Finance Officer or, Council.
7. Failure to comply with this Credit Card Policy could be cause for dismissal.

2025 Western Canadian Future Shepherds

BC's Elite Junior Show and Seminar

North Thompson Agriplex

4872 Dunn Lake Road, Barriere, BC



June 28, 29, 30 2025

This year, the membership of the British Columbia Purebred Sheep Breeders Association (BCPSBA) are honoured to host the Western Canadian Future Shepherds in Barriere, BC. This annual provincial event will be attended by all ages, from all Western Canadian Provinces. This event will showcase all aspects the Sheep Industry in BC. We would like to offer an opportunity for you to participate in this exciting event.

This show provides an opportunity for young shepherds from across BC and other Western Provinces to showcase their best breeding stock and superior finished market lambs ... and to have a good time socializing, learning, networking and making industry connections that will strengthen the sheep industry for years to come!

The BCPSBA has been working hard to ensure the success of this event. This event is not only for sheep producers but also for suppliers ,consumers of products, sheep enthusiasts and anyone interested in the agriculture sector. Everyone in the sheep industry or agriculture industry can have an opportunity to promote their products and services. There are many ways you can participate in this event:

Corporate Sponsor – Gold \$1000, Silver \$500 or Bronze \$250

Sponsor a Conformation or Showmanship Class – \$250

CONDITIONS:

- Closing date for sponsorship and advertising is June 15th 2025
- All sponsorship and advertising must be prepaid submitted with accompanying material



PAYMENT:

Please make Cheques payable to British Columbia Purebred Sheep Breeders Association

E-transfers can be sent to bcpurebredsheep@gmail.com

Material and cheque payment may be sent via mailto:

BCPSBA

c/o Richard Herlinveaux

1424 Laurel Rd,

North Saanich BC

V8L5k8

Via Email

bcpurebredsheep@gmail.com

CLASS SPONSORSHIP

The BCPSBA invites individuals, farms and small businesses to sponsor a class. Please list the class you like to sponsor, we will mention your farm or business during the show. \$250 for each sponsorship of class. Sponsorship funds will go directly towards prizes for the entries.

Showmanship class

Young Farmer 6—9 year olds

Novice: 9 – 11 year olds

Junior: 12 – 14 year olds

Intermediate: 15 – 17 year olds

Senior: 18 – 21 year olds

Costume Class

Conformation

Ewe Lambs

Senior Ewe Lamb

Yearling Ewe

Mature Ewe

Ewe with Lambs at Foot

Registered Ram Lamb

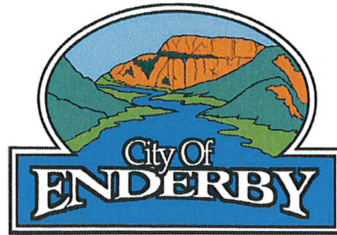
Market Lamb:

Light Lamb

Heavy Lamb

Each Class Sponsorship is \$250 and will come with receipt sent out after the show.. If you like to give out promotion material from your business please outline on the enclosed form as well so we can advertise prior to show

619 Cliff Avenue
P. O. Box 400
Enderby, B. C. V0E 1V0



The Corporation of the City of Enderby
Where the Shuswap Meets the Okanagan

Tel: (250) 838-7230
Fax: (250) 838-6007
Website: www.cityofenderby.com

April 23, 2025

MLA David Williams
Room 201 - Parliament Buildings
Victoria, BC V8V 1X4

Re: Bill 7 – 2025: Economic Stabilization (Tariff Response) Act

Dear Mr. Williams:

Council has resolved to express its concerns regarding *Bill 7 – 2025 Economic Stabilization (Tariff Response) Act*.

Council for the City of Enderby recognizes that the economic challenge posed by tariffs requires an effective government response. However, that response must flow from our shared commitment to transparency, accountability, and public participation.

Council respectfully requests that the Government of British Columbia makes the following changes to *Bill 7 – 2025 Economic Stabilization (Tariff Response) Act*, before it becomes law:

1. Modify Part 2 [Procurement Directives] of the Act to ensure that there is adequate provision for oversight, accountability, and performance measurement in government purchasing programs and policies under this part;
2. Define the intent, scope and limits of Part 3 [Tolls, Fees and Charges] of the Act and include a requirement for regular and ongoing consultation with British Columbian citizens, including indigenous persons, and businesses to understand and adapt to the consequences of measures taken under this part; and
3. Add a requirement to Part 5 [General Provisions] of the Act requiring regular public reporting of regulations made under the Act, including the objectives, performance measures, and impacts of those regulations upon British Columbian citizens, including indigenous persons, and businesses.

Moreover, we urge the Government of British Columbia to:

4. Commit to not reintroducing Part 4 [Lieutenant Governor in Council's Response Powers] of the Act whatsoever, including as a separate enactment.

When the intentions of a law enacted by the Legislative Assembly are not clearly expressed, regulations risk defining the law rather than following from the law. In this time of crisis, we urge the Government of British Columbia to legislate in a manner that upholds the rule of law, not the rule of regulation.

Thank you for your attention to this important matter.

Sincerely,



Huck Galbraith
Mayor

Cc: Local Governments of BC
British Columbia New Democratic Party
Conservative Party of BC
Green Party of British Columbia



Mayor and Council
Box 219, 4936 Barriere Town Road
Barriere, B.C. V0E 1E0

Via Email: inquiry@barriere.ca

Dear Mayor and Council,

The [School Act](#) recognizes the District Parent Advisory Council (DPAC) as the legislated parent voice at the school district level, elected to represent the collective views of Parent Advisory Councils (PAC) within the school district.

DPACs advise the Board of Education on matters relating to education in their school district. DPACs advocate for parental involvement in the education system and give input into the development of education policy.

The SD73 DPAC Executive has been an active partner in the process of developing educational priorities within SD73. We have provided input that is relevant and individual to the needs of our communities. Representing the families of over 16,000 children in twelve communities, the SD73 DPAC is the largest stakeholder group and educational planning partner in our District.

Last month, the SD73 Board of Education adopted a budget for the 2025/26 fiscal year. This budget reflected considerable fiduciary pressures, many of which are externally fixed and not under control of local Trustees. Cost pressures, which included ballooning relief costs, inflationary pricing, declining interest rates, the cost of maintaining aging infrastructure, and operational challenges related to facilities that should have been replaced decades ago have, unfortunately, become the focus of the fiscal plan for 2025/2026.

While the district is focused on the staff/program/maintenance cuts required to balance the budget, families are focused on an educational experience that is *student-centered, accessible, and meaningful* for each child in our community.

Skeletal Supports lead to Student Inequities

Parents are witnessing ongoing cuts to vital school resources and programs. Inadequate provincial funding has left school districts struggling, placing immense pressure on school boards, classrooms, families, and—most importantly—students.

Our Board is aware of the success gaps we are already seeing in our student population. Indigenous students, students with disabilities, and children in care are not keeping up



with their peers in literacy or numeracy proficiency in our district. Our most vulnerable students are experiencing more segregation and exclusion. This will worsen.

Families have been asked to cover the costs of basic school supplies, tech replacements, classroom supplies, and the increased transportation fees implemented by the Board last year. Some school communities are able to support their school this way; others do not have the resources. This widens the gaps in our already two-tiered public education system between schools in higher socio-economic areas and those who serve families facing systemic barriers.

BCEdAccess, a provincial organization that tracks school exclusions in BC, reports that the highest incidence of school exclusions now occurs in kindergarten and grade one. This matches what we're being told by our parents. DPAC is being asked to provide advocacy and support for both PACs and individual parents at a never-before-seen rate.

The Superintendent of SD73 summed it up best during her budget presentation in April: our situation is "impossible". The financial position we've been put in by the Province makes it *impossible* to meet the needs of our students. It simply can't be done.

In 2018, the Province commissioned a report to evaluate how the Ministry of Education delivers funding to Districts. The Commission presented 22 recommendations to the government. Seven years later, those recommendations remain largely ignored, despite repeated efforts by many stakeholders for more stable, needs-based funding for School Boards to implement programs and support students in their district.

Counselling, CEA's and IEW are crucial to student wellbeing and success. The people in our schools that connect to our children and provide low-demand interactions, places to relax and reset, celebrate their interests and achievements, and spend time with them are what make our school communities what they are. Our educators and school support workers, our bus drivers and custodians, are all part of the intricate web that is holding families up in uncertain times. *To balance the budget, these positions are being cut.*

We need better Provincial funding for Schools and School Communities.

We Need Your Help

Districts around the province are currently facing the same questions and having the same conversations as we are.

The commitments made by the Provincial Government to address gaps in school programming and student needs are not being met.



Now is the time to pressure the Province to act.

Now is the time for change.

We are asking you to help us support parents and children in our communities.

What You Can Do

Councils from around BC can advocate for provincial funding through various means. We are asking you to leverage the Union of BC Municipalities (UBCM) as a collective voice. We are asking you to prioritize students when you participate in the annual UBCM convention, and lobby for their needs. We are asking you to meet directly with provincial ministers. And, we are asking you to write to the Province immediately and tell them of your intent to advocate for our students. You can advocate alongside us for a better future for children in BC.

Will you join us by:

- **Collective Advocacy:**

***Coming to our Rally for Public Education outside of the Kamloops Library on May 10th from 11-12pm.**

*Submitting a Resolution to UBCM to advocate for educational funding and policy changes at the provincial level.

*Writing a letter to the Province to tell them that Public Education is important to our city.

- **Direct Engagement:**

*Requesting a direct meeting with the provincial minister to discuss funding needs and priorities.

- **Discussing Public Education Funding at the Annual UBCM Convention:**

*The UBCM's annual convention provides a platform for city councils to meet with provincial officials, lobby for funding, and discuss issues of mutual concern.

- **Local Government Initiatives:**

*Support DPAC in advocating for funding through local initiatives and projects that demonstrate the need for provincial support.



Now is the time to stand together. We're calling on you to join parents and families of SD73 in urging the Province to prioritize public education—because it matters, every child matters, and united, we can make a difference.

Sincerely,

Bonnie

Bonnie McBride

SD73 DPAC Chairwoman

DPAC Email: SD73DPAC@GMAIL.COM

Personal Email : beans6@telus.net

Personal Cell : 250-318-5815

Tasha Buchanan

Subject: Film Commission updates May 2025

From: Terri Hadwin

Sent: May 15, 2025 11:13 AM

To: All TNRD Board <alltnrdboard@tnrd.ca>

Cc: Scott Hildebrand <shildebrand@tnrd.ca>; Colton Davies <cdavies@tnrd.ca>; TNFC Special Projects <tnfcspecialprojects@tnrd.ca>

Subject: Film Commission updates May 2025

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

- **“Edge of Sleep” Is FINALLY available to watch in Canada!** [“Edge of Sleep”](#) is a 6 episode series shot mostly in Kamloops and as of today (May 15th) can now be streamed in Canada on [Tubi](#), which is a free streaming company.
- **“[The 13th Wife](#)”** a two-part movie that was partially filmed in Ashcroft earlier this year will be released on Lifetime on May 31st and June 1st.
- **“[Wildfire](#)”** a Knowledge Network docu-series that was partially filmed in the Thompson-Nicola has 5 episodes released weekly, the final episode will be released on May 20.
- **New Video Podcast, “[Small Town Big Screen](#)”**, does a fun and light-hearted review of productions filmed in the Thompson-Nicola, two episodes out of eight have been released. Find them on Storyhive Youtube. They have also announced that they have been renewed for a second season!
- **We hosted our First Familiarization Tour since before 2020!** With a lot of support from our tourism partners, we were able to host a familiarization tour FEATURING the western portion of the Thompson-Nicola for three days. We were supported by Tourism Kamloops, Thompson Okanagan Tourism Association and Cariboo Chilcotin Coast. We showed some of our gem locations to 7 filmmakers, which included folks from Vancouver, Victoria and Calgary, a mix of location managers and producers. It is our intention to do at least one familiarization tour a year, two would be lovely! We will alternate western and eastern portions of the region. The next tour is currently scheduled for October of 2026. The 2025 FAM tour has already gained us some traction, see this post on LinkedIn by a participant: [Ronald Lee](#)
- **Tariffs?!?!?** So far, no direct impact to projects in our region. With support from our Communications and Marketing Manager, Colton Davies, while following guidelines of messaging from the Ministry of Tourism, Arts, Culture and Sports, we have posted this message to our LinkedIn page: [Tariffs message](#)

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.



The Region of BC's Best

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.

tnrd.ca filmthompsonnicola.com

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

[LinkedIn](#) [Twitter](#)

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