

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 September 15, 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 September 15, 2025, Regular Council Meeting Agenda.

2. ADOPTION OF MINUTES

- a. That Council adopt the minutes of the August 18, 2025, Regular Council Meeting.
- b. That Council adopt the minutes of the August 27, 2025, Special Council Meeting.

3. PETITIONS, DELEGATIONS AND SPECIAL PRESENTATIONS

- a. Barriere Fire Rescue – Officer Appointment Presentation – Chief Hovenkamp
- b. Big Bark Falling – Special Thanks from Council & Barriere Fire Rescue
- c. Burning Ban in the District of Barriere – Eric Sweder

4. STAFF REPORTS

- a. Department Updates – Department Heads
**submitted for information*
- b. Development Approval Process Report – T. Buchanan, Corporate Officer
Recommendations: THAT Council receive the District of Barriere Development Approvals Process Review Report ("the Report") for information; and THAT Council direct staff to prepare a revised Development and Subdivision Approvals Bylaw incorporating the appropriate recommendations outlined in the Report for future Council consideration.
- c. District Office Opening Hours – D. Drexler, CAO
Recommendation: THAT Council instructs Staff to change the general Opening Hours for the District Hall offices to 9:00am to 4:00pm Monday to Friday, except for statutory holidays, starting on January 5, 2026.

5. BYLAWS and POLICIES

- a. DRAFT Reserve Fund Establishment Bylaw No. 259 – 1st, 2nd & 3rd readings.
**w/attached staff report*

Recommendation: THAT Council gives first three readings to the Reserve Fund Establishment Bylaw No. 259.

- b. DRAFT Utility Billing Bylaw No. 260 – 1st, 2nd & 3rd readings.

**w/attached staff report*

Recommendation: THAT Council gives first three readings to Utility Billing Bylaw No. 260.

- c. DRAFT Tangible Capital Asset Policy No. 57FI – adoption

**w/attached staff report*

Recommendation: THAT Council adopts Tangible Capital Asset Policy No. 57FI.

6. CORRESPONDENCE

- a. For Information

- b. For Action

i. North Thompson Community Foundations Society re: Request for Sponsorship

ii. Yellowhead Literacy “Raise-a-Reader” Fundraiser re: Donation Request – J. Hayward

iii. Barriere Pickleball Request for AED Installation at Multi-Use Court – J. Biller

7. COUNCIL REPORTS

8. MAYOR’S REPORT

- a. Valley Connector Bus Service Update

9. PUBLIC INQUIRIES

10. NOTICE OF MOTION

11. CONVENE INTO CLOSED SESSION

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

12. RECONVENE OPEN MEETING

13. BUSINESS ARISING FROM CLOSED SESSION (if required)

14. NEXT MEETING – Regular Council Meeting – October 6, 2025 @ 5:30pm

15. ADJOURNMENT

DISTRICT OF BARRIERE
MINUTES OF A REGULAR COUNCIL MEETING

Held on Monday, August 18, 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 Scott Kershaw
Councillor Donna Kibble
Councillor Louise Lodge
Councillor Brody Mosdell

Regrets: Councillor Judy Armstrong
Councillor Colin McInnis

Staff: Daniel Drexler, Chief Administrative Officer
Tasha Buchanan, Corporate Officer
Kathy Abel, Finance Officer
Chris Matthews, Public Works Manager
Alexis Hovenkamp, Fire Chief

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

1. ADOPTION OF AGENDA

Moved by Councillor Lodge
Seconded by Councillor Mosdell
That Council approve the August 18, 2025, Regular Council Meeting Agenda.

CARRIED

2. ADOPTION OF MINUTES

- a. Moved by Councillor Kershaw
Seconded by Councillor Kibble
That Council adopt the minutes of the July 21, 2025, Regular Council Meeting.

CARRIED

3. PETITIONS AND DELEGATIONS

- a. Ward Stamer, MLA Kamloops-North Thompson

MLA Stamer provided Council with a Constituency update:

- Recently attended the Kamloops Indian Band Pow Wow, Kamloops Rib Fest, Hot Night in the City and is looking forward to the North Thompson Fall Fair & Rodeo.
- Currently lobbying for forest industry policy changes to address changes needed.
- Has heard that many UBCM Ministry meeting applications by local governments have been turned down.
- Expressed support for the District's Strategic Priorities Fund application for a new fire hall.

b. Thompson Nicola Film Commission (TNFC) Update – Terri Hadwin, Film Commissioner

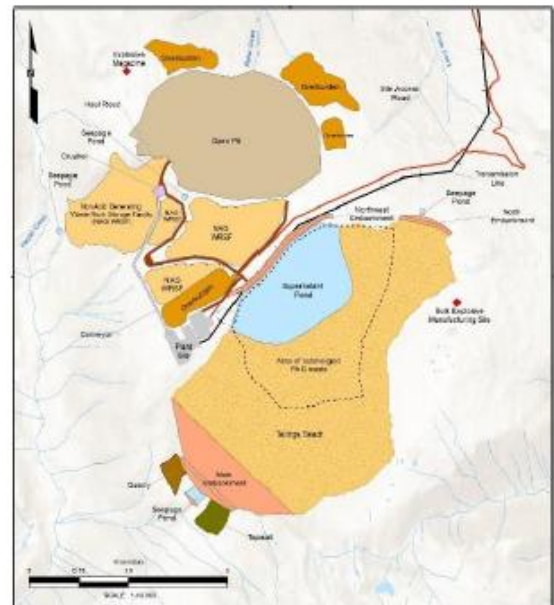
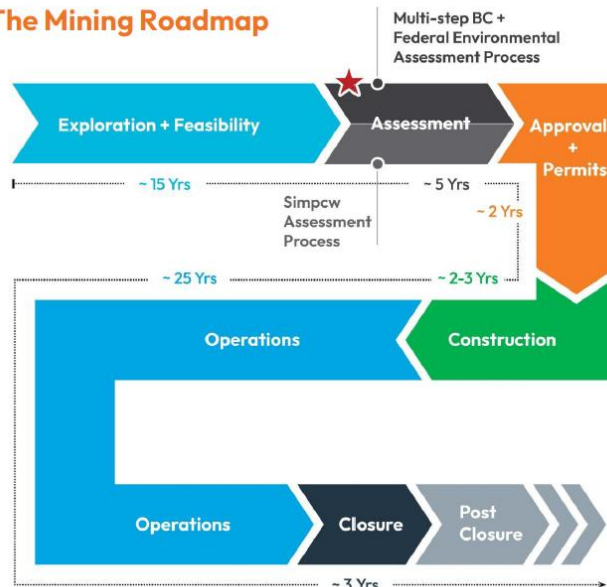
Ms. Hadwin provided a PowerPoint presentation outlining an overview of the Film Commission's operations and mandate, including statistics over the past five years. It was noted that the Thompson Nicola motion picture industry's direct output for 2024 is estimated at \$9.75 million (Labour, Profit, Supply and Service Impacts).

c. Taseko Mines Yellowhead IPD Technical Update – Ursula Johnston

Ms. De Walt Gagnon & Ms. Johnston provided a project update through a PowerPoint presentation which included the following visuals:



The Mining Roadmap



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

5. STAFF REPORTS

a. Department Updates – Department Heads

**submitted for information*

Council was provided an overview of the written report including the additional information that CN Rail crossway work will be initiated starting September 16th.

b. Commercial Dumpster Purchase – C. Matthews, Public Works Manager

Moved by Councillor Lodge

Seconded by Councillor Mosdell

THAT Council instructs Staff to procure up to 10 solid waste dumpsters at roughly \$33,000 including delivery to be funded from reserves or surplus, to be determined at a later time, and to include this in the Financial Plan with an intent to be used for mobile home park centralized solid waste collection.

CARRIED

- c. Development Variance Permit (DVP 25-01) re: 4373 Mountain Rd. – T. Buchanan, Corporate Officer

Moved by Councillor Kershaw

Seconded by Councillor Lodge

THAT Council approve DVP 25-01 McInnis as presented to allow an increase in the size of a permitted accessory structure from 65 sq. m. to 111.5 sq. m. and an increase in the permitted height of an accessory structure from 5m to 5.35m located at 4373 Mountain Road.

CARRIED

- d. Consolidation of Reserves – D. Drexler, CAO

Moved by Councillor Kibble

Seconded by Councillor Kibble

THAT Council instructs Staff to prepare a new Reserve Fund Bylaw as outlined in the report to meet the strategic objectives of Council AND THAT Staff present the Bylaw for consideration for first three readings at the September 15, 2025, Regular Meeting of Council.

CARRIED

6. CORRESPONDENCE

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

7. COUNCIL REPORTS

- a. Councillor Kibble provided a verbal report on the following:
- Thanked Councillor Lodge, Ellen Monteith, Bronwen Bird, Rainy Wittner and Sherry Dille for their judging of this year's Barriere Blooms Contest.
 - Museum is facilitating a display at this year's Fall Fair & Rodeo.
- b. Councillor Lodge provided a verbal report on the following:
- Attended the Children's Art Festival in Clearwater
 - Attended the BEEM Moonlight Movie Night
 - Organized and participated in the Legion's Golf Tournament
 - Chamber of Commerce Amazing Race is fast approaching and encouraged team registration.
 - Will be on holidays starting in early September until October 20th.

8. MAYOR'S REPORT

The Mayor provided a verbal report on the following:

- Attended a TNRD Board Meeting – Council may wish to discuss Barriere's role in the TNRD's rural planning next year.

9. PUBLIC INQUIRIES

- a. Wim Houben – an Adopt-a-Road sign needs to be replaced. Staff will look into the matter.

10. NOTICE OF MOTION – *none presented.*

11. CONVENE INTO CLOSED SESSION

Moved by Councillor Mosdell

Seconded by Councillor Lodge

THAT pursuant to Sections 90(1)(c)(e)(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 at 7:22p.m.

CARRIED

12. RECONVENE OPEN MEETING – *the meeting reconvened into open session at 8:57p.m.*

13. BUSINESS ARISING FROM CLOSED SESSION

The following resolution was brought forward into open session:

- i. **That Jamie Mosdell be appointed Deputy Corporate Officer for the District of Barriere as of September 2, 2025.**

14. NEXT MEETING – *Regular Council Meeting – September 15, 2025 @ 5:30pm*

15. ADJOURNMENT

Moved by Councillor Lodge that the meeting adjourn at 8:58pm.

CARRIED

Mayor Rob Kerslake

T. Buchanan, Corporate Officer

DISTRICT OF BARRIERE
MINUTES OF A SPECIAL COUNCIL MEETING

Held on Monday, August 27, 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 Scott Kershaw
Councillor Louise Lodge
Councillor Colin McInnis – *via Zoom*
Councillor Brody Mosdell

Regrets: Councillor Judy Armstrong
Councillor Donna Kibble

Staff: Daniel Drexler, Chief Administrative Officer
Tasha Buchanan, Corporate Officer
Kathy Abel, Finance Officer
Chris Matthews, Public Works Manager
Alexis Hovenkamp, Fire Chief

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

1. ADOPTION OF AGENDA

Moved by Councillor Kershaw
Seconded by Councillor Mosdell
That Council approve the August 27, 2025 SPECIAL Council Meeting Agenda.

CARRIED

2. STRATEGIC PRIORITIES FUND - CAPITAL – CAO

The CAO provided Council with an overview of UBCM's 2025 Strategic Priorities Fund, noting that the fund is limited to a total amount available of approx. \$130M. As previously reported, staff are proposing on applying for the maximum amount of \$7M to help fund a much-needed Fire Hall retrofit. Historically, funding for such projects is rare and due to the Fire Hall's age and the service rapidly outgrowing the Hall, including the future need of a ladder truck, pursuing this project has been identified by staff as prudent.

As outlined in the written report, a full description of the current state of the Fire Hall, projected costs of a retrofit (including the code requirements that it be built to a 'Post Disaster' classification standard, and potential tax implications to residents) were reviewed. Three construction options with financing implications were provided in the written report with 'Option 2' being identified by staff as the most feasible of the three. Further, after the production of the written report, staff explored the option of removing a bay from Option 2 which reduced the cost by approximately \$1.6M. Staff, with architect Stephen Shamchuk, have continued to identify alternative funding options and cost savings.

Discussion ensued. Key comments and questions made were as follows:

- Option 2 was generally agreed to be the best option with the expectation that the District will continue to pursue funding options and cost cuts to bring the total cost as close to the grant amount (should the District be successful with its application) of \$7M as possible in order to reduce the burden to the taxpayer wherever possible.

- The grant's funding announcements likely won't be made until the spring of 2026 with a deadline to start the project within 2 years and it be completed within 3 years after the start date.
- The Post-Disaster component may not be required for the entire proposed construction which would further reduce the cost of the build.
- Q: *If the District pursues the grant and was successful but couldn't afford the 3rd Bay, would 2 bays work?* A: Potentially, yes. However, it would likely only temporarily work for approx. 5 years or so, but another Bay will be required within 5-10 years. It would also require that the current building also continue to be utilized in some capacity to meet the Department's needs.
- Implementation of the new ACC (*Amenity Cost Charge*) legislation that recently was implemented by the Province could help generate revenue for this project was suggested to formally be explored going forward.
- Q: *Will the District need to borrow funds no matter what?* A: That is unknown. Staff will continue to explore options to reduce the total cost of the project.
- Council attendees of this year's UBCM, along with the CAO, have scheduled a meeting with UBCM to directly discuss the District's application and its importance during the Convention. While many local governments may be submitting applications for various projects, some of those applicants may have a project that will still come to fruition even if they are not successful, whereas Barriere's application for a Fire Hall retrofit, would not be possible without an awarded \$7M.

Moved by Councillor Lodge

Seconded by Councillor Kershaw

THAT Council instructs Staff to apply to the Strategic Priorities Fund – Capital Infrastructure Stream in the amount of \$7,000,000 to undertake the Fire Hall Retrofit project;

AND THAT Council instructs Staff to provide overall grant management for the project; AND FURTHER THAT Council will support any reasonable cost overruns if those should occur.

CARRIED

3. STRATEGIC PRIORITIES FUND - CAPACITY BUILDING / ASSET MANAGEMENT – CAO

Council was provided an overview of the written report and noted that TRUE Consulting has offered to submit the grant application on behalf of the District at no charge should Council choose to pursue the funding for the proposed projects.

It was noted that Phase 1 of the Water Master Plan has been completed, but Phase 2 is necessary in order to have a complete Plan. It was also noted that historically, this funding stream has been under-subscribed so there's a better chance of success.

Moved by Councillor Lodge

Seconded by Councillor Kershaw

THAT Council instructs Staff to apply to the Strategic Priorities Fund – Capacity Building Stream in the amount of \$265,000 to undertake the following strategic priorities and goals of Council:

- 1. Wastewater Master Plan Update**
- 2. Completion of Water Master Plan**
- 3. Asset Management Integration and Financial Planning**

AND THAT Council instructs Staff to provide overall grant management for the project; AND FURTHER THAT Council will support any reasonable cost overruns if those should occur.

CARRIED

4. **PUBLIC INQUIRIES** – *none presented.*

5. **ADJOURNMENT**

Moved by Councillor McInnis that the meeting adjourn at 6:40 p.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 on the first and third Monday at 7:00 p.m., at Municipal Hall. Special Meetings are held at other times as required.

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

Phone: 250-672-9751, Email: inquiry@districtofbarriere.com

FAX: (250) 672-9708

Date: August. 23/2025

Name of Applicant: Eric Sweder

On Behalf of: Self

(Organization, Business, Self. etc.)

Mailing Address: 4605 Saul Rd, Barriere BC, P.O. [REDACTED], V0E 1E0

Local Street Address: 4605 Saul Rd, Barriere BC,

Telephone Number: [REDACTED] [REDACTED] or ()

Issue Applicant Wishes Addressed: The current complete open fire ban

Applicant's Relevant Information:

- Over 10,000 hours of camp fire experience.
- Homeowner (Barriere)
- Born and raised in British Columbia

(Provide additional information in an attachment if required)

Preferred Forum (Council or Committee) Appearance Date: Council

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: September 15, 2025	
To: Council	From: Department Heads
Re: Departmental Updates	

CORPORATE OFFICER:

Recreation/Events:

- Submitted required Heritage Canada grant reporting for the year.
- Covered the operation of the District's last *Movie Night in the Park* event on August 22, 2025 (Mufasa). The event was well attended and credit must go to our seasonal student, Colby Friesinger, who usually facilitates that particular event as it is more work than it looks! In addition, thanks to the local Girl Guides group who provided the concession at each event. Bandshell Fridays also wrapped up for the season with appreciation to Bill Fowler for once again overseeing that 4-night annual event.
- Completed booking and registration form amendments in preparation for the upcoming fall/winter gym booking season.

General:

- Responded to and resolved two bylaw enforcement files.
- Due to an end-of-day water emergency at the Ridge, began conversations with SD73 Facility Management for clarifications on protocol for such events.
- Participated in a number of meetings with the District's consultant regarding the Development Approvals Process, Upcoming Bylaw and OCP refresh projects.
- Along with the CAO and Fire Chief assisted where needed on the potential fire hall retrofit grant application.
- Participated in a CUPE Labour Relations update meeting.
- Along with the Deputy Corporate Officer, finalized Council's UBCM Convention attendance details and packages.
- Completed and provided the District's annual Letter of Support to the NTFFRA's New Horizons Grant Application to the Province.
- Welcomed Ms. Mosdell back from her leave and into her new role.

PUBLIC WORKS MANAGER:

Operations			
Public Works			
	August	2025 YTD	2024
Potholes Filled	20	80	130
Pavement Repairs	0	14028	17657
Full Burials	0	0	1
Cremations	0	4	7
Vandalism/Graffiti/Break-ins	0	15	n/a
Deceased Animal Recovery	0	1	4
After Hours Call Outs	0	3	n/a

Water Distribution			
	August	2025 YTD	2024
New Construction Service Connections	1	2	4
Water Service On/Off Request	6	22	33
Interior Health Water Quality Tests	12	96	156
Water Usage - July 57165 m3	54162	340046	441825
Waterline Repairs	0	3	6
After Hours Call Outs	1	13	~15
Wastewater Collection & Treatment			
	August	2025 YTD	2024
New Construction Service Connections	0	0	5
Ministry of Environment Wastewater Tests	7	56	84
After Hours Call Outs	0	0	0
General			
	August	2025 YTD	2024
BC One Calls Supported	5	29	31
Events Supported	5	14	16

- Road grading completed on Dixon Creek Road, Bandshell Road, behind Post Office and Salle Lane.
- Annual fire hydrant testing completed.
- On-boarded 2 new PW staff - Brian & Blayne.
- Issues encountered with DW3 led it to be taken off-line until it can be rehabbed.
- LCIP watermain project nearing completion - tie-in connection shortly.
- New WWTP Arch Risk Mitigation work commenced.
- Hall Road track crossing replacement scheduled for September 16-18.

FIRE CHIEF:

Fire Department			
	August	2025 YTD	2024
Calls			
Fire	2	18	44
Rescue / Motor Vehicle Incidents	0	8	9
Hazardous Condition (No Fire)	0	1	1
Service Call / Public Assist	1	14	18
Fire Burning Complaint / Fire Investiagtion	6	15	18
False Alarm	0	16	11
Total	9	72	101

	August	2025 YTD	2024
Public Education & Events	2	11	2
FireSmart Assessments	10	15	2
Fire Prevention / Fire Inspections	2	11	0

Fire Department Updates:

- 4 Day Day Deployment: Nazko (\$15,503 before expenses for 37 hours worked)
- Architect Awarded For Firehall Project: Steven Shamchuk - Iterate Architecture
- Discussion with TNRD: Re: Fire Protection Boundaries & Contract taking place late August
- Discussion with Simpcw Re: Fire Department Mutual Aid and Service Agreement

FireSmart:

- FireSmart Salary Funding Extended
- CWRP under review - Spatial Review

Weather:

- Verbal update at the meeting.

CHIEF FINANCIAL OFFICER:

Financial Services			
	August	2025 YTD	2024
Cash Collected	\$ 135,986	\$ 4,123,521	\$ 4,613,799
Cash Disbursed	\$ 233,607	\$ 4,179,630	\$ 5,507,994
ICIP Wastewater Treatment Grant Funds Received	\$43,120	\$ 251,941	

- Delinquent tax amounts have been paid on all 8 identified properties. Tax Sale has been cancelled.
- GFOABC Boot Camp was a success.
- Audit work is underway.

CHIEF ADMINISTRATIVE OFFICER:

Development:

Development Activity			
Construction Activity:	August	2025 YTD	2024
Total Building Permit Applications:	0	11	
Total Construction Value:	\$0	\$1,577,325	
Total Building Permits Finalized:	2	7 (since June)	
Total Construction Value Finalized:	\$100,000	\$529,000	

- No new building permit applications in August.
- We have started to track when building permits receive final inspections as of June 2025.
 - This data will help us to know when we can expect an increase in the non-market change assessments on property taxes.
 - July 1 is a key date each year for this.
 - 6 such permits were finalized in July and August, totaling roughly \$480,000.
 - As this was past July 1, the full value will not be shown on the 2026 property tax roll, but rather on the 2027 property tax roll.

Governance:

- Agreements / Contracts:
 - TNRD – Structure Fire Protection Service Agreement – Along with our Fire Chief, met with the General Manager of Operations and the Manager of Fire Protection Services to further discuss a potential update to the agreement.
- Policies / Bylaws:
 - Reserve Bylaw structure – report for consideration of first three readings is included on this agenda
 - Utility Billing Bylaw – report for consideration of first three readings is included on this agenda.
 - Water Bylaw, Wastewater Bylaw, Solid Waste Bylaw, and Streetlighting Bylaw review continues, Bylaws will be presented in the coming months.
 - Tangible Capital Assets (TCA) Policy - report for consideration of adoption is included on this agenda.
 - OCP Refresh Update draft – awaiting feedback from consultant

Administration:

- Along with the Fire Chief and various teams of consultants continued work on the potential fire hall retrofit grant application.
- Report for statistics of District Office visitations by the public is on this agenda.

**submitted for information*

District of Barriere

REPORT TO COUNCIL

Request for Decision

Date: September 15, 2025	File: 530.20/Rpts
To: Council	From: T. Buchanan, Corporate Officer
Re: Development Approvals Process Review Report	
Recommendations: THAT Council receive the District of Barriere Development Approvals Process Review Report (“the Report”) for information; and THAT Council direct staff to prepare a revised Development and Subdivision Approvals Bylaw incorporating the appropriate recommendations outlined in the Report for future Council consideration.	

Purpose

To provide Council with the findings of the Development Approvals Process Review and to seek direction on implementing the recommendations to improve efficiency, clarity, and fairness in the District’s development approvals process.

Background

TRUE Consulting, with Bluerock Planning, prepared a comprehensive Development Approvals Process Review to evaluate the District’s current processes, benchmark against comparable municipalities, engage stakeholders, and identify best practices. This work was undertaken under the District’s successful “*2024 Local Government Development Approvals Program (LGDAP)*” grant funding application in the amount of \$150,000.

The resulting report recognizes that while Barriere’s processes are generally functioning, improvements are needed to strengthen timeliness, clarity, and consistency. Stakeholder engagement indicated most applicants were satisfied, but highlighted gaps in communication, forms, and staff availability.

The report makes many recommendations that will be presented in the *draft Development & Subdivision Approvals Bylaw* currently under review with a goal of being presented to Council for review later this fall/early winter. In addition, some educational material in the form of brochures, checklists, website pages, leaflets and other literature will be included to increase user friendliness and help streamline the District’s development processes.

Summary of Completed Review

Key Findings:

- Low but variable building permit values compared to other small BC municipalities.
- Residential permit values peaked in 2021 at \$3.58M before declining to \$0.84M in 2023.
- Commercial/industrial permits surged in 2023 to \$1.82M, making up 69% of total value.
- Development permit approval timelines averaged 58 days (2013–2025).
- Staffing capacity is low (0.85 FTE) compared to Ucluelet (5 FTE) and Invermere (4 FTE).

Table 5 / Barriere Full Time Equivalent for Staffing

Position at Barriere	Full Time Equivalent (FTE)
Planner / Approving Officer	10%
Planning Clerk / Corporate Officer	30% estimated
Building Inspector (Level 1)	20%
Building Inspector (Level 3) - Vacant	N/A
Receptionist	15% estimated
Public Works Manager – 10%	10% estimated
Total Full Time Equivalents (FTE)	0.85 FTEs Estimated








Table 6 / Overall Planning Department Resources in Comparable Municipalities

Municipality	Barriere	Tofino	Invermere	Ucluelet
Population (2021)	1,765	2,516	3,917	2,066
Full Time Equivalent – Planning	0.85	2.33	4	5
Citizens per Planning Staff Member	2,076	1,079	979	413
Housing Starts (10-year average)	7	30	30	22
Number of Housing Starts per Staff	8.2	10	7.5	4.4
Building Permit Value (10-year average)	\$2,279	\$8,210	\$13,987	\$5,717
Building Permit Value Per Staff (Thousands)	\$2,681	\$3,523	\$3,497	\$1,143

Report Recommendations (7):

1. Establish and track process timelines.
2. Update development forms and guides.
3. Improve applicant responsiveness through education.
4. Implement an adaptive customer service approach.
5. Create and use checklists.
6. Advocate for better timelines with referral agencies.
7. Establish a Servicing Agreement Template.

Table 12 | Recommendations

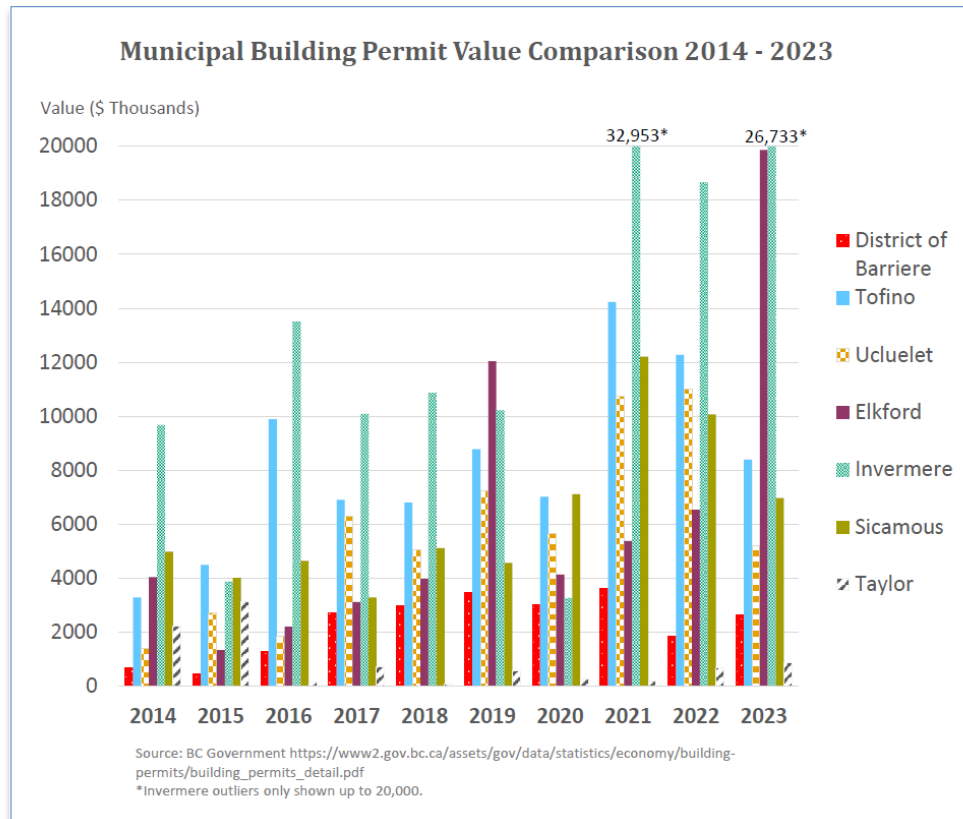
Recommendations Summary: Guiding Principles for Approval Process Improvements							
	 Public Interest	 Certainty	 Transparency	 Collaboration	 Flexibility	 Timeliness	 Balance
1. Establish & Track Process Timelines		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	
2. Update Development Forms & Guides		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
3. Improve Applicant Responsiveness through Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
4. Adaptive Customer Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
5. Create Checklists	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
6. Advocate for better timelines with referral Agencies		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	
7. Servicing Agreement Template		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	

Benefits of implementation include:

- Increased tax revenue through improved development activity.
- Transparency with public → builds trust.
- Enhanced clarity and fairness for applicants.
- Reduced staff workload stress, improving retention.
- Better alignment with provincial best practices for approvals.

Statistics of Note:

- Municipal Building Permit Value Comparison (2014–2023)



- Development Permit Approval Time in Days (2013–2025)



Figure 8 | Development Permit Approval Time in Days (2013-2025).

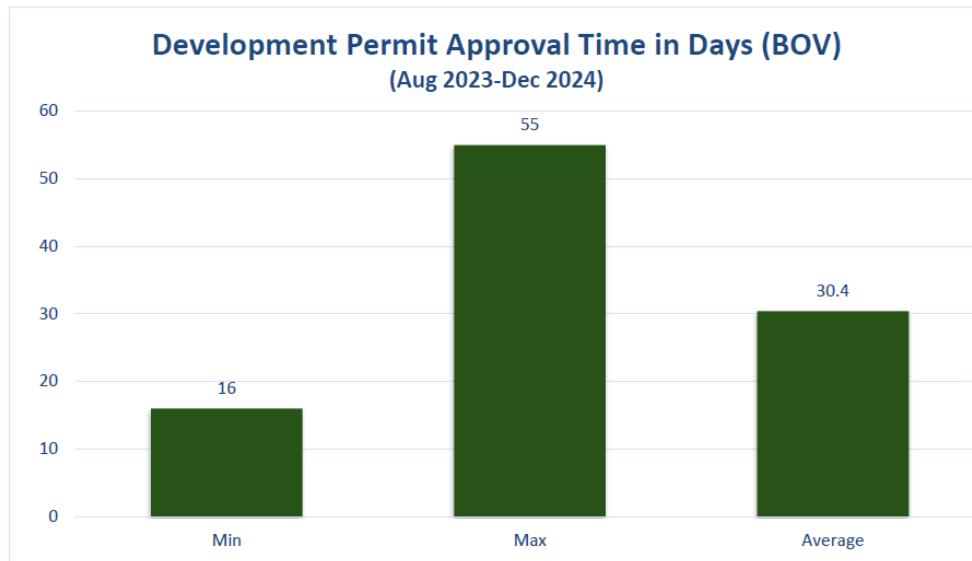


Figure 9 | Development Permit Approval Time in Davs (BOV) (Aug 2023-Dec 2024)

- Development Applications by Year / New Files – (2013 – 2024)

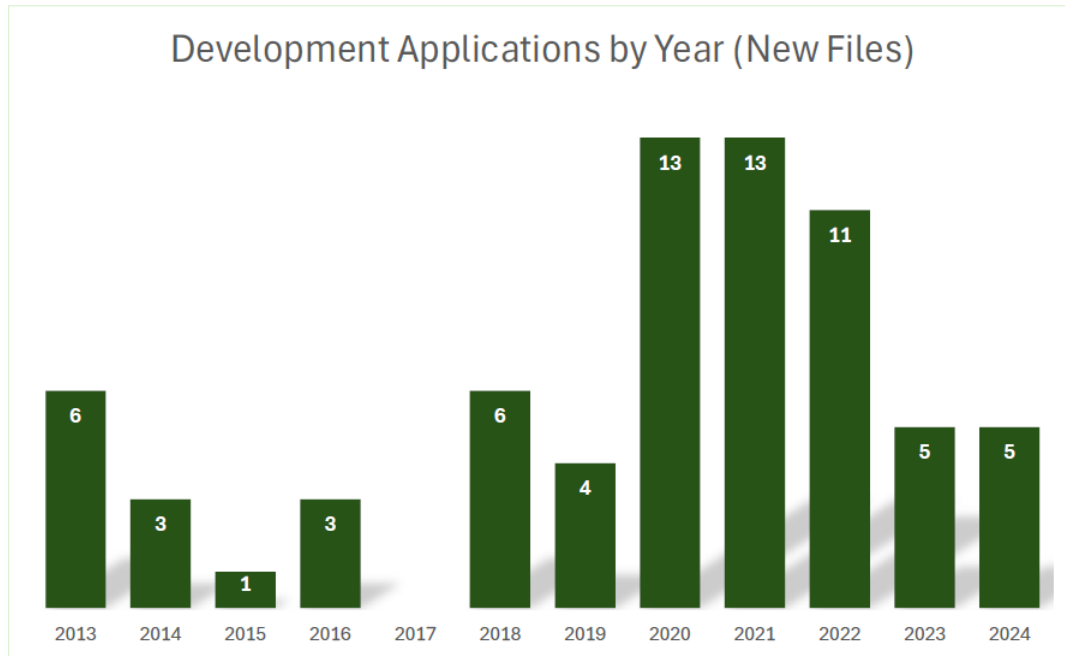


Figure 10 | District of Barriere Development Applications by Year (Rezoning data missing 2013-2019)

Benefits or Impact

General

Streamlined processes will improve investment attractiveness, staff efficiency, and applicant satisfaction.

Finances

Increased efficiency may enhance revenue from development activity and reduce staff resource pressures.

Strategic Impact

Supports sustainable growth management, aligns with provincial housing and approvals process reform, and positions Barriere competitively among peer municipalities.

Risk Assessment

Compliance

Implementation will align bylaws and procedures with best practices and provincial expectations.

Risk Impact

Without action, delays, inconsistencies, and development deterrents may persist.

Internal Control Process

Revised bylaws, updated forms, and improved communication protocols will establish clear processes and accountability.

Next Steps / Communication

- Draft revisions to the Development and Subdivision Approvals Bylaw.
 - Develop updated forms, guides, and checklists.
 - Initiate staff and applicant education on new processes.
 - Return revised bylaw to Council for consideration.
-

Attachments

- Development Approvals Process Review Report (July 2025)
-

Recommendations:

THAT Council receive the District of Barriere Development Approvals Process Review Report (“the Report”) for information; and

THAT Council direct staff to prepare a revised Development and Subdivision Approvals Bylaw incorporating the appropriate recommendations outlined in the Report for future Council consideration.

Alternative Options

1. Council could choose not to consider the recommendations of the Report within the draft Development and Subdivision Bylaw that will be presented to Council for consideration at future meeting this fall/winter.

Prepared by: T. Buchanan, Corporate Officer

Reviewed by: D. Drexler, Chief Administrative Officer



Development Applications Process Review Draft Report

September 11, 2025

LAND ACKNOWLEDGEMENT

The District of Barriere acknowledges and respects the Indigenous peoples of Simpcw First Nation whose lands the District are located on.

ACKNOWLEDGEMENTS

Prepared by: TRUE Consulting

With support from: Bluerock Planning

Special Thanks to:

District Mayor & Council

District Administration

Citizens of Barriere

Photographer James Wheeler

Report Accessibility Features:

- Where possible, graphs and maps have been made friendly for colour-blind individuals and for black/white printing.

Table of Contents

EXECUTIVE SUMMARY

KEY RECOMMENDATIONS & CONCLUSIONS	I
SUMMARY OF RECOMMENDATIONS	III

1. PURPOSE & INTENT OF THIS REPORT..... 1

2. CURRENT STATE ANALYSIS..... 1

2.1 POPULATION STATISTICS	1
2.2 APPLICATION STATISTICS	2
2.2.1 BUILDING PERMIT APPLICATION STATISTICS	2
2.2.2 CONSTRUCTION INVESTMENT PER CAPITA, COMPARISON	13
2.3 STAFF COMPOSITION & ROLES	14
2.3.1 APPROVING OFFICER	15
2.3.2 CORPORATE OFFICER & PLANNING CLERK	17
2.3.3 BUILDING INSPECTOR	17
2.3.4 COMPARATIVE FULL TIME EQUIVALENTS (FTE)	18
2.4 PLANNING POLICIES & BYLAWS COMPARISON	20
2.4.1 THE IMPORTANCE OF PLANNING POLICY	21
2.5 PLANNING FRAMEWORK	21
2.6 ZONING BYLAW	23
2.7 PLANNING PROCEDURES BYLAW NO. 0049	26
2.7.1 APPLICATION FORMS.....	27
2.7.2 REVIEW OF FORMS AND INFORMATION DOCUMENTS	28
2.7.3 BEST PRACTICE EXAMPLES OF FORMS AND GUIDES:	30
2.8 OTHER APPLICATION MATTERS	34
2.8.1 REFERRALS	34
2.8.2 APPLICANT RESPONSIBILITY.....	34

3. STAKEHOLDER ENGAGEMENT 35

3.1 SUMMARY OF ENGAGEMENT RESPONSES	37
3.1.1 APPLICATION PROCESSING TIME	37
3.1.2 CLARITY.....	39
3.1.3 USE OF DISTRICT RESOURCES	41
3.1.4 PERCEPTION OF FAIRNESS	42
3.1.5 COMMUNICATION WITH DISTRICT STAFF	42
3.1.6 SUMMARY OF ENGAGEMENT OUTCOMES.....	43

4. BEST PRACTICES ANALYSIS..... 44

4.1	BEST PRACTICES IN CLEAR ROLE DEFINITION BETWEEN PLANNER, APPROVING OFFICER & APPLICANT	.44
4.2	2019 PROVINCIAL DEVELOPMENT APPROVALS PROCESS REVIEW	46
4.3	BUILDING INSPECTION & PLANNING/DEVELOPMENT WEB PAGE	47
5.	RECOMMENDATIONS	49
5.1	PROCESS IMPROVEMENT RECOMMENDATIONS	51
5.1.1	RECOMMENDATION 1: ESTABLISH & TRACK PROCESS TIMELINES	52
5.1.2	RECOMMENDATION 2: UPDATE DEVELOPMENT FORMS & GUIDES	53
5.1.3	RECOMMENDATION 3: IMPROVE APPLICANT RESPONSIVENESS THROUGH EDUCATION	55
5.1.4	RECOMMENDATION 4: ADAPTIVE CUSTOMER SERVICE	56
5.1.5	RECOMMENDATION 5: CREATE CHECKLISTS	57
5.1.6	RECOMMENDATION 6: ADVOCATE FOR BETTER TIMELINES WITH REFERRAL AGENCIES	59
5.1.7	RECOMMENDATION 7: ADD SERVICING AGREEMENT TEMPLATE	60
APPENDIX A REFERENCE MATERIAL		II
APPENDIX B MEDIA SCAN DEVELOPMENT & HOUSING IN THE NEWS		I

List of Tables

Table 1 Recommendations Summary	iii
Table 2 Comparison Municipalities Overview	2
Table 3 District of Barriere Commercial/Industrial Permits as % of Total Permit Value	8
Table 4 District of Barriere New Applications by Percentage	11
Table 5 Barriere Full Time Equivalent for Staffing	18
Table 6 Overall Planning Department Resources in Comparable Municipalities	19
Table 7 Planning Document Complexity by Municipality *see table below for definitions	20
Table 8 Definitions taken from Barriere Official Community Plan & Zoning Bylaw	20
Table 9 List of Application Forms	27
Table 10 List of Flow Charts & Guides	27
Table 11 Overall Themes of Stakeholder Engagement	36
Table 12 Recommendations	51

List of Figures

Figure 1 District of Barriere Population Change 2011 – 2021.....	1
Figure 2 Municipal Building Permit Value Comparison	3
Figure 3 Housing Starts Comparison Municipalities 2014-2023 (total Units)	4
Figure 4 District of Barriere Planning Permit Applications	5
Figure 5 Total Residential Permit Value	6
Figure 6 Total Commercial/Industrial Permit Value	7
Figure 7 District of Barriere Planning Reports	8
Figure 8 Development Permit Approval Time in Days (2013-2025).	9
Figure 9 Development Permit Approval Time in Days (BOV) (Aug 2023-Dec 2024)	9
Figure 10 District of Barriere Development Applications by Year (Rezoning data missing 2013-2019)	10
Figure 11 Development Applications by Year (including BOV + Bylaw)	11
Figure 12 District of Barriere Zoning Amendments 2018-2024	12
Figure 13 Building Permit Value Comparison by Municipality.....	13
Figure 14 Barriere Organizational Chart	14
Figure 15 Flowchart of the current subdivision application process.	16
Figure 16 Types of Regulations and Policies	22
Figure 17 Barriere Zoning Map	24
Figure 18 Renovated Business Centre with parking provided	25
Figure 19 Coquitlam Development Permit Guide	30
Figure 20 Sample of Barriere Standard vs Interactive PDF	31
Figure 21 Sample PAR Fact Sheet	32
Figure 22 Example Municipal Development Guides	33
Figure 23 Applicant by Type in Last 5 Years	38
Figure 24 Year of Approval Process Participation	38
Figure 25 Applicant by Type.....	39
Figure 26 Time for Application Decision	39
Figure 27 Applicant Descriptions of Approval Process	40
Figure 28 Clarity of Application Requirements	41
Figure 29 District Responsiveness.....	42
Figure 30 Satisfaction Levels of District Approvals Process	43
Figure 31 A mock up of a new way to view this web page.	48
Figure 32 Maple Ridge Performance Target Dashboard	52
Figure 33 Communication Infographic.....	54

Page intentionally left blank for printing



EXECUTIVE SUMMARY

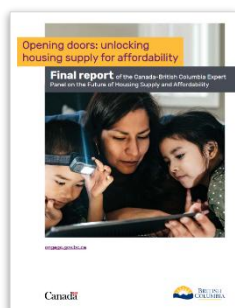
KEY RECOMMENDATIONS & CONCLUSIONS

The District of Barriere has undertaken a *Development Application Review Process (DARP)* with the goal of improving the development and planning approvals process. The approvals process is one of the limited ways for municipalities to generate revenue. Development and construction are a key means for a municipality to generate tax assessment growth and increase tax revenue. Tax revenue increases are important for financial sustainability because many municipalities have an infrastructure deficit that the current tax base cannot adequately support. Maintaining a fair and efficient streamlined approvals process is important to sustainable municipal governance. However, a fair and efficient process does not mean approving all applications or lowering municipal standards. An improved approvals process is one where applicants feel fairly treated, where the rules are easy to understand, and the timeline for reviews and approvals are reasonable given the scale of the application. Similar approvals process reviews have recently been conducted by the British Columbia (BC) and federal governments. Two BC Government reviews are foundational for consideration:



1. **Development Approvals Process Review (DARP)**, 2019, Ministry of Municipal Affairs and Housing¹. This review acknowledged that local governments are an important partner in accelerating construction of housing needed in communities. The review noted “... *local government development approvals play an important role in ensuring community interests are met, and developments are healthy and safe, they can also result in complex, lengthy, and expensive process with significant uncertainties for developers.*”

¹ Development Approvals Process Review: Final Report from a Province Wide Stakeholder Consultation (Sept 2019). Government of British Columbia. Available here: https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/planning-land-use/dapr_2019_report.pdf



2. **Opening Doors, Report of the Canada British Columbia Expert Panel on the Future of Housing Supply and Affordability** chaired by Joyce McPhail². This report focused on the housing crisis in BC and provided recommendations that can be addressed at all levels of government. A key finding of the report was the “*immense influence of local governments on the control of housing supply in communities.*” A core recommendation was for municipalities to be more open to townhouses, row housing, low rise apartment buildings, and high-density development, and create planning frameworks that proactively encourages housing.

From a municipal perspective, an idealized development approval process is one that addresses the seven guiding principles outlined in the Province’s 2019 Development Approvals Process Review³. An ideal process is not “pro-development” or “anti-development”, it is not a rushed process, or one of that accepts lower standards. Rather, an ideal process exhibits all seven of the guiding principles for all applicants and all types of applications and upholds the bylaws, regulations, and standards of the municipality.

These Guiding Principles for Development Approval Process Improvements are listed below:










² Opening Doors, Report of the Canada British Columbia Expert Panel (June 2021). Government of Canada and Government of British Columbia. Available here: https://engage.gov.bc.ca/app/uploads/sites/121/2021/06/Opening-Doors_BC-Expert-Panel_Final-Report_Jun16.pdf

³ Development Approvals Process Review: Final Report from a Province Wide Stakeholder Consultation (Sept 2019). Government of British Columbia. Available here: https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/planning-land-use/dapr_2019_report.pdf

SUMMARY OF RECOMMENDATIONS

This report provides the following recommendations to assist the District of Barriere with improving its planning and development application process. The recommendations flow from an analysis of the District's application process, its current planning framework, and a comparison between the District's process and best practices. The recommendations are noted below in **Table 1 | Recommendations Summary**.

Table 1 | Recommendations Summary

Recommendations Summary: Guiding Principles for Approval Process Improvements							
	 Public Interest	 Certainty	 Transparency	 Collaboration	 Flexibility	 Timeliness	 Balance
1. Establish & Track Process Timelines		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	
2. Update Development Forms & Guides		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
3. Improve Applicant Responsiveness through Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
4. Adaptive Customer Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
5. Create Checklists	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
6. Advocate for better timelines with referral Agencies		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	
7. Servicing Agreement Template		<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		

Improving the District's efficiency, internally with staff and Council, and externally with applicants, by undertaking development approvals improvements can have a significant positive bottom-line impact for a municipality such as:

- 1) Tax revenue generated from a smoother, faster, and lower cost development approvals process;
- 2) Improved economic development and municipal financial stability as builders, developers, businesses, and people look to move where the approvals process is rational and fair;
- 3) Greater community understanding of development process through education and awareness; and
- 4) Reduced staffing costs and workplace stress for staff, increasing staff retention, workplace satisfaction and reputation.



1. PURPOSE & INTENT OF THIS REPORT

This Development Process Review Report is a strategic tool for the District of Barriere to assess and enhance efficiency, communication, processes and increase revenue.

Key Objectives:

1. Assessing the Current State

- Conduct a comprehensive analysis of existing development review processes, including workflows, timelines, and resource allocation.
- Identify bottlenecks and inefficiencies that may hinder timely approvals.

2. Benchmarking Against Peer Municipalities

- Compare current practices with those of similar municipalities to identify areas for improvement and adopt proven strategies.
- Utilize benchmarking data to set realistic performance targets and standards.

3. Optimizing Staff Resources

- Evaluate staff capacity and expertise to ensure adequate support for the development review process.
- Review training and professional development processes to ensure staff are supported.

4. Considering Population Growth and Demographics

- Analyze population trends to anticipate future development needs and adjust processes accordingly.

5. Adopting Best Practices

- Research and implement best practices from leading municipalities to enhance the development review process.
- Continuously monitor and evaluate the effectiveness of implemented strategies to ensure ongoing improvement.

6. Provide Recommendations

- Provide clear, measurable and actionable recommendations that can be implemented by the District of Barriere.



2. CURRENT STATE ANALYSIS

A current state analysis was completed to ensure a solid understanding of the District's current development applications workload, trends and application numbers in comparison to other similar municipalities. The District of Barriere identified Clearwater and Logan Lake as comparable communities for the purpose of analyzing and enhancing the development approval process. Ten-year development statistics were collected for a set of comparable BC district municipalities: Tofino, Ucluelet, Elkford, Invermere, Sicamous, and Taylor.

2.1 POPULATION STATISTICS

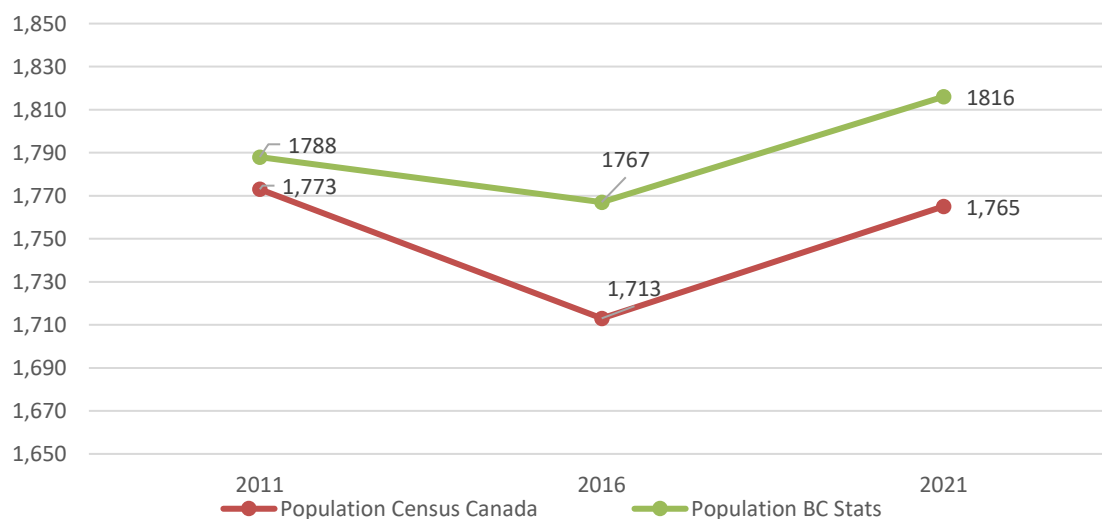


Figure 1 | District of Barriere Population Change 2011 – 2021

Since the District of Barriere's formation in 2007, the first available federal census population was in 2011 and shows a decline in population followed by a rise in population from 2011 to 2021. From 2011 to 2016 the District's population declined by 60 people, from 2016 to 2021 the population grew by 52. This sample indicates flat population growth, with some concern about the potential for population loss. Population growth should not be a goal in itself. However, population loss can lead to fewer people paying more for the same services, resulting in a rising tax burden and further discouraging economic investment.

2.2 APPLICATION STATISTICS

The efficiency and effectiveness of approval processes are influenced by the community development rate and the resulting staff workload. Knowing if the municipal staff workload is changing over time or static is key to understanding the development approval system. Understanding of approval process efficiency and effectiveness on relative terms is aided by comparison to similar communities. Questions can be asked to help understand, such as "With what efficiency does Barriere deploy staffing resources compared to other municipalities?" These considerations frame the current state analysis of this report.

2.2.1 BUILDING PERMIT APPLICATION STATISTICS

Building permit applications are comprised of new residential builds and renovations of secondary suites/coach houses, multi-family homes, mobile homes, new builds (commercial, industrial, institutional) as well as renovations (institutional, commercial and industrial) and finally, signs, demolition, and plumbing.

Comparison municipalities were selected due to similar land size, population, and density.

Table 2 | Comparison Municipalities Overview

District/Municipality	2021 Census Data				
	Population	Pop. Density (ppl/km ²)	Average Age	Size (km ²)	Pop Change % (5 yrs)
Barriere (Census)	1,765	165	51	10.73	3
Barriere (B.C. Stats)	1,816	169	51	10.73	2.8
Clearwater	2,388	43	45	55.65	2.8
Logan Lake	2,255	7	49	324.28	13.1
Tofino	2,516	238	39	10.56	27.9
Elkford	2,749	25	38	108.12	10
Invermere	3,917	364	44	10.75	15.5
Sicamous	2,613	204	51	12.80	7.6
Ucluelet	2,066	319	40	6.48	20.3
Taylor	1,317	78	36	16.92	-10.3

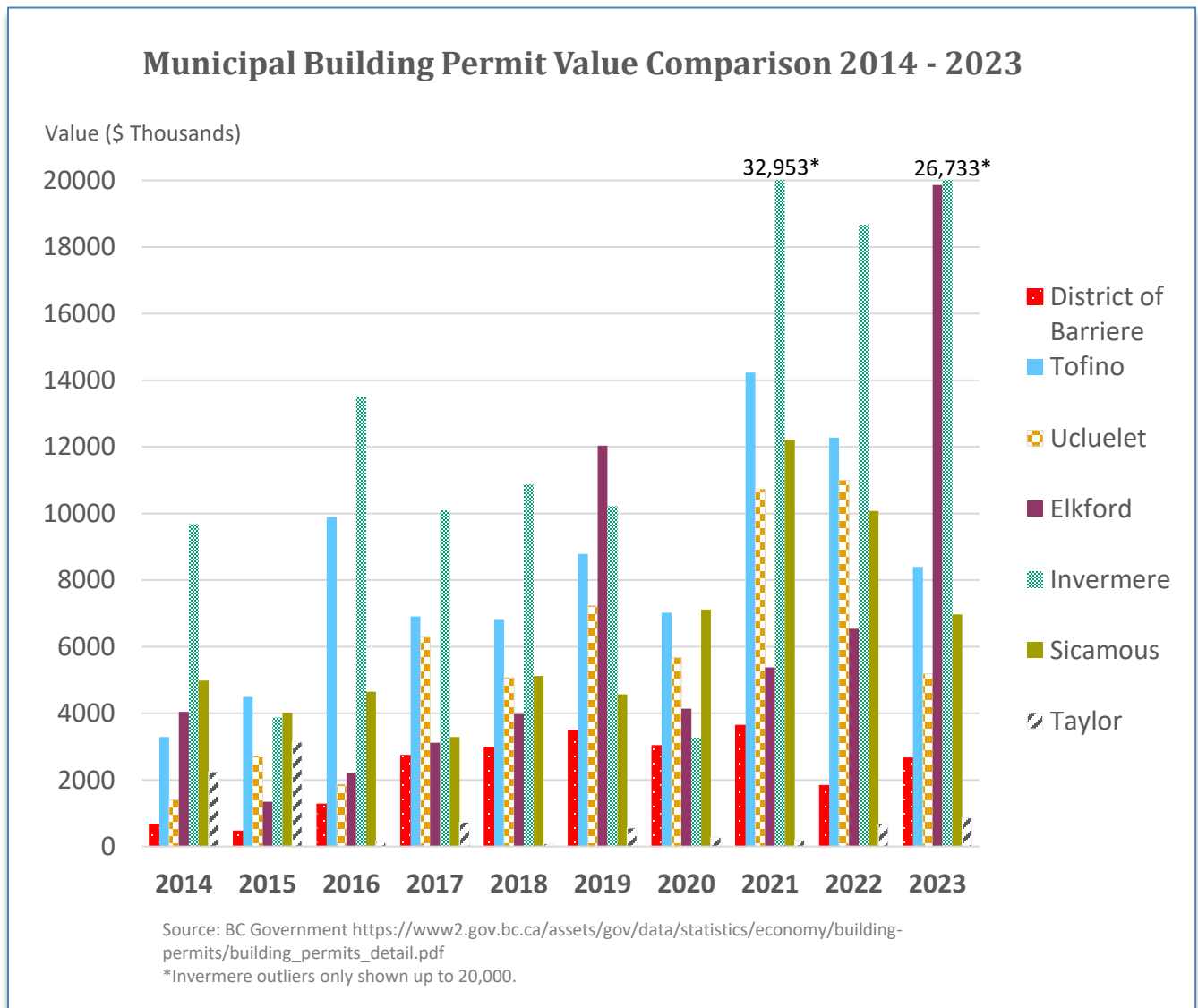


Figure 2 | Municipal Building Permit Value Comparison

Building permit data in **Figure 2** shows the District of Barriere has not seen the jump in building activity compared to other municipalities of a similar size. Since 2014 many of the other municipalities have seen steady or rapid growth in building permit values per year while Barriere and the District of Taylor have not. The gentle rise that Barriere saw from 2016 until 2021 was followed by a drop in 2022 and with some recovery in 2023. However, other municipalities, such as Tofino, Ucluelet, and Sicamous have also witnessed a sharp decline after 2021.

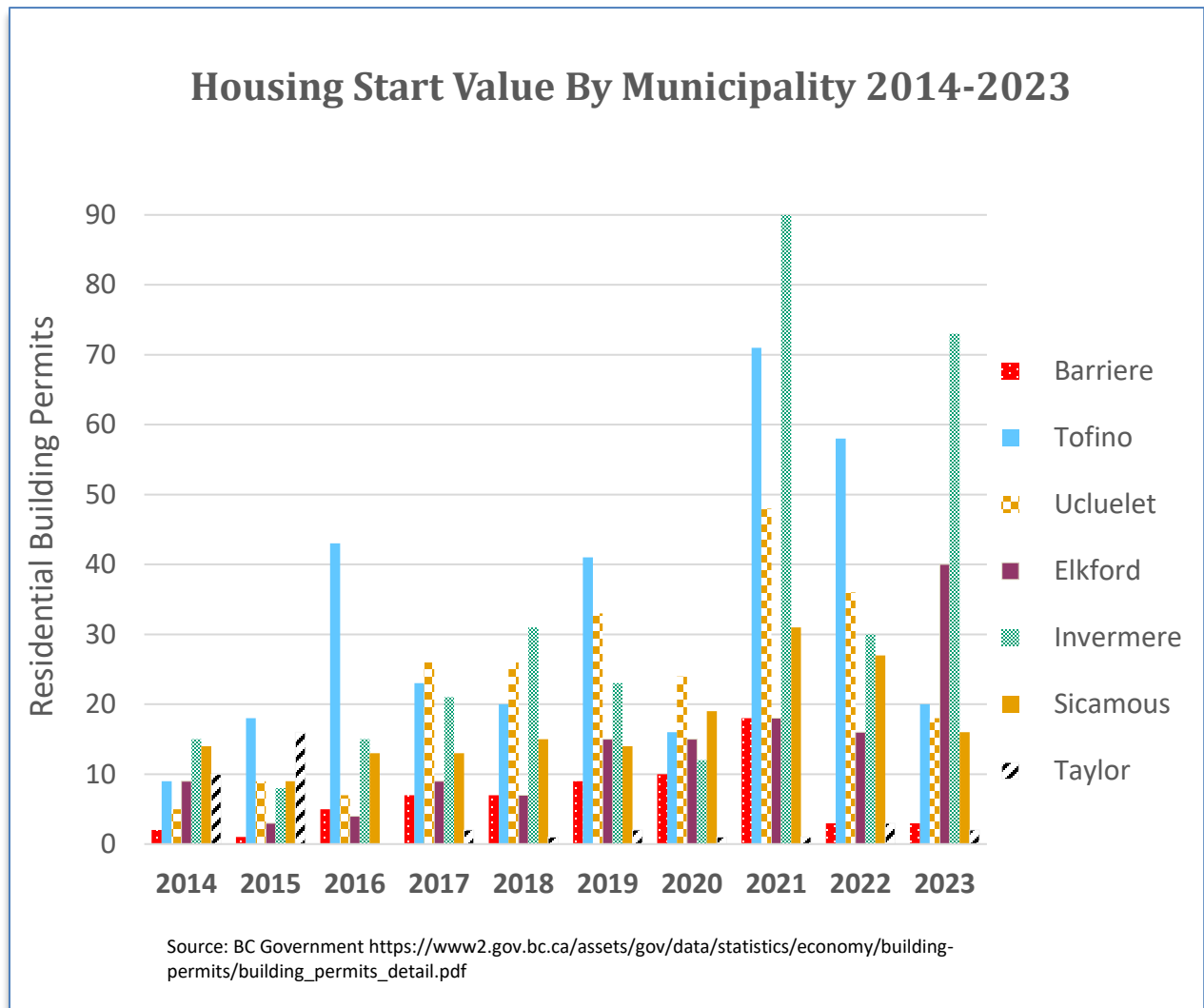


Figure 3 | Housing Starts Comparison Municipalities 2014-2023 (total Units)

Housing starts data in **Figure 3** shows a similar story as the building permit data. The District of Barriere is not experiencing the same growth as other comparison municipalities. The District of Taylor has similar housing growth as Barriere, but with greater fluctuations over the years.

The total number of building permit applications seemed to be following an upward trend from 2018 to 2022 but has declined from 2022 to 2024.

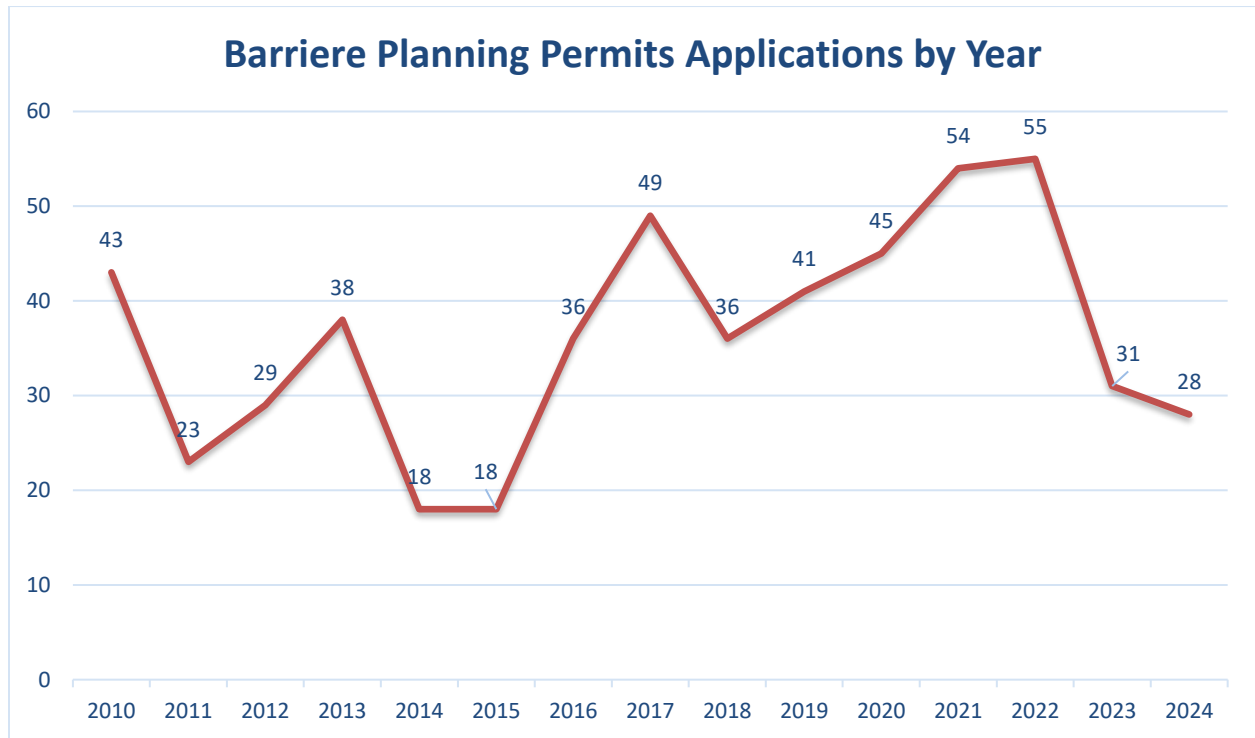


Figure 4 | District of Barriere Planning Permit Applications

Most of the upward trend in residential permit development occurred from 2015 to 2021, followed by a downward trend from 2021 to 2023 (Figure 5 | Total Residential Permit Value). Commercial/industrial development, on the other hand, has been highly variable, with notable peaks in 2017 and 2019 and a significant increase in 2023 (Figure 6 | Total Commercial/Industrial Permit Value).

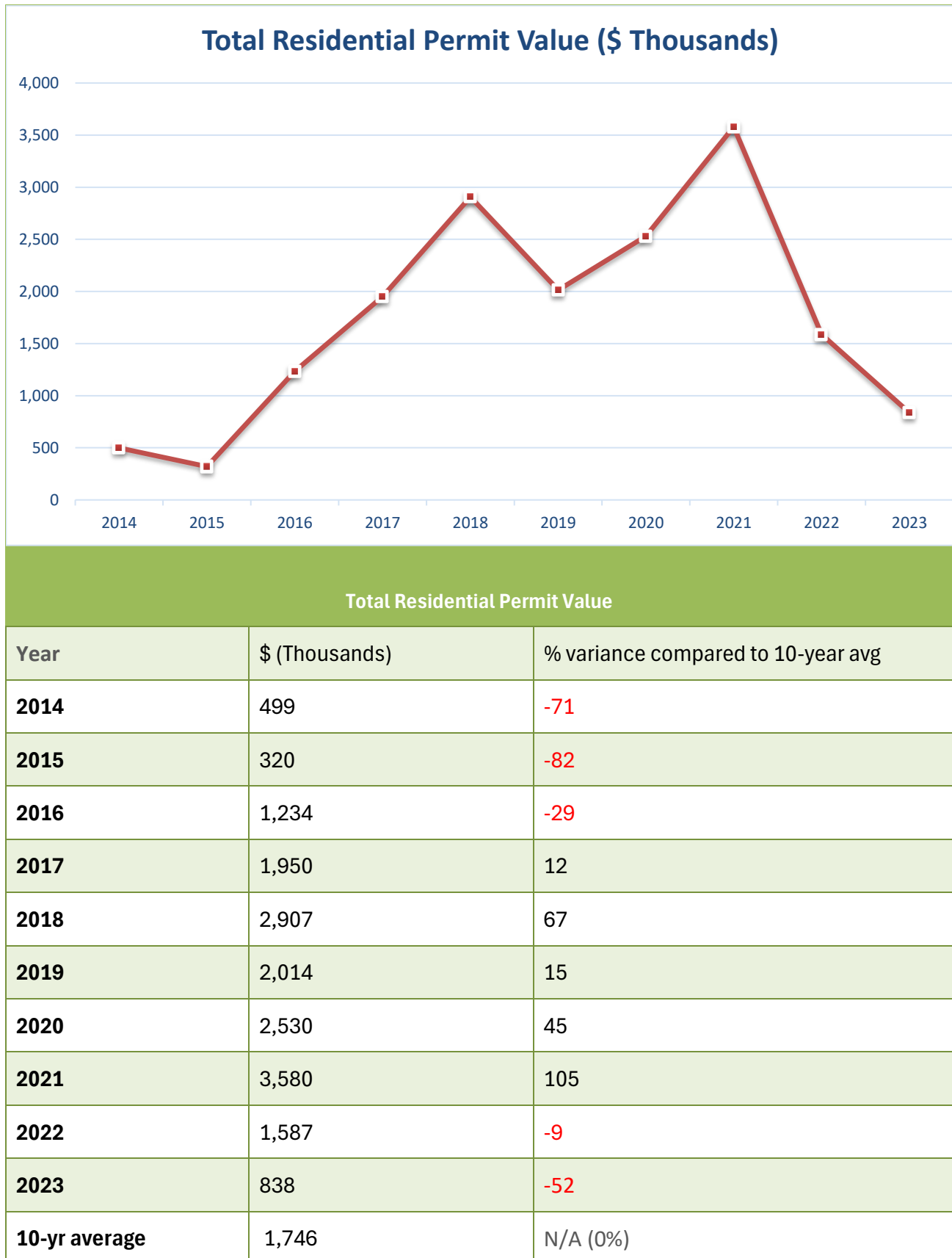


Figure 5 | Total Residential Permit Value

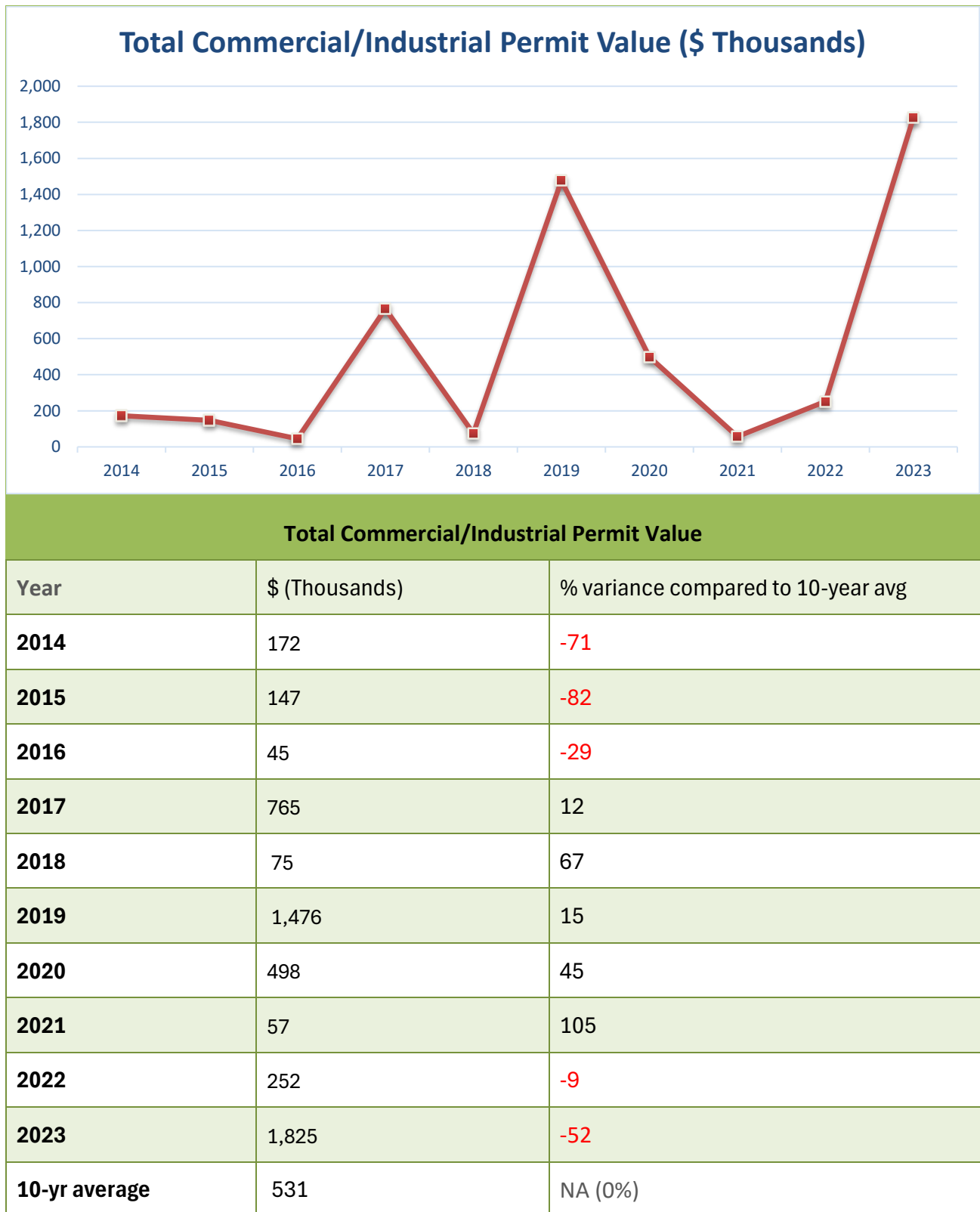
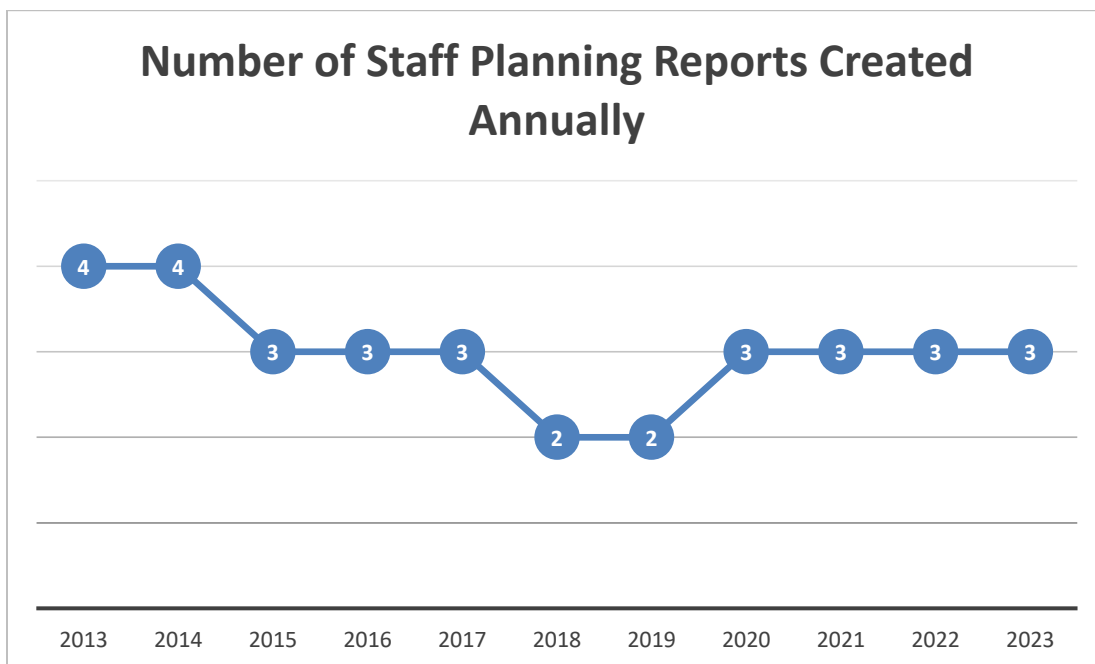


Figure 6 | Total Commercial/Industrial Permit Value

Table 3 | District of Barriere Commercial/Industrial Permits as % of Total Permit Value

COMMERCIAL (INCL. MIXED USE) / INDUSTRIAL			
	Total Commercial / Industrial Permit Value (\$ Thousands)	Total Building Permit Value (\$ Thousands)	Commercial / Industrial % of Total
2014	172	671	26%
2015	147	467	31%
2016	45	1,279	4%
2017	765	2,735	28%
2018	75	2,982	3%
2019	1,475	3,490	42%
2020	498	3,028	16%
2021	57	3,637	2%
2022	252	1,839	14%
2023	1,825	2,663	69%

Beyond reporting for individual development applications, corporate planning reports, which can take considerable staff time to research and manage are remaining consistent, with the last four years remaining consistent with the ten-year average.

**Figure 7 | District of Barriere Planning Reports**

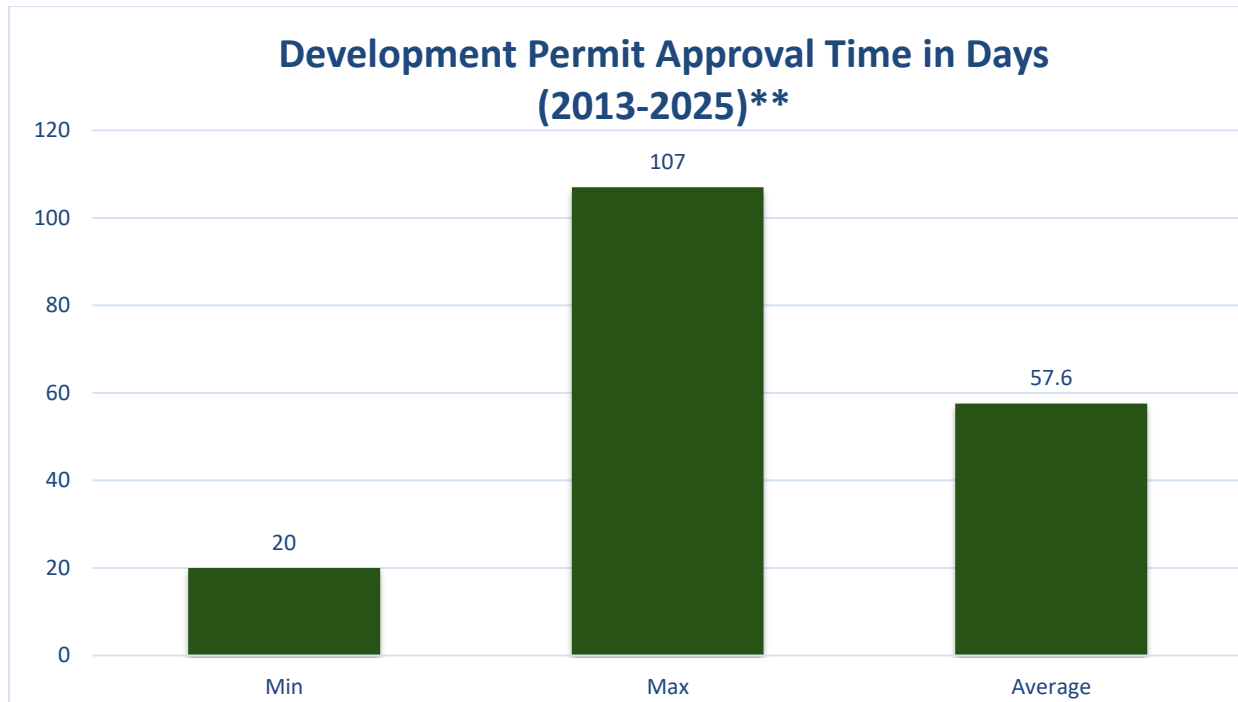


Figure 8 | Development Permit Approval Time in Days (2013-2025).

**Excludes Mountain Springs Hotel 848 days for approval.

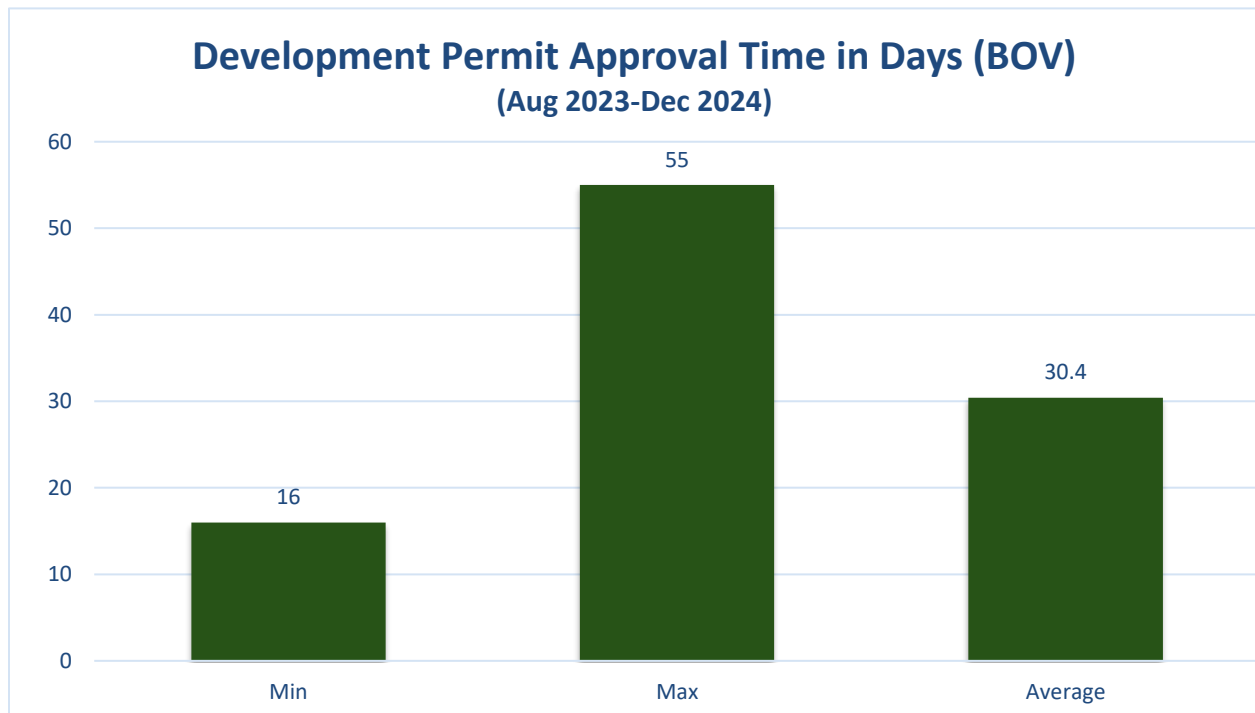


Figure 9 | Development Permit Approval Time in Days (BOV) (Aug 2023-Dec 2024)

Subdivision, rezoning, development permits, and development variances constitute roughly 32% of annual development-related activity. **(Figure 10 | District of Barriere Development Applications by Year)**

Aside from subdivision, much of the workload is influenced by policy that can be adjusted to lessen necessary effort. Every land use classification, zones or OCP land uses, creates workload, such as rezonings or OCP amendments. Usually rezoning can be consistent with the existing OCP designation, sometimes a development project may require both a rezoning and an OCP amendment. Every development permit area in Barriere creates workload for development permits. Under Bill 26 municipal staff can approve small-scale development permits or variance requests, without going through a longer more formal public or Council approval process.

(Figure 10 | District of Barriere Development Applications by Year)

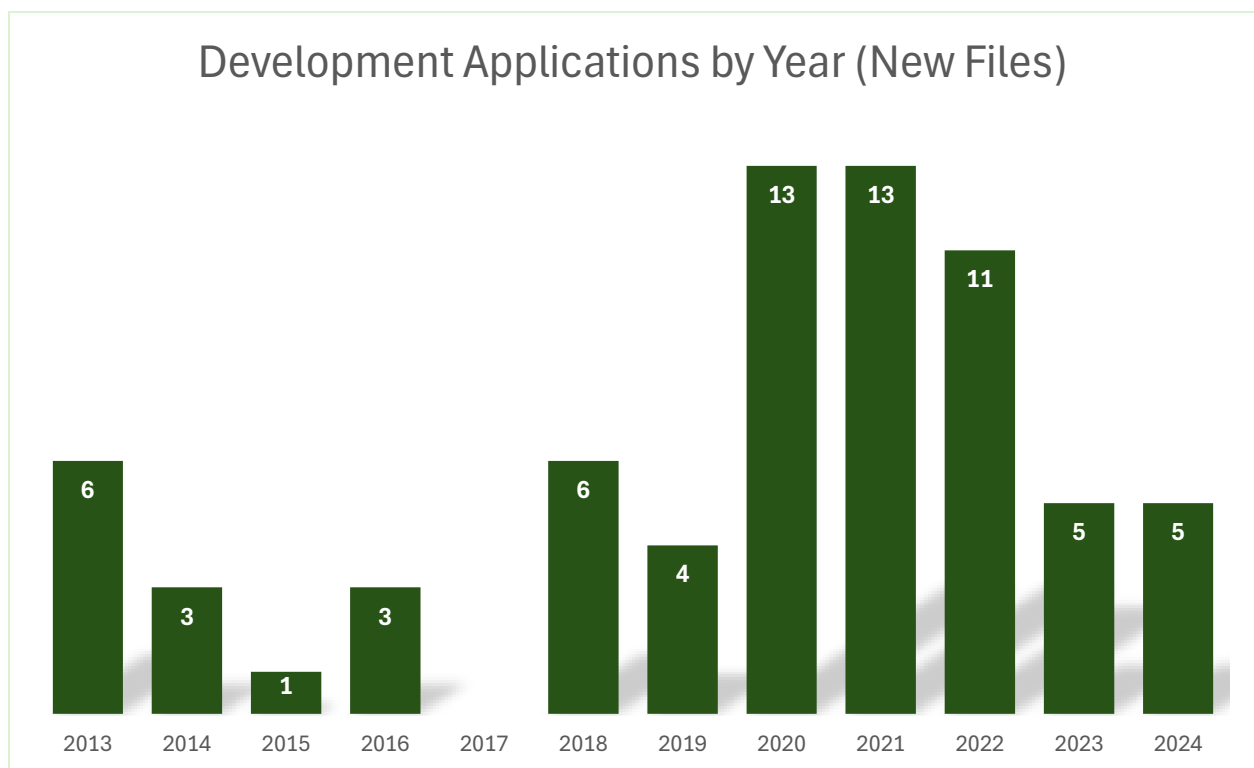


Figure 10 | District of Barriere Development Applications by Year (Rezoning data missing 2013-2019)

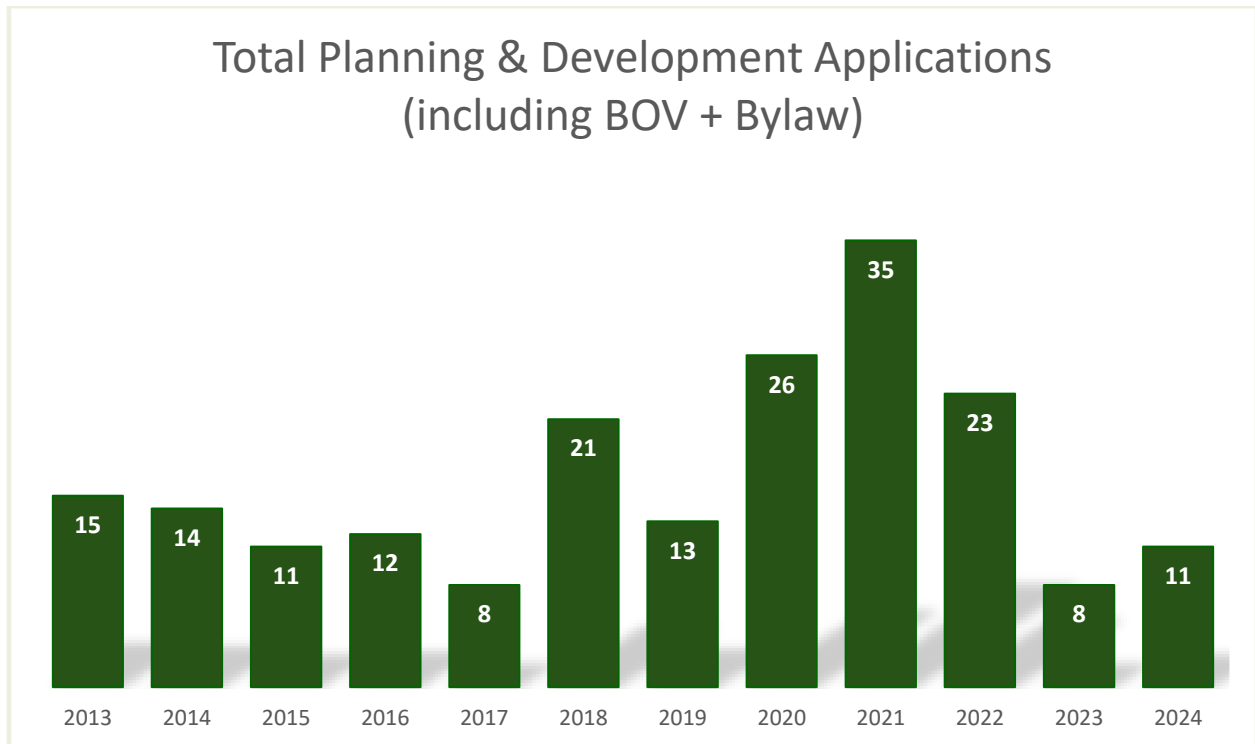


Figure 11 | Development Applications by Year (including BOV + Bylaw)

Table 4 | District of Barriere New Applications by Percentage

New Development Applications (% of Total)	
2013	40%
2014	21%
2015	9%
2016	25%
2017	0%
2018	28%
2019	31%
2020	50%
2021	37%
2022	48%
2023	63%
2024	45%
10-Year Avg	34%

On average, there are two private zoning applications per year, with a high of six applications in 2021 and a low of one in 2020. Private applications simply mean any rezoning that is not submitted on behalf of the local government. (Figure 12 | District of Barriere Zoning Amendments 2018-2024).

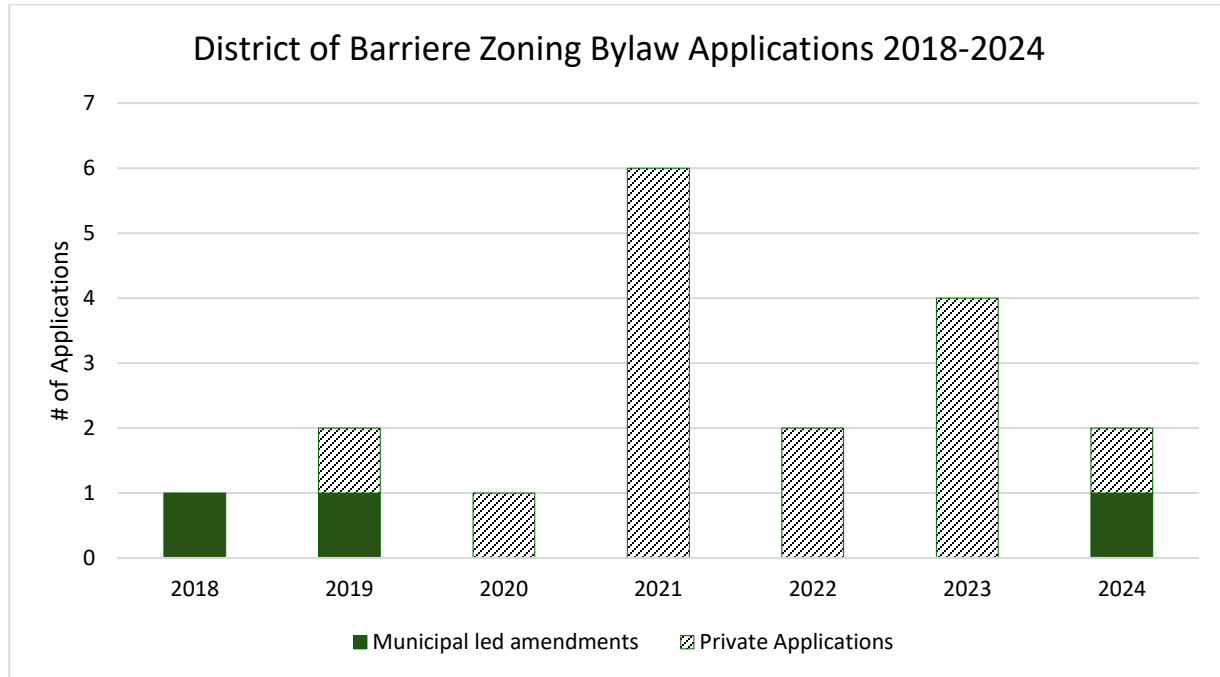


Figure 12 | District of Barriere Zoning Amendments 2018-2024

2.2.2 CONSTRUCTION INVESTMENT PER CAPITA, COMPARISON

The District of Barriere had relatively low building permit values in 2014 and 2015 relative to its comparison municipalities. From 2017-2020, Barriere had an increase in building permit values per capita (see **Figure 13 | Building Permit Value Comparison by Municipality**). Among the seven municipalities, Barriere and Taylor generally have the least investment per capita. To calculate construction value per capita total building permit value is divided by total population, from the 2021 Census.

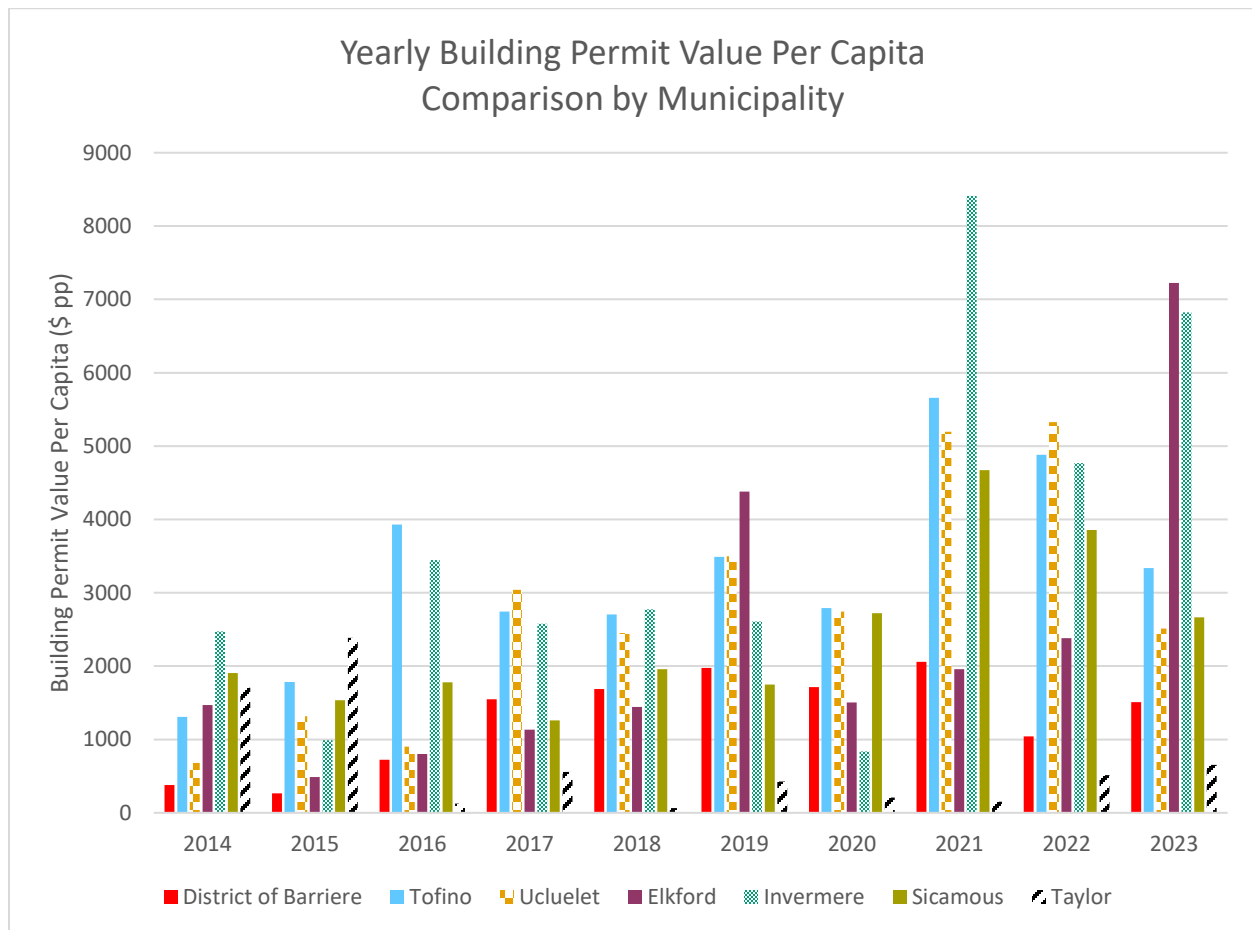


Figure 13 | Building Permit Value Comparison by Municipality

2.3 STAFF COMPOSITION & ROLES

The District of Barriere stands out for its small and dedicated team, where staff members take on multiple responsibilities to ensure the smooth operation of municipal services. Unlike larger municipalities with specialized departments, Barriere’s staff members often wear multiple “hats”, handling a range of duties across administrative, operational, and community-focused roles (see Figure 14 | Barriere Organizational Chart). As a result, the decision-making process is completed within a shorter timeline due to the District’s well-established and experienced staff. However, this can make it difficult to compare Barriere’s staff levels to other local governments because it is challenging to definitely say how many hours per week each staff member may spend simply on applications and permits.

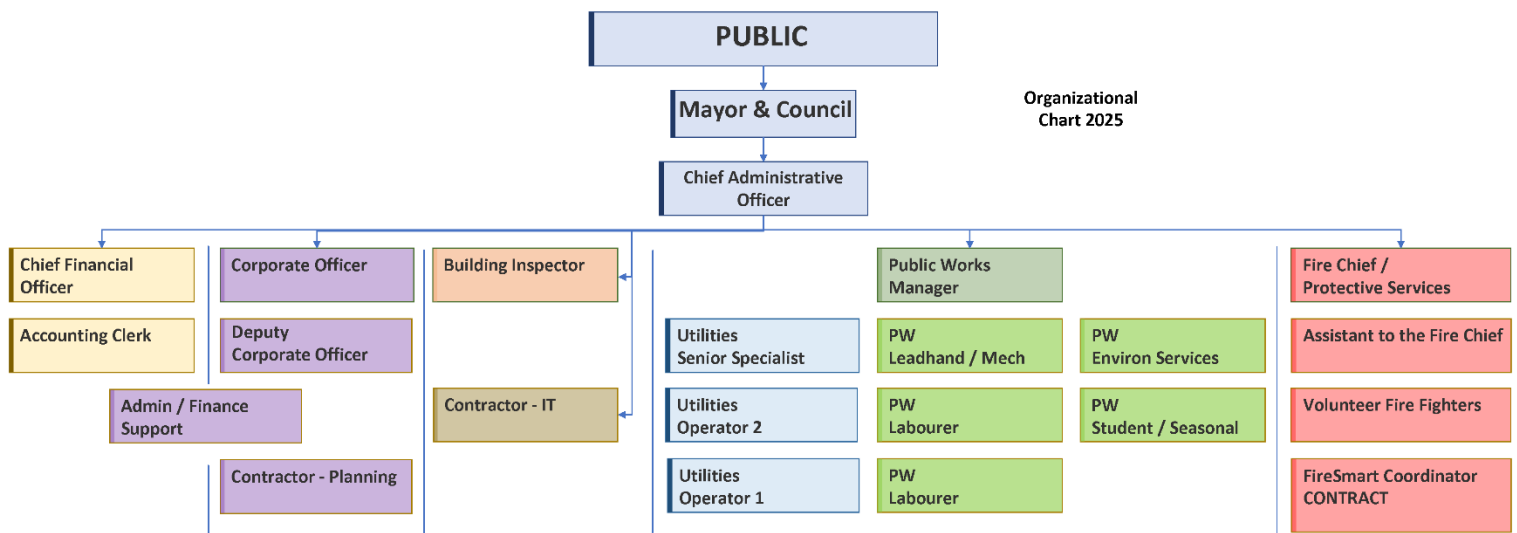


Figure 14 | Barriere Organizational Chart

2.3.1 APPROVING OFFICER

The District of Barriere's approving officer plays a crucial role in the subdivision application process, reviewing applications after they undergo two stages of processing. The first stage involves receiving the application, processing fees, and assigning a file number. In the second stage, applicants are contacted if any key requirements are missing. Once these preliminary steps are complete the approving officer, who works remotely, receives the application in digital form for final review. While digital file-sharing has proven effective, there is concern over version control for the files. Though the approving officer notes there have not been any version control issues to date. To maintain the success of this system, training and structured systems will be essential for future approving officers.

Beyond reviewing applications, the approving officer also acts as a file manager, overseeing the subdivision process from Preliminary Layout Approval (PLA) issuance to the final signing of subdivision registration. This role includes applicant follow-ups and extensive involvement in the process, often exceeding the responsibilities of other staff members. This raises important considerations about succession planning: *What will happen when the approving officer retires or leaves? Is there a structured system in place to transition this role smoothly? Should some of the officer's responsibilities be delegated to other District staff to create a more balanced workflow?*

Additionally, there is a lack of a formal application review checklist, as smaller municipalities often have varying application requirements. However, 1–2 lot subdivisions often share common criteria, suggesting that a standardized checklist for these applications could improve efficiency and would also help facilitate a seamless transition for future approving officers. Implementing such a tool would support continuity while maintaining the District's established success in subdivision processing.

It is recommended that a standard Subdivision Application review checklist should be used for all subdivision applications regardless of size.

Subdivision Application Process

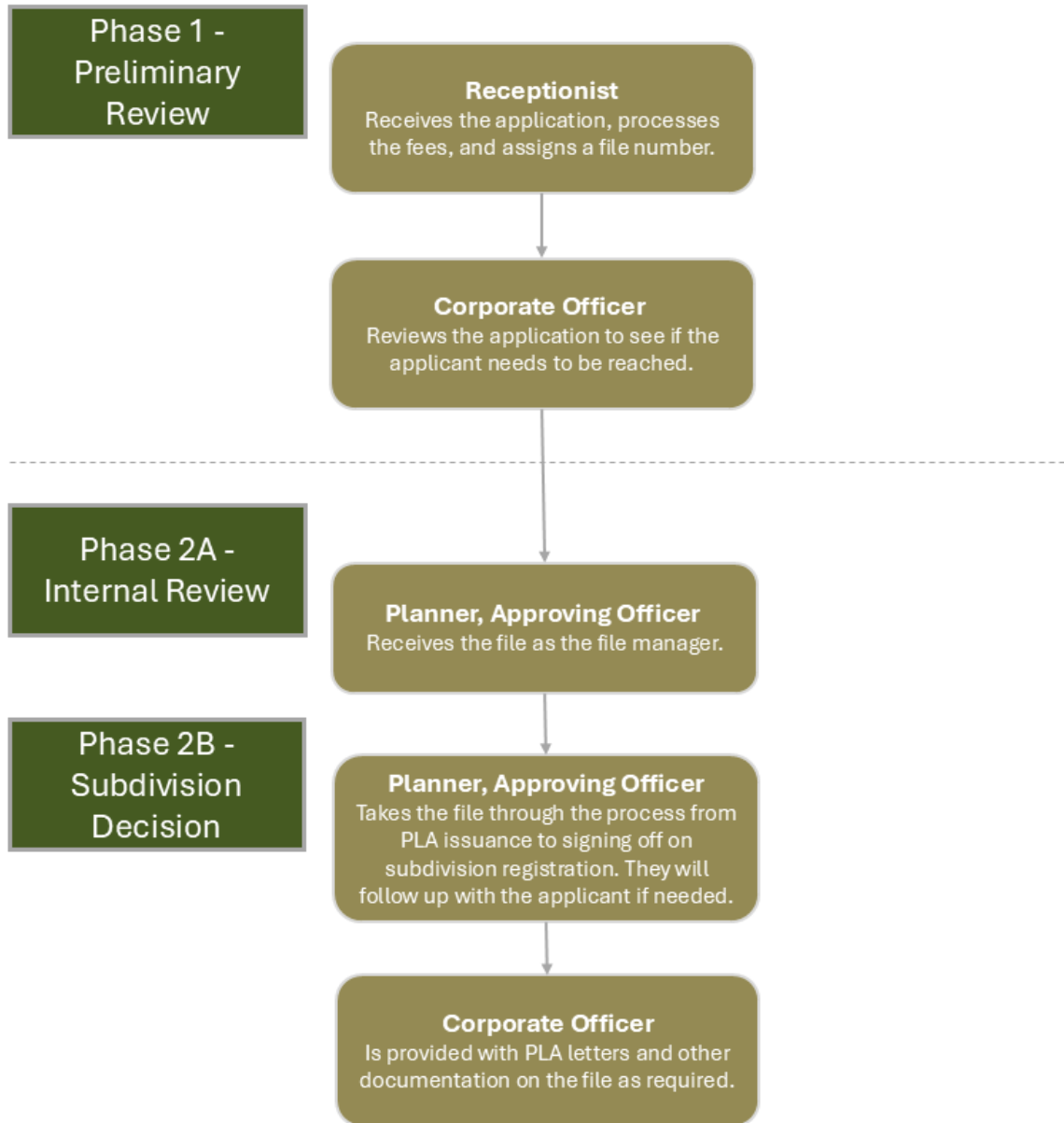


Figure 15 | Flowchart of the current subdivision application process.

2.3.2 CORPORATE OFFICER & PLANNING CLERK

The District's Corporate Officer confirms, no formal flowcharts outline the steps for processing rezoning, development permits, development variance permits, and subdivision applications. However, some application forms include accompanying checklists to ensure all required information is in place before submission, providing a level of guidance despite the absence of a structured process.

External agencies are expected to respond to referrals within 30 to 45 days, but the District does not strictly enforce this timeline due to its impact on expediting application reviews.

The main obstacle to implementing this system is the lack of a servicing agreement template and an established process for collecting security deposits. Despite recognizing that each application varies, the District acknowledges the need for standardized templates to streamline the process and support efficiency moving forward.

2.3.3 BUILDING INSPECTOR

Currently, the District has a single Level 1 building inspector, whose responsibilities focus on Part 9 buildings, typically single-detached homes. For industrial buildings, the District has relied on the Thompson-Nicola Regional District (TNRD) for inspection services. However, TNRD has reached its capacity and will no longer be able to provide industrial inspector coverage in the future. As a result, the District may need to contract a Level 3 inspector to address this gap.

Under the current system, building permits are processed within one to two days, with the longest taking up to a week. However, since the inspector only works one day a week, they sometimes need to work outside their scheduled hours to complete permits. A full-time Level 3 inspector could help resolve delays for permits that exceed the typical timeframe.

The District's building permit application process places the majority of the burden on the inspector, who handles approximately 90% of the required work, while administrative staff contribute 10%, primarily by receiving applications and processing payments. The District's administrative staff review many Building Permit Application files for zoning compliance, create and amend forms, maintain the web-page for the Building Inspection Department and Finance. The administrative staff also record payments, refunds and make amendments to the Building Permit Data Base in Excel. They also process all Building Permit information requests. The inspector's responsibilities include reviewing, following up on, and logging building permit

applications, and documenting key details such as application type, total square footage, and cost. Additionally, they are responsible for quarterly reporting to the federal government to provide building permit statistics. File and data management is also part of the role, as both the CAO and Council may require information on issued permits. The inspector has been successful with educating the public on following the correct procedures by approaching owners that build something without a proper permit, adding to his list of responsibilities.

Other delays for processing applications comes from incomplete or inadequate drawing submission from the contractors. The lack of a formalized database or tracking software for building permits creates inefficiencies, likely due to limited staff and time. Implementing such a system, potentially overseen by a full-time Level 3 inspector, could help streamline the process and improve overall data management.

To improve efficiency, the current inspector successfully streamlined processes by coordinating plumbing permits alongside building permits. Additionally, the District has enhanced accessibility by providing building permit application packages to applicants both in person and online. Other refinements, such as adding the PID# to application forms and addressing inconsistencies between the Building Permit sheet and Building Permit application form, should help with reducing inefficiencies. Continued innovation and process improvements will be essential for the District to navigate delays and optimize operations despite staffing limitations.

2.3.4 COMPARATIVE FULL TIME EQUIVALENTS (FTE)

Table 5 | Barriere Full Time Equivalent for Staffing

Position at Barriere	Full Time Equivalent (FTE)
Planner / Approving Officer	10%
Planning Clerk / Corporate Officer	30% estimated
Building Inspector (Level 1)	20%
Building Inspector (Level 3) - Vacant	N/A
Receptionist	15% estimated
Public Works Manager – 10%	10% estimated
Total Full Time Equivalents (FTE)	0.85 FTEs Estimated

Development-related data enables an understanding of trends and important indicators. Staffing levels and the skills, experience, and capacity all impact the development process pathway. As part of the development review and analysis, the District of Barriere and the three

comparable municipalities, Tofino, Invermere, and Ucluelet, were chosen to determine differences in the number of full-time equivalent (FTE) planning department staff. This includes any staff member that works with development applications. Determining FTEs for Barriere was difficult because of employees doing many different duties throughout the day and not considering which duties are particularly related to planning or development in terms of a statistical week. Estimates are provided but should be used with caution without further analysis.

In **Tofino** the Manager of Planning Services reports to the Director of Community Services and is responsible for overseeing the processing of all building and development permit applications managed by the Planning Department. The number of employees in this department is not recorded. At least two people work full time in planning related activities. The Director of Community Services spends at least a third of their time in planning making the full time equivalent a minimum of 2.33 staff.

Invermere's organizational chart shows that the Planning Department comprises two staff members: the Director of Development Services and the Development Coordinator. The Director handles planning matters, including development approvals and procedural bylaws. The Building Services Department, led by the Manager of Building and Protective Services, also assists with the building permit application process. Overall, Invermere has a full-time equivalent (FTE) staff count of at least four, excluding any planning work performed by the Chief Administrative Officer (CAO).

Ucluelet's Community Planning Department has exactly two planning employees, a building inspector, a bylaw officer, and a Director of Community Planning. Ucluelet has five separate position titles with a total department FTE of 5.

Municipal planning departments with the resources and staffing levels to enable a separate focus on both short-term planning i.e. planning applications and long-term community planning i.e. Official Community Plans, Bylaw updates, have stronger potential for shorter application processing timelines.

Table 6 | Overall Planning Department Resources in Comparable Municipalities

Municipality	Barriere	Tofino	Invermere	Ucluelet
Population (2021)	1,765	2,516	3,917	2,066
Full Time Equivalent – Planning	0.85	2.33	4	5
Citizens per Planning Staff Member	2,076	1,079	979	413
Housing Starts (10-year average)	7	30	30	22
Number of Housing Starts per Staff	8.2	10	7.5	4.4
Building Permit Value (10-year average)	\$2,279	\$8,210	\$13,987	\$5,717
Building Permit Value Per Staff (Thousands)	\$2,681	\$3,523	\$3,497	\$1,143

When building permit levels are compared to staffing levels, Barriere is processing at a rate comparable to Ucluelet and fewer than Tofino and Invermere. Many factors impact this type of analysis such as market growth and demand. Staff training, experience, and education, and Council-directed policy and procedures for application processing, all directly impact the application timeline.

The comparison helps enable the District to select specific metrics such as population levels, gross property tax revenue, building permits, related fees, etc. It also allows the District to begin connecting the application process, particularly the formal timeline, to staffing levels over the intermediate to long term. What is clear in these benchmarking scenarios, is that processing timelines are directly related to staff processes established by Council.

2.4 PLANNING POLICIES & BYLAWS COMPARISON

A comparison of the complexity of planning documents among benchmark communities was completed as shown in **Table 7 | Planning Document Complexity by Municipality**.

Table 7 | Planning Document Complexity by Municipality *see table below for definitions

	2021 Census Data				Zones						OCP	
Municipality	Population	Pop. Density (ppl/km ²)	Average Age	Size (km ²)	CD Zones*	Res	Other	Total	People per zone	Zones per km ²	OCP DPAs*	OCP LUAs*
Barriere	1,765	164.5	51.4	10.73	-	4	10	14	126	1.3	3	6
Clearwater	2,388	42.9	44.9	55.65	-	6	11	17	140	0.3	3	9
Logan Lake	2,255	7.0	48.8	324.28	-	7	17	24	94	0.1	3	19
Tofino	2,516	238.3	38.5	10.56	18	10	28	56	45	5.3	9	7
Sicamous	2,613	204.2	50.7	12.80	-	13	17	30	87	2.3	2	10
Ucluelet	2,066	318.8	39.6	6.48	14	9	20	43	48	6.6	3	7
Taylor	1,317	77.8	36.3	16.92	-	5	11	16	82	0.9	-	9

Table 8 | Definitions taken from Barriere Official Community Plan & Zoning Bylaw

CD Zones (Comprehensive Development Zones)	Site-specific developments that require customized zoning rules beyond the standard categories.
OCP DPAs (Official Community Plan, Development Permit Areas)	Areas in which development and/or land alteration must follow specific guidelines and regulations as stated in a Development Permit.
OCP LUAs (Official Community Plan, Land Use Areas)	Designated zones that dictate how land can be developed and utilized.

2.4.1 THE IMPORTANCE OF PLANNING POLICY

Why does planning policy and regulation complexity matter?

The complexity of a municipality's planning documents often roughly translates into how complex the approval process is within that municipality. For example, more zones in a Zoning Bylaw often signals the municipality wishes for an applicant to apply for a specific rezoning for any change in land use on a property. More zones often equal more rezonings in a municipality, thereby making an application process more difficult. Similarly, more development permit areas (DPAs) often result in a greater chance an applicant must undertake a development permit process and comply with multiple, overlapping DPAs.

In terms of best practice, the province of British Columbia, with its recent legislation pertaining to missing middle and small-scale housing, mentioned in Bill 44 Housing Statutes, is moving towards pre-zoning land to minimize the need for rezonings. Additional legislative changes preventing public hearings for rezonings that comply with an Official Community Plan further the push to streamline the application process for housing and other development. For investment-friendliness, municipal staffing efficiency, and as a factor that influences residential affordability, fewer zones and fewer requirements for rezoning equals time saved, money saved, and typically more investment.

Best practice is to set forth a strong vision and direction on where and how development proceed when making an Official Community Plan (OCP) and implement that vision through pre-zoning land that aligns with the OCP.

2.5 PLANNING FRAMEWORK

The District's planning framework was reviewed to understand the policy and regulatory context from which applications are submitted. Policies and bylaws all exist on a spectrum between permissive or flexible and prescriptive or rigid (see **Figure 16 | Types of Regulations and Policies**).

Today's best practices in planning policy and regulation provide certainty and clarity about the broad directions of the municipality (where development should be located) and flexibility on the details of individual site development (e.g. how much parking should be provided).

Types of Regulations and Policies

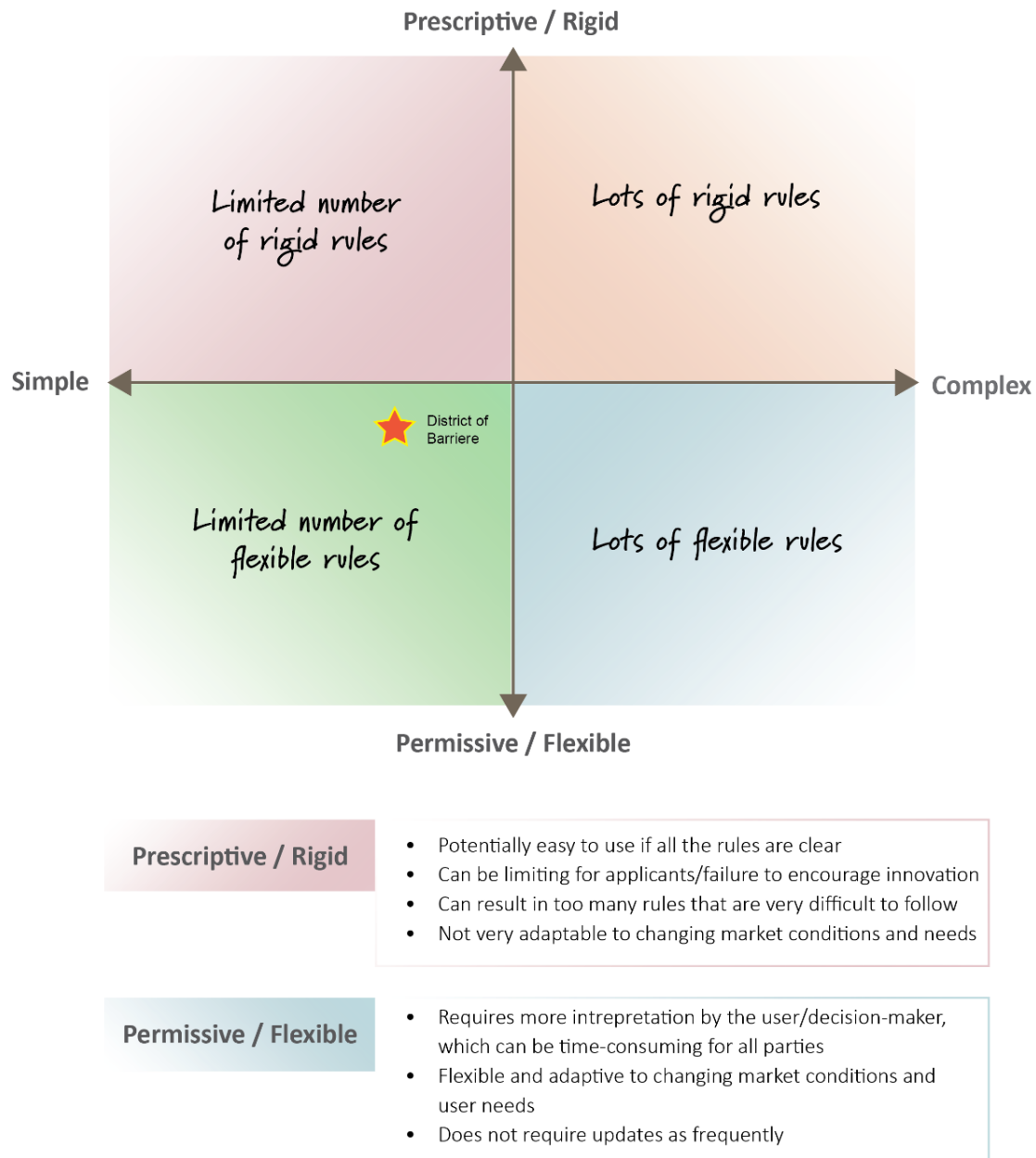
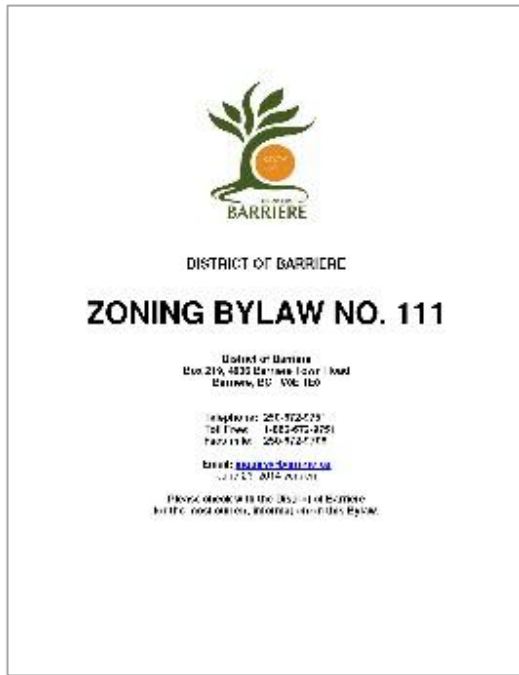


Figure 16 | Types of Regulations and Policies

2.6 ZONING BYLAW



The District's Zoning Bylaw was adopted in June 2014 and has a total of 14 zones.

- SH – Small Holding
- CR – Country Residential
- R - Residential
- RM – Residential Multi-Family
- MH – Mobile Home Park
- C1 – Downtown Core Commercial
- C2 – Yellowhead Corridor Commercial
- C3 – Neighbourhood Commercial
- LIC – Light Industrial Commercial
- I – Industrial
- P1 – Recreational
- P2 – Institutional
- OS – Open Space
- TR – Transportation - Rail

Since 2016 there have been 20 Zoning Bylaw amendments. 16 for rezonings, with approximately 14 of those for private applications.

A review of the District's Zoning Map reveals most lots, and land is zoned as R - Residential. Other zones that cover a large area of the District, include: SH – Small Holdings, CR – Country Residential, and I – Industrial. The overall pattern is typical and expected of a rural area with an urban core. C2 – Commercial is located on the highway and C1 is downtown with some adjacent RM – Residential Multi-Family and MH – Mobile Home Park.

Overall, the Zoning Bylaw Map is straight-forward and clear due to the limited number of zones and the lack of spot zoning of parcels. The general pattern is logical, with larger blocks and neighbourhoods all with the same or complementary zones.

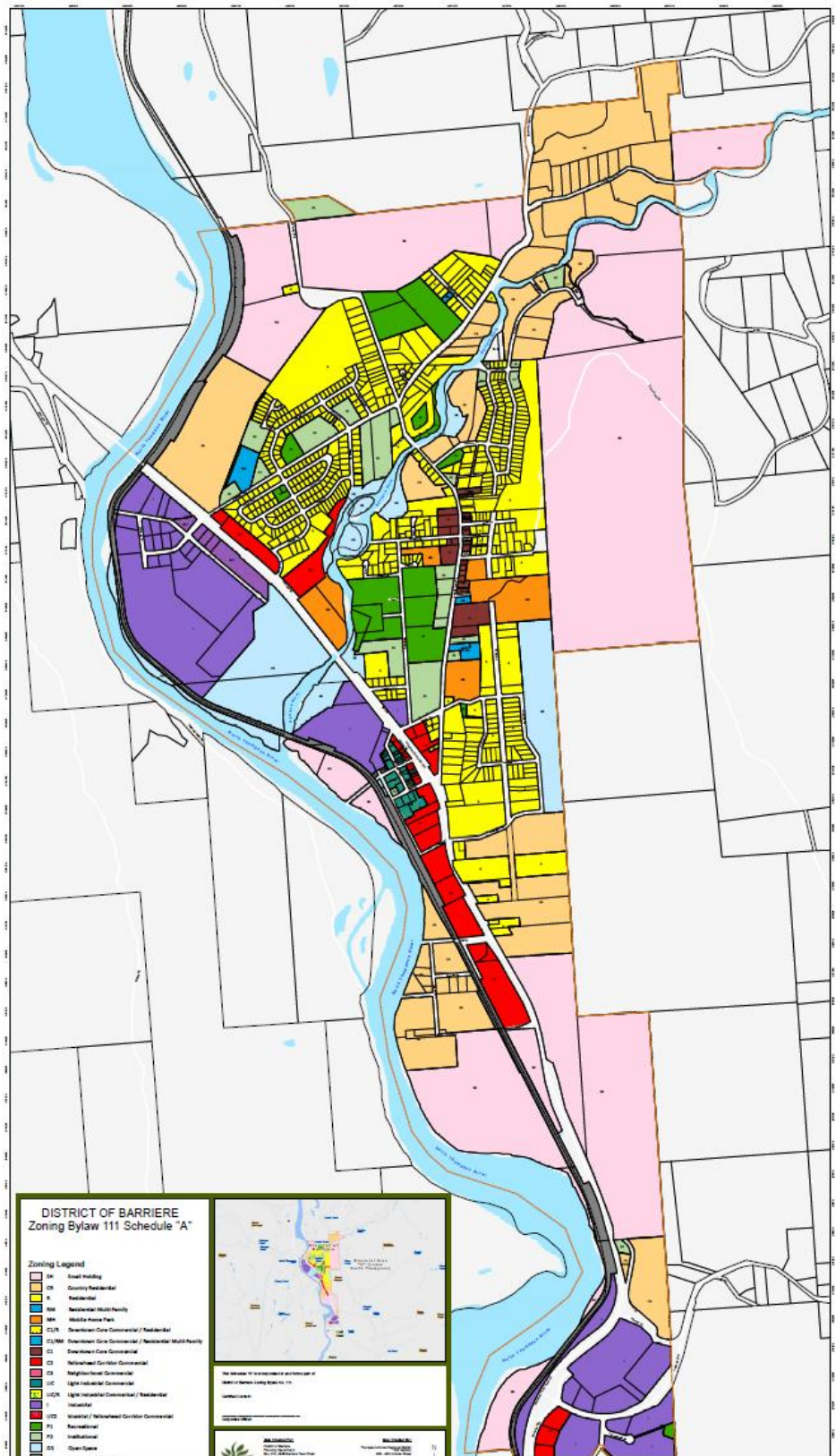


Figure 17 | Barriere Zoning Map

Review of Zones and Regulations

The Barriere zoning regulations are kept simple and do not have additional unnecessary regulations. Each zone is designed to fulfill its purpose in an appropriate way through the regulations. While being clear, the bylaw also has some flexibility, for example, duplexes are allowed in the SH, CR and R zones.

The building height maximum is typically 12 metres, which is higher than some similar zoning bylaws, which limit it to 9 or 10 metres. Commercial zones (C1 & C2) are logical and permit residential units in a commercial building.

Since the list of permitted uses is limited, additional commercial uses could be added to the C1 and/or C2. However, depending on the interpretation of the C1 and C2 permitted uses this may not be needed. The C3 – Neighbourhood Commercial zone does not appear to have any parcels zoned C3, is a placeholder in the bylaw for neighbourhood commercial if needed.

Parking Regulations

Parking is a significant cost for development. Each extra parking stall requires additional land and can add-up to be a deterrent on development if the parking regulations are too strict. Off-street parking minimums are regulated in section 3.10 of the Bylaw. The Bylaw specifies that single-family residential units require two parking spaces, multi-family 1.5 spaces, and secondary suits 1 space. Parking minimums for various other land uses are also listed.

Best practices in land use planning are moving towards a reduction in parking minimums to promote better community design, especially in downtowns. Research suggests that vibrant downtowns are walkable and prioritize the pedestrian experience over an abundance of parking. These types of town centres flourish because they are an experience, rather than simply a shopping trip. Excessive parking off-street discourages this type of design and can hinder the creation of a vibrant downtown. One recommendation would be to create separate reduced parking minimums in the downtown C1 zone. This is one more way the District could encourage investment in the C1 zone and the creation of a more vibrant main street.



Figure 18 | Renovated Business Centre with parking provided

2.7 PLANNING PROCEDURES BYLAW NO. 0049

The District's Planning Procedures Bylaw outlines both the procedures for planning and development applications. Bylaw 0049 was adopted in 2009 and is currently under review. The Bylaw includes numerous schedules, including:

- A- Application for amendments to Official Community Plans (OCPs), Zoning Bylaws (ZBs), Land Use Contracts, issuance of Development Variance Permits (DVPs), Development Permits (DPs), and Temporary Commercial or Industrial Use Permits.
- B- Application Fee Schedule
- C- Flow Charts – OCP, Zoning Bylaw, and Land Use Contract Applications
- D- Flow Chart - Development Permits
- E- Flow Chart - Development Variance Permits
- F- Flow Chart - Temporary Commercial or Industrial Use Permits
- G- Form – Development Variance Permit Template
- H- Form – Development Permit Template
- I- Form – Temporary Commercial or Industrial Use Permit Template

The Bylaw also includes regulations pertaining to the Riparian Areas Regulation and requirement for a Riparian Assessment Report under certain conditions and locations.

Commentary:

Bylaw 0049 covers the basics of a planning procedures bylaw. The District's Development Bylaw is currently in the process of being updated:

Anticipated revisions to the Bylaw include:

- a) Updated application forms so as to be more current, user-friendly, and visually appealing.
- b) Digitize Application Forms (see Section 2.7.2) and make available on the District website.
- c) Improve Flow Charts and create two types of flow charts
 - For staff – more detailed
 - For applicants – more general

2.7.1 APPLICATION FORMS

The District's application forms and public information for applicants was reviewed to determine if there are any gaps or weaknesses that could use improvement. The District has numerous forms, checklists, guidelines, and documents associated with development and planning applications. The following were reviewed:

Table 9 | List of Application Forms

Name	Location
Application for Development *Single form for OCP amendments, rezoning, land use contract amendment, development variance permit, development permit, or temporary commercial or industrial use permit.	Development Approval Procedures Bylaw No 0049, Schedule 'A'
Preliminary Subdivision Application (PLA)	Stand alone
Information Request to District of Barriere Building Inspection Services	https://www.barriere.ca/p/building-inspection-development-permits

Table 10 | List of Flow Charts & Guides

Name	Location
OCP, Zoning Bylaw and Land Use Contract Application Flow Chart	Development Approval Procedures Bylaw No 0049, Schedule 'C'
Development Permits Flow Chart	Development Approval Procedures Bylaw No 0049, Schedule 'D'
Development Variance Permits Flow Chart	Development Approval Procedures Bylaw No 0049, Schedule 'E'
Temporary Commercial or Industrial Use Permits	Development Approval Procedures Bylaw No 0049, Schedule 'F'
New Construction Guide - At-A-Glance	https://www.barriere.ca/p/building-inspection-development-permits
A Guide to Building Permits	https://www.barriere.ca/p/building-inspection-development-permits

Website:

The following pages on the website were reviewed:

- [Building Inspection Permits](#)

Webmap:

- [Webmap](#)

2.7.2 REVIEW OF FORMS AND INFORMATION DOCUMENTS

The District's current application forms, guides and online information are generally complete and contain the basic information required for an applicant. However, there are some areas that can be improved upon in comparison to best practices in municipal applications.

1. Additional Application Guides

The District has two guides, **(1) New Construction Guide "At-a-glance"** and **(2) A Guide to Building Permits**. There appears to be no guides for planning or development applications, although some of the base information is within the schedules of the Development Procedures Bylaw. Many municipalities have specific guides for all different types of developments, including secondary suites, garages, residential development, and commercial/industrial development. Additional planning and development guides would help applicants in the District. The assumption in many smaller municipalities is that applicants will simply reach out to the District staff to get assistance on applications. However, this overlooks applicants who are deterred from developing by a lack of information, as well as those who proceed without a permit out of frustration with the system's complexity.

Furthermore, the flow charts within the Development Procedures Bylaw should be part of any guide and must be available online to assist applicants.

Recommendations:

- a) Create a Planning & Development Guide or a single unified guide for all development
- b) Add flowcharts to guides and add step-by-step flows to website

2. Digital forms

Digital PDF forms and more sophisticated online forms are now the standard for applications. These can be created easily with the first steps being to create an online fillable PDF form to be printed and signed. More complex online forms can follow as budget and resources allow. The following is a suggested hierarchy of evolution for online applications forms:

- a) **Digital fillable PDF form**
(applicant fills out digitally, but is then printed, signed and submitted)
- b) **Digital fillable and signable PDF**
(applicant can fill and sign PDF digitally and hit submit, via a button or email program)
- c) **Online portal for submission of a digital fillable and signable PDF**
(an online portal to upload the signed PDF)
- d) **Full online application system**
(no PDFs)

Recommendations:

- a) Update digital fillable PDF forms starting with the ones created for this project.

3. Visual Appeal

Today's world is highly visual and even the most remote Canadian citizens are now consuming highly visual and interactive videos and media from Tiktok, Instagram, YouTube and other media sites. To effectively communicate with today's citizen visual communication is required, including images, illustrations, photos and icons. The harsh reality is that people do not read text anymore.

In the creation of public communications there is a hierarchy of importance, which can be summarized as follows:

1. Is all the required information provided?
 - a. Essential information, links, data, and citations.
2. Is the information provided in a *user-friendly manner and format*?
 - a. Including addressing different learning styles, such as visual learners, or;
 - b. Accessibility challenges such as visually impairment, language, colour blindness;
 - c. Format could be PDF, online, hard copy, video or others.
3. Is the information displayed in a *visually appealing* manner?
 - a. Use of graphics, images, colours and perhaps even video if online/digital.

The District's documents can be improved by taking the existing information provided and making it more user-friendly and visually appealing. While it doesn't need to read like a magazine, readers today expect a high-level of graphic design and want to be spoon-fed the important information easily. Graphic design should not make documents less user-friendly, which is why graphic design is second in the hierarchy.

Recommendations:

- a) Improve the visual appeal of application forms and guides to make them more user-friendly

2.7.3 BEST PRACTICE EXAMPLES OF FORMS AND GUIDES:

The following are some examples of municipal forms and guides that align with today's best practices in municipal communications (see Figure 19):



Figure 19 | Coquitlam Development Permit Guide

Features: User-friendly and visually effective document. All key information is provided in a simple and easy-to-read manner.

Features: User-friendly document that can either be completed as fillable PDF or as a hard copy. Checkboxes are used to assist the applicant. The form does not begin with a big disclaimer; it instead asks the applicant for the easy information first followed by the application details.



Planning Department Pre-Application Review (PAR) Fact Sheet

What	<ul style="list-style-type: none"> • Before submitting a Development Application the Pre-Application Review (PAR) Meeting with staff to discuss key issues, application requirements and potential challenges upfront. • The goal is to provide consistent and transparent advice to applicants improving the efficiency and quality of formal submissions. • By helping the applicant understand processes, timelines and requirements we can reduce uncertainty and delays later in the process.
When	<ul style="list-style-type: none"> • Meetings Scheduled on an as needed basis, with target turn around time of 2-3 weeks. • Cost as outlined in the District's Fee Schedule
How to Apply	<ul style="list-style-type: none"> • Visit the District website website and download the digital, fillable PAR Application Form PDF. • Ensure the appropriate attachments are included such as site plan or other requirements. • Make payment with District how to pay.
Site Plan	<ul style="list-style-type: none"> • Site plans should include property lines, lot sizes and locations of all proposed buildings and structures • Parking spaces and access points should be indicated • Any known watercourse, steep slope or significant natural features.
Staff Discussion	<ul style="list-style-type: none"> • Before meeting with the applicant there will be a meeting with relevant staff. The PAR fee covers this meeting and is non-refundable after the meeting has been held. • This meeting will result in any foreseen issues or feedback for the applicant to help them move forward.
Meeting Process	<ul style="list-style-type: none"> • The planning department will schedule a conference call with the applicant • The discussion will be on the feasibility of the proposed development and any challenges with the application, at this time the level of staff support for this proposal will be determined
Follow-Up	<ul style="list-style-type: none"> • 2-3 weeks after the meeting with the applicant there will be a follow up from the District with a formal letter either physical copy or digital. • This letter will outline the requirements needed to make a formal application and a fee estimate.
Formal Application	<ul style="list-style-type: none"> • The applicant will submit a formal application via desired submission process • Staff will review and provide final application fees required. • Staff can be contacted by email or phone.

Figure 21 | Sample PAR Fact Sheet

Features: User-friendly document with easy-to-read key headings on the left and answers on the right. The document clearly explains the pre-application process for Barriere development applications.

A Guide to the Development Permit Process



Development Services
Phone: 250-344-2271
Email: Planner@golden.ca

This handout is for convenience purposes and provides general information on the Town's development process. Please refer to the *Development Procedures Bylaw* for specific application requirements and processing procedures.

This Handout Answers

- What is a Development Permit?
- When do I apply?
- How are applications evaluated?
- What do I consider before applying?
- What makes a complete application?
- Application cost and timeline
- Other considerations
- What is the Process?

What is a Development Permit?

Development Permits are a tool to ensure that development in a particular area corresponds with specific development objectives in the Official Community Plan (OCP).

In the Official Community Plan there are designated Development Permit Areas where specific guidelines for development apply. Development Permit Areas include lands intended for multiple residential use, commercial or industrial use, heritage conservation, or environmentally sensitive or potentially hazardous lands.

Each area has development guidelines relating to at least one of the following objectives:

1. revitalizing specific commercial areas;
2. establishing objectives for the form and character of development;
3. preventing hazardous conditions and protecting the natural environment; and
4. establishing and achieving objectives to promote water and energy conservation and the reduction of greenhouse gases.

Development within a Development Permit Area must obtain a Development Permit prior to commencing. Development Permits are registered against the title of the property and outline the specific conditions to which development must conform to.

When do I apply?

A Development Permit application is required when a change or alteration is proposed to the land use or buildings on a property located within a Development Permit Area. In some cases, smaller developments are exempt from Development Permits. These exemptions are noted within the Official Community Plan.

How are applications evaluated?

Development Permit applications are reviewed by staff to evaluate its conformance with municipal bylaws and regulations.

External departments and organizations also review applications to determine how proposals affects their plans and interests.

What do I consider before applying?

Prior to submitting a Development Permit application, the applicant should first review the Development Permit Area Guidelines in the Official Community Plan to understand the development desired for a particular area. The applicant should also review the Town's Zoning Bylaw, the Subdivision Servicing Bylaw, and the Floodplain Bylaw to determine whether the proposal meets Town requirements and standards. Applicants are required to arrange a pre-application meeting with staff to discuss the preliminary development proposal prior to submitting an application.

Retaining the services of an architect, engineer, planner, or other professional for your application is highly recommended. The submission of a high quality application package will assist in the successful and timely consideration of a Development Permit Application.

Figure 22 | Example Municipal Development Guides

2.8 OTHER APPLICATION MATTERS

2.8.1 REFERRALS

Staff have identified that, while the District maintains an efficient timeline, referrals to external agencies can add additional time to the subdivision and development application processes.

Different agencies operate on different timelines. Understanding these agency dynamics will be key to maintaining smooth processes moving forward.

2.8.2 APPLICANT RESPONSIBILITY

The responsibility for advancing subdivision/development applications is shared between the applicant and the District, as the process is not intended to be one-sided. Delays are sometimes caused by applicants rather than the District, making it essential to recognize where obstacles occur. However, the District plays a crucial role in maintaining communication by regularly reaching out via email and phone calls to confirm whether the applicant still intends to move forward, especially in cases where there has been a prolonged lack of response. Currently staff facilitates this through personal check-ins, ensuring applications continue progressing efficiently or to let them know they are missing some requirements.



3. STAKEHOLDER ENGAGEMENT

After conducting interviews with developers, realtors, and planning and building applicants, the District has initiated an in-depth review of the development application process. This analysis aims to better understand which aspects are functioning effectively and where gaps may exist, helping to inform improvements that support all stakeholders involved.




True Consulting conducted stakeholder engagement activities, including interviews with realtors, developers, building applicants, property owners, and District staff. Staff members interviewed included the Approving Officer, Corporate Officer, and Building Inspector. Interviews were conducted either online or in person, using a standardized set of pre-prepared questions. To ensure consistency, developers and realtors were asked the same set of questions, with responses recorded directly into a structured questionnaire format. District staff were asked a separate set of questions focused on understanding their roles within the development application process, while developers, and realtors were asked about their satisfaction with the District's current procedures.

In addition to the interviews, an online survey was administered specifically to planning and building applicants. Approximately five individuals responded to the survey, providing additional insights from the applicant perspective on their level of satisfaction with the District's current procedures.

It is important to note that participation in both the interviews and the survey was by invitation only and not open to the general public. This approach was intentional, ensuring that feedback was collected exclusively from individuals with direct experience in the District's development application process.

Some overall themes found from the stakeholder engagement align with some of the guiding principles mentioned beforehand include certainty, collaboration, and timeliness as seen in Table 12 below.

Table 11 | Overall Themes of Stakeholder Engagement.

	Successes	Challenges
Certainty 	<ul style="list-style-type: none"> • Developers and realtors described the building application process as clear and easy to navigate. • Over half of the applicants were satisfied with the approvals process. 	<ul style="list-style-type: none"> • Some applicants experienced frustration or confusion during the application process or upon receiving a decision. • Supporting materials were either not provided or were hard to find.
Collaboration 	<ul style="list-style-type: none"> • Stakeholders reported positive and fair interactions with District staff. • Long-term developers maintained strong, consistent working relationships with District personnel. 	<ul style="list-style-type: none"> • Some applicants wished that staff were more available throughout the week. • The current CAO has yet to work with some developers on certain projects.
Timeliness 	<ul style="list-style-type: none"> • Stakeholders generally reported timely and responsive communication as a positive aspect of their experience. 	<ul style="list-style-type: none"> • Response times varied based on the complexity of individual applications.

3.1 SUMMARY OF ENGAGEMENT RESPONSES

The following summary is organized by topic, reflecting the order in which questions were posed to each stakeholder group. This structure provides a clear and consistent way to compare perspectives across different stages of the development application process. Each topic highlights recurring themes, points of consensus, and areas for potential improvement based on stakeholder feedback. The principles of certainty, collaboration, and timeliness will also be incorporated throughout this summary to guide solutions to each area of improvement brought up by the stakeholders.

3.1.1 APPLICATION PROCESSING TIME

Developers and realtors typically submit one application at a time to the District, most commonly for development permits, development variance permits, zoning, or subdivisions. Interview feedback indicates that none of the participants experienced concerns with application processing times; however, timelines can be extended when a referral party is involved.

When compared to other communities such as Kamloops, stakeholders reported a more positive overall experience with the District, likely due to a lower volume of applications. High-quality communication with staff and an evident “open for business” attitude was also highlighted as strengths.

Among building applicants, the most common submissions are for subdivisions, followed by building permits. A majority of these applications were processed in 2025, suggesting a strengthening real estate market in the District. This trend is further supported by the applicant breakdown: 80% are property owners and 20% are third-party applicants. While most receive decisions within a month, processing times can extend up to eight months depending on the complexity of the application.

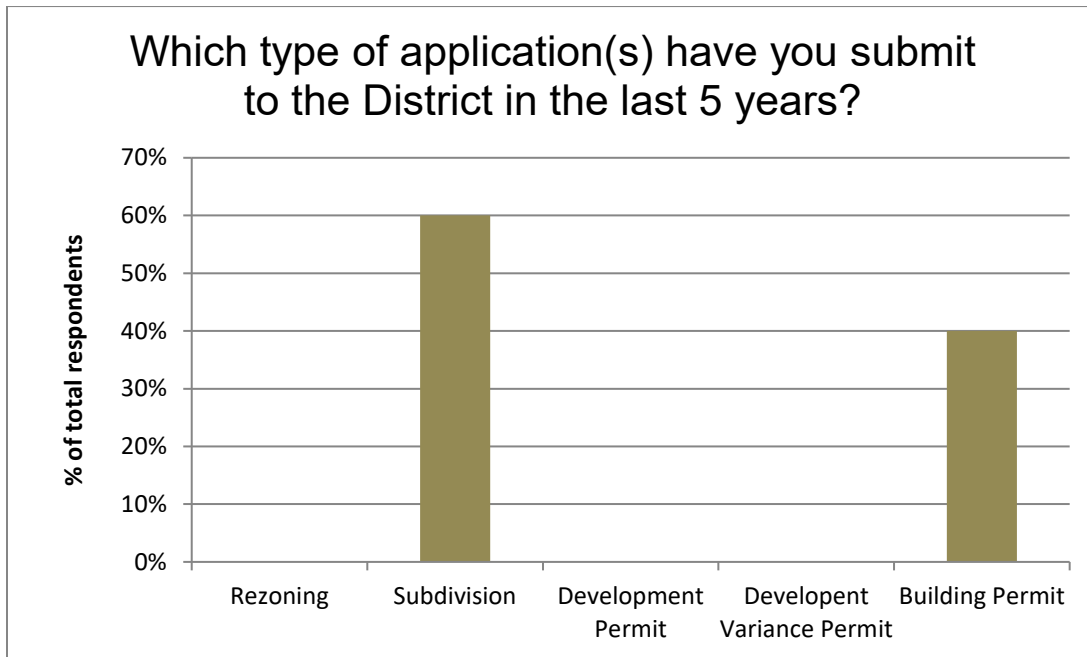


Figure 23 | Applicant by Type in Last 5 Years

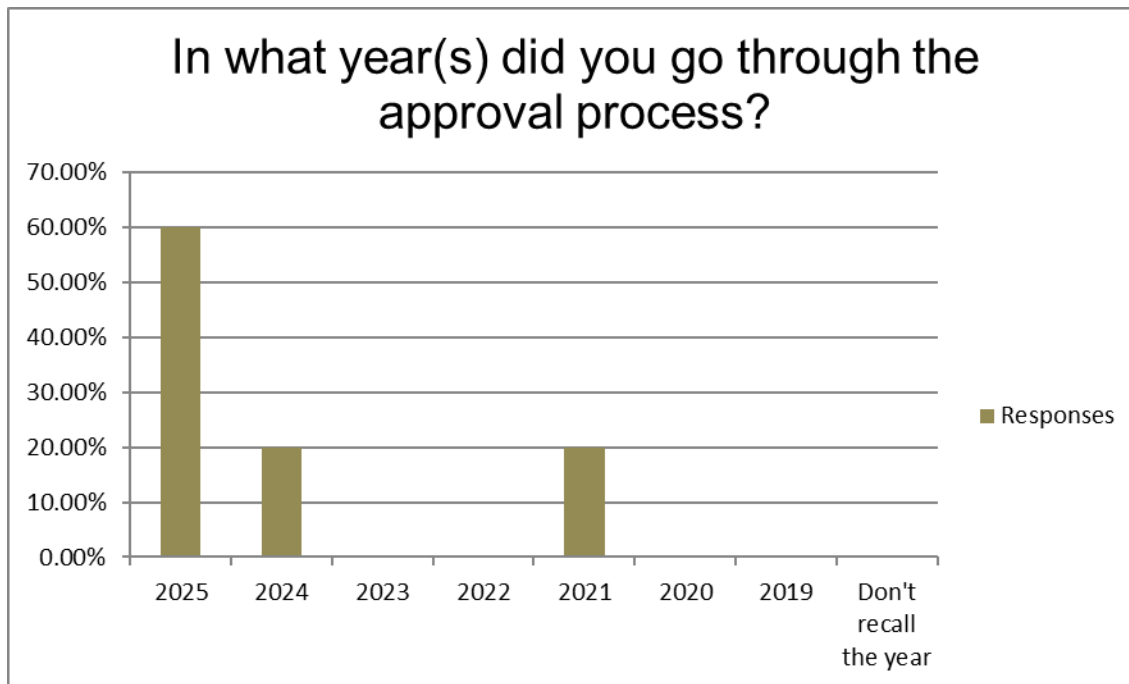


Figure 24 | Year of Approval Process Participation

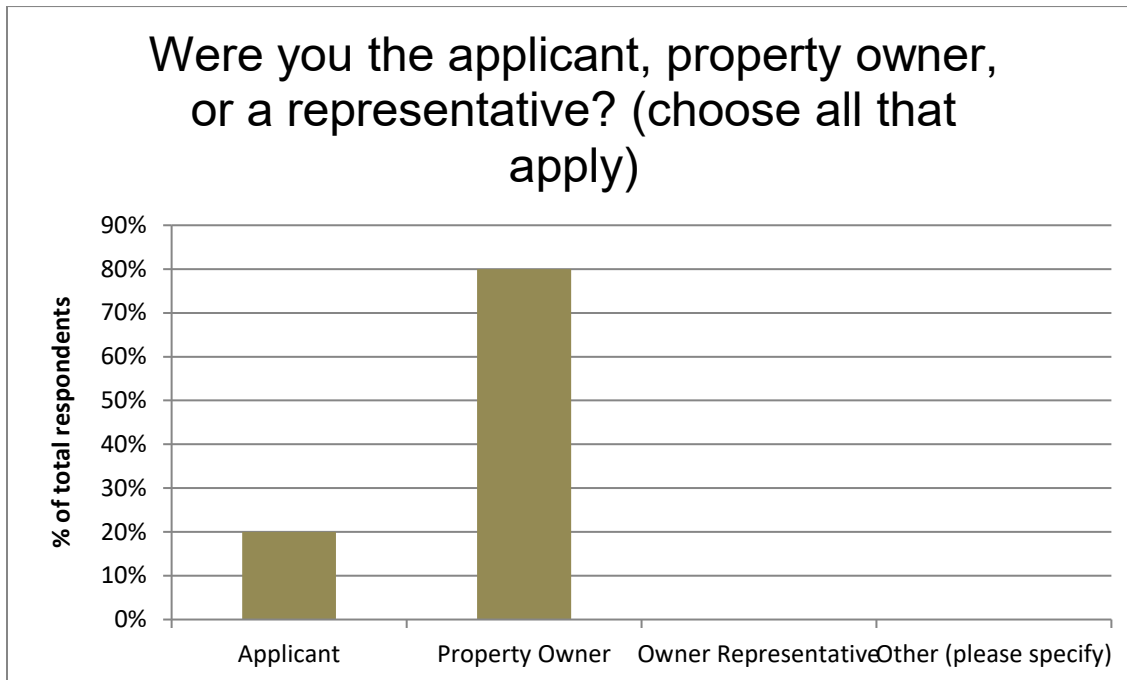


Figure 25 | Applicant by Type

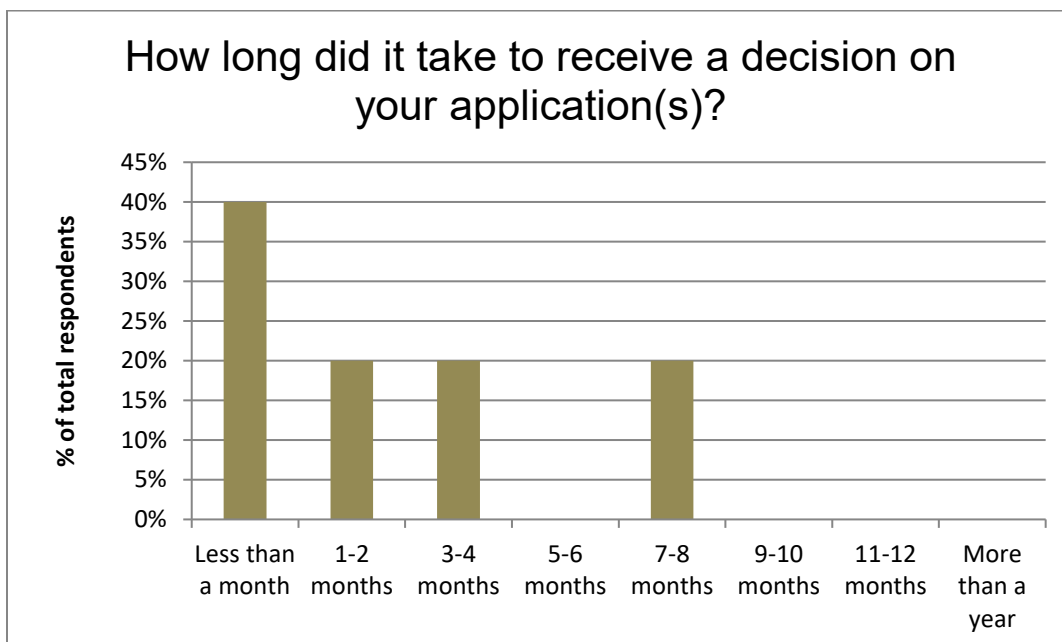


Figure 26 | Time for Application Decision

3.1.2 CLARITY

Overall, 60% of applicants expressed satisfaction with the District's approval process, while 20% reported dissatisfaction and the remaining 20% were neutral. Feedback from stakeholders revealed a mixed experience: many characterized the process as professional, responsive, efficient, and clear. At the same time, an equal portion of respondents found it frustrating, inconsistent, confusing, and lacking in clarity.

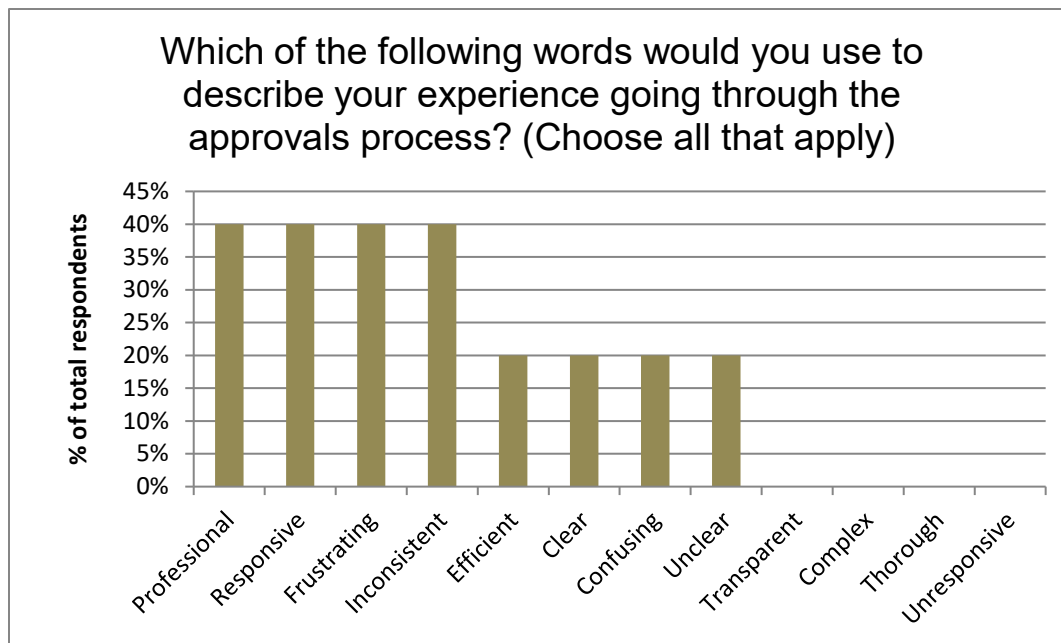


Figure 27 | Applicant Descriptions of Approval Process

These contrasting perspectives suggest that while the District's current processes are functioning well for some, others may encounter challenges. To support both new and experienced applicants, there is an opportunity for the District to enhance transparency, consistency, and applicant support throughout the development approval process.

In addition, a majority of applicants reported that the application requirements were only somewhat clear, signaling room for improvement in the forms themselves. Making the application materials more accessible, user-friendly, and easy to interpret could help reduce confusion and improve clarity for applicants. Even including the requirements at the beginning of these forms or on the District's website could make a significant difference.

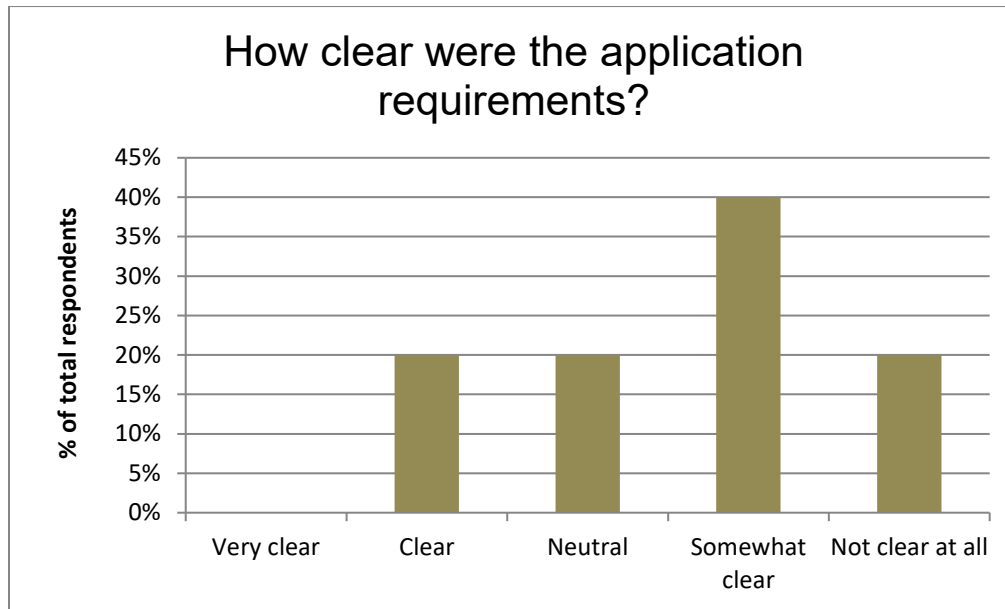


Figure 28 | Clarity of Application Requirements

For realtors, the application requirements and procedural steps were described as straightforward, with the necessary forms sent out early in the process. This proactive approach helped ensure clarity and ease of completion. In the case of the developer interviewed, familiarity with the process gained through years of experience working with the District, meant that additional guidance was not needed. These responses suggest that from the perspective of developers and realtors, the application process is well-understood and effectively communicated.

3.1.3 USE OF DISTRICT RESOURCES

Realtors and developers were asked to comment on the usefulness of the District's guides, checklists, and online resources. One respondent noted that while the application process was straightforward, they did not reference any supporting materials. Another indicated that guiding documents were not provided, but were also not required, as they were already familiar with the process.

Overall, from the perspective of experienced realtors and developers, supporting documents were neither provided nor deemed necessary due to the relative simplicity of the applications they submitted. However, for more complex or less routine application types, there is an opportunity for the District to proactively direct applicants to relevant resources. Doing so could enhance clarity and improve efficiency, especially for those less familiar with the process.

3.1.4 PERCEPTION OF FAIRNESS

When asked about the fairness of the application process, both developers and realtors shared that they had a generally positive experience with District staff and felt they were treated fairly throughout. However, they also noted that they have not yet had the opportunity to engage directly with the current CAO on any project or application. This points to a potential area for improvement in leadership-level engagement with developers.

3.1.5 COMMUNICATION WITH DISTRICT STAFF

The majority of applicants described District staff as somewhat responsive, with only one reporting a high level of responsiveness and another indicating limited responsiveness. While this feedback reflects a range of experiences, it suggests that communication with staff is generally viewed in a positive light.

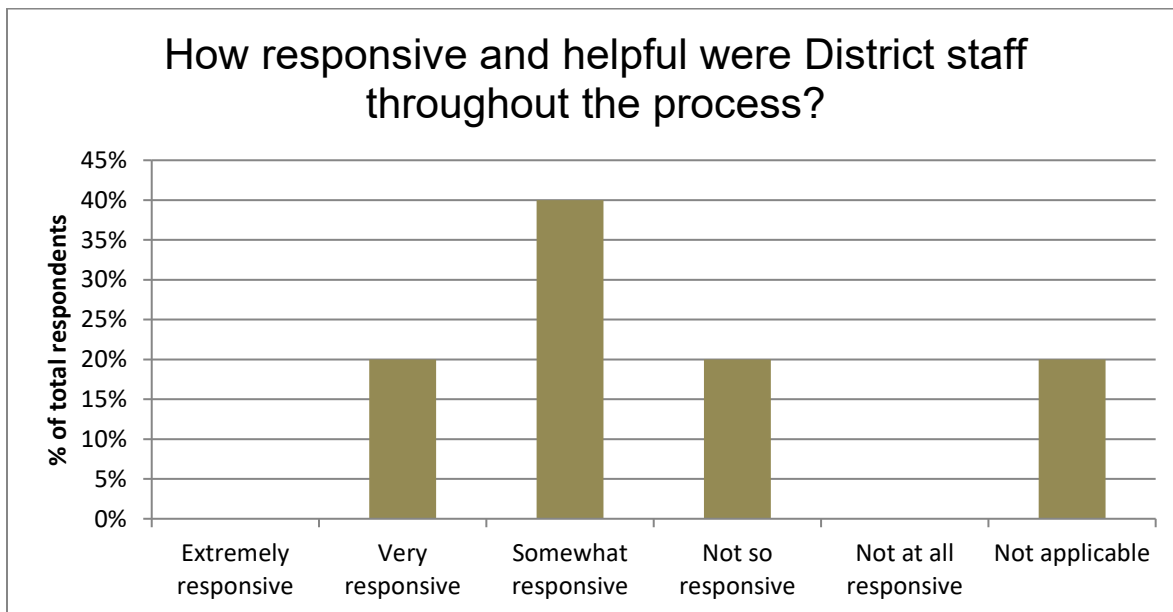


Figure 29 | District Responsiveness

Realtors and developers noted that they interact with multiple staff members including file managers, the CAO, and other personnel which has helped maintain consistency in the information provided. However, they also observed occasional inconsistencies when new staff were involved in the process. To address this, the District could consider formalizing training procedures using the checklists and supporting documents previously discussed. This approach may help ensure a more reliable applicant experience moving forward. Communication with the planning department specifically was also an overall positive experience with no concerns raised.

3.1.6 SUMMARY OF ENGAGEMENT OUTCOMES

Overall, both applicants and developer/realtor stakeholders reported a generally positive experience with the District's development application process. To further reduce potential frustration, confusion, or inconsistencies, it is recommended that the District continue to strengthen its approach by emphasizing the guiding principles of certainty, collaboration, and timeliness. These improvements could also help ease the workload on existing staff.¹

While developers and realtors did not offer specific suggestions for improvement, several building applicants raised concerns. One respondent noted that permit officials were only available one day per week, contributing to uncertain timelines and delayed responses during the building phase. Addressing these concerns whether through increased staffing levels or improved staff availability throughout the week could help streamline the process and better support applicants.

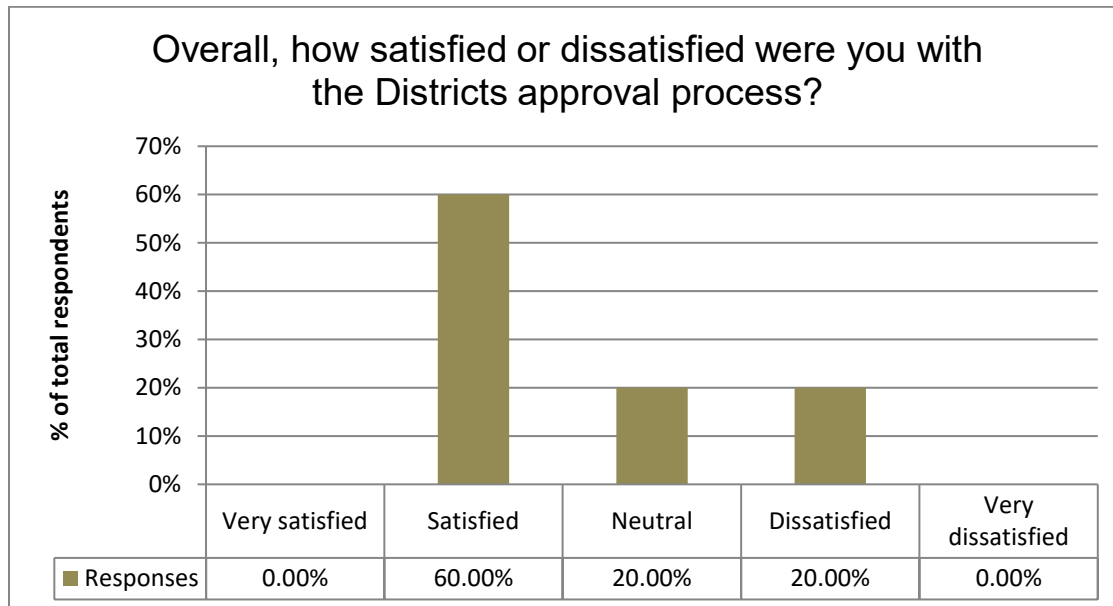


Figure 30 | Satisfaction Levels of District Approvals Process



4. BEST PRACTICES ANALYSIS

4.1 BEST PRACTICES IN CLEAR ROLE DEFINITION BETWEEN PLANNER, APPROVING OFFICER & APPLICANT

Using application checklists, forms and templates extensively - Checklists are often incorrectly maligned by senior professionals as only needed by junior staff. However, any professional can, at times, get over-confident in their duties and easily overlook simple steps in a process, or veer into their area of interest and neglect aspects they don't find appealing. Checklists are an important and vital part of the application approval process and can greatly assist municipal staff with ensuring they are undertaking a fair, objective, and consistent process for each-and-every application. It assists municipal staff with avoidance of professional drift by focusing on municipal policy and bylaw-related feedback.

Checklist significantly reduce errors of omission. Checklists are not just for ensuring all the information has been submitted. Checklists should be used for reviewing all applications and providing reports to applicants, Council, and senior management where appropriate. E.g. How does the application align with Policy in the OCP?

Why checklists? Fighter pilots and surgeons use them, why not planners?

In a 2006 study of 100 Michigan hospitals Peter Pronovost, an anesthesiologist and critical care physician, found that, 30 percent of the time, surgical teams skipped one of these five essential steps: washing hands; cleaning the site; draping the patient; donning surgical hat, gloves, and gown; and applying a sterile dressing. But after 15 months of using Pronovost's simple checklist, the hospitals "cut their infection rate from 4 percent of cases to zero, saving 1,500 lives and nearly \$200 million," Gawande told reporters. <https://www.hsph.harvard.edu/news/magazine/fall08checklist/>

Ensuring staff comments and decisions on an application are backed by adopted municipal policy or bylaws - If a planner or approving officer cannot support their comments with citations of policy or bylaws then the comment should be reconsidered. The planner or approving officer should work with senior management and Council to amend and update policies and bylaws to ensure they align with current best practices and the needs of the community. Policy and regulations are intended to protect public interests while facilitating private investment and respecting property rights. Staff should also reference intent statements or guiding principles when commenting and making decisions.

Respecting the hired professionals of the applicant - Applicants often hire numerous professionals to assist with an application, including engineers, planners, architects, biologists, urban designers, and other specialties. Respecting these hired professionals and allowing them to do their job without undue interference goes a long way to building trust between the municipality and the applicant. Respectful comments, suggestions and even disagreements are a normal part of the process but should be provided in a constructive way without unnecessary delays.

A good rule of thumb is to ensure the municipality is not commenting on elements of a design that were confirmed at an earlier stage, when the comment should have been provided earlier in the approval process. Coordinated comments should be provided as early as possible in the process to limit the number of design iterations by the applicant. Staff should accept that this will result in some things getting missed, but unless it's vital to safety or security of the public, staff should not comment on a design element that should have been addressed in an earlier review cycle.

Not commenting on matters outside one's expertise - For example, planners should not comment on building code and engineering specifications. Professional bodies provide extensive guidance on this important topic.

4.2 2019 PROVINCIAL DEVELOPMENT APPROVALS PROCESS REVIEW



In 2019, the Province of British Columbia released a report entitled **Development Approvals Process Review: Final Report from a Province-Wide Stakeholder Consultation**⁴. The Report, amongst its many findings, established qualities of an efficient and effective development approvals process. The qualities were established as a set of guiding principles.

These guiding principles provided a helpful structure to understand both how to ask the right questions and how to categorize feedback and recommendations. They provide a potential best practice for looking at a development approvals process and are as follows:



GUIDING PRINCIPLE	DESCRIPTION
1. Achieves Outcomes in the Public Interest	The approvals process is setup to support development that is strategically aligned with adopted community plans, supports community values, is strategically aligned with the public interest and results in high-quality built environments.
2. Certainty	The requirements, timeframes and costs of development approvals are clearly outlined and communicated in advance or as early as possible in the application process. The expectations remain consistent throughout the process.
3. Transparent Access to Information	Decisions during the approval process are documented and communicated in a clear and timely manner. Application status is accessible to proponents and to all staff involved in the approval process. The public is informed.
4. Collaborative	Local governments and applicants work collaboratively to achieve desired outcomes. Where public involvement is appropriate, the process seeks public input early in the process and in an informed manner.

⁴ Development Approvals Process Review: Final Report from a Province Wide Stakeholder Consultation (Sept 2019). Government of British Columbia. Available here: https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/planning-land-use/dapr_2019_report.pdf

5. Flexible

The process achieves consistency while providing flexibility that enables developments in line with these guiding principles. Flexibility also allows for and even rewards innovation.

6. Timely

The development approval process occurs on timeframes that are appropriate to the level of complexity of the application. All parties, including local governments, proponents, provincial agencies, professionals, and others involved in the application process, provide needed input in a timely manner.

7. Balanced

The development approval process strives to achieve a fair balance of costs and benefits to the public and the proponent.

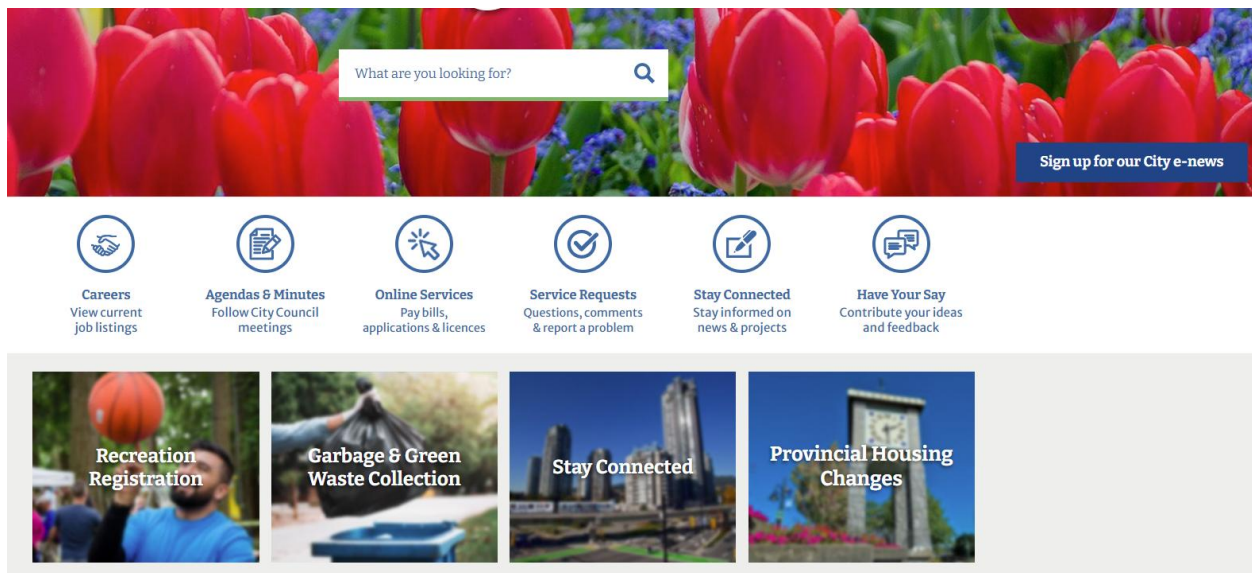
4.3 BUILDING INSPECTION & PLANNING/DEVELOPMENT WEB PAGE

The District of Barriere has an excellent, professional website that stands out as one of the best in the province for municipal government. With easy to navigate menus, good responsiveness and a clean and easy to view design.

There is room for improvement on the Building Inspection & Planning/Development page and this page should be updated to meet industry best practices. Sometimes forgotten when working in municipal government that municipalities are in a competition for investment from developers and that municipalities need to position planning and development web pages in a more marketing friendly manner.

Below is an example of best practices for what might make navigation of this web page easier. This is the **Coquitlam home page**. It shows large, easy, navigation links with icons and photographs which are easy to navigate and give both a visual and a text cue to help people find what they are searching for. The white text overlaying the photographs could be improved upon and may not meet accessibility standards. Below this screenshot is a mock up of potential ways Barriere could display the web page.





Building Inspection & Planning/Development



Forms



Guides & Maps



Figure 31 | A mock up of a new way to view this web page.

Another opportunity on this web page is including an interactive map or a map displayed directly on this page so investors and developers can easily see where and what the opportunities to invest and build are for the District of Barriere and get the information they require. A standout icon link, like the ones shown in the above figure, to the **COMPREHENSIVE ARC GIS WEB MAP** could be useful on this page.



5. RECOMMENDATIONS

By improving the District's development application outcomes, transparency and efficiency, and by taking steps while making the effort to implement the best practices, as outlined in this report, can have a significant positive bottom-line impact for the District including:

- Reduced personnel costs and less pressure on staff, thereby increasing staff retention and the ability to attract new employees through reputation.
- Cost efficiency related to greater community understanding of development processes. Examples of this include education and informed communication. Resulting in better outcomes in interaction with development approvals process; and
- Enabling investment (tax revenue) through creating development approval processes that run smoother, are less time intensive and have a lower cost.

The following list of recommendations seeks to improve the District's application process, increase transparency for developers and the public. Another goal of these recommendations is to continue to build trust over time. From a municipal perspective, an idealized development approval process is one that addresses the seven guiding principles outlined in the Province's **2019 Development Approvals Process Review**. These principles are listed below:



Guiding Principles for Development Approval Process Improvements








Recommendations have been made with estimates for staff time, municipal budget and complexity. A legend for the estimates is provided below.

Recommendation Example & Legend		
Est Staff Time	<div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div></div>	1 block = limited staff time (<1 month for completion) 5 blocks = significant staff time (>12 months to completion)
Est Budget	<div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div></div>	1 block = limited budget (<\$10,000) 5 blocks = significant budget (>\$100,000)
Est Complexity	<div><div></div><div></div><div></div><div></div><div></div></div> <div><div></div><div></div><div></div><div></div><div></div></div>	1 block = limited complexity (no new learning) 5 blocks = significant complexity (a lot of new learning & trials)

5.1 PROCESS IMPROVEMENT RECOMMENDATIONS

A total of seven (7) process improvement recommendations have been provided for the District to consider.

Table 12 | Recommendations

Recommendations Summary: Guiding Principles for Approval Process Improvements							
	 Public Interest	 Certainty	 Transparency	 Collaboration	 Flexibility	 Timeliness	 Balance
1. Establish & Track Process Timelines		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	
2. Update Development Forms & Guides		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
3. Improve Applicant Responsiveness through Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
4. Adaptive Customer Service	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>
5. Create Checklists	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	
6. Advocate for better timelines with referral Agencies		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	
7. Servicing Agreement Template		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	

5.1.1 RECOMMENDATION 1: ESTABLISH & TRACK PROCESS TIMELINES

1

Recommendation 1

Establish & Track Process Timelines

Guiding Principles Addressed:

Certainty

Timeliness

Est Staff Time

Est Budget

Est Complexity

The lack of data within the District of Barriere makes it challenging to know exactly how long an application takes from the first touch point of pre-application to final approval. Having this data would go a long way to setting out approval timeline targets in the District. Without a goal it's hard to know if the District is moving quickly or slowly through applications based on best practices for various types of applications.

A 2022 study by the Canadian Home Builders' Association (CHBA) of British Columbia of 13 municipalities, most much larger than Barriere, found rezonings were an average of 14.2 months, development permit 13.6 months, and subdivision 20.6 months⁵. The 14.2 month average for rezonings is not a target to aspire to. Long delays in rezoning are a significant that serve as a warning as to how slow processes can move if not addressed.

One of the best practices for timelines is to have an online dashboard, such as the one by Maple Ridge shown below.

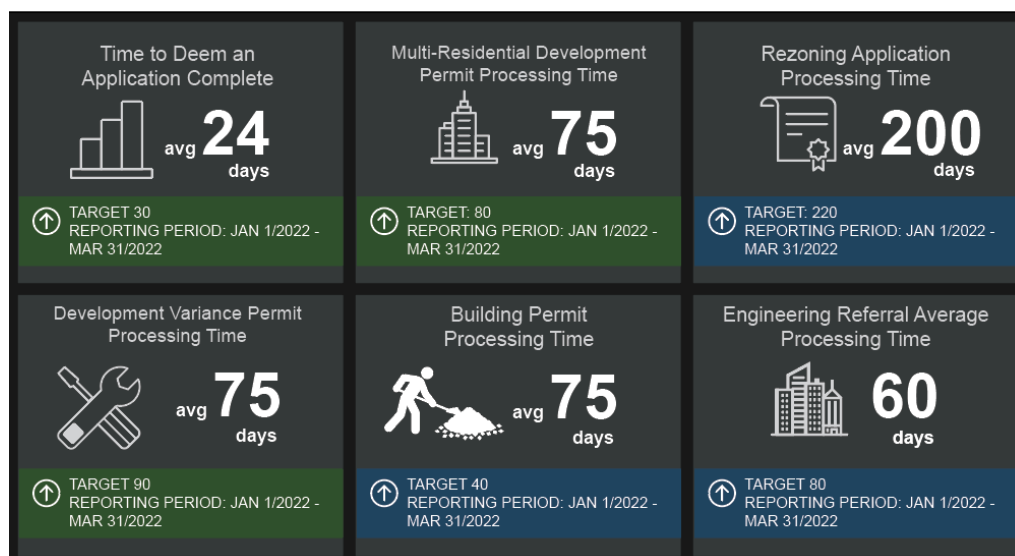


Figure 32 | Maple Ridge Performance Target Dashboard

⁵ Municipal Benchmarking Study (2022). Canadian Home Builders' Association of British Columbia. Altus Group Economic Consulting.

5.1.2 RECOMMENDATION 2: UPDATE DEVELOPMENT FORMS & GUIDES



Recommendation 2

Enhance Planning Process Guides, Forms and Application Checklists

Est Staff Time

Est Budget

Est Complexity

Better communication about the process and “the why” was identified as a priority in the developer survey. Effective communication at its heart is about connection. The District aims to connect builders to a clearer understanding of how the processes works. Understanding generates greater efficiency between those who build and the District. Deeper understanding builds trust at the core of performance governance. Simply updating the existing forms without additional process changes may have minimal effect on improving the process.

At the core of connection are two principles: 1) Context and 2) Style.

Context is about “The Why” – placing planning in the context of broader community vision and action. When participants understand context and are honest about the dilemmas and balancing act inherent in planning, this reduces points of conflict. Answer the question for those who build and residents: Why does this piece of information matter to me? Why should I care? Tell a story to connect.

Style is about the substance of our communication. Keywords about effectiveness in governance context include: transparency, honesty, clarity, and simplicity. There is great power in use of distinct visuals and conversational tone.

Key stakeholders like a development community, and residents, will typically express desire for more communications. **More** can be a slippery slope of doing too much with too few resources, generating poor results. A better strategic approach is to carefully focus on a small number of **right tactics** that builders or residents pay most attention to. A few good examples are listed below.

Communication Resource Type	Example
Comprehensive Development Guide	https://cranbrook.ca/business/
The “Why” of planning.	https://www.coquitlam.ca/DocumentCenter
Responding to community surrounding planning applications	https://www.edmonton.ca/
Simplicity in Communication	https://campbellriver.ca/docs/

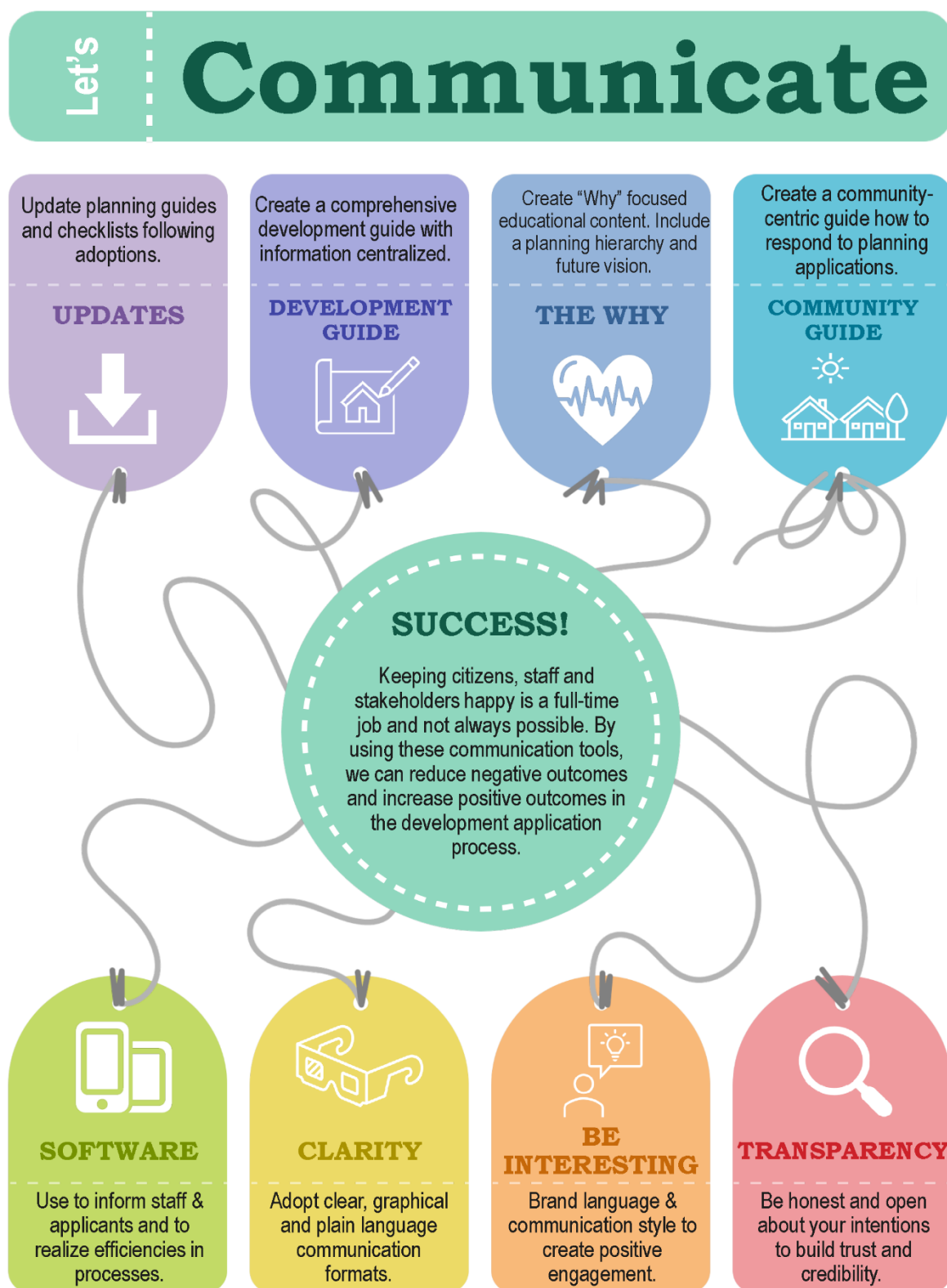


Figure 33 | Communication Infographic

5.1.3 RECOMMENDATION 3: IMPROVE APPLICANT RESPONSIVENESS THROUGH EDUCATION

3

Recommendation 3

Improve Applicant Responsiveness through Education

Guiding Principles Addressed:


Public Interest




Certainty


Transparency


Collaboration

Est Staff Time

Est Budget

Est Complexity

A key opportunity for the District of Barriere lies in empowering applicants by educating them about their roles and responsibilities throughout the development application process. While delays and confusion are often blamed on District staff, stakeholder engagement suggests that many challenges can be mitigated if applicants are better informed about application requirements and actively engaged in following each step. This understanding enables applicants to proactively gather documentation, meet submission standards, and minimize unnecessary back-and-forth, thereby streamlining the process for all parties involved.

Applications often stall not because of administrative oversight, but because some applicants are unaware that follow-up is required after submission. This communication gap can be effectively addressed by setting clear expectations and ensuring applicants know what to expect once their materials are handed in.

Implementing this education strategy will require dedicated support from District staff, not only in developing and distributing clear instructional materials and checklists, but also in guiding applicants through them when needed. Responsive, professional engagement from staff is critical; questions and concerns should be handled promptly to build trust, reduce errors, and improve the overall efficiency and quality of submissions. Overall, teaching applicants to take an active role in their application is important.

5.1.4 RECOMMENDATION 4: ADAPTIVE CUSTOMER SERVICE

4

Recommendation 4

Adaptive Customer Service

Guiding Principles Addressed:


Public Interest


Certainty


Transparency


Balanced

Est Staff Time

Est Budget

Est Complexity

Municipalities better position their futures when they focus on what they do best: they are service organizations with a service-first mandate.

Municipal service delivery can be complex. It includes everything from the range of amenities provided to the level of service offered in relation to the value of tax dollars. However, some aspects are more straightforward. Customer service, as in any enterprise, relies heavily on attitude. Going the extra mile leaves a strong impression in any context. Continually seeking improvements in efficiency and effectiveness is paramount.

Customer Service Recommendations

1. A Short Survey after key interactions with staff.

Other municipalities have created a short two to three question survey following key interactions with staff. This could be after a pre-app meeting, file application meeting or other customer service interaction. These short touch points of reporting can add a few more data points and feedback to evaluate the District’s customer service delivery.
2. Long Form Survey at file closure.

A longer customer service survey would be valuable for applicants to complete after a file has been approved or otherwise closed.
3. Developers / Builders / Applicants Annual Meetings.

To continue to build trust with applicants and builders, it is highly recommended that an annual breakfast meeting or luncheon with builders and developers be established. Trust is built through time spent together and proven success and relationships need to be built by time together.


5.1.5 RECOMMENDATION 5: CREATE CHECKLISTS


5


Recommendation 5


Create / Improve Checklists for Applications

Guiding Principles Addressed:

Public Interest

Certainty

Transparency

Timeliness

Est Staff Time

Est Budget

Est Complexity

As mentioned earlier in this report, checklists are an under appreciated tool in professional workplaces. The District’s approval process would benefit from increased use of checklists throughout the process.

1

Application Submission Checklist

Existing Need: To create greater transparency on what is considered a complete application.

(Existing) Improvements needed to create greater standardization for applicants.

Staff currently customizes the application requirements for each application. This is time-consuming for staff and may be frustrating for applicants. Recommend a standard application checklist to clarify what is needed for a complete application. Staff can still request additional information later during the process, but it will ensure an applicant is given the right to have their application deemed complete and time stamped.

Example Process

1. Standard Application Checklist

Part A – The essentials (don’t accept payment without these items) – fee, completed application form, title and any covenants.

Part B – Standard application requirements (varies depending on type of application – i.e. DVP, Rezoning) e.g. required drawings, project rationale, and servicing strategy.

2. Staff Simply Reviews application for Completeness (does not review for quality) e.g. Are the required pieces of information in the application package?

3. If Application is Complete, a letter is sent to the applicant stating it is complete, and a more detailed review is being completed by staff.

4. Staff does a deep dive into the application and completes the Application Review Checklist recommended below.


5. Staff reviews Application Review Checklist results with applicant.

2 Internal Staff Application Review Checklist

Existing Need: To improve the linkage between Staff feedback on applications to existing Barriere policy or bylaws.

(New) A new checklist that is managed by staff internally for each application. The checklist should review the application for compliance with all applicable municipal plans, policies and bylaws. Staff comments to the applicant should be directly linked to existing plans, policies and bylaws.

See example below:

OCP Policy Review	Compliant	Staff Comment
4.2.2.5 MATERIALS a) Building materials must be durable and withstand the local climate which is characteristic of high temperatures and dry heat in the summer and cool winters with abundant snowfall; and		Application does not comply with policy. Building materials are not durable.

Ideally the staff lead on the file would provide a version of the checklist to the applicant to increase transparency and communication with the applicant. Since there seems to be a gap between what applicants think is a compliant application with what is actually a compliant application, this could help bridge that information gap. Additionally, this checklist ensures that staff comments are directly linked to Barriere policy or bylaws and not simply ‘good ideas’ they wish to see implemented on the development. It makes the process much more objective, and criteria based, creating a conversation with applicants about how they can meet a certain policy or bylaw regulation rather than getting upset at the planner.

5.1.6 RECOMMENDATION 6: ADVOCATE FOR BETTER TIMELINES WITH REFERRAL AGENCIES

6

Recommendation 6

Advocate for Better Timelines with Referral Agencies

Guiding Principles Addressed:

→

CertaintyTimeliness

Est Staff Time

Est Budget

Est Complexity

This review identified that one of the most significant hurdles in the development application process is the lengthy response times from external referral agencies. These delays create uncertainty and can significantly hinder the ability of applicants to receive timely decisions. They also disrupt the District’s internal capacity to efficiently manage and process applications, slowing down project timelines, straining staff resources, and creating a ripple effect across related approvals and permitting workflows.

To address this challenge, it is essential the District take a proactive stance in advocating for improved responsiveness and accountability from these agencies. Establishing reasonable service benchmarks and clearly communicating expected turnaround times will be key. The District’s Mayor, whose position carries both influence and visibility, can play a pivotal role in initiating these conversations. By engaging with agency representatives directly, the Mayor can help emphasize the urgency of the issue and reinforce the District’s need for timely and consistent cooperation.

Over time, building stronger relationships with key agencies and formalizing expectations through interagency protocols or agreements could offer long-term benefits. This would not only improve the speed of responses but also foster a more collaborative development environment where all parties are aligned on shared priorities.

5.1.7 RECOMMENDATION 7: ADD SERVICING AGREEMENT TEMPLATE

7

Recommendation 7

Servicing Agreement Template

Guiding Principles Addressed:

→

⌚

Certainty

Timeliness

Est Staff Time

Est Budget

Est Complexity

Having a well-crafted servicing agreement template offers several benefits, primarily by establishing a clear and consistent framework for servicing. The agreement itself provides a formal, legal document that defines the scope of work, sets expectations, and protects both parties.

This clarity prevents misunderstandings and serves as a point of reference if a dispute arises. Secondly, a template helps standardize fees, ensuring consistent and fair standards.

It outlines the standard process for services, from initial requests to project completion and invoicing. This not only makes operations more efficient but also gives developers and citizens a clear understanding of what to expect, improving overall experience and trust.



APPENDICES

APPENDIX A | REFERENCE MATERIAL

1.	Development Approvals Process Review: Final Report from a Province-Wide Stakeholder Consultation (September 2019). Province of British Columbia. https://www2.gov.bc.ca/assets/gov/british-columbians-our-governments/local-governments/planning-land-use/dapr_2019_report.pdf
2.	Homes for B.C.: A 30-Point Plan for Housing Affordability in British Columbia. 2018. Province of British Columbia. https://www.bcbudget.gov.bc.ca/2018/homesbc/2018_Homes_For_BC.pdf
3.	https://storeys.com/hefty-development-fee-hikes-deterrent-housing/
4.	https://www.nanaimobulletin.com/news/nanaimo-city-council-presented-with-shocking-housing-affordability-concerns/
5.	https://assets.cmhc-schl.gc.ca/sites/cmhc/professional/housing-markets-data-and-research/housing-research/research-reports/2022/housing-shortages-canada-solving-affordability-crisis-en.pdf?rev=88308aef-f14a-4dbb-b692-6ebbddcd79a0
6.	City of Coquitlam. Development Application Process Review: Process Improvement Update 2020 (September 21, 2020) Development Application Process Review Update (October 10, 2019) 2021 Report Card City of Coquitlam Development Permit Application Guide How Development Happens Pre-Application Guide
7.	City of Campbell River https://campbellriver.ca/docs/default-source/planning-building-development/application-forms-guidlines/planning-development-application-form307dfe4e53fb62a298dbff000088bbe5.pdf
8.	Canmore, Alberta – Sustainability Screening Report tool: https://canmore.ca/municipal-services/residents-development-planning/planning-reference/sustainability-screening-report
9.	Langford Community Amenity Contribution Standards https://www.langford.ca/wp-content/uploads/2020/11/affordable-housing-park-amenity-contribution-policy.pdf

APPENDIX B | MEDIA SCAN

DEVELOPMENT & HOUSING IN THE NEWS

The below articles represent a scan of media related to development approvals and housing in BC and across Canada.

RESIDENTIAL REAL ESTATE

- Expect “More of the Same” From Housing Market in Coming Months
<https://storeys.com/more-of-the-same-housing-market-rbc-economist>
- Housing markets face a brutal squeeze
www.economist.com/finance-and-economics/2022/10/20/housing-markets-face-a-brutal-squeeze
- A global house-price slump is coming
www.economist.com/leaders/2022/10/20/a-global-house-price-slump-is-coming
- Other people’s money, everyone’s problem: How real estate influencers are fuelling the housing crisis
www.theglobeandmail.com/business/article-real-estate-investing-social-media
- Housing remains low and slow throughout September in BC, across Canada
<https://biv.com/article/2022/10/september-market-reports-show-housing-downturn-here-stay>
- BC Market Activity Remains Subdued in September
www.bcrea.bc.ca/economics/bc-market-activity-remains-subdued-in-september
- Have house prices dropped as much as we believe this year?
www.cmhc-schl.gc.ca/en/blog/2022/have-house-prices-dropped-as-much-as-we-believe-this-year
- Housing market correction spreads widely across Canada
<https://thoughtleadership.rbc.com/housing-market-correction-spreads-widely-across-canada>
- The road ahead for the economy and housing — fall 2022 update
www.cmhc-schl.gc.ca/en/blog/2022/road-ahead-economy-housing-fall-2022-update
- The Rennie Landscape - Fall 2022
<https://rennie.com/rennie-post/the-rennie-landscape-fall-2022>
- UBS Global Real Estate Bubble Index
www.ubs.com/global/en/wealth-management/insights/2022/global-real-estate-bubble-index.html
- Housing market recession deepens in BC
<https://biv.com/article/2022/09/housing-market-recession-deepens-bc>
- Canadian home buyers on the defensive
<https://thoughtleadership.rbc.com/canadian-home-buyers-on-the-defensive>
- CMHC - Inclusion of affordable housing in new transit-oriented developments in Canadian cities
www.cmhc-schl.gc.ca/en/professionals/housing-markets-data-and-research/housing-research/research-reports/housing-needs/research-insight-inclusion-affordable-housing-new-transit-oriented-developments
- CMHC - Housing Market Insight
www.cmhc-schl.gc.ca/en/professionals/housing-markets-data-and-research/market-reports/housing-market/housing-market-insight
- Housing Supply Targets Unlikely to be Met Due to “Significant” Labour Shortages
<https://storeys.com/chmc-labour-shortages-affordable-housing-goals-bc-alberta-ontario-report>
- Why Canada needs to come out ‘full guns blazing’ on housing
<https://financialpost.com/executive/executive-summary/posthaste-why-canada-needs-to-come-out-full-guns-blazing-on-housing>
- Canada’s population is booming – and we aren’t building nearly enough homes
www.theglobeandmail.com/opinion/editorials/article-canadas-population-is-booming-and-we-arent-building-nearly-enough
- Buying a home has never been so unaffordable in Canada

- <https://thoughtleadership.rbc.com/buying-a-home-has-never-been-so-unaffordable-in-canada>
- CMHC to Revise Forecast, Expects Home Prices to Decline 15%
<https://storeys.com/cmhc-revise-forecast-home-prices-decline-15>
- More British Columbians are opting to rent rather than own, report says
<https://biv.com/article/2022/09/more-british-columbians-are-opting-rent-rather-own-report-says>
- Remote Work Drove Over 60% of House-Price Surge, Fed Study Finds
www.bloomberg.com/news/articles/2022-09-26/remote-work-drove-over-60-of-house-price-surge-fed-study-finds
- Singapore Ranks Among Most Attainable in New Asia Pacific Index
<https://urbanland.uli.org/asia-pacific-edition/singapore-ranks-among-most-attainable-in-new-asia-pacific-index>
- The concept of a ‘starter home’ is becoming a distant memory
www.theglobeandmail.com/business/article-the-concept-of-a-starter-home-is-becoming-a-distant-memory
- World's Highest Apartment, on New York's Billionaire's Row, Lists for \$250 Million
<https://people.com/home/worlds-highest-apartment-new-york-city-market>
- Cool housing market puts a freeze on flipping
www.theglobeandmail.com/business/article-cool-housing-market-puts-a-freeze-on-flipping
- Canadian pandemic homebuyers have zero regrets, survey shows
<https://biv.com/article/2022/09/canadian-pandemic-homebuyers-have-zero-regrets-survey-shows>
- UDI State of the Market Report Q2 2022
<https://udi.bc.ca/wp-content/uploads/2022/09/Q2-2022-State-of-the-Market-final.pdf>
- Canadian home buyers feeling the heat of higher interest rates
<https://thoughtleadership.rbc.com/canadian-home-buyers-feeling-the-heat-of-higher-interest-rates>
- Canadian households have lost billions in real estate cool-down
www.cbc.ca/news/business/armstrong-housing-real-estate-1.6584400
- Housing inventory may reach crisis point in major Canadian centres, report finds
<https://financialpost.com/real-estate/mortgages/housing-inventory-may-reach-crisis-point-in-major-canadian-centres-report-finds>
- Canada’s Housing Supply to Reach “Crisis Point” Without Intervention
<https://storeys.com/canadas-housing-supply-to-reach-crisis-point-without-intervention>
- Our other real estate problem – people have too much wealth tied up in houses
www.theglobeandmail.com/investing/personal-finance/household-finances/article-our-other-real-estate-problem-people-have-too-much-wealth-tied-up-in
- Canada Real Estate Inventory May Reach Crisis Point
<https://blog.remax.ca/canada-real-estate-inventory>
- BCREA BC Housing Market Showing Signs of Stabilizing Despite Decreased Activity
www.bcrea.bc.ca/wp-content/uploads/2022-08.pdf
- Interest rates may need to rise above 4% as housing market bounces back
<https://financialpost.com/news/economy/interest-rates-may-need-to-rise-above-4-as-housing-market-bounces-back-bmo>
- Higher Mortgage Rates Will Slow Housing Activity in BC Through 2023
www.bcrea.bc.ca/wp-content/uploads/2022-09-08-housing-forecast.pdf
- Higher interest rates weigh down on Canada’s housing markets
<https://thoughtleadership.rbc.com/higher-interest-rates-weigh-down-on-canadas-housing-markets>
- Rate hikes spook market but condo project launches continue
<https://biv.com/article/2022/09/rate-hikes-spook-market-condo-project-launches-continue>

↳

RENTAL / AFFORDABLE HOUSING

- How 20% affordable can impact development pro formas
<https://brandondonnelly.com/2022/10/15/how-20-affordable-can-impact-development-pro-formas>
- CMHC Housing Supply Report Oct 2022
www.cmhc-schl.gc.ca/en/professionals/housing-markets-data-and-research/market-reports/housing-market/housing-supply-report
- HAVAN Bringing it Home
<https://havan.ca/bringing-it-home>
- How many houses does Canada actually need?
www.theglobeandmail.com/investing/markets/inside-the-market/article-housing-shortage-canada-construction
- Canada needs more homes. The problem? Finding people to build them
www.theglobeandmail.com/business/article-canada-needs-more-homes-finding-people-to-build-them-will-be-a-problem
- More housing supply isn't a cure-all for the housing crisis
<https://theconversation.com/more-housing-supply-isnt-a-cure-all-for-the-housing-crisis-188342>
- Doug Ford will cut development fees on affordable housing, but municipalities could take a financial hit
<https://www.thestar.com/politics/provincial/2022/10/05/doug-ford-will-cut-development-fees-on-affordable-housing-but-municipalities-could-take-a-financial-hit.html>
- The wealth gap between homeowners and renters is widening quickly
www.theglobeandmail.com/business/article-homeowners-renters-wealth-gap
- Youthful Cities Real Affordability Index
<https://youthfulcities.com/urban-indexes/rai-2022>
- Our Generation Is Constantly Searching For A Security That Is Just Out Of Reach
<https://raisccollytelling2022.youthfulcities.com>
- Living in tool sheds won't solve housing crisis
<https://nationalpost.com/opinion/sabrina-maddeaux-communal-toilets-as-housing-crisis-solution-just-stinks>
- It's time we levelled with young people: Housing affordability as we knew it is gone forever
www.theglobeandmail.com/investing/personal-finance/article-housing-affordability-young-people
- Canadians priced out of major housing markets are moving to smaller cities
www.ctvnews.ca/mobile/canada/canadians-priced-out-of-major-housing-markets-are-moving-to-smaller-cities-1.6081672
- Vacancy control, rate caps ultimately harm B.C. renters
www.westerninvestor.com/british-columbia/opinion-vacancy-control-rate-caps-ultimately-harm-bc-renters-5872542
- Canada's homeownership rate falls to 20-year low, census shows
www.theglobeandmail.com/business/article-canada-homeownership-rate-drop
- Canada's Renter Population is Growing at More Than Twice the Rate of Homeowners
<https://storeys.com/stat-canada-renter-homeowner-growth-rate-2022>
- Where Gen Z and millennials stand now on the property ladder (in Asia)
www.asiapropertyawards.com/en/where-gen-z-and-millennials-stand-now-on-the-property-ladder
- Make Housing Central Webpage
<https://makehousingcentral.ca/housingdata>
- UDI No Vacancy: Challenges & Opportunities for New Rental Housing Construction
https://udi.bc.ca/wp-content/uploads/2022/09/No-Vacancy-UDI-Report_September-2022.pdf

- For affordability, BC cities need stronger leadership
<https://biv.com/article/2022/09/affordability-bc-cities-need-stronger-leadership>
- Interest rates could deepen Canada's rental housing crisis
<https://renx.ca/rising-interest-rates-deepen-canada-rental-housing-crisis-tal>
- Five reasons supply matters to the housing crisis
www.straight.com/news/alex-hemingway-five-reasons-supply-matters-to-housing-crisis
- Inclusive Prosperity: No Displacement Necessary
www.planetizen.com/news/2022/09/118769-inclusive-prosperity-no-displacement-necessary
- Have YIMBYs won the development debate?
<https://thehub.ca/2022-09-16/yimby-mayoral-candidates-say-debate-over-development-is-over>
- BC limits 2023 apartment rent increases at two per cent
<https://biv.com/article/2022/09/bc-limits-2023-apartment-rent-increases-two-cent>
- Los Angeles is seriously considering requiring hotels to open vacant rooms to homeless
<https://dailyhive.com/calgary/los-angeles-vacant-hotel-room-homeless-housing>
- Estimates differ, but planners should never forget that more housing construction is needed
<https://financialpost.com/real-estate/estimates-differ-but-planners-should-never-forget-that-more-housing-construction-is-needed>
- More housing supply isn't a cure-all for the housing crisis
<https://theconversation.com/more-housing-supply-isnt-a-cure-all-for-the-housing-crisis-188342>
- How to make housing affordable again
<https://nationalpost.com/opinion/how-to-make-housing-affordable-again>
- Why Ottawa's rent-to-own program won't do much to solve Canada's housing woes
<https://financialpost.com/real-estate/mortgages/canada-rent-to-own-affordable-housing-crisis>

BUILDING / DEVELOPMENT

- Rezoning application prepped for key Broadway site
www.westerninvestor.com/british-columbia/rezoning-application-prepped-for-key-broadway-site-5958607
- Westbank's 'Prototype' for mass timber residential tower on Main Street
www.urbanyvr.com/westbanks-prototype-for-mass-timber-residential-tower-on-main-street
- Use-it-or-lose-it entitlements
<https://brandondonnelly.com/2022/10/10/use-it-or-lose-it-entitlements>
- Pressure building on construction industry bottom lines
<https://biv.com/article/2022/10/pressure-building-construction-industry-bottom-lines>
- King George Hub Officially Opens in Surrey, Ushering in New Era
<https://storeys.com/surrey-king-george-hub-opening-ceremony-september-2022>
- PCI invests \$1.2B in Surrey's King George Hub redevelopment
<https://renx.ca/pci-developments-invests-1-2b-king-george-hub-surrey>
- Federal loan of \$1.4-billion key to keeping Indigenous development all rentals, co-developer says
www.theglobeandmail.com/canada/british-columbia/article-14b-federal-loan-was-key-to-keeping-indigenous-development-an-all
- The future of the high-rise: Creating people-centric spaces
www.mckinsey.com/featured-insights/the-next-normal/high-rises
- Keep buildings cool as it gets hotter by resurrecting traditional architectural techniques
<https://theconversation.com/keep-buildings-cool-as-it-gets-hotter-by-resurrecting-traditional-architectural-techniques-podcast-190384>

- 'My Carbon': An approach for inclusive and sustainable cities
www.weforum.org/agenda/2022/09/my-carbon-an-approach-for-inclusive-and-sustainable-cities
- Is This the Future of Urban Resilience?
www.bloomberg.com/news/features/2022-07-27/is-toronto-s-port-lands-flood-protection-project-the-future-of-urban-resilience
- Are you sure you want Parisian-style urbanism?
<https://brandondonnelly.com/2022/08/28/are-you-sure-you-want-parisian-style-urbanism>
- The homeowner's sunshine problem - to fight climate change, get a white roof
www.theatlantic.com/ideas/archive/2022/08/fight-climate-change-get-white-roof/671287

District of Barriere

REPORT TO COUNCIL

Request for Decision

Date: September 15, 2025	File: 530.20/Rpts
To: Council	From: Chief Administrative Officer
Re: District Hall Opening Hours	
Recommendation: THAT Council instructs Staff to change the general Opening Hours for the District Hall offices to 9:00am to 4:00pm Monday to Friday, except for statutory holidays, starting on January 5, 2026.	

Purpose

For Council to consider amending the District Hall opening hours.

Background

As part of the Strategic Plan 2025/26, Council asked Staff to review the Opening Hours for the District Hall offices to seek opportunities for more efficient delivery of services to the community.

Staff undertook an almost 3-month interaction logging project which was primarily undertaken at the reception counter. In total 46 days were utilized for front counter interactions between March and June, which included a full Utility Billing cycle (which is where the majority of interactions were expected).

The below table tries to illustrate the overall findings from the project:

	Billing	Fees	Planning	Bylaw	Business Licence	Roads	Solid waste	Utilities	Building Permit	Funding Support	Other	Day Total	830-900	400-430
In Person	267	3	3	0	20	10	5	7	27	0	172	514	21	6
Phone	163	1	2	10	13	21	1	21	18	0	293	553	18	3
Total	430	4	5	10	33	31	6	28	45	0	465	1067	39	9
In person avg	5.8	0.1	0.1	0.0	0.4	0.2	0.1	0.2	0.6	0.0	3.7	11.2	0.5	0.1
Phone avg	3.5	0.0	0.0	0.2	0.3	0.5	0.0	0.5	0.4	0.0	6.4	12.0	0.4	0.1
Total avg.	9.3	0.1	0.1	0.2	0.7	0.7	0.1	0.6	1.0	0.0	10.1	23.2	0.8	0.2

As previously expected, the majority of interactions came from the Utility Billing cycle roughly 270 in-person visits (which could be to pay a bill as well) and roughly 160 inquiries via phone. Together, these made up for over 40% of all the interactions during that 46-day time period.

We also noticed a substantial number of “Other” inquiries, which ranged from anything Cemetery related to members of the public calling for assistance with locating contact information for businesses or other agencies. The next time we do a sample 3 month run we will try to further understand the “Other” needs the community has.

Our finance department will also further investigate opportunities on streamlining financial operations for example by providing additional education on online payments or converting vendors to the automatic funds transfer (AFT) program to fast track District payments.

Opening Hours

The current opening hours for the District Hall offices are from 8:30am to 4:30pm, Monday to Friday, except for statutory holidays. The data was analyzed by day of the week to see if there were any days that had a lower interaction volume.

	In Person avg	Phone avg	Total avg
Monday	12.1	12.3	24.4
Tuesday	8.6	12.4	21.0
Wednesday	12.4	12.3	24.8
Thursday	11.9	12.5	24.4
Friday	11.0	10.4	21.4

Although we anticipated a lower interaction volume on Friday's, which seemed true during some weeks, other Friday's had higher interaction volumes and as such essentially equalled each other out. Given the above data, there was no clear day that stood out to potentially try to reducing an entire day or afternoon to gain some efficiencies. This also shows that the current model of being generally available Monday through Friday works for the District's tax and rate payers.

However, when looking at the early morning hours (8:30am to 9:00am) and the late afternoon hours (4:00pm to 4:30pm) there was a clearer picture.

From 8:30am to 9:00am – roughly 0.45 in person interactions occurred at the office per day, while roughly 0.39 interactions occurred via phone, so a total of roughly 0.84 per day.

From 4:00pm to 4:30pm – the interaction volume was even more reduced than for the morning hours at 0.13 for in person and 0.07 via phone per day, so for a total of 0.2 interactions each day on average.

So, if Council considers eliminating this 1.0hrs total per day of public open hours (0.5hrs in the morning and 0.5hrs in the afternoon), on average 1.0 person per day may find the office closed during that time for in-person visits or phone calls. Staff is still expected to be in the office for their regular hours, but can now dedicate time towards focused work like balancing and reconciling cash receipting and other critical tasks that currently are at time interrupted. This change would further help with potential overtime cost reductions for in-office staff.

Summary

Based on the data collected and highlighted above, the only efficiency gain at this time would be recognized if the District Offices would remain closed until 9am and close at 4pm each regular workday.

Start Date / Communications

To allow staff and the community some time to establish those changes into a new routine, staff would propose a start date for the reduced hours as of January 5, 2026, once the offices are open again for the public after the winter holiday season.

Benefits or Impact

General

As per Council's strategic goal, staff is presenting an option for reducing the opening hours for the District Offices to help create an efficient and cost-effective structure that meets the needs of the community.

Finances

N/A – there may be some positive variances to District budgets as potential staff overtimes would be reduced.

Strategic Impact

Priority#2: Fiscally Responsible Operations

Goal 2. – develop a Strategy to mitigate cost increases and downloading pressures.

Actions: a. Seek opportunities to increase efficiencies, for example:

- a. Procedure Bylaw – Meeting dates and times, other efficiencies
- b. Opening Hours for Town Hall

Results: b. Collect Statistics for visitations to Town Hall and present in 2026.

Risk Assessment

Compliance: Community Charter

Risk Impact: Low

Internal Control Process:

Council can set the service level that meets the community's needs

Next Steps / Communication

- If approved, as opportunities arise, Staff would advertise the new opening hours.
 - Staff would also source some blinds or other visually appealing materials to provide privacy while the doors are closed.
 - The changes would take effect on January 5, 2026, after the winter holidays.
-

Attachments

- N/A

Recommendation

THAT Council instructs Staff to change the general Opening Hours for the District Hall offices to 9:00am to 4:00pm Monday to Friday, except for statutory holidays, starting on January 5, 2026.

Alternative Options

1. Council could instruct Staff to utilize a different schedule for the opening hours.
2. Council could instruct Staff to keep the hours as is forgoing any potential efficiencies.
3. Council could eliminate a day of the week to create efficiencies. This is not recommended as the community seems to rely on the District's assistance on a regular basis each day of the week.

Prepared by:

D. Drexler, Chief Administrative Officer

District of Barriere

REPORT TO COUNCIL

Request for Decision

Date: September 15, 2025	File: 530.20/Rpts
To: Council	From: Chief Administrative Officer
Re: Consolidation of Reserves – Reserve Fund Bylaw No. 259	
Recommendation: THAT Council gives first three readings to the Reserve Fund Establishment Bylaw No. 259.	

Purpose

For Council to consider giving first three readings to the Reserve Fund Establishment Bylaw which, if adopted, would consolidate several of the District's reserve accounts to better align the District's funds for current and future strategic priorities.

Background

As part of the 2025 budget process, Council discussed in detail the various reserve and surplus accounts that the District has in place to fund various projects. During the discussions, it was noted that the current structure is not beneficial to the District as monies are held in accounts that are not necessarily considered critical when looking at the next 3-5 year window or even a 20-year long-range capital forecast.

Subsequently, on April 14, 2025, Council consolidated all the surplus accounts into a single "General Surplus" account to provide for the District to adapt more quickly as needs arise.

Further, Staff also advised that, in consultation with the District auditors in 2024, it would be recommended to also try and phase out some historic reserve accounts this year to again align the municipality to the changing needs of today and tomorrow.

On August 18, 2025, Council passed the following resolution, providing direction to Staff to develop a new reserve fund bylaw that would align with a new reserve strategy:

THAT Council instructs Staff to prepare a new Reserve Fund Bylaw as outlined in the report to meet the strategic objectives of Council AND THAT Staff present the Bylaw for consideration for first three readings at the September 15, 2025, Regular Meeting of Council.

The full report from August 18, 2025, is attached for reference and includes details on the financial information on each reserve account.

Changes compared to the previous Reserve Structure

At present, the District has 6 individual bylaws that govern 6 reserve accounts. There are an additional 11 reserve accounts that are not governed by a bylaw. There is also a Developers Cost Charges (DCC) Bylaw that is still governed by a TNRD bylaw.

The intent is to create a single bylaw that governs 9 reserve accounts. These 9 accounts would be a consolidation from some of the previous 17 accounts. The DCC bylaw would remain independent at this stage.

A key change would also be considered the discontinuation of dedicated Municipal Hall and Land reserve funds and rather including these monies within the proposed General Capital fund. This will allow for a much broader investment opportunity and support of District lands and facilities in general, including utilizing the funds for a municipal hall in the future.

Draft Bylaw – Key Sections

Section 2 – Reserve Fund Establishment

This section establishes the 9 reserve accounts that will be governed by this bylaw. Below is a more in-depth list of how the individual reserve accounts are consolidated and what the intended purpose would be going forward:

General Capital: This reserve would combine the Municipal Hall, Land, Highway Rescue, Wildfire, First Responders, Roads, Highway Sign, Environmental, Parks, and Community Hall accounts. 50% of the LCIP reserve is also included in this reserve. The purpose of the fund would be:

To fund General Fund capital projects as identified in Asset Management Investment Plans and annual budgeting, including but not limited to:

- Facilities (includes parks, buildings, fire hall, municipal hall, etc.)
- Machinery and Equipment (includes fire trucks, fleet vehicles, generators, IT, etc.)
- Roads
- Acquisition of Land
- Support other Water and Wastewater utilities capital projects as needed.

Fire Department Capital: The funds from the previous fire department reserve would remain in the updated reserve; however, the purpose would be updated to the following:

To fund Fire Department capital projects as identified in Asset Management Investment Plans and annual budgeting, with funding to the reserve provided from insurance proceeds (currently Fire Marque)

Water Capital: This reserve would combine the Water reserve funds and 50% of the Louis Creek Industrial Park (LCIP) reserves. The LCIP one was split into 50% General Capital and 50% Water for now. Council can change this at this stage. A full shift to General or Wastewater would see a decrease of roughly \$112,286 to this fund. The purpose of the fund would be:

To fund Water Fund capital projects as identified in Asset Management Investment Plans and annual budgeting

Wastewater Capital: currently there is no Wastewater reserve and costs related to wastewater have been covered by Surplus or other accounts in the past. It is highly recommended to establish this reserve at this stage and in the future consider a strategy for funding this reserve. The purpose of the fund would be:

To fund Wastewater Fund capital projects as identified in Asset Management Investment Plans and annual budgeting

Transportation Infrastructure: This would be a new reserve as well. It is intended to collect funds over time from developers that wish not to provide parking (generally commercial developers in a commercial core or multi-family housing) and instead pay a fee to the District. The purpose of this fund is:

To provide for transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.

Park Land: Will remain as is, except for being governed by the new bylaw, with the purpose being:

To provide for the acquisition of park lands.

Community Works Fund: Will remain as is; however, will be governed by a bylaw now, with the purpose being:

To account for funds received and used pursuant to the Community Works Fund Agreement, and to fund projects in compliance with acceptable uses as defined in the Agreement.

Growing Communities Fund: Will remain as is; however, although a bylaw existed, the funds were not allocated into a separate reserve fund within the finance software and instead were included in surplus until now. By creating this bylaw a cleanup process will be triggered that will correct this anomaly. The purpose of the fund is as follows:

To account for funds received and used pursuant to the British Columbia Growing Communities Fund (GCF), and to fund projects in compliance with the terms of the GCF Program.

Climate Action: This was stored within Surplus previously and would now receive its own reserve. The purpose of the fund is as follows:

To account for funds received and used pursuant to climate action and mitigation agreements, and to fund projects in compliance with acceptable uses as defined in the agreements.

Section 3 – Source of Funds

This section details how funds are added to the individual reserve accounts. A primary source would be a contribution from accumulated surplus as part of the budget process (S. 3.1). specific other sources like Park Land sales (S. 3.3) or the Fire Marque program (S. 3.7) are also detailed in this section.

Section 4 – Investment of Funds

This section provides authority for Staff to invest the funds as permissible in the Community Charter or as outlined in the District's investment policy. This section also reiterates the need to account for interest accruals for any monies within the reserve account.

Section 5 – Transfer of Funds

This section outlines the process required (Bylaw of Council) to transfer funds between reserves. This may be needed to accommodate certain capital projects.

Section 6 – Expenditure of Funds

This section outlines that funds can only be spent for the Purpose defined earlier (S. 6.1) and that the funds have to be spent via resolution or bylaw (in our case that's the Financial Plan bylaw for 90% of projects) (S. 6.2).

Section 7 – Discontinuation and Transfer of Current Reserve Funds

The table in this section outlines how the various reserves would be consolidated. Below is a summary regarding the transfers as included in the Bylaw. The Wastewater and Transportation reserves are not listed as they would be sitting at \$0 to start.

Reserve Fund	Current Monies*	Transfer to Reserve Fund	Consolidated Monies*
District of Barriere Municipal Hall Reserve	\$336,469	General Capital Reserve Fund	\$819,127
District of Barriere Land Reserve	\$46,431	General Capital Reserve Fund	
Highway Rescue Reserve	\$696	General Capital Reserve Fund	
Wildfire Revenue Reserve	\$97,133	General Capital Reserve Fund	
First Responders Reserve	\$195	General Capital Reserve Fund	
Roads Reserve	\$83,521	General Capital Reserve Fund	
Highway Sign Reserve	\$8,748	General Capital Reserve Fund	
Environmental Reserve	\$222	General Capital Reserve Fund	
Parks Reserve	\$113,515	General Capital Reserve Fund	
Community Hall Reserve	\$19,911	General Capital Reserve Fund	
Louis Creek Industrial Park	\$224,572	50% to General Capital Reserve Fund	
		50% to Water Capital Reserve Fund	
District of Barriere Water Utility Reserve	\$392,383	Water Capital Reserve Fund	\$504,669
District of Barriere Fire Department Reserve	\$153,776	Fire Department Capital Reserve Fund	\$153,776
Parkland Acquisition Reserve	\$66,574	Park Land Acquisition Reserve Fund	\$66,574
Community Works Funds (Gas Tax)	\$81,900	Community Works Reserve Fund	\$81,900
Growing Communities Fund	\$324,648	Growing Communities Reserve Fund	\$324,648
Climate Action Funds	\$109,556	Climate Action Reserve Fund	\$109,556
Total**	\$2,060,250	Total**	\$2,060,250

*estimated monies as 2024 audit has not been completed.

** Total does not include the DCC funds of \$46,834 as they remain independent of this bylaw.

Section 8 – Repeals

This section officially repeals the 6 previous bylaws as well provides instructions to Staff to discontinue the old reserve structure for reserves without a bylaw.

Summary

In summary, Council is considering a bylaw that, if approved, would amalgamate current reserve accounts and create some additional ones that may be needed in the future, while also codifying some current reserve accounts into a bylaw. This strategy would provide for a more agile approach to managing critical infrastructure projects in the upcoming years.

Benefits or Impact

General

The proposed bylaw would consolidate reserve funds in alignment with Council's strategic objectives. This structure would also modernize financial processes and improve administrative efficiency.

Finances

N/A

Strategic Impact

Priority#2: Fiscally Responsible Operations

Goal 3. – Financial Confidence and Oversight are Rebuilt

Results: c. Financial Policies are presented for Council consideration.

Risk Assessment

Compliance: Community Charter (CC) S.188 and S.189; Local Government Act (LGA) S. 525, S.566, Provincial Agreements regarding Community Works Fund, Growing Communities Fund, Local Government Climate Action Program

Risk Impact: Low – by implementing this change, Council would reduce potential risks in relation to funding agreements by outside agencies.

Internal Control Process:

Staff has discussed these changes with our Auditors and legal counsel. By rolling the dedicated Municipal Hall reserve into a General Capital purpose reserve that includes facilities such as a municipal hall, Council confirms that a municipal hall is not a current or short-term future need of the District. If expenses towards a municipal hall are required, the General Capital reserve would be utilized for such expense. Council further confirms that there is no immediate or short-term future need to acquire lands for the District and if required, the General Capital reserve would allow for such expense.

Next Steps / Communication

- If given first three readings at the meeting, the bylaw would be presented for final reading at the October 6, 2025, meeting.
 - If adopted, Staff would implement the changes within the financial software.
-

Attachments

- Draft Bylaw No. 259 – Reserve Fund Establishment Bylaw
- Previously Received Report from August 18, 2025, regarding reserve strategy
- Current Bylaw No. 24 – Municipal Hall Reserve
- Current Bylaw No. 26 – Water Reserve
- Current Bylaw No. 27 – Fire Department Reserve
- Current Bylaw No. 28 – Land Reserve
- Current Bylaw No. 192 – Parkland Reserve
- Current Bylaw No. 241 – Growing Communities Reserve

Recommendation

THAT Council gives first three readings to the Reserve Fund Establishment Bylaw No. 259.

Alternative Options

1. Council could choose not to make any changes at this time to the reserve account structure. This would create a higher risk level as some funds should have a bylaw to govern the reserve account in relation to outside funding agreements. It would also potentially hinder the funding of capital projects and cause delays.
2. Council could choose to combine funds in alternative ways, for example, move the LCIP funds to the Wastewater reserve or fully to the General reserve.

Prepared by:

D. Drexler, Chief Administrative Officer

DISTRICT OF BARRIERE
DRAFT - BYLAW NO. 259

**A BYLAW TO ESTABLISH RESERVE FUNDS FOR THE PURPOSE OF SETTING ASIDE
FUNDS FOR OPERATING AND CAPITAL PURPOSES**

The Council for the District of Barriere, in open meeting lawfully assembled, hereby **ENACTS** as follows:

1. Title

1.1 This bylaw may be cited as the “Reserve Fund Establishment Bylaw No. 259”.

2. Reserve Fund Establishment:

2.1. The following reserve funds are established or continued for the purposes specified in the table below:

Name of Reserve Fund	Purpose of Reserve Fund
General Capital Reserve Fund	To fund General Fund capital projects as identified in Asset Management Investment Plans and annual budgeting, including but not limited to: <ul style="list-style-type: none">- Facilities (includes parks, buildings, fire hall, municipal hall, etc.)- Machinery and Equipment (includes fire trucks, fleet vehicles, generators, IT, etc.)- Roads- Acquisition of Land- Support other Water and Wastewater utilities capital projects as needed
Fire Department Capital Reserve Fund	To fund Fire Department capital projects as identified in Asset Management Investment Plans and annual budgeting, with funding to the reserve provided from insurance proceeds (currently Fire Marque)
Water Capital Reserve Fund	To fund Water Fund capital projects as identified in Asset Management Investment Plans and annual budgeting
Wastewater Capital Reserve Fund	To fund Wastewater Fund capital projects as identified in Asset Management Investment Plans and annual budgeting.

Name of Reserve Fund	Purpose of Reserve Fund
Transportation Infrastructure Reserve Fund	To provide for transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation.
Park Land Acquisition Reserve Fund	To provide for the acquisition of park lands.
Community Works Reserve Fund	To account for funds received and used pursuant to the Community Works Fund Agreement, and to fund projects in compliance with acceptable uses as defined in the Agreement.
Growing Communities Reserve Fund	To account for funds received and used pursuant to the British Columbia Growing Communities Fund (GCF), and to fund projects in compliance with the terms of the GCF Program.
Climate Action Reserve Fund	To account for funds received and used pursuant to climate action and mitigation agreements, and to fund projects in compliance with acceptable uses as defined in the agreements.

3. Source of Funds:

- 3.1. Funds allocated from the annual operating budget or surplus, or from general revenues, may be placed to the credit of any reserve fund established in Section 2.
- 3.2. Money received from cash contributions in lieu of providing off street parking spaces in specified areas must be placed to the credit of the Transportation Infrastructure Reserve Fund.
- 3.3. Money received from the sale of park land, from the disposal of park land under section 27 (2) (b) of the Community Charter, and from 5% in lieu of subdivision park lands under Section 941 (12) of the Local Government Act, must be credited to the Park Land Acquisition Reserve Fund.
- 3.4. Monies received pursuant to the Federal Community Works Fund Agreement must be placed to the credit of the Community Works Reserve Fund.
- 3.5. Monies received pursuant to the Province of British Columbia Growing Communities Fund must be placed to the credit of the Growing Communities Reserve Fund.
- 3.6. Amounts received from funding sources related to climate change and emissions reduction programs, including the Local Government Climate Action Program and any future similar federal or provincial programs, must be paid into the Climate Action Reserve Fund.

- 3.7. Amounts received from Fire Marque or any other fire department related insurance claims proceeds must be paid into the Fire Department Capital Reserve Fund.

4. Investment of Funds:

- 4.1. Monies set aside in reserve funds, together with interest earned, shall be accounted for separately and until required to be used, may be invested in the manner provided by the *Community Charter* or as outlined in Council's Investment Policy No. 53FI, as amended or replaced from time to time.

5. Transfer of Funds:

- 5.1. Council may, by bylaw, transfer amounts between reserve funds as follows:
- a. Monies held to the credit of the General Capital Reserve Fund, Fire Department Capital Reserve, Water Capital Reserve Fund, or Wastewater Capital Reserve Fund may be transferred between these reserves.

6. Expenditure of Funds:

- 6.1. Money in a reserve fund, together with interest earned on the fund balance, must only be used for the purpose for which the fund was established.
- 6.2. Monies placed to the credit of a reserve fund established by this bylaw may be expended by resolution of Council, or as authorized by a bylaw adopted by Council.
- 6.3. All monies shall be expended in accordance with applicable legislation including, but not limited to, the applicable Federal or Provincial funding agreement, *Local Government Act*, and *Community Charter*.
- 6.4. If a municipal hall or land related purchase are needed in the future, the monies held within the General Fund Reserve should be utilized for such an expense.

7. Discontinuation and Transfer of Current Reserve Funds:

- 7.1. Monies held in the reserve fund identified in Column 1 of Table 7.2 are hereby transferred to the reserve fund named and established by this bylaw in Column 2 of Table 7.2.

7.2. Table 7.2 – Transfer of Funds:

Column 1 – Reserve Fund	Column 2 – Transfer to Reserve Fund
District of Barriere Municipal Hall Reserve Fund Bylaw No. 0024	General Capital Reserve Fund
District of Barriere Land Reserve Fund Bylaw No. 0028, 2008	General Capital Reserve Fund
Highway Rescue Reserve	General Capital Reserve Fund
Wildfire Revenue Reserve	General Capital Reserve Fund
First Responders Reserve	General Capital Reserve Fund
Roads Reserve	General Capital Reserve Fund
Highway Sign Reserve	General Capital Reserve Fund
Environmental Reserve	General Capital Reserve Fund
Parks Reserve	General Capital Reserve Fund
Community Hall Reserve	General Capital Reserve Fund
Louis Creek Industrial Park	50% to General Capital Reserve Fund 50% to Water Capital Reserve Fund
District of Barriere Water Utility Reserve Fund Bylaw No. 0026, 2008	Water Capital Reserve Fund
District of Barriere Fire Department Reserve Fund Bylaw No. 0027, 2008	Fire Department Capital Reserve Fund
Parkland Acquisition Reserve Fund Bylaw No. 192	Park Land Acquisition Reserve Fund
Community Works Funds (Gas Tax)	Community Works Reserve Fund
Growing Communities Fund Bylaw No. 241 (Note: funds currently held in Surplus)	Growing Communities Reserve Fund
Climate Action Funds (Note: funds currently held in Surplus)	Climate Action Reserve Fund

8. Repeals:

8.1. The following bylaws, and any amendments hereto are hereby repealed in their entirety:

- a. District of Barriere Municipal Hall Reserve Fund Bylaw No. 0024
- b. District of Barriere Land Reserve Fund Bylaw No. 0028, 2008
- c. District of Barriere Fire Department Reserve Fund Bylaw No. 0027, 2008
- d. District of Barriere Water Utility Reserve Fund Bylaw No. 0026, 2008
- e. Parkland Acquisition Reserve Fund Bylaw No. 192
- f. Growing Communities Fund Bylaw No. 241

8.2. The following reserve accounts which currently have no bylaw, are hereby closed once the transfers in Table 7.2 are completed:

- a. Highway Rescue Reserve
- b. Wildfire Revenue Reserve
- c. First Responders Reserve
- d. Roads Reserve
- e. Highway Sign Reserve
- f. Environmental Reserve
- g. Parks Reserve
- h. Community Hall Reserve
- i. Louis Creek Industrial Park Reserve
- j. Community Works Funds (Gas Tax) Reserve

9. General

- 9.1. Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
- 9.2. If any section, paragraph or phrase of this bylaw is for any reason held to be invalid by a decision of a Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

Read a first, second, and third time this _____ day of _____, 20____.

Finally adopted this _____ day of _____, 20____.

Mayor – Rob Kerslake

Corporate Officer – Tasha Buchanan

District of Barriere

REPORT TO COUNCIL

Request for Decision

Date: August 18, 2025	File: 530.20/Rpts
To: Council	From: Chief Administrative Officer
Re: Consolidation of Reserves	
Recommendation: THAT Council instructs Staff to prepare a new Reserve Fund Bylaw as outlined in the report to meet the strategic objectives of Council AND THAT Staff present the Bylaw for consideration for first three readings at the September 15, 2025, Regular Meeting of Council.	

Purpose

For Council to discuss a consolidation of reserve fund accounts and establishing an updated Reserve Fund Bylaw.

Background

As part of the 2025 budget process, Council discussed in detail the various reserve and surplus accounts that the District has in place to fund various projects. During the discussions, it was noted that the current structure is not beneficial to the District as monies are held in accounts that are not necessarily considered critical when looking at the next 3-5 year window or even a 20-year long range forecast.

Subsequently, on April 14, 2025, Council consolidated all the surplus accounts into a single "General Surplus" account to provide for the District to adapt more quickly as needs arise.

Further, Staff also advised that, in consultation with the District auditors in 2024, it would be recommended to also try and phase out some historic reserve accounts this year to again align the municipality to the changing needs of today and tomorrow.

After some additional holistic research and keeping legislative requirements of the Community Charter S.188 and S.189 in mind, this report tries to outline the Current Structure, potential Reserve Strategies to follow, and a Proposed Reserve Structure going forward that would streamline the reserve funds to enable Council to fund critical capital projects over the next 5 years for the Fire department, and the Wastewater & Water utilities.

Current Structure

The below table outlines the current reserve accounts that are in place, along with the estimated amount in each account to date. Some of these reserve accounts are established through a bylaw, six of which are District bylaws, while one is a TNRD bylaw. Staff also reviewed the need to maintain some of the reserve accounts and which ones could be removed or combined with others that serve a similar purpose.

Reserve Fund	Purpose	Current estimated amount	Is there a Bylaw in place?	Should there be a reserve account / bylaw?
Municipal Hall	Capital Expense for a new hall	\$336,469	Yes, 24	Yes, combined
Land	Land purchase	\$46,431	Yes, 28	Yes, combined
Parkland	Park land purchase	\$66,574	Yes, 192	Yes
Highway Rescue	Capital Expense for Hwy Rescue	\$696	No	No
Fire Department	Capital Expense for Fire Dept.	\$153,776	Yes, 27	Yes
Wildfire	Revenue savings	\$97,133	No	No
First Responders	To support First Responders	\$195	No	No
Roads	Capital expense for roads	\$83,521	No	Yes, combined
Highway Sign	Capital expense for highway sign	\$8,748	No	No
Environmental	Capital expense for solid waste	\$222	No	Yes, combined
Parks	Capital expense for parks	\$113,515	No	Yes, combined
Community Hall	Capital expense for community hall	\$19,911	No	Yes, combined
Louis Creek IP	Capital expense for LCIP	\$224,572	No	No
Community Works	As per funding agreement	\$81,900	No	Yes
Water	Capital Expense for Water	\$392,383	Yes, 26	Yes
Climate Action	As per funding agreement	\$109,556	No	Yes
Growing Communities	As per funding agreement	\$324,648	Yes, 241	Yes
DCC's	To fund capital improvements – highly regulated	\$46,834	Yes, TNRD	Yes
TOTAL		\$2,107,084		

In general, the District in the past established reserve accounts for very specific purposes, for example the “Highway Sign” or “Community Hall”. Although the intent was clear with providing a dedicated account to save up for eventual repairs or replacement needs (or constructing a new municipal hall for example), today, these individual accounts provide obstacles as Council and Staff try to navigate the challenges of Asset Management on a holistic, organization-wide level.

Reserve Strategies

As with all businesses there are various different strategies on how to approach a challenge. In the District’s case, the challenge after being established in 2007 was clearly to build up reserves for individual purposes that were deemed critical at that time. Now that the District is established, and some assets that were handed over to the District from the Province, the TNRD, or the Improvement District are starting to age out. The community is growing, further putting pressure on resources, the Fire Underwriter Survey requires certain apparatuses in place, and federal, provincial, and health authority standards are ever evolving. However, the current reserve structure from above does not easily assist with a more critical risk focused approach while some reserve accounts contain much needed funds that are urgently needed in other areas.

In the past, for example a strategy for funding capital projects would have been: “We have \$113,000 in Parks, so what can we do with this for our parks this year, maybe we should re-do the bleachers?” – The bleachers may not have completely aged out yet, but the funds are available in the Parks reserve so let’s use them for something that relates to it.

Yet in today’s asset management reality, the question should be “Where is this \$113,000 needed the most? Could we use it to pay for our share of building the Wastewater Treatment Plant instead of taking on debt?” – In this scenario, the funds would go to the most critical item today, or it could be used to fund the next fire truck tomorrow, or a portion of the aging water main replacements.

Generally, Parks do not have expensive projects that are required, so the funds could be combined or pooled with other reserves. This would provide a much larger, flexible reserve, that could be used by Council for where it matters most each year during the budget cycle.

Recommendation – Proposed Reserve Structure

At this point, it would be advisable for Council to consider changing the reserve account strategy to create a few specific reserve funds and establishing a shared General Reserve that would be able to be used for a multitude of projects in the coming years. If Council is agreeable to this, a single reserve bylaw should be drafted that combines all the District’s reserve accounts except for the Development Cost Charges (DCC) one. The DCC one has to remain independent at this time.

General Capital: This reserve would combine the Municipal Hall, Land, Highway Rescue, Wildfire, First Responders, Roads, Highway Sign, Environmental, Parks, and Community Hall accounts. 50% of the LCIP reserve was also included in this reserve.

Fire Department Capital: This reserve is recommended to continue for now; however, only funds from insurance proceeds like Fire Marque would be deposited into this account going forward.

Water Capital: This would include the Water and 50% of the Louis Creek Industrial Park (LCIP) reserves. The LCIP one was split into 50% General Capital and 50% Water for now. Council can change this at this stage. A full shift to General or Wastewater would see a decrease of roughly \$112,286 to this fund.

Wastewater Capital: currently there is no Wastewater reserve and costs related to wastewater have been covered by Surplus or other accounts in the past. It is highly recommended to establish this reserve at this stage and in the future consider a strategy for funding this reserve.

Transportation Infrastructure: This would be a new reserve as well. It is intended to collect funds over time from developers that wish not to provide parking (generally commercial developers in a commercial core or multi-family housing) and instead pay a fee to the District.

Park Land: Will remain as is, except for being governed by the new bylaw.

Community Works Fund: Will remain as is; however, will be governed by a bylaw now.

Growing Communities Fund: Will remain as is; however, although a bylaw existed, the funds were not allocated into a separate reserve fund within the finance software and instead were in Surplus. This process will correct this anomaly.

Climate Action: This was stored within Surplus previously and would now receive its own reserve.

DCC’s: Will remain as is with an independent bylaw.

The below table tries to highlight the various proposed reserve accounts and their intended purpose going forward, if approved by Council. Staff also listed the corresponding dollar amounts if the accounts are combined as listed on the previous page:

Reserve Fund	Purpose	Estimated Amount
General Capital	To fund General Fund capital projects as identified in Asset Management Investment Plans and annual budgeting, incl: - Facilities (includes buildings, municipal hall, parks, fire hall, etc.) - Machinery and equipment (includes fire trucks, fleet vehicles, generators, IT, etc.) - Roads - Acquisition of land	\$819,127
Fire Department Capital	To fund Fire Department capital projects as identified in Asset Management Investment Plans and annual budgeting, with funding provided from insurance proceeds	\$153,776
Water Capital	To fund Water Fund capital projects as identified in Asset Management Investment Plans and annual budgeting	\$504,669
Wastewater Capital	To fund Wastewater Fund capital projects as identified in Asset Management Investment Plans and annual budgeting	\$0
Transportation Infrastructure	To provide transportation infrastructure that supports walking, bicycling, public transit or other alternative forms of transportation	\$0
Park Land	To acquire Park Land – CC S.188 (2)(b)	\$66,574
Community Works	To account for funds received and used pursuant to the Community Works Fund Agreement, and to fund projects in compliance with acceptable uses as defined in the Agreement.	\$81,900
Growing Communities	To account for funds received and used pursuant to the British Columbia Growing Communities Fund (GCF), and to fund projects in compliance with the terms of the GCF Program.	\$324,648
Climate Action	To account for funds received and used pursuant to climate action and mitigation agreements, and to fund projects in compliance with acceptable uses as defined in the agreements.	\$109,556
DCC's	To fund capital improvements – as regulated through the LGA S.566	\$46,834
	TOTAL	\$2,107,084

Summary

In summary, Council is reviewing a potential amalgamation of current reserve accounts and the creation of some additional ones that may be needed in the future, while also codifying some reserve accounts into a bylaw.

Benefits or Impact

General

The proposed bylaw would consolidate reserve funds in alignment with Council's strategic objectives. This structure would also modernize financial processes and improve administrative efficiency.

Finances

N/A

Strategic Impact

Priority#2: Fiscally Responsible Operations

Goal 3. – Financial Confidence and Oversight are Rebuilt

Results: c. Financial Policies are presented for Council consideration.

Risk Assessment

Compliance: Community Charter (CC) S.188 and S.189; Local Government Act (LGA) S. 525, S.566, Provincial Agreements regarding Community Works Fund, Growing Communities Fund, Local Government Climate Action Program

Risk Impact: Low – by implementing this change, Council would reduce potential risks in relation to funding agreements by outside agencies.

Internal Control Process:

Staff has discussed these changes with our Auditors and legal counsel. By rolling the dedicated Municipal Hall reserve into a General Capital purpose reserve that includes facilities such as a municipal hall, Council confirms that a municipal hall is not a current or short-term future need of the District. If expenses towards a municipal hall are required, the General Capital reserve would be utilized for such expense. Council further confirms that there is no immediate or short-term future need to acquire lands for the District and if required, the General Capital reserve would allow for such expense.

Next Steps / Communication

- Draft Bylaw for presentation at the September 15, 2025, meeting for first three readings.
 - Final reading at the October 6, 2025 meeting.
 - Additional resolutions may be required by Council on October 6, 2025, in relation to the Municipal Hall and Land reserve bylaws that are proposed to be discontinued.
-

Attachments

- N/A

Recommendation

THAT Council instructs Staff to prepare a new Reserve Fund Bylaw as outlined in the report to meet the strategic objectives of Council AND THAT Staff present the Bylaw for consideration for first three readings at the September 15, 2025, Regular Meeting of Council.

Alternative Options

1. Council could choose not to make any changes at this time to the reserve account structure. This would create a higher risk level as some funds should have a bylaw to govern the reserve account in relation to outside funding agreements. It would also potentially hinder funding and delay critical projects.
2. Council could choose to combine funds in alternative ways, for example, move the LCIP funds to the Wastewater reserve or fully to the General reserve.

Prepared by:

D. Drexler, Chief Administrative Officer

Previously Received

DISTRICT OF BARRIERE

BY-LAW NO. 0024

A BY-LAW TO ESTABLISH A MUNICIPAL HALL FACILITY RESERVE FUND

WHEREAS pursuant to Section 188 of the Community Charter of the District of Barriere may by by-law establish a reserve fund or funds for expenditures in respect of capital projects and any land, machinery, or equipment necessary therefore, including the extension or renewal of existing capital works and money from the current revenue, or to the extent to which it is available, from general revenue fund surplus, or otherwise provided in the Community Charter, may from time to time be paid into the fund or funds.

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

1. This By-law may be cited as the “District of Barriere Municipal Hall, Reserve Fund By-law.”
2. There shall be established a Municipal Hall facilities reserve fund.
3. There shall be deposited in the said reserve fund such amounts as may be available from time to time and as decided by resolution of Council.
4. The monies set aside in the said fund shall be used only for capital expenditures in connection with the acquisition of land and the erection of structures for a Municipal Hall facility in the District of Barriere.
5. Monies set aside for these purposes shall be accounted for separately and until required to be used, may be invested in the manner provided by the Community Charter.

READ FOR A FIRST TIME the 6th day of October, 2008

READ FOR A SECOND TIME the 6th day of October, 2008

READ FOR A THIRD TIME the 6th day of October, 2008

ADOPTED this 20th day of October, 2008

Original Signed by Mayor Mike Fennell
Mayor

Original Signed by Wayne Vollrath
Chief Administrative Officer

DISTRICT OF BARRIERE

BY-LAW NO. 0026

A BY-LAW TO ESTABLISH A WATER UTILITY RESERVE FUND

WHEREAS pursuant to Section 188 of the Community Charter of the District of Barriere may by by-law establish a reserve fund or funds for expenditures in respect of capital projects and any land, machinery, or equipment necessary therefore, including the extension or renewal of existing capital works and money from the current revenue, or to the extent to which it is available, from general revenue fund surplus, or otherwise provided in the Community Charter, may from time to time be paid into the fund or funds.

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

1. This by-law may be cited as the "District of Barriere Water Utility Reserve Fund By-law No. 0026, 2008."
2. There shall be established a water utility reserve fund.
3. There shall be deposited in the said reserve fund such amounts as may be available from time to time and as decided by resolution of Council.
4. The monies set aside in the said fund shall be used only for capital expenditures relating to the operations of the water utility.
5. Monies set aside for these purposes shall be accounted for separately and until required to be used, may be invested in the manner provided by the Community Charter.

READ FOR A FIRST TIME this 6th day of October, 2008

READ FOR A SECOND TIME this 6th day of October, 2008

READ FOR A THIRD TIME this 6th day of October, 2008

ADOPTED this 20th day of October, 2008

Original Signed by Mayor Mike Fennell
Mayor

Original Signed by Wayne Vollrath
Chief Administrative Officer

DISTRICT OF BARRIERE

BY-LAW NO. 0027

A BY-LAW TO ESTABLISH A FIRE DEPARTMENT RESERVE FUND

WHEREAS pursuant to Section 188 of the Municipal Act, the Council of the District of Barriere may by by-law establish a reserve fund or funds for expenditures in respect of capital projects and any land, machinery, vehicles, or equipment necessary therefore, including the extension or renewal of existing capital works and money from the current revenue, or to the extent to which it is available, from general revenue fund surplus, or otherwise provided in the Municipal Act, may from time to time be paid into the fund or funds.

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

1. This By-law may be cited as the "District of Barriere, Fire Department Reserve Fund By-law No. 0027, 2008."
2. There shall be established a reserve fund.
3. There shall be deposited in the said reserve fund such amounts as may be available from time to time and as decided by resolution of Council.
4. The monies set aside in the said fund shall be used only for the purchase of equipment, materials and vehicles for the Fire Department in the District of Barriere.
5. Monies set aside for these purposes shall be accounted for separately and until required to be used, may be invested in the manner provided by the Community Charter.

READ FOR A FIRST TIME this 6th day of October, 2008

READ FOR A SECOND TIME this 6th day of October, 2008

READ FOR A THIRD TIME this 6th day of October, 2008

ADOPTED this 20th day of October, 2008

Original Signed by Mayor Mike Fennell
Mayor

Original Signed by Wayne Vollrath
Chief Administrative Officer

DISTRICT OF BARRIERE

BY-LAW NO. 0028

A BY-LAW TO ESTABLISH A LAND RESERVE FUND

WHEREAS pursuant to Section 188 of the Municipal Act, the Council of the District of Barriere may by by-law establish a reserve fund or funds for expenditures in respect of capital projects and any land, machinery, vehicles, or equipment necessary therefore, including the extension or renewal of existing capital works and money from the current revenue, or to the extent to which it is available, from general revenue fund surplus, or otherwise provided in the Municipal Act, may from time to time be paid into the fund or funds.

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

1. This By-law may be cited as the “District of Barriere, Land Reserve Fund By-law No. 0028, 2008.”
2. There shall be established a reserve fund.
3. There shall be deposited in the said reserve fund such amounts as may be available from time to time and as decided by resolution of Council.
4. The monies set aside in the said fund shall be used only for the purchase of land in the District of Barriere.
5. Monies set aside for these purposes shall be accounted for separately and until required to be used, may be invested in the manner provided by the Community Charter.

READ FOR A FIRST TIME this 6th day of October, 2008

READ FOR A SECOND TIME this 6th day of October, 2008

READ FOR A THIRD TIME this 6th day of October, 2008

ADOPTED this 20th day of October , 2008

Original Signed by Mayor Mike Fennell
Mayor

Original Signed by Wayne Vollrath
Chief Administrative Officer

DISTRICT OF BARRIERE

BY-LAW NO. 192

A Bylaw to Establish a Capital Reserve Fund to be used for the Sole Purpose of Acquiring Park Lands

The Council of The District of Barriere, in open meeting assembled, ENACTS AS FOLLOWS;

1. This Bylaw may be cited as the "Parkland Acquisition Reserve Fund Bylaw No. 192."
2. There shall be and is hereby established a reserve fund under the provisions of Section 188 (2) of the Community Charter, to be known as the "Parkland Acquisition Reserve Fund".
3. The purpose of this fund is to acquire park lands.
4. Monies received from the sale of park land, from the disposal of park land under section 27 (2) (b) of the Community Charter and from 5% in lieu of subdivision park lands under Section 941 (12) of the Local Government Act, are credited to this Reserve Fund.
5. Monies may be paid into this Reserve Fund from the General Revenue Fund or as otherwise authorized in the District's Annual Financial Plan and from other Reserve Funds as authorized by bylaw.
6. Monies in this Reserve Fund shall be solely used to acquire park lands.

READ FOR A FIRST TIME the 21st day of December, 2020

READ FOR A SECOND TIME the 21st day of December, 2020

READ FOR A THIRD TIME the 21st day of December, 2020

ADOPTED this 11th day of January, 2021

Original signed by, _____
Mayor Ward Stamer

Original signed by, _____
Tasha Buchanan, Corporate Officer

DISTRICT OF BARRIERE

BY-LAW NO. 241

A BYLAW TO ESTABLISH A RESERVE FUND FOR CAPITAL AND PLANNING PURPOSES OF THE COMMUNITY GROWTH FUND

WHEREAS the Council of The Corporation of the District of Barriere deems it expedient to provide for a segregated reserve fund for the Community Growth Fund grant received from the Province of British Columbia under Section 188 of the Community Charter;

NOW THEREFORE, the Council of The Corporation of the District of Barriere enacts as follows:

Part 1 Citation

- 1.1 This bylaw may be cited as "*Growing Communities Fund Bylaw No. 241*".

Part 2 Severability

- 2.1 If a portion of this bylaw is held invalid by a Court of competent jurisdiction, then the invalid portion must be severed and the remainder of this bylaw is deemed to have been adopted without the severed section, subsection, paragraph, subparagraph, clause or phrase.

Part 3 Purpose of Reserve

- 3.1 Community Growth Fund grants received from the Province of British Columbia shall be deposited into this reserve fund.
- 3.2 Expenditures from this fund shall be authorized by an expenditure resolution of Council citing the Community Growth Fund as the source of funds, and specify the use of the funds.
- 3.3 Amounts in this fund shall be invested in accordance with the District's investment policy and practice as determined from time to time, and interest so earned shall be credited to this fund.
- 3.4 Eligible expenditures from this fund are for capital projects, as follows:
- 3.4.1 Enhancement of the public drinking water supply, treatment facilities, and water distribution
 - 3.4.2 The local portion of affordable/attainable housing developments
 - 3.4.3 Childcare facilities
 - 3.4.4 Municipal or regional capital projects that service, directly or indirectly, neighbouring First Nation communities


- 3.4.5 Wastewater conveyance and treatment facilities
- 3.4.6 Storm water management
- 3.4.7 Solid waste management infrastructure
- 3.4.8 Public safety/emergency management equipment and facilities not funded by senior level of government
- 3.4.9 Local road improvements and upgrades
- 3.4.10 Sidewalks, curbing and lighting
- 3.4.11 Active transportation amenities not funded by senior level governments
- 3.4.12 Improvements that facilitate transit service
- 3.4.13 Natural hazard mitigation
- 3.4.14 Park additions/maintenance/upgrades including washroom/meeting space and other amenities,
- 3.4.15 Recreation-related amenities
- 3.4.16 Further to the above noted capital costs, one-off costs can include:
 - (a) Costs of feasibility studies, including infrastructure capacity assessment
 - (b) Other early-stage development work
 - (c) Costs of designing and tendering
 - (d) Costs of acquiring land where it is wholly required for constructing an eligible infrastructure project
 - (e) And, in limited situations, non-capital administrative costs where these are necessary for the completion of the eligible project

READ FOR A FIRST TIME this 22nd day of April, 2024

READ FOR A SECOND TIME this 22nd day of April, 2024

READ FOR A THIRD TIME this 22nd day of April, 2024

ADOPTED this 13th day of May, 2024



Mayor Ward Stamer



Tasha Buchanan, Corporate Officer

District of Barriere

REPORT TO COUNCIL

Request for Decision

Date: September 15, 2025	File: 530.20/Rpts
To: Council	From: Chief Administrative Officer
Re: Utility Billing Bylaw No. 260	
Recommendation: THAT Council gives first three readings to Utility Billing Bylaw No. 260.	

Purpose

For Council to consider implementing a new Utility Billing Bylaw for the District.

Background

As part of the ongoing review of our utility billing processes, District staff has been working on new and updated bylaws to ensure compliance with legislation are achieved and best practices are codified.

The following list of bylaws are also being worked on at this point and will be presented to Council over the next few months:

1. Water Regulations Bylaw – This Bylaw was previously consolidated from three individual ones and is in need of a large scale cleanup now, especially with the proposed implementation of the Utility Billing Bylaw.
2. Solid Waste Regulation Bylaw – needs to be updated and greatly expanded upon.
3. Wastewater Regulations Bylaw – there is currently no bylaw in place that governs wastewater. A bylaw is needed to appropriately regulate our wastewater utility, especially as the service area is expanded further in the future.
4. Streetlighting Bylaw (and related fees and charges) – The bylaw needs to be repealed for 2026. Any potential reduction in revenue needs to be balanced from another source (i.e. property taxation).

Instead of simply amending, adding, or repealing the bylaws, staff used a holistic approach to review other strategies to reduce potential long-term challenges when working with the public in regard to utility billing, account setup, disconnects, etc. For example, there would be sections in each of these individual bylaws that are related, and which should be identical throughout and apply to all rate payers alike.

As such, it is proposed to create a singly Utility Billing Bylaw that speaks to these general items relating to the actual accounts and processes including disconnections and notice provisions.

Staff have prepared the attached draft Utility Billing Bylaw as a first step to streamline these bylaws. Several sections have been moved from the current Water Systems Bylaw; however, there were also some other opportunities to include updated language, other policies, and variations to current practices that may be more beneficial to the District at the moment.

Proposed Changes

The following items would be considered a larger scale change when interacting with our customers:

1. Unpaid Invoice Notice (S.2 - Definitions and S. 11 - Terminations of Accounts) – the intent of these sections is to provide clear expectations to staff in regard to the process that will be required to notify a person about the impending disconnection. This also includes a mechanism to appear before Council at a regular meeting within a two-meeting window, if so desired by the individual.
2. Application for Utility Billing Account (S. 3) – at present, no application for an account is required when purchasing property in the District. Although this is legally permissible for the District to create utility billing accounts based on the property sales information provided to us by the Land Titles Offices (LTO), it may not necessarily be advantageous to the District. The intent of this section is to provide an opportunity for a first interaction with the District to share information about garbage collection and sprinkling regulations, for example. This would also be an excellent opportunity for staff to collect vital contact information to ensure we can connect with our residents, when necessary, for example to advise about late property taxes. Further, this will also enable us not to allow any new accounts to be opened if there are any outstanding charges from another location still outstanding.
3. Security Deposits (S. 7) – presently, no security deposits are required, largely because the account opening is done without any real interaction with the new resident. As such, S. 7 would enable the District to collect security deposits on new accounts where there is no previous history, or on accounts where there is a history of unpaid fees.
4. Invoicing (S. 8) – this section now allows for monthly billing on some customers that exceed \$3,500 in any quarterly single billing cycle. The most likely organization impacted by this change would be School District No. 73 as they are approaching this amount. Enabling this will allow for more frequent billings of smaller amounts instead of large bill amounts.
5. Billing Errors (S. 10) – this section proactively establishes guidelines to work with customers on correcting those errors. Under-billing will be limited to 1 year of adjustments, while over-billing would be limited to 2 years or from the time the current owner came on title. It also provides some flexibility on how the over or underbilled amounts get determined in the event that an error occurred.
6. Credit Balances (S. 12) – part of this section was previously Council Policy No. 33 (see attached). It has been integrated into the bylaw, and the amount has been adjusted to \$10.00 from \$5.00. In addition. As such, the policy will be able to be rescinded if this Bylaw is adopted. Further, this section now also provides for timelines and other dollar amount thresholds regarding credit balances.

7. Write-offs on Uncollectible Accounts (S. 13) – this section will provide staff with the authority to write off accounts of less than \$100.00 if the account is deemed “uncollectible”. Any amounts above this threshold would require some form of Council approval.
8. Equal Payment Plan (S. 14) – this section sets the guidelines regarding equal payment plans that customers can use for utility bills and taxes. The District currently offers this service; however, no formal bylaw or policy exists setting out the rules and guidelines for such a payment option. This section would correct this.
9. Water Leak Adjustments (S. 15) – this section was previously governed by Policy No. 27. Staff took the opportunity to incorporate the policy into the bylaw. Policy No. 27 can subsequently be rescinded.
10. Waiver of Fees and Charges (S. 16) – this section will provide Council the authority, in extenuating circumstances, to reduce a fee or provide a credit to an account that would otherwise not be possible under this bylaw.

Other Sections

Although some of the language in the sections listed below may be new or updated, in general, there are no context changes compared to how we either currently operate or what the intent of the current bylaws are.

Responsibility for Payment (S. 4)

Defines the property owner as the person responsible for the account and all related fees and charges.

Utility Services and Rate Charges (S. 5)

Establishes that the District will charge the customer for services in accordance with the Fees and Charges Bylaw.

Utility Meter Readings and Consumption Charges (S. 6)

Provides guidance on meter readings and testing process. This section was also linked to Section 10 – Billing Errors – to ensure the same timeframes apply. The current bylaw only provides for reimbursement of up to 3 months, this new timeframe under Section 10 allows for up to 2 years or when the current Owner came on title, whichever is less.

Payments (S. 9)

Sets guidelines in relation to payments. For example, payments will be applied in reverse order (oldest outstanding charges first). This section also provides the authority to roll over unpaid utility bills to property taxes.

Summary

In summary, the proposed bylaw captures current District practices and further codifies industry best practices in relation to Utility Billing. Next steps would see the various other utility related bylaws being brought to Council to equally align those with current standards.

Benefits or Impact

General

The proposed bylaw provides clear guidance to staff in relation to Utility Billing accounts.

Finances

N/A

Strategic Impact

Priority #3: Create Opportunities for Community Growth

Goal 3. Complete critical Utility Bylaw and Utility Master Plan revisions

Actions to get us there:

- a. Develop a new Wastewater Regulations Bylaw.
- b. Update the Water Regulations Bylaw to include provisions that address mobile home parks and other emerging items.

The Results We Want to See:

- a. Present a Wastewater Bylaw for Council consideration in 2025.
- b. Present a Water Bylaw update for Council consideration in 2025.

Risk Assessment

Compliance: Community Charter, specifically S. 194 and S. 12

Risk Impact: Low

Internal Control Process:

Thorough in-house review and collection of best practice from other municipalities in relation to the overall utility related bylaws being proposed for updates.

Next Steps / Communication

- If given first three readings, the bylaw would be presented for final reading on October 6, 2025.
 - Most of the utility-related bylaws should be adopted by early 2026 to align with the budget cycle.
-

Attachments

- Draft Bylaw No. 260 – Utility Billing Bylaw
- Current Bylaw No. 189 – Water Systems
- Current Policy No. 27 – Water Leak Adjustment
- Current Policy No. 33 – Overpayment Refund Policy

Recommendation

THAT Council gives first three readings to Utility Billing Bylaw No. 260.

Alternative Options

1. Council could amend the bylaw.
2. Council could choose not to implement a bylaw at this time. This is not recommended as a bylaw is essential to codify current best practices.

Prepared by:

D. Drexler, Chief Administrative Officer

**DISTRICT OF BARRIERE
BYLAW NO. 260**

**A BYLAW TO REGULATE AND IMPOSE REQUIREMENTS IN RELATION TO UTILITY
BILLING**

The Council for the District of Barriere, in open meeting lawfully assembled, **ENACTS** as follows:

1. Title

1.1 This bylaw may be cited as the "Utility Billing Bylaw No. 260".

2. Definitions:

2.1 In this bylaw, unless the context requires otherwise:

"Customer" means any person, company, or corporation in whose name a Utility Billing Account has been opened.

"District" means the District of Barriere.

"Fees and Charges Bylaw" means the current Fees and Charges Bylaw enacted by the District and its amendments or replacements.

"Leak" means an unintentional water loss caused by broken pipes at a residence or building.

"Meter" means an apparatus or device used for measuring the volume of water passing through it and includes any accessories such as remote reader device and connection cable.

"Occupier" has the same meaning as in the *Community Charter*, as amended or replaced from time to time.

"Owner" has the same meaning as in the *Community Charter*, as amended or replaced from time to time.

"Premises" means land, a building, or a structure or a part of land, a building, or a structure or a combination of these used or occupied by a Customer.

"Staff" means Chief Administrative Officer or designate.

"Unpaid Invoice Notice" means a notice served to a Customer:

- a) stating that charges as imposed and levied for services provided pursuant to this Bylaw, as set by the Fees & Charges Bylaw including further amendments, in respect of a Premises owned or occupied by the Customer, are due and payable and remain unpaid;

- b) requiring the Customer to pay the unpaid charges within a specified time period, which shall in any case be no less than seven days after the date on which the Unpaid Invoice Notice was issued to the Customer; and
- c) notifying the Customer that if the Customer fails to pay the unpaid charges in the specified time period, the District may disconnect the applicable District's Utility Service from the Premise in respect of which the charges remain unpaid.

"Utility Billing Account" means an account for invoice or billing purposes in relation to the use or consumption of a Utility Service.

"Utility Service" means a public utility service or system operated by or on behalf of the District, including the provision of water, wastewater, and/or waste collection services.

"Water Service Pipe" means the pipe on private property which supplies potable water from the District's watermain to the inside of the building on the property.

3. Application for Utility Billing Account:

- 3.1. The Owner or an Owner's duly authorized agent or Occupier of any premises making use, or intending to make use, of any Utility Service being operated by or for the District shall make application, in a form prescribed by Staff, to the District for a Utility Billing Account.
- 3.2. Any application submitted by an Occupier shall require additional authorization by the property Owner satisfactory to the District.
- 3.3. No application shall be accepted from, and no Utility Billing Account shall be opened or re-opened in the name of any person until the outstanding balance on any existing or previous Utility Billing Account owing by that person is paid.

4. Responsibility for Payment:

- 4.1. Property Owners shall be responsible for payment of all charges and fees, as set out by this or any other applicable bylaw, charged to the Utility Billing Account for properties they own.
- 4.2. The Owner of any premises making use of any Utility Service being operated by the District, in relation to which for whatever reason no Utility Billing Account exists, shall be responsible for payment of all charges and fees equal to those that would have been applicable if a Utility Billing Account had been open and in existence.

5. Utility Services and Rate Charges:

- 5.1. Where under the authority of this, or any other bylaw, the District performs any work on property or Premises, or provides any Utility Service to property or Premises, the Owner of the property or Premises shall promptly reimburse the District for its costs in performing that work or providing that Utility Service.

- 5.2. The District shall determine the appropriate rate class and/or billing category in accordance with applicable regulatory or other bylaws, in relation to each Utility Service being provided to each Utility Billing Account.
- 5.3. The user rates and charges to be imposed and levied for Utility Services are those specified in the Fees and Charges Bylaw or any other applicable bylaw.
- 5.4. Charges for Utility Services including but not limited to new service installations, service upgrades, connections, disconnections, reconnections, temporary services, temporary turn-off/turn-on, seasonal capacity, Meter hardware, Meter readings, Meter testing, and other miscellaneous services will be levied in accordance with, and as specified in, the Fees and Charges Bylaw.

6. Utility Meter Readings and Consumption Charges:

- 6.1. The level or amount of use or consumption of a Utility Service at any Premise for which a Meter has been installed shall be determined by the District through reading the Meter, and no person shall prevent any authorized District representative from accessing or reading any such Meter on any property or Premises.
- 6.2. A Meter may be read on any date during a billing period; however, as nearly as practical, the District shall endeavor to read Meters on the same date in each billing period.
- 6.3. If a Meter at a particular location is not able to be read with reasonable accuracy, the District may estimate the level or amount of use or consumption of the Utility Service over the applicable period.
- 6.4. If the District or an Owner question the accuracy of the record of a Meter at the location to which the Utility Billing Account relates to, the party questioning the accuracy of the Meter shall procure a qualified professional to remove the Meter at their cost, and utilize a District approved Meter testing professional to verify the accuracy of the Meter.
- 6.5. If the test performed under Section 6.4 that is initiated by the Owner, discloses that the Meter is less than 98% accurate in recording the water passing through the Meter, the District shall confirm the findings and if confirmed, reimburse to the Owner the billed costs associated with the Meter's removal and testing. Repair or replacement costs are the responsibility of the Owner.
- 6.6. If the test performed discloses that the Water Meter is less than 98% accurate in recording the water passing through the Water Meter, the District shall adjust the Owner's water charges by the amount of the inaccuracy in accordance with Section 10.1.
- 6.7. Any determination by the District as to the functioning of the Meter, the accuracy of the reading, or any reasonable adjustment to be made to the Utility Billing Account, shall be final.

7. Security Deposit and Pre-Payments:

- 7.1. The District may request a security deposit for new Utility Services or reconnection of existing Utility Services when:
 - a. the Customer does not have an established or satisfactory credit history with the District; or
 - b. the Utility Billing Account is for services provided with respect to land and/or buildings not owned by the Customer.
- 7.2. The security deposit, where such deposit is required, shall be calculated as three (3) times the average monthly billing over a one-year period for the Premises.
- 7.3. The District may estimate the security deposit based on historical consumption information for similar Premises or a manual calculation of usage.
- 7.4. Interest on security deposits held for more than thirty (30) days shall be calculated quarterly and credited to the Customer's Utility Billing Account. The interest paid shall be at the rate prescribed for property tax overpayments under Section 239 of the *Community Charter*.

8. Invoicing:

- 8.1. The invoices for Utility Billing Accounts shall be rendered quarterly for all applicable charges and fees set out in this Bylaw, the Fees and Charges Bylaw, or any other applicable bylaw.
- 8.2. The due date for invoices for Utility Billing Accounts shall be no more than 45 calendar days from the date the invoice was prepared.
- 8.3. The District may implement monthly billing for high volume Utility Service Customers whose quarterly charges exceed \$3,500 in any single billing cycle.
- 8.4. The District is not responsible for non-delivery of any invoice or billing notice.

9. Payments:

- 9.1. Payment shall be due and payable by the due date at the District offices, or any other location shown on the invoice.
- 9.2. All payments or credits received or given in relation to amounts owing on a Utility Billing Account shall be applied in reverse date order from the oldest outstanding charge to the newest charge.
- 9.3. An overdue account penalty as set out in the Fees and Charges Bylaw will be assessed on all outstanding balances not paid by the due date printed on the invoice. The penalty shall be added to current charges on the present invoice, and the previous amounts unpaid shall remain outstanding and shall be shown as an arrears balance on the present invoice.

- 9.4. Any amounts due and payable in accordance with this bylaw, and which remain unpaid after December 31st of any year, whether incurred by an Owner or another Customer at the property address to which the Utility Service has been provided, shall be deemed to be taxes in arrears and added to the property taxes on that property, and shall be subject to the same interest and penalties, and be recoverable in the same manner, as property taxes as provided for in the *Community Charter*.

10. Billing Errors:

- 10.1. Where an error is found to have been made in the amount invoiced or billed to a Utility Billing Account, the amount either under-billed or over-billed shall be debited from or credited to the Utility Billing Account and shown on the next Utility Billing Account invoice, subject to any arrangements made pursuant to section 10.3 of this bylaw and the following restrictions:
- a. the adjustment period is limited to the time that the current Owner is on title;
 - b. the adjustment period(s) for under-billing are limited to a maximum of 1 year;
 - c. the adjustment period(s) for over-billing are limited to a maximum of 2 years or when the current Owner came on title for the property, whichever is less.
- 10.2. Where the exact amount of under-billing or over-billing cannot be determined, the District may make a reasonable and fair estimate of the amount, using its own records or those of the Customer, and in keeping with amounts billed to other Customers in similar premises, being used in a similar manner, over the same time period.
- 10.3. Where an amount has been under-billed, and where the error can reasonably be said to have been the fault of the District's, the District may offer the Customer reasonable terms of repayment, which may be over a period of several months, and may be interest and penalty free.
- 10.4. Where an under-billing is found to have been made in the amount invoiced or billed to a Utility Billing Account, and that error is a result of unauthorized use of a Utility Service, or can reasonably be said to be a result of fraud, theft, tampering with a Meter or other equipment, or any other similar act, the amount of the under-billing, plus any direct administrative costs incurred by the District in investigating the circumstances, plus interest and penalties at the rate normally charged on unpaid accounts receivable by the District shall be charged to the Utility Billing Account. Where such amount is due and payable, and remains unpaid after December 31st of any year, it shall be deemed to be taxes in arrears and shall be recoverable as outlined in section 9.4 of this bylaw.

11. Termination of Service / Closure of Accounts:

- 11.1. Staff may terminate Utility Services where an amount has been invoiced and is due and payable and remains unpaid for more than 45 days after the date on which the invoice became due and payable.

- 11.2. In a case where the District plans to terminate a Utility Service because of unpaid amounts that have been invoiced and are due and payable, an Unpaid Invoice Notice shall be provided to the Customer which shall include at least one of the following:
- a. "Cut Off Notice" billing message included on an invoice for the relevant Utility Billing Account;
 - b. a warning letter mailed or emailed to the contact address supplied by the Customer or delivered to the service location of the Utility Billing Account;
 - c. a telephone call to the relevant Customer, which may include speaking directly with the Customer or leaving a message on an answering service or machine at the Customer's contact telephone number; or
 - d. a notice or tag left on the door at the service location of the Utility Billing Account at least two working days prior to scheduled termination.
- 11.3. Within 15 days of receipt of an Unpaid Invoice Notice, a Customer may request an opportunity to make representations to Council by submitting the request to the District in accordance with the Unpaid Invoice Notice.
- 11.4. Where a Customer has received an Unpaid Invoice Notice and has failed to pay the unpaid charges within 30 days of receipt of the Unpaid Invoice Notice, the District may disconnect one or more District Utility Services from the Premises in respect of which the charges remain unpaid.
- a. If a Customer has submitted a request to the District pursuant to section 11.3, the District must not disconnect the Utility Services from the Premises in respect of which the charges remain unpaid until the Customer has had the opportunity to make representations to Council.
 - b. If the Customer fails to make representation to Council for more than two (2) consecutive regularly scheduled meetings of Council after the request pursuant to section 11.3 was confirmed by Staff, then the District may proceed with the disconnection pursuant to Section 11.2.d.
- 11.5. A Customer wishing to close their Utility Billing Account shall give the District a minimum of five full business days' notice of the date on which the Utility Billing Account is to be closed. Where such notice is not provided, the Customer shall be responsible for payment of any amounts attributed to use or consumption of the Utility Service for the period between the date that notice was received by the District, and the earlier of the date service was terminated or twenty-four hours following such notice.

12. Credit Balances:

- 12.1. Upon termination of a Utility Billing Account, any credit balance above \$10.00 remaining after final billing will be refunded to the Customer. The District will not prepare a refund for any remaining credit balance of less than \$10.00.

- 12.2. Staff may transfer an unclaimed or terminated Utility Billing Account credit balance to the District's utility revenues under the following circumstances:
- a. the credit has remained on the Customer's account for a period of greater than one year, the Customer has been notified in writing of the credit amount, and the Customer does not have any overdue balances to which the credit can be applied; or
 - b. the credit balance is more than \$10.00 and less than \$25.00, and the Customer has not requested a refund within six months of account termination; or
 - c. the credit balance is less than \$10.00.

13. Write-offs of Uncollectible Accounts:

- 13.1. An individual Utility Billing Account balance of less than \$100.00 may be written off in the normal course of business by Staff, using due care and judgement, where the balance is determined to be uncollectible and transfer of the outstanding amount to the subsequent property owner is deemed to be inappropriate under the circumstances.

14. Equal Payment Plan:

- 14.1. Upon application, the District will permit qualifying Customers to make equal monthly payments on their Utility Billing Account without incurring penalties or interest. Payments under the Plan will be made only by direct withdrawal from the Customer's bank account.
- 14.2. The payment amount will be based upon the estimated annual cost for the Utility Service using the property's historical consumption records or other reasonable methodology. Payment amounts will be reconciled annually at the end of the calendar year.
- 14.3. The District may conduct an interim reconciliation and recalculation of payment amounts and request an adjustment of the monthly payment amount where the variance is 15% or greater.
- 14.4. A Customer will qualify for the plan provided the account is not in arrears and the Customer expects to be on the plan for at least one year.
- 14.5. The equal payment plan may be terminated by the District if the Customer has not maintained satisfactory credit, or if the Customer fails to increase the equal payment amount when requested to do so. The District deems credit to be unsatisfactory if for any reason two payments fail to be honoured.
- 14.6. The equal payment plan may be terminated by the Customer at any time upon providing the required amount of notice. Customers who request termination of the plan will be eligible for re-enrollment after a minimum six-month waiting period.

- 14.7. Upon reconciliation of the equal payment plan balance, the net amount owing to the District will become due and payable by December 31. Failure to remit the outstanding amount when due may result in termination of the plan.
- 14.8. An overpayment by the Customer exceeding \$200.00 may be carried over to the following year or refunded to the Customer upon request. Overpayments of less than \$200.00 will be carried forward and included in the calculation of the equal payments for the next period.

15. Water Leak Adjustments:

- 15.1. Staff may, upon written request from a Customer supported by repair bills or other appropriate documentation, adjust the Utility Billing Account.
 - a. Adjustments will only be granted for Leaks in the Water Service Pipe.
 - b. Leak adjustments on utility bills will NOT be made for the following:
 - i. malfunctioning internal plumbing fixtures (running toilets, dripping taps etc.)
 - ii. in-ground or above ground pools, ponds, and fountains
 - iii. buried lines connected to the main water lines
 - iv. premises left abandoned or vacated without reasonable care for the plumbing system
- 15.2. If in the normal course of business, the District becomes aware of abnormal water consumption or any evidence of a Leak on any Premise, the District will make every effort to notify the Customer, but accepts no responsibility for failure to do so. Notification may be by phone or phone message, door hanger, mail, or electronic mail. If the Leak is deemed to be substantial and the Customer cannot be contacted, and in order to avoid possible further damage, the District may, without further notice, shut the water off at the main. The water to the premises shall not be turned on again until such repairs or alterations have been reasonably made at the Customers expense and to the satisfaction of the District. The cost of this water shut off and turn on will be the responsibility of the Customer and will be included on the next regular utility invoice. No person whose water is turned off pursuant to this section shall have any claim against the District by reason of such discontinuance or supply.
- 15.3. Leak adjustments shall not be considered for water lost subsequent to 48 hours from a Customer becoming aware of a Leak or being notified of a possible Leak by the District. Customers must take immediate action after detection or notification of a Leak to prevent further water loss. No allowance will be made for notification claimed to be lost or not received.
- 15.4. A written Leak adjustment request must be submitted to the District within 30 days of the Leak notification and/or repair date. Proof of the Leak repair (e.g. Invoices, receipts or pictures before and after) must be submitted with the request. The District reserves the right to inspect the repair or verify usage with further meter readings prior to considering the Leak adjustment.

- 15.5. The Customer shall be responsible for the estimated normal amount of water consumed at the current water rates, plus 25% of the additional water consumed as a result of the Leak at the current water rates. If the Leak is identified to be within any irrigation or sprinkler systems, the Customer will be responsible for the estimated normal amount of water consumed at the current water rates, plus 50% of the additional water consumed as a result of the Leak at the current water rates. The estimated normal amount of water consumed will be determined by the District and is defined as the average water consumption based on the same or similar water billing period from the previous 3 years. If three years of consumption data is not available, normal consumption will be based on the best estimate information available on the property or consumption from a comparable property.
- 15.6. Adjustments will only be granted when the Utility Billing Account is in good standing and no previous past due amounts are outstanding.
- 15.7. One Leak adjustment per property owner within an eighteen (18) month period will be permitted. The 18-month period begins the first month of the billing period following the billing period that the Leak adjustment was prepared for.

16. Waiver of Fees and Charges:

- 16.1. In limited, extenuating circumstances, Council may, by resolution, reduce or credit any fees or charges imposed on Utility Billing Accounts under this bylaw, subject to provisions of the *Community Charter*.

17. General

- 17.1. Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.
- 17.2. If any section, paragraph or phrase of this bylaw is for any reason held to be invalid by a decision of a Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

Read a first, second, and third time this _____ day of _____, 20____.

Finally adopted this _____ day of _____, 20____.

Mayor – Rob Kerslake

Corporate Officer – Tasha Buchanan

**DISTRICT OF BARRIERE
BYLAW NO. 189**

A BYLAW TO REGULATE, PROHIBIT, AND IMPOSE REQUIREMENTS IN RELATION TO CONNECTION TO
AND USE OF THE WATERWORKS SYSTEM WITHIN THE DISTRICT OF BARRIERE WATER SYSTEM
LOCAL SERVICE AREA

WHEREAS Section 24 (2) of the *Local Government Act* states that if a municipality is incorporated, a provision of a bylaw adopted by the regional district that applies to the area continues in force as if it were a bylaw of the municipality until it is amended or repealed by the Council;

AND WHEREAS the Council of the District of Barriere deems it appropriate and necessary to repeal the *District of Barriere Cross Connection Control Bylaw No. 38* as amended, the *District of Barriere Water Restrictions Bylaw No. 39* as amended, the *District of Barriere Waterworks System Bylaw No. 110*, as amended that apply to the municipality and consolidate all three previous bylaws into one;

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

- 1.1 This bylaw may be cited for all purposes as the “*District of Barriere Water System Bylaw No. 189.*”
- 1.2 *District of Barriere Cross Connection Control Bylaw No. 38* as amended, is hereby repealed.
- 1.3 *District of Barriere Water Restrictions Bylaw No. 39* as amended, is hereby repealed.
- 1.4 *District of Barriere Waterworks Bylaw No. 110* as amended, is hereby repealed.

2.0 DEFINITIONS:

- 2.1 “Accessible” shall mean having access thereto but which first may require the removal of access panel, door or similar obstruction;

“After Hours Call Out” shall mean requests for service from the District of Barriere requiring a response after the regular hours of operation and on Statutory Holidays.

“Agricultural Irrigation” shall mean a system of irrigation involving the controlled delivery of water for the purpose of cultivating crops and/or livestock

“Applicant” shall mean any owner or their agent making an application for service, service connection, or the Turn-on or Turn-off of water;

“Approved Backflow Prevention Assembly” shall mean a backflow preventer that is designed to be tested and repaired in-line and meets the design and installation criteria requirement of the Canadian Standards Association (CSA) standards B.64.10-07/Series 01 (or the most current) and the USC FCCCHR approval criteria;

“Auxiliary Water Source” shall mean any water supply on or available to the premises other than the District of Barriere’s approved public water supply;

“Backflow” shall mean flow of water or other liquids, gases or solids from any source back into the customer’s plumbing system or the Waterworks system;

“Backflow Assembly Test Report” shall mean a form provided by or approved for use by the District of Barriere to be used when testing backflow assemblies to record all pertinent information and test data;

“Backflow Assembly Tester” shall mean a person holding a valid certificate from the American Water Works Association – British Columbia Section, for testing backflow prevention assemblies.

“Backflow Preventer” shall mean a mechanical apparatus installed in a water system that prevents backflow into the Waterworks system;

“Base Fee” shall mean the minimum fee for water supply regardless of water use;

“Billing Period” shall mean the period of time over which water is consumed and for which a charge is levied upon each Owner supplied with water by the system;

“Bylaw Enforcement Officer” means an RCMP Officer and/or any of the following District of Barriere staff:

- Chief Administrative Officer
- Bylaw Enforcement Officer
- Utilities Manager
- Utilities Staff (Operators)
- Cross Connection Control Inspector
- Building Inspector

“Commercial User” shall mean any user other than domestic user;

“Connection or Connect” shall mean tying into, tapping or otherwise connecting to the waterworks system of the District by means of pipes, valves, fittings or other apparatus;

“Connection Fee” shall mean the fees charged for the initial water connection when the connection is at property line;

“Consumption Charge” shall mean the volume of water used multiplied by the Consumption Rate;

“Consumption Rate” shall mean the price of water per cubic meter that is charged to users with a water connection and water meter in accordance with this Bylaw;

“Contaminant” shall mean any physical, chemical, biological or radiological substance or matter in water which may render the water non-potable, according to regulations of the Province of British Columbia Drinking Water Protection Act & Regulations, or other applicable legislation of the day;

“Council” shall mean the Council of the District of Barriere;

“Curb Stop” shall mean the valve on a service pipe located on the street or lane at or near an Owner’s parcel boundary;

“Customer” shall mean the registered owner or agent for the owner of any property served by the District of Barriere Waterworks System, and also any person who is the occupier of any such premises, and also any person who obtains water from a Fire Hydrant or by any service from the waterworks system;

“Contaminant” means any physical, chemical, biological or radiological substance or matter in water which may render the water non-potable, according to regulations of the Province of British Columbia Drinking Water Protection Act & Regulations;

“Cross Connection” means any actual or potential physical connection whereby the District of Barriere waterworks system is connected, directly or indirectly, with any non-potable or unapproved private water system, sewer, drain, conduit, well, pool, storage reservoir, plumbing fixture, or any other device which contains, or may contain contaminated water, liquid, gases, sewage, or other waste, or unknown or unsafe quality which may be capable of imparting contamination to the public water supply as a result of backflow;

“Cross Connection Control Program” means the District of Barriere Cross Connection Control Program and Guidelines which provide further reference and direction, standard operating procedures, bulletins and other program updates relevant to this bylaw;

“CSA” is the abbreviation for the Canadian Standards Association;

“Discontinue” means to terminate the arrangement between the District of Barriere and the Customer for the supply of water and to Shut Off the service pipe, disconnect it, or remove it;

“Disconnection” shall mean the turning off or complete removal of a water connection;

“District” shall mean the District of Barriere;

“Domestic Use” means the use of water for normal operation of a residential home;

“Domestic User” shall mean any Owner of land connected to the Waterworks system using water for residential household requirements, sanitation, fire prevention, or lawn and garden irrigation purposes;

“Drip Irrigation” means a system of irrigation involving the controlled delivery of minimal water directly to individual plants through a network of tubes or pipes;

“Due Date” shall mean the date the water utility invoice is due which shall be no more than 30 days from the date the invoice was prepared;

“Duly Authorized Agent” includes a person, firm or corporation authorized to act either on behalf of an Owner or the District as specified;

“Dwelling Unit” shall mean a building or portion of a building where one or more rooms with self-contained cooking, eating, living, sleeping and sanitary facilities are used or intended to be used as a single residential unit for one or more persons.

“Fees & Charges Bylaw” shall mean the most recent District of Barriere Fees & Charges Bylaw and its amendments;

“Fill” means to fill more than 15% of the total capacity of a swimming pool, wading pool, hot tub, garden pond or decorative fountain or water feature;

“Fire Hydrant Use Permit” means a permit used by the District of Barriere for any person requesting water from a Fire Hydrant for purposes other than emergency fire protection;

“Inspect” shall mean an on-site review of the water use, facilities, meters, piping equipment, operating conditions and maintenance records for the purpose of evaluating for conformity with the terms and conditions of this bylaw;

“Inspector” means a person designated by the District of Barriere to inspect and confirm compliance with the regulations of this bylaw;

“Meter Pit” shall mean a chamber installed below or above ground over a residential or irrigation water service for the purpose of installing a Water Meter;

“Non-Domestic User” means any Owner of land connected to the Waterworks system that is not using water as a Domestic User;

“Obstructed Water Meter” shall mean that the water meter could not be read due to some action or inaction of the property owner or occupier;

“Occupier” has the same meaning as in the Local Government Act;

“Owner” has the same meaning as in the Local Government Act;

"Parcel" shall mean:

- i) a single area of land with defined boundaries and registered under the provisions of the Land Titles Act; or
- ii) a single area of land with defined boundaries held by way of lease granted by the Federal or Provincial Crown or their agencies.

"Person" includes a corporation, partnership or party, and the personal or legal representatives of a person to whom the context can apply, according to law;

"Potable Water" means water that is fit for human consumption as defined in the Drinking Water Protection Act and Regulations;

"Premises" shall mean any residence, building or structure connected to the water system;

"Private Water system" shall mean any privately owned pipe and fittings intended for the delivery or distribution of water within a premise or to a property and includes any domestic use, irrigation system, green house and hydroponics system, and any other use of water supplied by the Waterworks System;

"Property" shall mean any and all parcels of land contained within the boundaries of the District of Barriere Water System local service area;

"Quarterly" shall mean a three month period within a calendar year, specifically January to March, April to June, July to September and October to December;

"Rate" shall mean the price or sum of money to be paid by any consumer for the quantity of water supplied to them, as measured by a meter, any Monthly or Quarterly charge, or any Flat Rate charge as provided by the Fees & Charges bylaw;

"Readily Accessible" shall mean direct access without the necessity of removing or moving away a panel, door or other similar obstruction;

"Reclaimed Water System" means treated effluent water system that disposes of water from the Waste Water Treatment Plant;

"Reduced Pressure Backflow Assembly" a backflow preventer consisting of a mechanically independent acting, hydraulically dependent relief valve located in a chamber between two independently operating, force-loaded check valves, the intermediate chamber pressure always being lower than the supply pressure when there is a positive pressure on the supply side. The unit includes properly located resilient-sealed test cocks and tightly closing resilient-seated shut-off valves at each end of the assembly. This device is designed for use under continuous pressure;

"Service" shall mean the supply of water from the District of Barriere Water System to any property and shall include all pipes, taps, valves, connections and other things necessary to supply or actually used for the purpose of such supply;

"Service Connection" shall mean the connecting line from the Waterworks System to the parcel boundary and includes all related pipes, shut off valves and other appurtenances;

"Shut Off" means to turn off the water supply by closing a District of Barriere owned valve or by any other means approved by the District of Barriere;

"Soaker Hose" shall mean is a porous flexible tube that looks like a garden hose;

"System" shall mean the District of Barriere Water System which includes all pipes, valves, meters, transmission and distribution lines, pumping equipment, reservoir and the like from the source of water up to and including the individual Service Connection;

"Technician" means the person or persons authorized by the District to carry out the physical operations and maintenance of the water system under the direction and supervision of the District;

“Temporary Water Use Permit” shall mean a permit issued by the District of Barriere for any persons requesting water from a fire hydrant or standpipe for temporary water use purposes other than emergency fire protection;

“Top-up” shall mean less than 15% of the total capacity of a swimming pool, wading pool, hot tub, garden pond or decorative fountain or water feature;

“Trustee” means the Trustee of the District of Barriere or any person authorized by the Trustee to act on their behalf;

“Turn-Off” shall mean to discontinue the water service to any owner or any lot by closing a Curb Stop or by such other means as the District finds appropriate;

“Turn-On” shall mean to commence the service to any owner or any lot by opening a Curb Stop or by such other means as the District finds appropriate;

“Unmetered” shall mean a water service without a water meter;

“Used Water” means any potable water which is no longer in the waterworks distribution system including potable water that has moved downstream or past the service connection (curb stop) and/or the property line to the private water system;

“Water Connection” shall mean a connection to a main supply line and extending to the property line of the owner for the purpose of conveying water to the said owner;

“Water Meter” shall mean an apparatus or device used for measuring the volume of water passing through it;

“Water Service” means works and services provided by the District and include;

- a) supply for consumption or other use;
- b) water connection installation, repair or replacement;
- c) water main extension

“Watering System” means a watering system which may include in-ground, automated or drip systems, hoses or sprinklers, that supply domestic use water outdoors and which consumes less than 12 imperial gallons per minute and operates at less than 65psi.

“Waterworks System” shall mean any water system operated by the District, including, without limitation, the distribution systems and the intake, reservoirs, and any water treatment facilities, but does not include water servicing on individual properties;

3.0 GENERAL:

- 3.1 The District of Barriere hereby establishes the service of supplying water to the District through the Waterworks system and operating, constructing, maintaining and regulating the Waterworks System.
- 3.2 The District is authorized to establish, maintain and operate a waterworks system and such system shall be managed by the most qualified senior District employee or his/her designate.
- 3.3 All water pipes, connections, appurtenances or facilities required for water supply to the owner's property line which are constructed, whether at the owner's expense or the District's expense, in present or future public highways or within the District right-of-way property shall be the property of the District of Barriere.
- 3.4 All building plumbing systems shall conform to the appropriate District regulations and the British Columbia Plumbing Code. Notwithstanding this provision, plumbing systems that pre-exist this bylaw and which do not conform to the appropriate regulations shall be required to conform should the

plumbing system be renovated or replaced or should the system fail to withstand the normal water pressure of the water system.

- 3.5 In cases of leaky or imperfect pipes on any premises, or other wastage of water, the District shall notify the occupant or owner that the necessary repairs or alterations must be completed within 10 working days. If the necessary repairs or alterations are not completed within the 10 working days, and the conditions of the pipes or fixtures could cause a serious waste of water or damage to property, the District may, without further notice, turn off the water supply to the premises. The water to the premises shall not be turned on again until such repairs or alterations have been made at the occupant or owner's expense and to the satisfaction of the District, and the "Turn-off" and "Turn-on" fees have been paid. No person whose water is turned off pursuant to this section shall have any claim against the District by reason of such discontinuance or supply.
- 3.6 All persons using water shall protect their service pipes, shut-off valves, meters and other fixtures from frost and other damage at their own risk and expense. When any premises are vacated in the winter, the buildings' shut-off valve shall be turned off.
- 3.7 A minimum of 2.0 meters of cover will be required over all service pipes including that portion of the service pipe between the Owner's property line and the premises.
- 3.8 Each property owner with a water connection must at their own expense provide and install a shut-off valve, a pressure reducing valve, a radio frequency water meter and appropriate valves all to specifications set by the District.
- 3.9 In the case of property owners refusing installation of a water meter within or under their dwelling, a note from a physician certifying a health issue relating to the sensitivity of radio frequency (rf) is required. The cost of installation of a water meter in a meter pit will be the responsibility of the property owners. Property owners not complying with this section will be subject to a water rate fee as indicated in the District of Barriere Fees & Charges Bylaw No. 73, as amended.
- 3.10 The District may impose minimum standards that must be met and satisfied relating to the type of backflow preventer and the installation and maintenance of the same as specified by the District Cross Connection Control Program.
- 3.11 The District Technician may enter on any property at any reasonable time for the purpose of inspecting and ascertaining whether the regulations and requirements of this Bylaw are being observed.
- 3.12 No person shall obstruct or interfere with the District Technician in the performance of their duties or the exercise of their powers under this bylaw.

4.0 RATES:

- 4.1 All Rates and charges, as set forth in the Fees & Charges Bylaw including further amendments, are hereby imposed and levied by the District on all water services located within the District Water System Service Area and all such rates shall be payable at the District offices or any other location as specified on the Water Utility Invoice.
- 4.2 All rates and charges shall be billed to the property owner and are the responsibility of the registered owner of that property. Failure to receive billings will not exempt the property owner from liability to pay by the due date or as a valid reason for late payment.
- 4.3 All Rates and charges set forth shall be due and payable and received by the District of Barriere on or before the Due Date. A 5% late payment fee will be automatically levied on all fees not paid by the said due date.
- 4.4 All Rates and charges levied or imposed under the provisions of the Fees & Charges bylaw are a special charge upon the lands or real property in respect of which the water is supplied or used. Any overdue balances as of December 31st in any year shall be applied to annual property taxes in arrears

effective January 1 of the immediately following year in accordance with the requirements of Section 258(1) of the *Community Charter*.

- 4.5 The Rates imposed upon any real property by the Fees & Charges bylaw shall continue to accrue against such real property as long as water is normally being supplied or used or is available for use upon such real property from the system or until such time as an application to Turn Off the water is received from the property Owner.

5.0 CONDITIONS:

- 5.1 The District retains the right to adjust the water supply pressure or to interrupt the water supply due to emergency conditions or for the purpose of repairing, upgrading or carrying out general maintenance. Where it is practical and time permits, notice shall be given to all customers affected where alterations of pressure or interruption of service are to take place.
- 5.2 The District will not be held responsible for any damage incurred as a result of a change or interruption in water supply or pressure.
- 5.3 Customers depending on a continuous or uninterrupted supply of water or having processes or equipment that require particularly clear or pure water shall provide emergency storage or other means for continuous and adequate supply of water suitable to their requirements at their own expense.
- 5.4 Any person authorized by the District to enforce this bylaw shall have free access to all parts of every building in which water is delivered and consumed after reasonable notice has been given and request made to inspect all pipes, taps and fixtures used for distributing water. If defects are found, or if any wastage of water is found to exist, notice will be given to have the defect remedied.
- 5.5 Any person authorized by the District to enforce this bylaw may inspect the type of backflow preventer, the installation and state of maintenance and repair of same.
- 5.6 The District reserves the right to refuse to make any water distribution system extensions and/or install water service pipe to any property line under adverse conditions.
- 5.7 Any water connection, pipe, apparatus, fitting or fixture that is not in accordance with the requirements of this bylaw or which would cause noises, pressure surges, disturbances which may result in annoyance to other customers, damage to the water system or which may in any way contribute to a potential contamination of the District's water system shall not be connected to, or allowed to remain connected to, the Waterworks System.

6.0 APPLICATION FOR SERVICE CONNECTION AND WATER CONNECTION:

- 6.1 The District reserves the right to refuse any application for water connection because of water supply and distribution reasons or because of unpaid fees or costs due.
- 6.2 The District may in the interest of efficient operation of the water system and equitable distribution of water and whenever in its discretion the public interest so requires, suspend or limit the consumption of water from the water system, or may regulate the hours of use, or may further prescribe the manner in which such water may be used.
- 6.3 An Owner or an Owner's duly authorized agent must make an application to the District to install a Service Connection from the Waterworks System to the owner's parcel boundary and a Water Connection from the Curb Stop to their private property and shall submit the associated application and sign-off of understanding that no municipal infrastructure can be exposed or worked on without authorization from the District of Barriere Utilities Department in a form approved by the District. Prior to work commencing, the Owner shall pay to the District all the applicable fees for this connection as set out in the Fees and Charges Bylaw as amended. The Owner shall pay the applicable cost for an approved RF meter and required valves that must be installed in or at the building that the water service is to be connected to. No application shall be considered approved until it has been signed by District.

- 6.4 Each single family dwelling unit and each dwelling unit of a semi-detached duplex or townhome shall have an individual water service connection at least 19 millimeters (3/4 inch) in diameter or as specified in the British Columbia Plumbing Code.
- 6.5 The District may require that the diameter of water service connections be determined by a qualified engineer but the determination is subject to approval by the District, and in no case shall be less than 19 millimeters (3/4 inch) in diameter.
- 6.6 The application to the District for water service is subject to the following:
- The application shall provide the legal description and civic address of the property to be served, the intended use of the building, the requested size, including if applicable to size necessary for a fire sprinkler system, the purpose for which the water is to be used and all other information that may be required.
 - If the statement given is not accurate, any additional charge required to be made by reason that the statement is inaccurate shall be payable forthwith.
 - Upon receipt of such application, and provided a District water main is laid the full length of the customer's property lines, the District will tap into the main and lay and install the service pipe to the curb stop at the property line.
- 6.7 Where the application for water service has been made in accordance with this bylaw and it is found that no water main extends 3 meters passed the full length of the applicant's property, the applicant may have the option to:
- Pay for the construction of extra water main or water service which is required, providing an extension is approved by the District; or,
 - Accept a full return of monies they paid at the time of service application.
- 6.8 Where a specific size of water service has been requested and where the District cannot or will not readily supply such service, the applicant may have the option to:
- Accept the size of water service as determined by the District;
 - Pay the appropriate cost of upgrading the District's water mains to meet the specific request; or,
 - Accept a full return of monies they paid at the time of service application.
- 6.9 All building water services shall be constructed and maintained by the property owner at their expense, to the requirements of this bylaw and those of the British Columbia Plumbing Code. Permit applications for such construction must be made to the District Building Department on the appropriate forms provided. Such application shall be supplemented by any plans, specifications or other information considered pertinent by the Building Department. No occupancy can occur until all permits have been approved and the necessary requirements adhered to.
- 6.10 No connection shall be installed or maintained whereby water from an auxiliary water system may enter the District of Barriere Water System or private water system unless such auxiliary water system and the method of connection and use of such system conforms to the requirements under this Bylaw.
- 6.11 The District shall be responsible for the maintenance of the water service from connection at property line to the District's water main. The property owner shall be responsible for the maintenance of the water service on their property, from the connection at property line to their building.
- 7.0 DISCONNECTION / WATER TURN OFF AND TURN ON:**
- 7.1 Application for Disconnection or Turn off/Turn on shall be made to the District office by the owner, either in person, by phone, fax or email.
- 7.2 Once an application is made for water Turn off, the owner shall be responsible for the water service, from connection at property line to their building, including drainage of same.
- 7.3 No person, except the duly authorized agent of the District shall Turn off/Turn on any part of the District Water System, including curb stops.

- 7.4 If a service line is found to be turned on and no record of the Turn on exists in the District files, it will be deemed appropriate to have the owner excavate the installation and all connections for inspection by the District and charge any rates, rents and charges retroactive to the time when the District determines that the connection was made.

8.0 WATER RESTRICTIONS:

8.1 PROHIBITION

- a) No person shall use water provided from the District water system for any purpose other than domestic use as outlined in this bylaw.
- b) No person shall damage or allow the deterioration of any devise or mechanism through which water is piped or used for a domestic or commercial purpose, which will result in a waste of water.
- c) No person, being an Owner or Occupier of property in the Water Service Area, shall use water or cause water to be used contrary to the provisions of this bylaw in effect at the time of use.
- d) No person, being an Owner or Occupier of property in the Water Service Area, shall use a soaker hose for the purpose of irrigation.

8.2 BYLAW ENFORCEMENT OFFICER

- a) The Bylaw Enforcement Officer is authorized and empowered to inspect, compel, and require that all the regulations and provisions prescribed in this bylaw be carried out.
- b) The Bylaw Enforcement Officer has the authority to enter at all reasonable times on any property that is subject to this bylaw to ascertain whether the requirements of this bylaw are being met or the regulations in this bylaw are being observed.
- c) No person shall unreasonably obstruct or prevent a Bylaw Enforcement Officer from carrying out his/her duties prescribed in this by-law.

8.3 DETERMINING RESTRICTIONS

- a) Notwithstanding any other provision of this bylaw it shall be lawful for the Council, when in their opinion, there is, or there is likely to be, a shortage of water, by resolution, to restrict or ration the use of water for all or any purposes by determining the applicable Water Conservation Stage further outlined in Section 8 of this bylaw. Such restriction or rationing shall continue until such time as the Council shall in their discretion, decide that sufficient water is available.
- b) In situations requiring immediate action, Council delegates the responsibility for determining, imposing and lifting the restrictions described in 5 a), to the Chief Administrative Officer.

8.4 NOTICE

- a) The District shall give notice or cause notice to be given of the applicable stage and when it takes effect. Such notice shall be published by means appropriate to the Chief Administrative Officer.

8.5 WATER CONSERVATION STAGES

For the purposes of this bylaw, the Water Conservation Stages are as follows:

STAGE 1 – Year Round – Every Other Day Watering

- a) During Stage 1, no person shall use a watering system to water a lawn, garden, or landscaped area on a property with:
 - i) an even numbered address, except on even days of the calendar between the hours of 7:00am to 9:00am and 7:00pm to 9:00pm.
 - ii) an odd numbered address, except on odd days of the calendar, but excluding the 31st, between the hours of 7:00am to 9:00am and 7:00pm to 9:00pm.
- b) During Stage 1 a person may:
 - i) water gardens, trees, shrubs, flowers and vegetables if watering is done by a drip-irrigation system as defined under this bylaw;
 - ii) water gardens, trees, shrubs, flowers and vegetables if watering is done by hand-held container or a hose equipped with a shut-off nozzle but only during the prescribed Stage 1 watering hours and days;
 - iii) water newly planted lawns, gardens, trees, shrubs, flowers and vegetables if watering is done by hand-held container or a hose equipped with a shut-off nozzle during installation and for the following 24 hours if prior approval of the District of Barriere is received;
 - iv) water new sod or newly seeded lawn during the first 7 days after installation on any day but only during the prescribed Stage 1 watering hours if prior approval of the District of Barriere is received;
 - v) wash a vehicle with water using a hand held container or hose equipped with a shut-off nozzle;
 - v) wash sidewalks, driveways, parking lots or exterior building surfaces including windows using a hand held container or hose equipped with a shut-off nozzle if prior approval of the District of Barriere is received; and,
 - vi) fill a swimming pool, wading pool, hot tub, garden pond or decorative fountain.
- c) During Stage 1, no domestic use property Owner or Occupier may use an underground, automatic watering system, may water except on Mondays, Wednesdays and Fridays between the hours of 4:00am – 6:00am
- d) During Stage 1 the following uses may irrigate as follows:
 - i) Public Schools properties – Tuesdays and Thursdays between the hours of 12:00am to 5am for a maximum of 30min per watering zone.
 - ii) District owned parks and playgrounds – Mondays, Wednesdays and Fridays between the hours of 12:00am to 5am for a maximum of 30min per watering zone.

STAGE 2 – Implemented in Times of Stress on the Water System – Hand Watering Only

- a) During Stage 2, no person shall
 - i) water a lawn;
 - ii) use a sprinkler or irrigation system to water a garden, trees, flowers, or shrubs;

- iii) wash driveways, sidewalks, parking lots or exterior building surfaces.
- b) During Stage 2 a person may:
 - i) water trees, shrubs, flowers and vegetables if watering is done by hand-held container or a hose equipped with a shut-off nozzle, but only during the prescribed Stage 1 watering hours and days;
 - ii) water trees, shrubs, flowers and vegetables if watering is done by a drip irrigation system as defined in this bylaw;
 - iii) water newly planted trees, shrubs, flowers and vegetables if watering is done by hand-held container or a hose equipped with a shut-off nozzle during installation and for the following 24 hours if prior approval from the District of Barriere is received;
 - iv) wash a vehicle with water using a hand-held container or hose equipped with a shut-off nozzle and at commercial car washes;
 - v) top-up or add to a swimming pool, wading pool, hot tub, garden pond or decorative fountain.

STAGE 3 – For Extreme Situations – In Home Water Use Only

- a) During Stage 3, no person shall:
 - i) water a lawn.
 - ii) water gardens, trees or shrubs, including newly seeded or sodded lawns, newly seeded or planted gardens, trees or shrubs;
 - ii) fill or top-up a swimming pool, hot tub or garden pond;
 - iii) wash a vehicle, except at a commercial car wash;
 - iv) wash sidewalks, driveways, parking lots or exterior building surfaces.
- b) During Stage 3 a person may:
 - i) operate a swimming pool, wading pool, hot tub, garden pond or decorative fountain provided it only uses re-circulated water.

9.0 WATER METER TESTING:

- 9.1 If the District or an Owner questions the accuracy of the record of a Water Meter, the party questioning the accuracy of the meter shall procure a qualified professional to remove and test the Water Meter at their cost.
- 9.2 If the test performed under Section 9.1 that is initiated by the Owner, discloses that the Water Meter is less than 98% accurate in recording the water passing through the Water Meter, the District shall confirm the findings and if confirmed, reimburse to the Owner the billed costs associated with the meter's removal, testing and repair or replacement.
- 9.3 If the test performed discloses that the Water Meter is less than 98% accurate in recording the water passing through the Water Meter, the District shall adjust the Owner's water bill by the amount of the inaccuracy for a period not exceeding three (3) months. The adjustments shall only apply to the current Owner or Owners of the property, not to any previous Owners.

10.0 TESTING & MAINTENANCE OF BACKFLOW PREVENTION ASSEMBLIES:

- 10.1 In compliance with the BC Building Code, the property Owner will provide the District, within thirty (30) days of initial installation, repair or relocation of an approved backflow prevention assembly, a backflow assembly report from a certified backflow assembly tester confirming the following:
- a) The installation date of the approved backflow prevention assembly;
 - b) The specific location of the assembly and what cross connection or hazard it is intended to isolate;
 - c) The manufacturer, model, size and serial number of the backflow preventer installed; and
 - d) That it is an approved backflow prevention assembly, installed correctly and in proper operating condition.
- 10.2 Approved backflow prevention assemblies are required to be inspected and tested by a certified backflow assembly tester at least once in every twelve (12) month period or more often if requested by the District.
- 10.3 Where a customer fails to have an approved backflow prevention assembly tested, the District may notify the customer that the backflow assembly must be tested within seventy-two (72) hours. If the customer fails to comply with such notice, the District or duly authorized agent may discontinue the service or services and the customer may be subject to penalties in the Bylaw Notice Enforcement Bylaw No. 95 and its amendments.
- 10.4 Where there is a visible or other indication that a backflow preventer is malfunctioning, it is the responsibility of the customer to immediately notify the District and further, to stop using the private water system until the backflow preventer is replaced or repaired and retested. This includes but is not limited to damage by freezing, hot water, fire or due to neglect.

11.0 PROHIBITIONS:

- 11.1 No person shall take, consume or use water from the Waterworks System, without first obtaining permission to do so and making arrangements for payment of same. This section applies to all fire hydrants, stand pipes and any other appurtenances connected to the District Waterworks System.
- 11.2 No person shall turn on a water valve to provide service to the occupants of any newly renovated or constructed or reconstructed premise(s) until the private water system in such premise(s) has been inspected for cross connections and approved by the District.
- 11.3 No person, except the duly authorized agents of the District shall tap, uncover, or make any connection to, use, alter or disturb any water mains, fire hydrants, stand pipes or curb stops.
- 11.4 No customer shall install water dependent cooling systems in commercial, industrial, institutional or residential applications without first receiving approval from the District.
- 11.5 No pump, booster or other device shall be employed by any consumer or owner without permission in writing from the District for the purpose of or having the effect of increasing water pressure in service lines to a higher pressure than the normal water pressure in the said service lines, and the District may, without notice, discontinue service to any owner employing such pump, booster or other device.
- 11.6 No device designed to introduce another substance into the water in the connection between the building and the water supply main shall be installed without permission of the District who, in consultation with the Health Inspector, shall ensure that the device is designed and installed that such substances cannot be introduced into the District's works.
- 11.7 No owner, occupier, tenant or person shall:
- a. dispose of any water, or permit same to be carried away, or use water or allow it to be used on a lot other than that lot for which the service connection has been provided without obtaining permission from the District.

- b. sell any water without the permission of Council by resolution which may contain conditions including, but not limited to, a requirement for a valid District of Barriere Business Licence.

11.8 No Owner to whose premises water is supplied shall make, or permit to be made, any additional connection to their service of either temporary or permanent nature, for the purpose of supplying water to another building on their property without permission from the District.

11.9 Notwithstanding the lack of or limited form of sprinkling regulations, no person shall:

- a) Use water for sprinkling in excess of reasonable requirements;
- b) Use more than two (2) outlets at one time for sprinkling purposes, neither of which said outlets shall exceed 13 mm in diameter;
- c) Use an open pipe or hose for sprinkling purposes;

12.0 CROSS CONNECTION CONTROL:

12.1 WATER SUPPLY AND PRESSURE

- a) The District of Barriere does not guarantee pressure or continuous supply of water, or accept responsibility at any time for the maintenance of pressure in its water mains or for increases or decreases in pressure. The District of Barriere reserves the right at any and all times, without notice, to change operating water pressure and to shut off the water supply for the purposes of making repair, extensions, alterations or improvements, or for any other reason, or to increase or reduce pressure.
- b) The District of Barriere, its officers, employees or agents shall not incur any liability of any kind what so ever by reason of the cessation in whole or in part of water pressure or water supply, or changes in operating pressures, or by reason of the water containing sediments, deposits, or other foreign matter.
- c) Where steam or hot water boilers or other equipment is fed with water by pressure directly from the waterworks system, the District of Barriere shall not be liable for any injury or damage which may result from such pressure or from lack of such pressure or any injury or damage resulting from the improper installation of a backflow preventer.

12.2. INSPECTION

12.2.1. The District of Barriere and/or a Building Inspector shall be entitled, at its determination to:

- a) Access the private water system located on private property at all reasonable hours in order to carry out inspections and surveys of the premises to determine the existence of connections or cross connections prohibited by this bylaw and as stated in the District of Barriere cross-Connection Control Program.
- b) Impose minimum standards that must be met and satisfied relating to the type of backflow preventer and the installation and maintenance of the same as specified by the District of Barriere Cross Connection Control Program.
- c) Inspect the type of backflow preventer, the installation and state of maintenance and repair of the same;

12.2.2 No person shall turn on a waterworks valve to provide water service to the occupants of any newly renovated or constructed or reconstructed Premise(s) until the private water system in such premise(s) has been inspected for Cross Connections and approved by the Inspector and/or the District of Barriere.

12.3 CONDITION OF SERVICE

- a) Water Service supplied by the District of Barriere waterworks system to a customer shall only be provided where, in the opinion of the District of Barriere, the waterworks system has been

effectively protected from any actual or potential cross connections existing at or within the customer's private water system.

12.4 CONTAMINATION

- a) Subject to provisions of this Bylaw, no person shall create a cross connection by connecting, causing to be connected or allowing to remain connected to the District of Barriere waterworks system any device, piping, fixture, fitting, container, appliance or any other chattel or thing which may under any circumstances allow non-potable water, used water, wastewater or any chemical, liquid, gas or other substance to enter the waterworks system.

12.5 CROSS CONNECTIONS AND BACKFLOW PREVENTION

- a) No owner or other person shall permit the introduction of any contaminant or foreign matter whatsoever into any private water system that is connected to the waterworks system.
- b) Where the District of Barriere or Authorized Agent determines that there exists a connection or cross connection prohibited by this Bylaw and/or the District of Barriere Cross Connection Control Program, written notice may be given to the customer to correct the connection or cross connection at the expense of the customer within the time specified in the notice.
- c) A customer to whom notice has been given under this section shall correct the connection or cross connection by installing an Approved Backflow Prevention Assembly conforming to the CSA Standards B64.10-01/B64.10.1-01 or most current edition, for the selection, installation, maintenance and field testing of backflow preventers and as described in the District of Barriere Cross Connection Control Program (Policy).
- d) The owner or customer shall install a type of backflow preventer commensurate to the degree of hazard and that is approved by the District of Barriere on the private water system at the location of the service connection from the waterworks system or other location(s) approved by the District of Barriere.
- e) Notwithstanding anything contained herein if, in the opinion of the District of Barriere, the configuration of any water connection that creates a high risk of contamination to the waterworks system, the customer, shall install on the private water system at the location of the Assembly, in addition to any backflow preventers installed in the customer's private water system at the source of the potential contamination.
- f) The failure to be sent a notice(s), or the failure to receive a notice(s), shall not excuse the mandatory duty of the premise owner or other responsible party to comply with this Bylaw and/or the District of Barriere Cross Connection Control Program and all other applicable bylaws.
- g) Where any condition is found to exist which, in the opinion of the District of Barriere, constitutes a cross connection with the waterworks system, the District of Barriere or Trustee shall either:
 - i. Shut off the water supply services(s) to the premises and notify the owner or customer that an approved backflow prevention assembly(s) shall be properly installed and tested at the expense of the owners or customer proper to the water service(s) being turned on;
 - ii. Give notice to the owner or customer to correct the cross connection(s) at the expense of the owner or customer within a specified period. If the notice is not complied with, the District of Barriere may then discontinue water service or services;
 - iii. Install an approved backflow prevention assembly at the service connection with all costs being charged to the owner or customer.

- h) Any person whose water has been turned off pursuant to this Bylaw shall not have the water from the District of Barriere waterworks system turned on until all requirements of the District of Barriere have been met and the owner or customer has paid to the District of Barriere all costs associated with the shut off/turn on of water service, the cleanup of contamination and the customer's default under this section has been remedied.

12.6 TESTING AND MAINTENANCE OF BACKFLOW PREVENTION ASSEMBLIES

- a) The owner or customer will provide to the District of Barriere within thirty (30) days of initial installation, repair or relocation of an approved backflow prevention assembly a backflow assembly test report from a Certified Backflow Assembly Tester confirming the following:
 - i. The installation date of the Approved Backflow Prevention Assembly;
 - ii. The specific location of the assembly and what cross connection or hazard it is intended to isolate;
 - iii. The manufacturer, model, size and serial number of the backflow preventer installed; and
 - iv. That it is an approved backflow prevention assembly, installed correctly and in proper operating condition.
- b) Approved backflow prevention assemblies are required to be inspected and tested by a certified Backflow Assembly Tester at least once in every twelve (12) month period or more often if required by the District of Barriere.
- c) Where an owner or customer fails to have an Approved Backflow Prevention Assembly tested, the District of Barriere may notify the owner or customer that the backflow assembly must be tested with ninety-six (96) hours, or within a specified period. If the customer fails to comply with such notice the District of Barriere or Trustee shall discontinue the water service or services and may be subject to penalties listed under this Bylaw.
- d) Where there is a visible or other indication that a backflow preventer is malfunctioning, it is the responsibility of the owner or customer to immediately notify the District, and is further to stop using the private water system until the backflow preventer is replaced or repaired or re-tested. This includes but it is not limited to damage by: freezing, hot water, fire or otherwise due to neglect.

12.7 COMMERCIAL AND AGRICULTURAL IRRIGATION USE AND TURN ON

- a) Where a cross connection exists between the District of Barriere waterworks system and a private water system, in addition to the general provision stated in this bylaw, the owner or customer shall also comply with the following:
 - i. No person except the duly authorized agents of the District of Barriere shall turn on an agricultural irrigation system.
- c) Prior to commencement of operation of the private water system in each irrigation season, the owner or any person operating a commercial or agricultural irrigation shall have the Approved Backflow Prevention Assembly inspected and tested, at the customer's expense, by a certified Backflow Assembly Tester. A copy of the test report shall be provided to the District within thirty (30) days of completion of the test.
- e) An Approved Reduced Pressure Backflow Assembly (RPBA) shall be used whenever fertilizers, chemicals or any other substance detrimental to health are introduced to a Private Water System.

12.8 TEMPORARY SERVICE CONNECTION AND FIRE HYDRANT USE

- a) No person shall connect, cause to be connected, or allow to remain connected, any piping, fixture, fitting, container or appliance to a Fire Hydrant, stand pipe or any other temporary service connection:
- b) In a manner which, under any circumstances, may allow water, wastewater or any liquid or substance of any kind to enter the District of Barriere Cross Connection Program; and
- c) Without using an Approved Backflow Prevention Assembly which has been approved and installed in accordance with the District of Barriere Cross Connection Program; and
- d) Without first obtaining a Fire Hydrant Use Permit.
- e) Any person who violates this section will be refused access to water service through the use of a Fire Hydrant or temporary service connection and may be subject to penalties listed under this Bylaw.

12.9 AUXILIARY WATER SUPPLIES

- a) No connection shall be installed or maintained whereby water from an auxiliary water system may enter the waterworks system or customer's private water system unless such auxiliary water system and the method of connection and use of such system have been approved by the District.

13.0 OFFENCES AND PENALTIES:

- 13.1 Any person who contravenes any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention of any provision of this Bylaw, or who neglects to do or refrains from doing anything to be done by any provision of this Bylaw, commits an offence against this Bylaw and is subject to:
 - a) A fine in accordance with the most recent Bylaw Notice Enforcement Bylaw No. 95 and its amendments if information with regard the infraction is laid by means of a Notice; or
 - b) Upon summary conviction, a minimum fine of not less than One Thousand Dollars (\$1,000.00) and a maximum fine of Ten thousand Dollars (\$10,000.00) and the cost of prosecution. Every day during which there is an infraction of this Bylaw shall constitute a separate offence.

14.0 COST RECOVERY:

- 14.1 Any person who contravenes any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention of any provision of this Bylaw, or who neglects to do or refrains from doing anything to be done by any provision of this Bylaw, is subject to being required to pay all or part of the costs of remediation, repair and/or replacement of any part of the Waterworks System resulting from such contravention.

15.0 SEVERABILITY:

- 15.1 If any section, subsection, or paragraph of this Bylaw is found invalid by a decision of a Court or competent jurisdiction, this decision shall not affect the validity of the remaining portions of this bylaw.

READ A FIRST TIME this 16th day of November, 2020
READ A SECOND TIME this 20th day of December, 2020
READ A THIRD TIME this 20th day of December, 2020
ADOPTED this 11th day of January, 2021

Original signed by, _____
Mayor Ward Stamer

Original signed by, _____
Tasha Buchanan, Corporate Officer



DISTRICT OF BARRIERE

COUNCIL POLICY MANUAL

Approval Date: Sept 2, 2014

NO: 27
DEPARTMENT: WATER WORKS AND ADMINISTRATION
SUBJECT: WATER LEAK ADJUSTMENT

1.0 Purpose

- The purpose of this policy is to provide an opportunity for account holders to request adjustments to water use charges when a leak occurs in the water service pipe.
- To describe conditions when a leak adjustment request will be considered, establish repair expectations and ensure the consistent application of leak adjustments to accounts.

2.0 Definitions

- **Leak** means an unintentional water loss caused by broken pipes at a residence or building.
- **Water Service Pipe** means the pipe on private property which supplies potable water from the District's watermain to the inside of the building on the property.
- **District** means District of Barriere

3.0 Policy

- The District of Barriere staff may, upon written request from a property owner supported by repair bills or other appropriate documentation, adjust the property owner's water bill.
- Adjustments will only be granted for leaks in the water service pipe.
- Leak adjustments on utility bills will **NOT** be made for the following:
 - malfunctioning internal plumbing fixtures (running toilets, dripping taps etc.)
 - in-ground or above ground pools, ponds, and fountains
 - buried lines connected to the main water lines
 - premises left abandoned or vacated without reasonable care for the plumbing system
- If in the normal course of business the District becomes aware of abnormal water consumption or any evidence of a leak/s on any property, the District will make every effort to notify the property owner, but accepts no responsibility for failure to do so. Notification may be by phone or phone message, door hanger or mail. If the leak is deemed to be substantial and the property owner cannot be contacted, and in order to avoid possible further damage, the District will shut the water off at the main. The cost of this water shut off will be the responsibility of the property owner.
- The property owner shall be responsible for the estimated normal amount of water consumed at the current water rates, plus 25% of the additional water consumed as a result of the leak at the current water rates. If the water break is identified to be within any irrigation or sprinkler

systems, the property owner will be responsible for the estimated normal amount of water consumed at the current water rates, plus 50% of the additional water consumed as a result of the leak at the current water rates. The estimated normal amount of water consumed will be determined by the District and is defined as the average water consumption based on the same or similar water billing period from the previous 3 years. If three years of consumption data is not available, normal consumption will be based on the best estimate information available on the property or consumption from a comparable property.

- Leak adjustments shall not be considered for water lost subsequent to 48 hours from a property owner becoming aware of a leak or being notified of a possible leak by the District. Property owners must take immediate action after detection or notification of a water leak to prevent further water loss. No allowance will be made for utility bills or notification claimed to be lost or not received.
- One leak adjustment per property owner within an eighteen (18) month period will be permitted. The 18 month period begins the first month of the billing period following the billing period that the water leak adjustment was prepared for.
- A written leak adjustment request must be submitted to the District within 30 days of the leak notification and/or repair date. Proof of the leak repair (e.g. Invoices, receipts or pictures before and after) must be submitted with the request. The District reserves the right to inspect the repair, or verify usage with further meter readings prior to considering the leak adjustment.
- Adjustments will only be granted when the utility account is in good standing and no previous past due amounts are outstanding.



DISTRICT OF BARRIERE

COUNCIL POLICY MANUAL

Page 1 of 1
Approval Date: Feb. 22/16

NO: 33

DEPARTMENT: FINANCE

SUBJECT: UTILITY OVERPAYMENT REFUNDS

1.0 Policy Statement:

At the time of a property sale, there is often a request for a final utility billing. The District of Barriere prepares this final billing and submits it to the party requesting it. Occasionally the payment submitted is greater than the final billing.

2.0 Refund Statement:

If an overpayment for a final utility billing occurs, the District of Barriere **will not** prepare a refund cheque for any overpayments that are less than \$5.00.

Draft District of Barriere Overpayment Refund Policy #33

Approved by: Council

Date of Approval: February 22, 2016

District of Barriere

REPORT TO COUNCIL

Request for Decision

Date: September 15, 2025	File: 530.20/Rpts
To: Council	From: Chief Administrative Officer
Re: Tangible Capital Asset Policy No. 57FI	
Recommendation: THAT Council adopts Tangible Capital Asset Policy No. 57FI.	

Purpose

For Council to consider implementing a Tangible Capital Asset (TCA) Policy for the District.

Background

The District is responsible for managing a wide range of public assets such as roads, buildings, utilities, and parks, and must ensure these resources are maintained and planned for responsibly. To support this, regulatory agencies and accounting bodies in Canada require the District to adopt a Tangible Capital Asset (TCA) policy.

The need for such a policy stems from changes in Public Sector Accounting Standards (PSAS), especially the introduction of Section PS 3150 by the Public Sector Accounting Board (PSAB). Since 2009, the District has been required to report all TCAs in its financial statements, including their cost, accumulated amortization, and net book value. This requirement makes a formal TCA policy essential for consistent and transparent financial reporting. PS 3280 for Asset Retirement Obligations were also implemented into this policy.

Industry Standards dictate that a TCA policy should provide for:

- **Standardized Asset Management:** Setting clear criteria and procedures for identifying and valuing assets across all departments.
- **Compliance with Accounting Standards:** Meeting PSAS requirements on capitalization, amortization, and asset disposals.
- **Better Decision-Making:** Supplying accurate asset data for planning maintenance, replacements, and new investments.
- **Asset Protection:** Helping extend asset life and reduce risks through clear management guidelines.
- **Fiscal Sustainability:** Enabling long-term financial planning and responsible stewardship of public funds.

Recognizing the need of implementing a TCA policy as a component of the overall Asset Management program, Council included “Goal 2. a. Present Asset Management Framework Policies and Plans for Council consideration, including: a. Tangible Capital Assets Policy” in the Priority #1 of the Strategic Plan 2025-2026.

Given the above listed standards, key components of the District’s policy include asset definitions, valuation methods, amortization procedures, and clear reporting requirements.

To draft this Policy, staff have reviewed several other municipalities and regional district’s TCA policies while also referring a final draft to the District external auditors for review. Only one change was recommended by the auditors regarding asset amortization in Section 6.5. Current standards require that a full year of amortization is required in the year an item is acquired, regardless of when it is put in use. No amortization is required in the year of disposal of the asset. These changes have been implemented.

Key Highlights

Below are key sections of the policy highlighted for Council that are essential in providing good governance and stewardship over the District’s assets.

Purpose (Section: 1)

Outlines the policy’s goal to set standards for the recognition, measurement, safeguarding, amortization, and disposal of capital assets. References related Procurement and Asset Disposal policies for additional guidelines.

Scope (Section: 2)

Policy applies to all tangible property owned by the District, whether acquired by construction, donation, or purchase, and which meets the definition of a capital asset.

Objectives (Section: 3)

As established earlier in the report, this section ensures compliance with PSAB 3150 for financial statements from January 1, 2009 onward, while promoting sound corporate management of TCAs.

Definitions (Section: 4)

Provides detailed descriptions for key terms such as Amortization, Betterment, Cost, Fair Value, Net Book Value, Residual Value, Tangible Capital Asset, Useful Life, Write Down. Clarifies distinction between tangible and intangible assets; only tangible assets are capitalized.

Principles (Section: 5)

Guides policy development and interpretation, considering costs, compliance, system limitations, and materiality.

Policy Statements (Section: 6)

- Valuation: TCAs recorded at cost plus attributable charges; donated assets at Fair Value.
- Classification, Aggregation, and Segmentation: Detailed asset classes (Land, Buildings, Equipment, Infrastructure, etc.) and their segmentation for management and reporting.
- Capitalization Thresholds: Minimum dollar values and useful life years for asset capitalization are set (details in Appendix A).

- Recognition: TCAs recognized at receipt or in-service date; construction assets tracked as Work in Progress (WIP).
- Amortization: Straight-line depreciation method; full year recorded in year of acquisition, none in year of disposal.
- Betterments: Expenditures that extend useful life or efficiency are capitalized; others classified as repairs/maintenance.
- Write Downs & Write Offs: Procedures for reducing asset value due to impairment or obsolescence, and for asset disposal.
- Disposal: Assets disposed of per District procedures, with gains/losses recorded.
- Asset Retirement Obligations: Legal obligations for asset retirement are recorded per PSAB 3280.
- Work in Progress (WIP): Construction/development costs tracked separately until assets are in service.
- Presentation and Disclosure (Section: 6.13)
Annual audited financial statements disclose asset cost, additions, disposals, write downs, amortization, net book value, and methods used.
- Living Document (Section: 6.14)
The policy is adaptable and recognizes exceptions for asset capitalization, amortization methods, and useful life estimation.

Appendix A - Classification, Capitalization Thresholds, Life Expectancy, Amortization

Provides detailed tables for asset classes, capitalization thresholds (e.g., Land Improvements \$20,000, Buildings \$30,000, Equipment \$10,000, Roads \$25,000, Water/Wastewater Infrastructure \$50,000), depreciable life (ranges from 5-80 years), and amortization methods. Notable: Land and works of art/historical treasures are capitalized only and not amortized.

Summary

Council is asked to consider implementing a TCA Policy for the District that codifies current practices and establishes clear guidelines to Staff and the District's auditors when accounting for the District's assets.

Benefits or Impact

General

The requirement for municipalities to establish a TCA policy is firmly grounded in Canadian public sector accounting standards and best practices in asset management. Such a policy is indispensable for ensuring reliable financial reporting, safeguarding municipal assets, and supporting sustainable service delivery. Implementing and maintaining a TCA policy also supports transparency, accountability, improved asset management, and eligibility for infrastructure grants.

Finances

This Policy does not have any direct budgetary impacts; however, it does influence the recording and reporting of TCAs on the District's Financial Statements.

Strategic Impact

Priority #1: Implement an Organizational Asset Management Program

Goal 2. Develop Asset Management Policies

The Results We Want to See:

- a. Present Asset Management Framework Policies and Plans for Council consideration, including:
 - a. **Tangible Capital Assets Policy**
 - b. Asset Management Policy
 - c. Asset Management Framework/Strategy
 - d. Asset Management Investment Plan (AMIP)
 - e. Asset Management Financial Investment Policy

Risk Assessment

Compliance: Public Sector Accounting Standards (PSAS) Handbook Section PS 3150 / Public Sector Accounting Board (PSAB)

Risk Impact: Low, unless Council chooses to not implement a policy at this time which would result in a higher risk.

Internal Control Process:

The District's external auditors have reviewed the draft policy to ensure it will meet the needs of the District.

Next Steps / Communication

- If approved, this policy would be used for the 2025 audit which will commence in early 2026.

Attachments

- Policy No. 57FI – Tangible Capital Asset Policy

Recommendation

THAT Council adopts Tangible Capital Asset Policy No. 57FI.

Alternative Options

1. Council could change the language of the draft policy. This is not recommended as it has been reviewed by the District's auditors for compliance with current standards.
2. Council could choose not to implement a policy at this time. This is not recommended as a policy is essential to codify current practices and legislated requirements.

Prepared by:

D. Drexler, Chief Administrative Officer



DISTRICT OF BARRIERE COUNCIL POLICY MANUAL

Approval Date: N/A

Amended Date: N/A

NO: 57FI
SECTION: Finance
SUBJECT: Tangible Capital Asset Policy

1. Purpose

A framework is established for the management and control of the District of Barriere's (District) capital assets. Included in this framework is proper recognition, measurement, thresholds, aggregation, segregation, Amortization, reporting, safeguarding, and disposal. Additional guidelines relating to the purchase of assets are found in the District's Procurement Policy, while additional asset disposal guidelines can be found in the District's Asset Disposal Policy.

2. Scope

All tangible property owned by the District, either through construction, donation, or purchase and which qualifies as capital assets are addressed in this policy.

This policy applies to all District departments, boards, agencies, and other organizations falling within the reporting entity of the District.

The Chief Financial Officer (CFO), or designate, is responsible for adjusting the asset registers and accounting records, including recording any gain or loss on disposal, write-offs, Write Downs, etc.

3. Objectives

This Tangible Capital Asset Policy (Policy) promotes sound corporate management of tangible capital assets and complies with the Public Sector Accounting Board (PSAB) Handbook Section PSAB 3150, which remains the senior authoritative document.

Financial Statements prepared for the fiscal year starting January 1, 2009, require compliance with PSAB 3150. Comparative figures for prior years are also required.

4. **Definitions**

“Amortization” The accounting process of allocating the Cost, less Residual Value, of a tangible capital asset to operating periods as an expense over its Useful Life in a rational and systematic manner appropriate to its nature and use.

“Betterment” means subsequent expenditures on a recorded TCA that:

- a) increase previously output or service capacity
- b) increase the Useful Life of the asset
- c) lower associated operating costs; or
- d) improve the quality of the output.

“Cost” means the gross amount of consideration given up to acquire, construct, develop or better a TCA, and includes all costs directly attributable to acquisition, construction, development or Betterment of the TCA.

“Fair Value” means the amount of the consideration that would be agreed upon in an arm’s length transaction between knowledgeable, willing parties who are under no compulsion to act.

“Net Book Value” means the cost of a TCA less accumulated Amortization and the amount of any Write Downs.

“Residual Value” means the estimated net realizable value of a TCA at the end of its Useful Life to the District.

“Tangible Capital Asset” or “TCA” means tangible capital assets are non-financial assets having physical substance that:

- a) are held for use in the production or supply of goods or services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other TCAs;
- b) have useful economic lives extending beyond an accounting period;
- c) are to be used on a continuing basis; and
- d) are not for sale in the ordinary course of operations.

Intangible assets such as copyrights, trademarks, patents, easements and rights of way do not fall under this policy and are not capitalized.

“Useful Life” means the estimated period over which a capital asset is expected to be used by the District. A TCA’s Useful Life may be shorter than the actual life of the asset due to limitations on the physical, technological, commercial, or legal life of the asset.

“Write Down” means a reduction in the cost of a TCA to reflect the decline in the asset’s value due to a permanent impairment.

5. Principles

Principles in this Policy provide guidance for policy development and assist with interpretation of the Policy once applied.

- a) The purpose of this policy is for the benefit of the District as a whole; for the users of the District's financial statements and managers of the District's TCA's.
- b) The cost associated with data collection and storage is balanced with the benefits achieved by users of the data and reports.
- c) Budgeting follows PSAB 3150
- d) Compliance is with all legislation applicable to the District.
- e) Financial, operational, and information technology system limitations are considered.
- f) Materiality is considered.

6. Policy Statements

6.1. Valuation

- a) TCAs should be recorded at cost plus all charges directly attributable to place the asset in its intended location and condition for use.
- b) The cost of purchased assets is comprised of the consideration paid to acquire the item including all non-refundable taxes, duties, freight, and preparation costs net of any discounts or rebates. For land, the cost will include expenses such as legal fees, land registration, and transfer taxes as well as any costs that make the land suitable for its intended use, such as demolition costs or site improvements (including reclamation) that become part of the land.
- c) The cost of constructed or developed assets will include all costs directly attributable to the asset constructed or developed including, but not limited to, construction costs, preliminary design or engineering works, professional fees, and architectural costs.
- d) Donated or contributed assets received will be recorded at their Fair Value at the date it was received. Fair Value may be determined using market or appraisal values. Where an estimate of Fair Value cannot be made, the TCA is valued and recorded at \$1.00. A "in lieu of" a developer charge or as part of the normal development process (contribution of infrastructure upon development of a subdivision) would also be considered a contribution.

- e) The initial capitalization of existing assets will be valued at cost plus all charges directly attributable to placing the asset in its intended location and condition for use. If the actual proof of the value is nonexistent then the asset will be valued at discounted replacement cost.
- f) Due to the age and nature of land under roads and sidewalks, all District land that is under roads and sidewalks is considered to have a nominal value of \$1.00.

6.2. Classification, Aggregation, and Segmentation

The level of detail required in the capital asset inventory is a balance between cost of data collection, tracking and analysis and the beneficial use of the information gathered.

The full cost of preparing a TCA for its intended use is considered the aggregate cost of the capital asset. The aggregate cost is further segmented into elemental components based on Useful Life.

Aggregation

Smaller assets that individually would not meet the threshold, but as a group would meet or exceed the threshold, may be capitalized as a pool and amortized accordingly. Assets within the pool that are replaced during the Amortization period will be considered an operating expense.

Asset Classification

Assets will be classified in Major, Minor, and Subclasses as outlined in this section.

- Major – A group of TCAs that is significantly different in design and use.
- Minor – A classification within a major class that has unique characteristics.
- Subclass – A further classification that may be required due to unique TCA criteria, applications, methodologies and asset lives. There is the option to classify further into subclass one, subclass two, subclass three, etc.

TCA recorded in the Major classification will include:

1) Land

Land owned by the District includes parkland and land held for District owned facilities. All land owned by the District is segmented by each parcel held. Land improvements such as earth moving and environmental assessments and remediation would be added to the cost of land. A right of way, where the District has the right to enter or occupy private property, is not a TCA and will be recorded as an operating expense.

2) Land Improvements / Park Infrastructure

Includes parking lots, park trails, playground equipment, fencing, landscaping, outdoor lighting, pathways, signs, athletic outdoor courts, and sport fields. Each asset when capitalized is separately recorded with an attached Useful Life.

3) Buildings

Includes all structures that provide shelter from elements. Buildings can be segmented by structure and significant components based on Useful Life if it provides better information for asset management purposes. Buildings owned by the District include the Barriere Business Centre, recreation facilities including the Field House and Bandshell, community center, washrooms, picnic shelters, firehalls, and water and wastewater system buildings.

4) Building Improvements

Includes HVAC systems, roofs, flooring, windows, building control systems and components with a Useful Life less than the building itself and are capitalized when they exceed the threshold. This treatment provides for capital replacement of each component over the years of ownership.

5) Machinery and Equipment

Machinery and Equipment are pooled and segmented by type (e.g. recreation, water, wastewater, emergency, EOC, other) at unit level for threshold purposes; this also includes vehicles and heavy machinery for maintaining infrastructure, and water and wastewater treatment plants.

This category includes IT infrastructure e.g. software, hardware, computers, printers, scanners, photocopiers and the telephone network. IT infrastructure is capitalized if each purchase or project meets threshold limits.

Furniture is included in this category as well.

6) Transportation Infrastructure

Transportation Infrastructure is segmented by collector and local roads, sidewalks, and storm infrastructure. Linear assets are measured in kilometers.

7) Water Infrastructure

Water infrastructure has two major categories – supply and distribution - which may be segmented by major component - reservoirs, mains, valves, pump stations, hydrants, and service connections. Linear assets are measured in kilometers. Aggregation for threshold purposes is by capital project.

8) Wastewater Infrastructure

Wastewater system components are segmented by mains, pump stations, manholes, and services. Linear assets are measured in kilometers. Aggregation for threshold purposes is by capital project.

6.3. Capitalization Thresholds

Thresholds are established for a minimum dollar value and number of years of Useful Life. Thresholds help to determine whether expenditures are to be capitalized as assets and depreciated or treated as a current year expense. TCAs should be capitalized according to the thresholds as defined in the table in Appendix A. The Chief Financial Officer is authorized to refine Appendix A as the District further develops an understanding of its assets and reporting needs.

6.4. Recognition

TCAs are recognized on the date of receipt of the capital goods, or when the asset is put into use for capital construction projects referred to as the "in-service date". During construction capital work is classified as Work in Progress (WIP).

6.5. Amortization

The Cost, less any Residual Value, of a TCA with a limited life must be amortized over its Useful Life in a rational and systematic manner appropriate to its nature and use. The District uses the straight-line method to account for Amortization of assets with the exception of land, works of art or historical treasures, and WIP, which are not amortized.

A full year of Amortization will be recorded in the year of acquisition, regardless of at what point in the fiscal year the asset was put into use. No Amortization will be recorded in the year of disposal.

A general guideline for determining the estimated Useful Life of an asset is included in Appendix A.

6.6. Betterments

Betterments, which extend the Useful Life or improve the efficiency of the asset and meet the capitalization threshold of the asset class to which it relates, must be added to the historical cost and amortized accordingly. Any other expenditure should be considered a repair or maintenance and should be recorded as an operating expense in the period.

6.7. Write Downs

Where it can be objectively estimated that a reduction in a TCA's Useful Life or service potential has occurred, and the reduction is expected to be permanent, then the tangible capital asset should be written down to the revised estimate. A Write Down shall not be reversed.

6.8. Write Offs

When an asset is no longer useful or it is obsolete then it may be written off. When a write off occurs, the historic cost of the asset and the related accumulated Amortization are reduced to zero. Any remaining Net Book Value of the asset becomes an expense in the accounting period. Costs of projects that have been abandoned or indefinitely postponed should be written off in the period of abandonment or indefinite postponement.

6.9. Trade Ins

Capital assets may be disposed of by trading them in.

6.10. Disposal

Disposals of TCA must comply with the District's policies and procedures.

Infrastructure assets that are part of a network will only have a disposal if the replacement of the elements of the network exceeds the established threshold. In most cases, the annual replacement of a small percentage of the network will be an operating expense and there will not be any asset disposal. The annual replacement of individual assets in a pool will also be considered an operating expense if less than the established threshold and no asset disposal will be recorded.

On disposal of a TCA, the asset and its associated accumulated Amortization are to be reduced to zero, and any gain or loss on disposal is recorded as a revenue or expense for the period.

6.11. Asset Retirement Obligations

Asset Retirement Obligations are legal obligations associated with the retirement of TCAs and are accounted for in accordance with PS 3280, Asset Retirement Obligations (PS 3150.21A). These obligations are predictable, likely to occur, and unavoidable. The CFO will work with the District's auditors to ensure that all requirements are met.

6.12. Work in Progress (WIP)

WIP includes all current construction or development in progress on all TCAs. These are costs incurred to construct or deliver a TCA before it is available for use. Accumulation of these costs cease when the asset is put into service.

All WIP costs are to be reported separately under the WIP asset category. As assets or significant portions of assets become available for service, they must be transferred to the regular asset categories for similar assets.

Where an asset has been constructed or developed, the estimated cost of the asset to final completion should be compared with the threshold for the asset category, to determine whether the asset would meet the minimum requirements to be considered a TCA.

Interest costs, incurred during the construction or development of TCAs until the asset is ready for use and the asset is transferred to a regular asset category, may be added to the capitalized asset cost base.

6.13. Presentation and Disclosure

The District will present in accordance with PSAB:

- a) Cost of the asset
- b) Additions to the assets
- c) Disposals of the asset
- d) Write Downs
- e) Amortization
- f) Net Book Value

The District's annual audited financial statements will disclose:

- a) Method used to determine asset costs
- b) Amortization
- c) Estimated Useful Life of asset

6.14. Living Document

This Policy is established to set guidelines for determining the valuation, classification, Amortization rates, and life expectancy of assets. It is recognized that not all assets will fall within the guidelines established, and from time to time there may be value in capitalizing assets that fall below the established thresholds, or to change the Amortization method and expected useful economic life, or to account for an asset outside of an established pool. When determining the method for recording an asset, the CFO will consider the usefulness of the resulting information and the cost versus the benefit of collecting and maintaining it.

Related Bylaws and Policies

- Asset Management Policy No. 55FI
- Asset Disposal Policy No. 49FN
- Procurement Policy No. 56FI

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

References

- Public Sector Accounting Standards (PSAS)
- Public Sector Accounting Board (PSAB)
 - 3150 – Tangible Capital Asset Standards
 - 3280 – Asset Retirement Obligations

Resolutions and Amendments

MMM DD, YYYY – Council Policy No. 57FI Tangible Capital Asset is established.

Appendix A

Classification, Capitalization Thresholds, Life Expectancy, Amortization

Asset Class (and Sub-class if applicable)	Threshold	Depreciable Life in Years	Amortization of Cost less Salvage Value
Land	Capitalize Only		Not amortized
Land Improvements / Park Infrastructure	\$20,000		Straight line over Useful Life of each asset unit
Structure		30	
Groundwork		40	
Playground Equipment		15	
Other		5-20	
Buildings	\$30,000	40-75	Straight line over Useful Life of each asset unit
Building Improvements	\$20,000		Straight line over Useful Life of each asset unit
HVAC Systems		10	
Roofs		15-20	
Electrical/Plumbing/Fire		15-20	
Windows		20	
Exterior Envelope		30-40	
Other		5-20	
Vehicles, Machinery, and Equipment	\$10,000		Straight line over Useful Life of each asset unit
Fleet Vehicles		10	
Mowing Equipment		10	
Misc. Equipment		10	
Fire Department Light Vehicles		10	
Fire Department Rescue Vehicle		15	
Fire Trucks		20	
IT Hardware (includes phones)		5	
IT Software		10	
Other		5-20	

Asset Class (and Sub-class if applicable)	Threshold	Depreciable Life in Years	Amortization of Cost less Salvage Value
Roads Infrastructure	\$25,000		Straight line over average useful life of each segment for cost less salvage value
Asphalt - Local Roads		40	
Asphalt - Collector Roads		30	
Asphalt - Overlay		10	
Base – Local Roads		80	
Base – Collector Road		60	
Trail – Asphalt		30	
Trail – Gravel		40	
Sidewalks, Curbs & Gutter		50	
Stormwater Infrastructure		10-80	
Other		10	
Water Infrastructure	\$50,000		Straight line over average useful life of each segment for cost less salvage value
Water Main Pipe		80	
Reservoirs		60	
Other – Large Component		50	
Other – Small Component		10	
Wastewater Infrastructure	\$50,000		Straight line over average useful life of each segment for cost less salvage value
Wastewater Gravity Main Pipe		80	
Wastewater Force Main Pipe		40	
Other – Large Component		50	
Other – Small Component		10	
Works of Art & Historical Treasures	Capitalize Only		Not amortized

AUG 26 2025
RECEIVED

August 15, 2025

Subject: Invitation to Sponsor the Sip & Support and Art Auction Fundraiser

Dear, *DISTRICT OF BARRIERE*

On behalf of the North Thompson Communities Foundation, we are excited to invite you to partner with us for our **Sip & Support and Art Auction**, taking place on **October 25, 2025** in Barriere. This elegant afternoon of art, community, and philanthropy is a crucial fundraiser to support our Art and Culture Fund that makes community projects in visual arts, music, theatre, dance, literature and film possible throughout the North Thompson valley.

The North Thompson Communities Foundation is dedicated to enhancing the quality of life for residents in our communities by investing in the people, programs and projects. The funds raised from the Sip & Support and Art Auction will be directly invested back into our communities, helping to build a stronger, more vibrant future for everyone.

By becoming a corporate sponsor, you will not only demonstrate your commitment to our community but also gain valuable exposure to a diverse audience of local residents, business leaders, and community advocates. We have developed several sponsorship levels to provide you with an opportunity that best fits your company's philanthropic and marketing goals.

Your support is essential to the success of this event and, more importantly, to the continued work of the Foundation. We would be honored to partner with you to make a lasting impact in the North Thompson valley.

To confirm your sponsorship or to discuss this opportunity further, please contact me at ntcommunitiesfoundation@gmail.com or 250 879-1268 by September 12, 2025.

16

Thank you for your time and consideration. We hope to see you on October 25th!

Sincerely,

Louise Lodge
Chair, North Thompson Communities Foundation

Sponsorship Opportunities:

PLATINUM SPONSOR - \$500

- Prominent logo placement on all event marketing materials, including posters, social media graphics, and the event program.
- Verbal recognition as a Gold Sponsor during the event's opening and closing remarks.
- A dedicated social media feature highlighting your company's generous support.
- Two (2) complimentary tickets to the Sip & Support and Art Auction event.
- Your logo prominently displayed on the main sponsorship banner at the event.

GOLD SPONSOR - \$250

- Logo placement in the event program and on social media posts.
- Verbal recognition as a Silver Sponsor during the event.
- One (1) complimentary tickets to the Sip & Support and Art Auction event.
- Your logo included on the main sponsorship banner at the event.

SILVER SPONSOR - \$100

- Your company name listed in the event program.
- Inclusion in a collective "Thank You" social media post recognizing our Platinum Sponsors.
- Your company name listed on the main sponsorship banner at the event.



Join Our Premier **FUNDRAISER** **Sip & Support**

19+ Event

**BC Wine, Beer & Cider Tasting Event Includes pairings,
charcuterie boards & live music with Local Art Auction
and Cash Bar**

In support of our ART & CULTURAL FUND

When: October 25, 2025

Where: Fall Fair Hall, Barriere

Time: 1pm - 4pm

TASTING TABLES

1 Red/Rose Wine

1 White/Rose Wine

1 Beer/Cider

Different Experiences

****Tastings change every 20
minutes**

****6 Tasting during the day**

TICKETS

\$30 for 1 tasting

\$60 for 3 tastings

\$25 per non-drinkers

\$20 per extra tastings

****All tickets include food and
souvenir glass**

EARLY BIRD

**Buy your tickets by Aug 25th
to win 3 chances at Wine
Tastings in West Kelowna**

**To purchase your tickets
go to:**

www.ntcommunitiesfoundation.com

SEP 03 2025

RECEIVED

DISTRICT OF BARRIERE **Grant Application – Organizations**

Organization Official Name: YELLOWHEAD COMMUNITY SERVICES

Mailing Address: YELLOWHEAD COMMUNITY SERVICES
4936 BARRIERE TOWN ROAD, BARRIERE, B.C. V0E 1E0

Jill HAYWARD

Phone: 250-319-8025 Fax: _____ Email: jill.h@yellowhead.ca
 250-319-8023

Contact Person: KERRY MURPHY - CARRIAGE Title: MANAGER @ YELLOWHEAD COMMUNITY SERVICES
 OR JILL HAYWARD - BARRIERE LITERACY OUTREACH CO-ORDINATOR
 WITH YELLOWHEAD COMMUNITY SERVICES

Briefly describe your organizations purpose:
 BARRIERE & AREA LITERACY OUTREACH IS MANAGED BY YELLOWHEAD COMMUNITY SERVICES. ON SEPT. 24, 2025, RAISE A READER DAY TAKES PLACE IN B.C. ON THIS DAY WE FUNDRAISE FOR YOUTH LITERACY PROGRAMS WITHIN THE BARRIERE CATCHMENT AREA.

Briefly describe how the requested grant money will be used:
 ALL FUNDS RAISED ON THIS DAY ARE MATCHED BY GOVERNMENT & THE TOTAL RAISED IS THEN EXPENDED FOR YOUTH LITERACY PROGRAMS IN THE BARRIERE LITERACY OUTREACH AREA. THIS FUNDING IS VERY IMPORTANT IN SUPPORTING LITERACY IN OUR AREA.

What amount of Grant-in-Aid is being requested? \$ 500.00

Total organization operating budget for current year \$ _____

Total budget for project the grant is being applied for \$ 12,000

Did you receive a Grant-in-Aid last year Yes ☒ No ☐

If **yes**, what was the amount of the grant? \$ 500.00

Attachments: Please provide the following to your application (if available):

Financial Statement, Current Year Budget, Project Budget

Please forward completed application by mail to: District of Barriere, Box 219, Barriere, B.C. V0E 1E0 or in person at "The Ridge Building" at 4936 Barriere Town Road, or by fax to 250-672-9708. Applications must be received by the first Monday of the month to be considered in that month.

INTERNAL OFFICE USE:

Approved

Amount Approved: _____

Denied

SEP 03 2025
RECEIVED



YELLOWHEAD
COMMUNITY SERVICES
www.yellowheadcs.ca

September 1, 2025

TO: District of Barriere

September is Literacy month!

The **Raise a Reader** campaign is our most impactful fundraiser for youth literacy programs in Barriere - **100%** of the money contributed directly supports these local programs. In addition, every donation received during the campaign is eligible for a percentage of matching funds from the Province of BC. Last year we received 62% in matching funds for a grand total of **\$11,432.18!**

This is our **15th annual Raise-a-Reader** campaign. During the month of September, we look to our community to help support literacy initiatives in Barriere and area. On September 24th we will be at select locations, collecting contributions and giving away a local newsletter celebrating literacy work in our community.

Here is how you can help;

Volunteer

- join our team of rovers in Barriere collecting contributions on September 24th
- join our team of tutors and partners reading with children or assisting adults to reach their literacy goals throughout the year

Donate (remember all donations are matched by the Province of BC and any donation over \$10 is eligible for a charitable tax receipt!)

- make a donation to our campaign by cash or cheque made out to *Yellowhead Community Services, memo: 2025 Raise a Reader Barriere*
- conduct a workplace fundraising campaign

Remember (all funds go directly to Barriere literacy programming and are eligible for fund matching)

YCS Clearwater
612 Park Drive
Clearwater BC, V0E 1N1
Phone: (250) 674-2600
Fax: (250) 674-2676

YCS Barriere
4936 Barriere Town Road
Barriere BC, V0E 1E0
Phone: (250) 672-9773
Fax: (250) 672-9709

Work BC
100-240 Park Drive
Clearwater BC, V0E 1N1
Phone: (250) 674-2928
Fax: (250) 674-2938

Dutch Lake Community Centre
209 Dutch Lake Road
Clearwater BC, V0E 1N2
Phone: (250) 674-3530
Fax: (250) 674-3540

We would love your support in helping residents of North Thompson with their literacy journey. With your support we can continue to provide literacy support for children and youth, families, adults, seniors and new Canadians throughout our community.

Check out our website at www.yellowheadcs.ca to learn more about what we do. We have included our 2024 Literacy Program Report from our AGM for your interest.

Our Raise a Reader campaign ends October 2nd. If you would like to donate, purchase one of our fundraising items or volunteer, please contact; Jill Hayward, Barriere & Area Literacy Outreach Coordinator at 250-319-8023 or jill.h@yellowheadcs.ca

Sincerely,

Jill



Scan this QR code to make an easy and convenient online donation today!



YCS Clearwater
612 Park Drive
Clearwater BC, V0E 1N1
Phone: (250) 674-2600
Fax: (250) 674-2676

YCS Barriere
4936 Barriere Town Road
Barriere BC, V0E 1E0
Phone: (250) 672-9773
Fax: (250) 672-9709

Work BC
100-240 Park Drive
Clearwater BC, V0E 1N1
Phone: (250) 674-2928
Fax: (250) 674-2938

Dutch Lake Community Centre
209 Dutch Lake Road
Clearwater BC, V0E 1N2
Phone: (250) 674-3530
Fax: (250) 674-3540

Yellowhead Community Services
Raise A Reader - Barriere, B.C., Budget 2025-2026

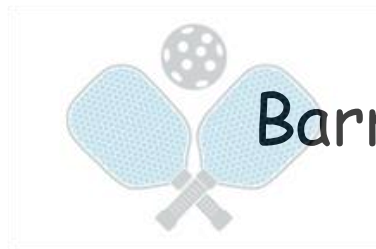
Salary	2,500
Materials	1,500
'A New Book For Every Child' program	1,800
Food (Healthy Snacks)	300
Teddy Bear Picnic (indoors)	1,500
Administration fee (up to 10%)	0
 Total Funds Used	 7,600

In-kind donations used to run the
program(s) or initiative(s) 2,500

submitted by: Jill Hayward
Jill Hayward (call or text; 250-319-8023)
Barriere and Area Literacy Outreach Coordinator
Yellowhead Community Services, Barriere
YCS office: 250-672-9773 • Email: jill.h@yellowheadcs.ca
<https://www.yellowheadcs.ca>

Raise-a-Reader Week is September 19 to 26, 2025
Raise-A-Reader Day is celebrated on September 23.

If you would like to make personal or business donation, please
make all cheques payable to: **Yellowhead Community Services**
with: **Raise Reader Donation** written in the subject line.
Donations of \$25 or more are eligible for a charitable tax receipt.
Contact Jill Hayward to pick up, or you can drop your donation off
at YCS office in the Ridge.



Barriere Pickleball Club

barrierepickleball@gmail.com



Tasha Buchanan, Corporate Officer

Barriere District Council

4936 Barriere Town Road

04 September 2025

Dear Tasha

I am writing on behalf of the Barriere Pickleball Club (BPC) regarding the Multi Purpose Courts on Airfield Rd, a public facility owned by the Barriere District Council (BDC).

This public facility is used everyday during April to Oct, for pickleball and during the winter as a skating rink.

The BPC has 71 members, and the average age of this membership is 65 years old, an age most vulnerable for heart attack and strokes. There have been up to 24 persons playing, during club tournaments, with many more people present during events such as these. Having said that, there is a need for an Automated External Defibrillator (AED) to be installed at the courts in the washroom facility. This device could be the difference between life and death should it be required by one of our members, or by a person using the facility during the winter months.

We ask that the BDC consider installing an AED in the washroom building and that this be added to the agenda for the next council meeting on 15 September for discussion.

Kind Regards,

Julie Biller

Chairperson, Barriere Pickleball Club



Join Our Premier **FUNDRAISER** **Sip & Support** 19+ Event

BC Wine, Beer & Cider Tasting Event
with an Art Auction from a number of local artists
In Support of our ART & CULTURAL FUND

When: October 25, 2025
Where: Fall Fair Hall, Barriere
Time: 1pm - 4pm

EARLY BIRD

**Buy your tickets by Aug. 25th and be entered
to win wine tastings in Kamloops and the
Okanagan**

TICKETS

\$30 for 1 tasting
\$60 for 3 tastings
\$25 for non-drinkers
\$20 per extra tastings

****All tickets include food &
souvenir glass**

Purchase your tickets online at: www.ntcommunitiesfoundation.com

Or



SCAN ME

Or Call

Marie @ 250 819-2075



OFFICE OF THE MAYOR

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

UBCM Member Communities

September 2, 2025

RE: 2025 UBCM Resolutions

To our fellow UBCM members,

We write to share five (5) resolution items the City of Prince George has submitted to the annual convention, three (3) through the North Central Local Government Association (NCLGA) and two (2) through direct submission to UBCM. This year, we have again resolved to look at items that are not only of interest to our region but that also impact those across the province.

We hope we can count on you to support these items when the time comes and have included full text of each resolution with the background below for consideration.

If you would like to be involved in future advocacy, separate from the UBCM process, please reach out and our staff will work to coordinate interest with any emerging opportunities.

The items we are hoping we can work together to advocate for are:

- Adequate funding, offices and staffing of the BC Conservation Service;
- Construction of a regional secure psychiatric facility in the Prince George area;
- Increased core provincial funding for Public Libraries;
- Declaration of human trafficking, gender-based violence & intimate partner violence as an epidemic in BC and for an updated BC's Action Plan to Combat Human Trafficking; and
- Finalization of agreements between municipalities and BC Ambulance Service including a funding component to compensate local governments providing emergency medical services for related costs.

These are items we feel are a benefit to us all. We look forward to discussing these resolutions, and meeting at the UBCM Convention in a few weeks!

Thank you for your time and consideration.

Respectfully,

Mayor Simon Yu
City of Prince George

Union of BC Municipalities - 2025 Resolution Submissions

Resolution #1: Conservation Officer Advocacy

UBCM reference: RR22 (refer to EB35)

Resolution Background:

A provincial government webpage, last updated in 2023, on Conservation Officer career information states, “there are over 69,000 law enforcement officers in Canada, and only 150 of them can be B.C. Conservation Officers”. Having only 150 officers on the front lines of environmental law enforcement in British Columbia does not meet the need our vast geography requires. We believe further investment is needed to ensure British Columbia’s treasured environment is well looked after.

Draft Resolution:

WHEREAS the provincial government is responsible for managing the conservation service, with few officers covering a geographically vast region, which has a negative impact on the ability of the BC Conservation Officer Service to meet the needs of the communities served;

AND WHEREAS the British Columbia Conservation Officer Service needs additional resources to adequately address public safety, focus on natural resource law enforcement, off road vehicle enforcement, illegal dumping, human wildlife conflicts prevention, and respond to wildlife human conflict:

THEREFORE BE IT RESOLVED that NCLGA advocates that the provincial government be required to provide adequate funding, offices and staffing to fully support the BC Conservation Officer Service to be more active and proactive in effectively managing conservation services.

Resolution #2: Regional Secure Psychiatric Care Facility

UBCM reference: Not included (this item was determined to be regional in scope and is not included in the UBCM resolution package).

Resolution Background:

The Province of British Columbia has committed to taking action to ensure people with long-term concurrent mental-health and addiction challenges get secure and dignified care by opening highly secure facilities for people under the Mental Health Act throughout the province. Prince George is well positioned to host such a facility for the region and seeks NCLGAs support in advocating for the expedient establishment of such resources.

Draft resolution:

WHEREAS the provincial government has stated an interest in establishing, throughout the province, beds under the Mental Health Act at highly secure regional facilities, where people will receive long term care and housing that is secure, safe and dignified, and as the City of Prince George recognizes its role as a regional service hub for these types of facilities.

AND WHEREAS the provincial government has stated they are working on legislation, supported by expert consultation, that would support involuntary admittance to these specialized, compassionate care facilities with a coordinated plan for both treatment and post care.

THEREFORE BE IT RESOLVED that NCLGA advocates to the Provincial Government for the construction of a standalone secure psychiatric care facility, to serve the region, in Prince George.

Resolution #3: Provincial Funding for Public Libraries

UBCM reference: RR25 (refer to SR3)

Resolution background:

The City of Prince George encourages NCLGA members to support the BC Public Library Partners and the Association of BC Public Library Directors in requesting the provincial government provide sustainable funding increases for public libraries. In support of this campaign the below resolution language, modeled after language shared by the BC Public Library Partners, is presented.

Draft resolution:

WHEREAS core funding for public libraries in British Columbia has remained unchanged since 2009, despite BC's population growing 29%, limiting their ability to expand and evolve their programming as demand for their services increases;

AND WHEREAS the operational requirements of public libraries increasingly require significant and diverse resources to provide front-line community services, including supporting patrons with mental health and addiction issues as well as barriers to housing, providing critical locations of refuge during extreme weather events, providing services to new Canadians, and supporting the process of reconciliation with Indigenous peoples:

THEREFORE BE IT RESOLVED that NCLGA call on the provincial government to increase core funding for public libraries on a yearly basis in line with inflation and immediately increases annual core funding for libraries to \$30 million as requested by the BC Public Library Partners and recommended by the province's Select Standing Committee on Finance and Government Services.

Resolution #4: Human Trafficking, Gender Based & Intimate Partner Violence Epidemic

UBCM reference: NR57

Resolution background:

Gender-based violence is defined as violence or abuse perpetrated against a woman, girl or gender-diverse individual because of their gender, gender expression, gender identity or perceived gender. Intimate partner violence is a prevalent form of gender-based violence, referring to multiple forms of harm caused by a current or former intimate partner or spouse in public, private and/or online.

BC Prosecution Service began releasing statistics about intimate partner violence files in its 2022 annual report. The 2023/2024 BC Prosecution Service report indicates that while the 5-year trend for Reports to Crown Counsel (RCCs) received under the four main categories (crimes against the person, property crimes, administration of justice, and other offences) have seen substantive decreases, crimes against the person has remained largely stable. Of these crimes against the person RCCs, the proportion of intimate partner violence RCCs have increased from 18.6% to 21.6% between 2019/2020 and 2023/2024.

Additionally, intimate partner violence and human trafficking are often related to one another. Statistics Canada reports that approximately one third (1/3) of survivors/victims of human trafficking were trafficked by an intimate partner.

Draft resolution:

WHEREAS reported cases of gender-based violence, intimate partner violence, and human trafficking are increasing across British Columbia;

AND WHEREAS BC's Action Plan to Combat Human Trafficking has not been updated since its publication in 2013;

THEREFORE be it resolved that UBCM petition the province to declare gender-based violence, intimate partner violence, and human trafficking an epidemic in British Columbia and update BC's Action Plan to Combat Human Trafficking.

Resolution #5: BC Ambulance Service

UBCM reference: EB7

Resolution background:

In 2023, the City of Prince George endorsed a resolution asking the provincial government to develop a funding model to compensate local governments providing emergency medical services and pre-hospital care through their fire and rescue services. The provincial response emphasized the voluntary nature of the agreements between BCEHS and the municipality, advising that costs may be managed by scaling back participation in providing lifesaving emergency medical services and pre-hospital care by fire and rescue services. The City feels this is an inappropriate and impractical response to our genuine concern.

Draft Resolution:

WHEREAS agreements between BC municipalities and BCEHS regarding municipal fire services providing pre-hospital care lapsed in 2010; and

WHEREAS provincial investment and staffing have not kept pace with the growing demand for emergency medical services and pre-hospital care causing municipalities to increasingly become involved through their fire rescue services;

THEREFORE be it resolved that UBCM petition the province to finalize agreements with BC municipalities as soon as possible and include a funding component to compensate local governments providing emergency medical services and pre-hospital care through their fire and rescue services for related costs including, but not limited to, medical supplies and training.



Village of Cache Creek

1389 QUARTZ ROAD

P.O. BOX 7 • CACHE CREEK, B.C. V0K 1H0 • TEL: (250) 457-6237 • FAX: (250) 457-9192
E-MAIL: admin@cachecreek.info • WEB: www.cachecreek.ca

Honourable Josie Osborne
Minister of Health
PO Box 9050 Stn Prov Govt
Victoria, BC V8W 9E2

SENT VIA EMAIL: HLTH.Minister@gov.bc.ca

Re: Maternity Care Services at Royal Inland Hospital

JOSIE
Dear Minister Osborne,

On behalf of the Village of Cache Creek Council, we are writing to express our deep disappointment and concern regarding Interior Health's recent advisement of potential maternity service interruptions at Royal Inland Hospital (RIH). This news has caused significant alarm within our community, as well as across the wider Thompson-Nicola region, given the central importance of RIH for our area.

Expectant parents in our region should not face uncertainty about where they will deliver their children. The advisement notes that due to physician scheduling shortages, patients may be diverted to other hospitals located hundreds of kilometres away. For families already under stress, this prospect is unacceptable. The burden of traveling long distances, particularly in emergency situations, creates unnecessary risk for both mothers and newborns, while also placing emotional and financial strain on families.

While we acknowledge and respect the efforts by Interior Health to maintain emergency coverage and provide supports for transportation and accommodation, these measures are no substitute for stable, local maternity care. The ability to deliver safely and consistently in Kamloops is not a convenience; it is a necessity. When the central hospital for a region cannot reliably maintain its maternity ward, it directly undermines confidence in the healthcare system. Families notice this, and so do professionals considering relocation. If a critical service such as maternity cannot be guaranteed, it raises broader concerns about the reliability of healthcare in our region and, by extension, the attractiveness of our communities as places to live, work, and invest.

For small rural municipalities like ours, this issue goes beyond healthcare. Rural areas often have lower average incomes, meaning many residents are less able to afford the extra costs of long-distance travel or extended stays away from home. This places some of our most at-risk people in very difficult situations, forcing them farther from their personal care networks at a time when support is needed most. At a time when communities across the Interior are working hard to grow and diversify, this kind of instability sends a discouraging message that risks long-term consequences.





Village of Cache Creek

1389 QUARTZ ROAD

P.O. BOX 7 • CACHE CREEK, B.C. V0K 1H0 • TEL: (250) 457-6237 • FAX: (250) 457-9192
E-MAIL: admin@cachecreek.info • WEB: www.cachecreek.ca

Residents of Cache Creek and the wider region deserve the same level of reliable, accessible maternity care that is expected elsewhere in British Columbia. Council strongly urges the Province and Interior Health to take immediate steps to address these service gaps and to provide a clear and transparent plan for ensuring long-term, dependable maternity care in Kamloops. We ask that your Ministry engage openly with local governments and communities to restore confidence in this essential service.

We appreciate your attention to this urgent matter and look forward to a timely and meaningful response that reflects the Province's commitment to equitable healthcare for all British Columbians, regardless of geography.

Respectfully,

P.A. John Ranta
Mayor, Village of Cache Creek
On behalf of Council

Cc:

- Board of Directors, Thompson-Nicola Regional District
- City of Kamloops Council
- City of Merritt Council
- District of Barriere Council
- District of Clearwater Council
- District of Logan Lake Council
- Sun Peaks Mountain Resort Municipality Council
- Village of Ashcroft Council
- Village of Cache Creek Council
- Village of Clinton Council
- Village of Lytton Council
- Lorne Doerkson – MLA for Cariboo - Chilcotin



August 22, 2025

Dear Mayor and Council Members,

Across British Columbia, residents are asking urgent questions about safety—on our streets, in our neighbourhoods, and in our homes. For women, girls, and gender-diverse people, the answer is often clear: **they do not feel safe.**

At Battered Women's Support Services (BWSS), we've launched **#DesignedWithSurvivors**, a province-wide initiative that reframes **gender-based violence (GBV) as a public safety crisis**. This campaign is rooted in one essential question:

What would public safety look like if it were designed with survivors in mind?

As municipal leaders, you shape the environment where safety is experienced—or where it fails. You oversee transit systems, public spaces, housing, policing budgets, and community programs. The decisions you make ripple through every part of daily life, especially for those most at risk.

Too often, GBV is treated as a private issue, disconnected from the public realm. But women and girls are harmed on buses, in parks, at workplaces, and in their homes—homes often located in your jurisdictions, with limited access to shelter, legal protection, or trauma-informed support.

Public safety is local. And local leadership matters.

We are inviting you to:

- Acknowledge gender-based violence as a public safety emergency in your municipality
- Commit to survivor-informed urban planning, policing oversight, and community investment
- Share the #DesignedWithSurvivors message to signal that your city, town, or village is part of the solution

This is not about blame—it is about vision. We believe municipalities can lead the way in building safer, more equitable communities by listening to survivors, investing in prevention, and aligning public safety with care, not control. Already, eight municipalities have stepped forward, and momentum is building with more conversations planned in the weeks ahead.

We would welcome the opportunity to speak with you about how this work could support your public safety, housing, and equity goals. Please reach out if you're open to a conversation.

Safety starts here—and it starts with you.

Warm regards,
Angela Marie MacDougall



Executive Director
Battered Women's Support Services
(BWSS)

BUSINESS LINE 604.687.1868

www.bwss.org

PO BOX 21503 • 1424 COMMERCIAL DR. • VANCOUVER, BC V5L 5G2

For Immediate Release | Sept. 10, 2025

Maternity care options available in Kamloops

KAMLOOPS – Interior Health is providing an update to expectant patients of available primary care maternity services in Kamloops following a decision by the Thompson Region Family Obstetrics (TRFO) physician group to close to new referrals. This change will allow them to dedicate available physician resources to critical 24-7 labour and delivery services at Royal Inland Hospital (RIH).

We recognize the significant impact any change in maternity services can have on expectant individuals and families. Upon receiving the notice from TRFO, Interior Health (IH) started immediate actions to address the concerns raised and maintain access to services, which is a mutual goal of the TRFO physicians and IH.

Anyone in labour should go to Royal Inland Hospital (RIH) to be assessed. Emergency care for people in imminent labour or experiencing urgent complications will be available.

Patients who do not have a maternity care provider can explore the following options:

- If possible, we recommend patients reach out to their family doctor or nurse practitioner. We encourage patients to also connect with Healthy from the Start (1-855-868-7710) for additional support and information.
- If you do not have a family doctor or nurse practitioner, you can reach out to First Step Early Pregnancy Clinic, which provides antenatal care up to 30 weeks of pregnancy.
- Expectant parents without a regular primary care or maternal care provider will be able to access labour and delivery services at RIH. All patients will be assessed and depending on medical staff availability may be transported to alternate hospitals to deliver their babies. If out-of-community care is required, families will be informed, and transportation and accommodation support will be provided if needed. For information and assistance, please call 250-314-2635 to speak with RIH Labour and Delivery.

Interior Health acknowledges that the current situation may cause concern for the community, especially patients and families. We remain committed to providing timely updates as new information becomes available.

- 30 -