

District of Barriere
REPORT TO COUNCIL

| | |
|---------------------------------|-------------------------------|
| Date: December 16, 2024 | |
| To: Council | From: Department Heads |
| Re: Departmental Updates | |

CORPORATE OFFICER:

- **Reminder:** The District Official Community Plan (OCP) refresh process is underway. The District's consultant continues to collect Community Survey results and the deadline for residents to complete this survey is December 18th. The survey is available online on the District's website and hard copies can be found at the District Office as well as various areas throughout the community. All completed, manual surveys are to be dropped off at the District Office front desk or in the District's drop box. They can also be scanned and emailed to: ocp.refresh@barriere.ca
- Continued to work on various bylaw updates and assisting with the audit process.

Recreation

- The 2nd Annual Winterfest event was a great success on Sunday, December 8, 2024



PUBLIC WORKS MANAGER:

Roads

- In-house repairs and maintenance are on-going.

Parks

- Holiday decorating in the park and Barriere Town Road Bridge and Welcome Archway has been completed.

Utilities

- The proposed WWTP process design and equipment vendor RFP is scheduled to open in January with an anticipated closing date in February. Consultant will review submissions, recommend a proponent and issue a construction tender in early spring for a potential construction start-up in June.
- 4740 Yellowhead Hwy watermain has been installed and will be connected to our water system in the coming days.
- Existing dwellings and new builds are connecting to our sewer systems adding more revenue.
- Job posting for a Level II wastewater treatment operator has been advertised.
- New Garbage Truck is now in service.

Facilities

- Recent vandalism in Fadear Park and attempted break-in to Public Works cabin.
- Initiated property condition assessments for all DOB owned facilities as part of on-going asset management program.

FIRE DEPARTMENT:

Calls:

- 1x Structure Fire

Events:

- WinterFest and Christmas Tree Light Up – December 8, 2024

Training:

- 8 Firefighters registered to start their NFPA 1001 in January
- 6 Firefighters registered for Local FireSmart Representative training in February
 - This invitation has been extended to Public Works and Park Staff

FireSmart:

- Event planning for 2025

Weather Forecast:

- On a La Nina Watch
- Expectation is to have a 'weaker' La Nina last into March
- La Nina is generally linked to cooler and wetter winter patterns

CHIEF ADMINISTRATIVE OFFICER:

Finance:

- A Special Council meeting is being planned for December 19, 2024, at 5pm to present the 2023 audit which should be complete then. The SOFI (Statement of Financial Information) and Annual report should also be presented as part of the same meeting.
- 2025 Budget work continues with all departments.
- Working with various departments to streamline reimbursement from the Province for the Waste Water Treatment Plant project grand funding stream under the Investing in Canadian Infrastructure Program (ICIP). At present, roughly \$230K of District funds have been expensed on the project, and our first claim to the Province will be for roughly \$190K to be reimbursed. It's essential for us to streamline this process while the dollar amounts are small so that the larger costs that we will incur over the next 2 years will be reimbursed as quickly as possible without any delays.
- Due to the large expenses expected in 2025 and 2026 from the ICIP and other potential projects, Staff is reviewing short term borrowing options that are permissible under the Community Charter. This type of borrowing will allow us to pay contractors on the projects

while we are waiting on the reimbursements from the Province or other grant funders. Additional information and potential revenue anticipation bylaws would be brought to Council before March 2025.

Administration:

- Focused primarily on reviewing the Council Code of Conduct, Council Remuneration Bylaw, and Council Procedure Bylaw; and all related policies. The Procedure Bylaw is presented for introductory discussion and up to three readings at this meeting. The Council Code of Conduct and Remuneration Bylaws are presented for final reading at this meeting. Other bylaws and policy updates will be introduced in the new year.
- Council held the Strategic Planning Session on November 22/23. Next step is to finalize the plan and to present it at a future meeting for adoption.
- The Seniors Society invite me to their luncheon and meeting on December 5 to allow for some introductions as the District CAO. The luncheon was well attended with roughly 30 persons in attendance and lots of discussions were had from the services the society provides to asset management that the District is looking into.
- Attended the Secondary School luncheon on December 11.
- The Chamber received conditional approval from ETSI-BC for \$25,000 towards the Wayfinding Plan. District and Chamber Staff will now be working on trying to source other funds from local organizations towards this project.

Information Technology:

- District Staff is working on replacing the Internet connection for the Solar Aquatics and Fire Hall sites with a single connection. The hardware investment for this is roughly \$2,500. This installation should effectively reduce the monthly costs by roughly \$250 to \$300. So, within 1 year there will be operational savings.
- Phone System Request for Quotations were sent to 3 providers. Once the proposals are returned staff will evaluate them and determine the best option moving forward.
- Working with Consultants and in-house team to explore Water/Sewer SCADA controls options to streamline our operations and provide up to date easily accessible information.

**submitted for information*