

NOTICE: That a Regular Meeting of the District of Barriere Municipal Council will be held at District Hall, 4936 Barriere Town Road, in Barriere, B.C. on March 10, 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 March 10, 2025, Regular Council Meeting Agenda.

2. ADOPTION OF MINUTES

- a. That Council adopt the minutes of the February 24, 2025 Regular Council Meeting.

3. PETITIONS AND DELEGATIONS – none scheduled

4. BYLAWS and POLICIES – none scheduled

5. STAFF REPORTS

- a. Trails Society Stewardship Agreement – D. Drexler, CAO
Recommendation: THAT Council approve the draft agreement as presented and direct Staff to execute a 3-year term with the Barriere Trails Society.
- b. Department Updates – Department Heads
**submitted for information*
- c. Fire Department Bush Truck Purchase Proposal – A. Hovenkamp, Fire Chief
Recommendation:
THAT Council instructs Staff to expedite the purchasing of a suitable Bush Truck in the amount not to exceed \$400,000 to be funded from _____, AND THAT the Mayor and Chief Administrative Officer be authorized to complete the procurement even if it requires sole sourcing of the item; AND THAT the expense be included in the 2025-2029 Financial Plan.
- d. 2024 Year-End Summary – D. Drexler, CAO

6. PROCLAMATIONS – none scheduled

7. CORRESPONDENCE

- a. For Information
- b. For Action

8. COUNCIL REPORTS

9. ACTING MAYOR'S REPORT

10. PUBLIC INQUIRIES

11. NOTICE OF MOTION

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

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

13. RECONVENE OPEN MEETING *(if required)*

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

15. NEXT MEETING

- a. Regular Council Meeting, Monday, March 24, 2025 @ 5:30pm

16. ADJOURNMENT

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

Held on Monday, February 24, 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: Acting Mayor Scott Kershaw
 Councillor Judy Armstrong
 Councillor Donna Kibble

Regrets: Councillor Louise Lodge
 Councillor Colin McInnis

Staff:	Daniel Drexler, Chief Administrative Officer	Chris Matthews, Public Works Manager
	Tasha Buchanan, Corporate Officer	Alexis Hovenkamp, Fire Chief
	David Alderdice, Finance Officer	Ronja Baggio, FireSmart Coordinator

Acting Mayor Kershaw called the meeting to order at 5:30pm

1. ADOPTION OF AGENDA

Moved by Councillor Kibble
Seconded by Councillor Armstrong
That Council approve the February 24, 2025, Regular Council Meeting Agenda.

CARRIED

2. ADOPTION OF MINUTES

- a. Moved by Councillor Kibble
Seconded by Councillor Armstrong
That Council adopt the minutes of the February 3, 2025 Regular Council Meeting.

CARRIED

3. PETITIONS AND DELEGATIONS – none scheduled

4. BYLAWS and POLICIES

- a. DRAFT 2025 Revenue Anticipation Borrowing Bylaw No. 252 - adoption
*w/attached staff report

**Moved by Councillor Armstrong
Seconded by Councillor Kibble
That Revenue Anticipation Borrowing Bylaw No. 252 be adopted.**

CARRIED

- b. DRAFT Revenue Anticipation Borrowing Bylaw No. 253 – adoption
**w/attached staff report*

Moved by Councillor Armstrong
Seconded by Councillor Kibble
That Revenue Anticipation Borrowing Bylaw No. 253 be adopted.

CARRIED

5. STAFF REPORTS

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

In addition to the written report that was reviewed, it was noted that the Fall Fair Association has requested the use of the smaller space within the old Chamber building be used once again as their Registration Office during the last week of August. No objections were voiced.

- b. Barriere FireSmart Program Overview – R. Baggio, FireSmart Coordinator
**submitted for information*

Ms. Baggio provided a PowerPoint presentation outlining the Barriere FireSmart Program, its initiatives and future promotional events.

- c. TNRD - Municipal Yard Waste Fee Waiver Event – T. Buchanan, Corporate Officer / R. Baggio, FireSmart Coordinator

Moved by Councillor Kibble
Seconded by Councillor Armstrong
That staff be directed to organize a free residential yard waste collection event with the TNRD on, or around, May 24, 2025 with a maximum budget of up to \$4,000 and for staff to include this amount in the 2025 budget.

CARRIED

- d. UBCM – CEPF Emergency Operations Centre Equipment & Training – Fire Chief

Moved by Councilor Kibble
Seconded by Councillor Armstrong
THAT staff be directed to apply for funding up to the amount of \$40,000 under the UBCM Emergency Operations Centers Equipment and Training Grant.

CARRIED

- e. Proposed 2025 Budget Timeline - CAO
**submitted for information*

The proposed, tentative budget process timeline was presented to Council for review:

Date	Forum	Activity
March 14, 2025	Management / Council	Budget Package (First Draft) to be provided to Council
March 17, 2025	Council Workshop	Presentation of Draft Budget (No.1) by Management
<i>Placeholder</i>	<i>Council Workshop</i>	<i>2nd workshop if required</i>
March 24, 2025	Regular Meeting	Council approval of budget strategies, fee for service requests, proposed changes from No.1 Draft Budget, early capital approvals
March 31, 2025*	Special Meeting	Public Presentation of Second Draft (No. 2) Budget
April 14, 2025	Regular Meeting	First Three Readings of the 2025-2029 Financial Plan Bylaw and Tax Rates Bylaw
May 5, 2025	Regular Meeting	Adoption of the 2025-2029 Financial Plan Bylaw and Tax Rates Bylaw
May 14, 2025		Deadline to adopt the 2025-2029 Financial Plan Bylaw and Tax Rates Bylaw

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

7. **CORRESPONDENCE**

- a. For Information
- b. For Action
 - i. Rabbits BC – \$500 Grant Request

Moved by Councillor Kibble

Seconded by Councillor Armstrong

That Council approve a grant in the amount of \$500 for Rabbits BC.

CARRIED

8. **COUNCIL REPORTS**

- a. Councillor Armstrong provided a verbal report on the following:
 - NTACS hosted a *Teen Scene Valentines Dance* which was a great success
 - Attended the Indigenous Engagement Event at the Lion's Hall
 - Volunteered at the Family Fun Night on Sunday, February 16th
 - Attended the LNTCFS Open House
- b. Councillor Kibble provided a verbal report on the following:
 - Attended the Indigenous Engagement Event at the Lion's Hall
 - Volunteered at the Family Fun Night Event on Sunday, February 16th.

9. **ACTING MAYOR'S REPORT**

The Acting Mayor provided a verbal report on the following:

- Attended the Indigenous Engagement Event at the Lion's Hall

- Participated in a number of TNRD Board & Hospital Board Meetings
- Attended the Family Fun Night event on Sunday, February 16th.
- Attended the LNTCFS Open House

10. **PUBLIC INQUIRIES** – *none presented*

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

12. **CONVENE INTO CLOSED SESSION**

Moved by Councillor Kibble

Seconded by Councillor Armstrong

That pursuant to Sections 90(1)(c) of the Community Charter, that the public interest requires that persons other than Council Members and required staff be excluded from the meeting and that Council continues the meeting in closed session to discuss confidential matters at 6:50p.m.

CARRIED

13. **RECONVENE OPEN MEETING** – *The open meeting reconvened at 8:28pm*

14. **NEXT MEETING** - Regular Council Meeting, Monday, March 10, 2025 @ 5:30pm

15. **ADJOURNMENT**

Moved by Councillor Armstrong that the meeting adjourn at 8:28pm.

CARRIED

Acting Mayor Scott Kershaw

T. Buchanan, Corporate Officer

District of Barriere

REPORT TO COUNCIL

Request for Decision

Date: March 10, 2025	File: 530.20/Rpts
To: Council	From: Chief Administrative Officer
Re: Stewardship Agreement with the Barriere Trails Society	
Recommendation: THAT Council approve the draft agreement as presented and direct Staff to execute a 3-year term with the Barriere Trails Society.	

Purpose

To provide Council with a draft Trails Stewardship agreement for review.

Background

Currently, there is no Stewardship Agreement in place with the Barriere Trails Society. The Trails Society approached Council on January 13, 2025, to establish a formal agreement on managing the Barriere trails. Council at that meeting passed the following resolution:

That Council direct staff to prepare a draft Stewardship Agreement with the Barriere Trails Society for consideration at a future Council Meeting.

Following this direction, Staff prepared the attached draft agreement, consulted with CUPE, and worked with a safety consultant to ensure that any critical risks are mitigated as much as possible. The Trails Society has also provided feedback which has been integrated into the draft agreement presented today. Below is a list of key highlights from the agreement.

Key Agreement Terms

Definitions – the Definition section outlines key terms, such as the Agreement Area which is defined as “the trails within the municipal boundaries of the District of Barriere delineated on the attached map and/or described in Schedule A: Trails Map”.

General – this section sets parameters for the volunteer services the Society would provide (S. 2.1 and 2.3), what the relationship between the District and the Society is (not an employee of partner – S. 2.5), and the annual budget process and Council’s right to determine the appropriate level of work (S. 2.4)

Term, Renewal, Modification, and Cancellation – as drafted the agreement is for a 3 year term with the option to extend for an additional 2 years. The Society would be required to apply for an extension by a certain date; however, Council at it's sole discretion may deny such extension (S. 3.1). In addition, either party may cancel the agreement by giving 60 days notice (s. 3.4).

Representation of Agreement Holder – S. 4.1 ensures that the Society must comply with applicable municipal, provincial, and federal regulations and legislation. S. 4.2 further adds a process regarding completing risk assessments, providing orientations on the various risks to their volunteers, and that a copy of the materials must be provided to the District.

Indemnity, waiver, and Insurance – This section is intended to legally mitigate risks and protect the District to the extend possible. A \$2,000,000 general liability insurance will be required, listing the District as an additional insured (S. 5).

Designated Contacts – This section establishes the Public Works Manager as the key contact on behalf of the District. (S. 6)

Settlements of Disputes – The first step when trying to resolve any disagreement between the District and the Society would be to bring the matter to the Chief Administrative Officer's attention. If no resolution can be reached at that level, then the matter may be advanced to Council for a final decision. (S. 7)

Schedules (S. 8) – This section ensures that the attached schedules form part of the agreement.

Schedule A is a map of current trails which to include some Rough Boot Paths that the District does not actively maintain south west of the highway bridge.

Schedule B outlines the Volunteer Services that could be provided and further outlines the role of the Society in relationship to the District. Further, it establishes that no work can be undertaken without District staff prior approval. Below is a full copy of that schedule:

The Agreement Holder as a volunteer society will undertake to provide the following Volunteer Services to the District:

- *Collaborate with the District on developing a working program for community trails.*
- *Provide the District with a yearly operational plan and list of improvements.**
- *Develop a program to create and maintain Kiosks and Trail signage.**
- *Review opportunities for additional trails within the community with the following goals*:*
 - *Are on public land or have possibility to have right of way agreements*
 - *Easily walkable for all age groups*
 - *Provide active transportation connectivity to areas of the community that currently are isolated*
 - *River frontage trails*
- *Organize and sponsor trail stewards for the maintenance and monitoring of trails.*
- *Publish trail promotional materials such as trails booklets, buttons, and posters.*
- *Promote and sponsor trails events*

** Before any work is undertaken, District Staff have to approve the proposed design, workplan, signage, etc.; some of which may need to be elevated to Council to consider giving approval on an item.*

The Agreement Holder is not a spokesperson of the District and may only inquire on potential right of way agreements or other potential collaborations with third parties if the District provides approval in writing for the Agreement Holder to do so beforehand.

Summary

Staff has worked closely with the Society to draft this agreement which established clear guidelines for the volunteer work that may be provided and how it must be approved beforehand.

Benefits or Impact

General

Confirms the delegation of some volunteer responsibilities for community trails within the District of Barriere to the Barriere Trails Society and defines the terms of under which activities can be undertaken.

Finances

The Trails Society has sought Council's financial support related to administration costs. Nothing in the Stewardship Agreement presupposes the potential for Council to establish, continue, or discontinue such support as determined during annual budget planning.

Strategic Impact

Priority #4: General Governance and Community Engagement

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

- c. Consider options to enable Community Partners, to provide a larger benefit to the community, for example, the Chamber -> Downtown building renovations.

Risk Assessment

Compliance: Agreements over 1 year in length generally are approved by Council

Risk Impact: Low

Internal Control Process:

The agreement specifies a requirement for annual operational plans to be provided to the District. The Public Works Manager will be the key contact for the group.

Next Steps / Communication

- Staff will forward the agreement to the Trails Society for signing.

Attachments

- Draft Stewardship Agreement

Recommendation

THAT Council approve the draft agreement as presented and direct Staff to execute a 3-year term with the Barriere Trails Society.

Alternative Options

1. Council could choose not to support an agreement at this time.
2. Council could choose to amend the terms of the agreement.

Prepared by:

D. Drexler, Chief Administrative Officer

THE DISTRICT OF BARRIERE

STEWARDSHIP AGREEMENT – Barriere Trails Society

THIS AGREEMENT, dated for reference this **MMM DD, 2025**, is
BETWEEN:

The District of Barriere, 4936 Barriere Town Road
(PO Box 219)
Barriere, BC
V0E 1E0

the "District"

AND:

The Barriere Trails Society
PO Box 1323
Barriere, BC V0E 1E0

the "Agreement Holder"

both of whom are sometimes referred to as "the Parties" and each of whom is a "Party" to this Agreement.

Whereas the District owns the land subject to this Agreement and wishes to have the land managed and maintained for the purpose of promoting and potentially developing trails for recreational activities;

And Whereas the District wishes to encourage groups and individuals having an interest in undertaking the management and maintenance required to provide conditions which are conducive to enhancing public recreational activities in the Agreement Area;

Therefore, in consideration of the mutual exchange of benefits resulting from this Agreement, the District and the Agreement Holder agree as follows:

1 Definitions

Agreement Area: The Agreement Area is the trails within the municipal boundaries of the District of Barriere, delineated on the attached map and/or described in Schedule A: Trails Map

Annual Financial Plan: Financial Plan of the District is prepared in accordance with the Community Charter.

Approved Annual Budget: Amount of funding allocated in the Fiscal Year and taxed for.

Approved Funding: Amount of funding planned in the Annual Financial Plan subject to approval on an annual basis in the Approved Annual Budget.

Council: Municipal Council of the District of Barriere

Volunteer Service(s): the volunteer services described in Schedule B of this agreement ("Volunteer Services") and as amended from time to time by mutual agreement.

2 General

- 2.1 The District engages the Agreement Holder to provide the Volunteer Services within the Agreement Area.
- 2.2 The District authorizes the Agreement Holder to enter the Agreement Area for the purposes of this Agreement but nothing in this Agreement grants to the Agreement Holder the exclusive use and occupancy of the Agreement Area. Existing conditions and land uses of District lands within or in the vicinity of the Agreement Area are subject to change including the status of roads, visual landscape conditions and the location and status of existing and new resource tenures.
- 2.3 The District acknowledges that the Agreement Holder is a non-profit society run by volunteers and that the scope of the work expected could be limited by monetary and volunteer resources.
- 2.4 District Council will consider trails improvements as part of its annual Financial Plan and Budget processes and decide on the appropriate level of work each year.
- 2.5 Nothing in the Agreement constitutes the Agreement Holder as the employee, agent, joint venturer, or partner of the District or conveys any authority or power for the Agreement Holder to bind the District in any way.
- 2.6 The obligations of the Agreement Holder under this Agreement are subject to other rights of use and occupation granted by the District, and the Agreement Holder must not interfere with the exercise of those rights by any other person.
- 2.7 If any section, subsection, sentence, clause, or phrase in the Agreement is for any reason held to be invalid by the decision of a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement. The parties hereto shall agree upon an amendment to be made to the section, subsection, sentence, clause, or phrase previously found to be invalid and shall do or cause to be done all acts reasonably necessary in order to amend the Agreement so as to reflect its original spirit and intent.
- 2.8 The Agreement will be governed by and construed in accordance with the laws of British Columbia and the parties hereby agree to attorn to the courts of British Columbia.

3 Term, Renewal, Modification, and Cancellation

3.1 The duration of this Agreement is for a term of 3 years commencing on **MMM DD, 2025** and ending on **MMM DD, 2028** inclusive.

- a) The Agreement Holder may apply to the District to extend the Agreement for a subsequent 2-year term.
- b) Such an extension request must be received by December 31, 2027.
- c) The District, at its sole discretion, may deny such an extension.

3.2 The Agreement may not be modified except by a subsequent agreement in writing between the Parties.

3.3 Nothing in this Agreement will be considered to have been waived by the District unless such a waiver is in writing.

3.4 Either Party may cancel this Agreement by giving 60 days prior written notice to the other Party. Upon receiving cancellation notice, the party receiving the cancellation notice will have the opportunity to be heard by the party serving the cancellation notice and the Parties will use their best efforts to conclude the opportunity to be heard within the 60-day period.

4 Representation of Agreement Holder

4.1 The Agreement Holder acknowledges and agrees that:

- a) it has inspected the Agreement Area, including District improvements;
- b) access to the Agreement Area is not guaranteed by the District; and
- c) it will comply with all applicable municipal, provincial, and federal legislation and regulations.
- d) It will submit a copy of their society registration and annual proof that the Agreement Holder is in good standing under the Societies Act.

Nothing in this Agreement, and no inspection performed by the District in relation to this Agreement, constitutes an inspection for the purposes of any such enactment.

4.2 The Agreement Holder acknowledges and agrees that they will ensure the following items are in place before conducting any volunteer work:

- a) Complete a risk assessment which includes, but is not limited to, for example:
 - Volunteers need to have maps of the area
 - Muster point needs to be defined
 - Emergency contacts need to be defined
 - No working alone
 - How interactions with the public will be handled (in the event they are confrontational)
 - Some basic safety procedures (First Aid kit on site, bee/wasp information, thermal awareness, etc.)

- b) Introductory orientation to all the above for volunteers
- c) A copy of the materials under 4.2.a) should be provided to the District and any updates should be provided at least annually.

5 Indemnity, Waiver, and Insurance

5.1 The Agreement Holder will indemnify and save harmless the District, its servants, employees, and agents against all losses, claims, damages, actions, costs and expenses that the District, its servants, employees, and agents may sustain, incur, suffer or be put to arising:

- a) directly from the performance of the Volunteer Services during the Term of this Agreement by the Agreement Holder, its employees, members, volunteers, and subcontractors, from breach of the obligations of this Agreement by the Agreement Holder, or
- b) the willful misconduct, gross negligence or the bad faith actions of the Agreement Holder, its employees, members, volunteers and subcontractors, except to the extent that any such loss or claim is caused or contributed to by the negligence of the District.

5.2 The Agreement Holder, at its cost, will obtain and keep in force:

- a) Minimum \$2,000,000 general liability insurance including, without limitation, coverage for the indemnity provided herein. The District shall be included as an additional insured with respect to vicarious liability which may arise from the Agreement Holder's use of the property.

5.3 The District will not be liable or responsible in any way for any personal injury that may be sustained by the Agreement Holder, its invitees, those for whom the Agreement Holder is responsible in law or any other person who may be upon, within, or under the Agreement Area, or for any loss of or damage or injury to property belonging to or in the possession of the Agreement Holder, its invitees, those for whom the Agreement Holder is responsible in law or any other person or for any matter or things of whatsoever nature or kind arising from or in connection with the Agreement Holder's use and occupation of the Agreement Area or otherwise.

6 Designated Contacts

The following representatives will be responsible for liaising between the Parties:

The Barriere Trails Society:

Name: Barriere Trails Society c/o Harry Waldron

Address: PO Box 1323, Barriere BC V0E1E0

Telephone: 604-791-3668

Email: harry.waldron@hotmail.com

The District of Barriere:

Name: Chris Matthews

Address: 4936 Barriere Town Road, PO Box 219
Barriere, BC. V0E 1E0

Telephone: 250-672-9751

Email: cmatthews@barriere.ca

7 Settlement of Disputes

7.1 Any dispute arising between the Agreement Holder and the District shall be discussed and settled between the Agreement Holders Board Representative and the District's Chief Administrative Officer (CAO). If the CAO is unable to resolve the dispute, the Agreement Holder may advance the dispute further to Council whose decision shall be final and binding.

8 SCHEDULES

8.1 The Schedules to this Agreement form part of this Agreement. In the event of a conflict between the main body of this Agreement and a Schedule, the main body of this Agreement shall prevail. This Agreement includes the following Schedules:

Schedule	Title
A	Trails Map
B	Volunteer Services

If any part of this Agreement is found to be illegal or unenforceable, that part will be considered separate and the remaining parts will be enforceable to the fullest extent permitted by law.

This Agreement may be executed by the Parties on separate copies of the Agreement which becomes complete and binding upon the latter of the two executions.

IN WITNESS WHEREOF the Parties have duly executed this Agreement as of the day and year last written below.

Signed and Delivered on behalf of the District by duly authorized representatives of the District.

Mayor

Date

Chief Administrative Officer

Date

Signed and Delivered on behalf of the **Agreement Holder** by two duly authorized representatives of the Agreement Holder.

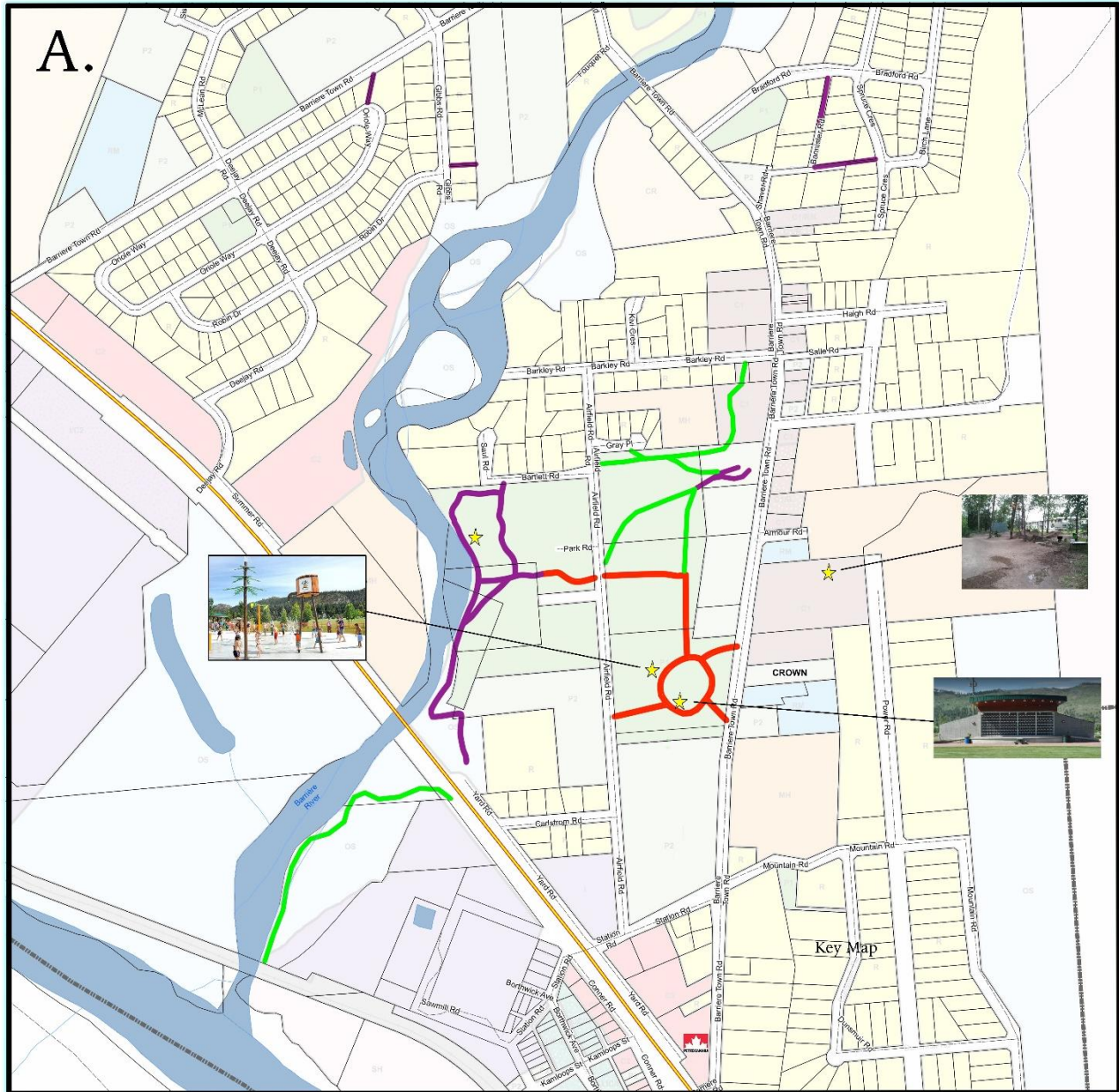
Name

Date

Name

Date

SCHEDULE A



LEGEND

- Paved Pathways
- Gravel Pathways
- Rough Boot Paths
- ★ Points of Interest

Schedule B

Volunteer Services

The Agreement Holder as a volunteer society will undertake to provide the following Volunteer Services to the District:

- Collaborate with the District on developing a working program for community trails.
- Provide the District with a yearly operational plan and list of improvements.*
- Develop a program to create and maintain Kiosks and Trail signage.*
- Review opportunities for additional trails within the community with the following goals*:
 - Are on public land or have possibility to have right of way agreements
 - Easily walkable for all age groups
 - Provide active transportation connectivity to areas of the community that currently are isolated
 - River frontage trails
- Organize and sponsor trail stewards for the maintenance and monitoring of trails.
- Publish trail promotional materials such as trails booklets, buttons, and posters.
- Promote and sponsor trails events

* Before any work is undertaken, District Staff have to approve the proposed design, workplan, signage, etc.; some of which may need to be elevated to Council to consider giving approval on an item.

The Agreement Holder is not a spokesperson of the District and may only inquire on potential right of way agreements or other potential collaborations with third parties if the District provides approval in writing for the Agreement Holder to do so beforehand.

District of Barriere

REPORT TO COUNCIL

Date: March 10, 2025	
To: Council	From: Department Heads
Re: Departmental Updates	

CORPORATE OFFICER:

General:

- The 2025 Local By-Election has now been completed. A report of the official results is included in this meeting's agenda package for information. All three voting opportunities went smoothly, including the final tally accounting after the final poll closed on Saturday, March 1st. The two successful candidates, Mayor-Elect Rob Kerslake and Councillor-Elect Brody Mosdell, will officially be sworn in at the next Council Meeting on March 24th. Past Mayor, Ward Stamer, has been invited to this upcoming meeting as well.
- The Barriere Outdoor Club / Curling Rink was able to secure grant funding for this summer's community cooling centre. Public Notice of this free service will be included as an insert in the April's utility billing along with reminders of sprinkling regulations and upcoming events including FireSmart programming.
- REMINDER: New Council photos will be taken by Ms. Monteith before the March 24th, Council Meeting, including a group photo. For those that can arrive earlier, photos can start at 4:45pm so that hopefully they can all be finished (including the group photo) before the start of the meeting at 5:30pm.

PUBLIC WORKS MANAGER:

Roads:

- 70% Load Restrictions are still in effect on local roads.
- Staff have started sweeping the Downtown core and Barriere Town Road.
- Winter roads maintenance contractor continues to patrol and maintain roads.

Parks:

- Rink is done for the season.
- Pickleball nets have been installed.
- Tree pruning is on-going throughout the parks.

Environmental Services:

- 2008 F550 dual-bin garbage truck is fully operational should it be needed.
- Staff will be purchasing 6 used dumpsters from a Kamloops firm.

Utilities:

- The approved SCADA system implementation has been contracted to Exceed Electrical. Equipment has been ordered and installation forthcoming.
- Elevated water consumption has since decreased since two air release valves were repaired that froze over the winter.

Facilities:

- Business Centre Unit #4 renovations are underway – all framing has been completed.

FIRE CHIEF:

Training:

- Search and Rescue Techniques and 1001 Testing
- Weekend training taking place March 15th – 1001 Testing – Fire Chief Assistant in town to proctor practicals for NFPA 1001

Fire Burning Permits:

- People are continuing to utilize the good weather for fire mitigation and burn permits

Fire Department Apparatus:

- All completed for Fire Department Apparatus
- Ladder Inspections

FireSmart:

- Senior Centre Lunch Ins: March 15th and April 19th
- Yard Waste Day May 24th
- CWRP: In Final Draft Stages

Weather:

- Heavy rain expected on the Coast / Vancouver Island
 - High Streamflow Advisory in South Coast and Vancouver Island
- Possible snow for Central and Northern Interior into next week (March 9th On)

CHIEF ADMINISTRATIVE OFFICER:

Finance:

- Budget process will be a primary focus for Council now that the by-election is complete. The intent is to have the budget package to Council on March 14, 2025; and hold the first workshop on March 17, 2025, at 5:30pm.
- The Finance team is currently working on finalizing 2024 yearend and audit preparations while also working on 2022 and 2023 LGDE reporting requirements for the Province.

Governance:

- Council Orientation workshop is scheduled for March 12, 2025 at 6pm.
- Agreements / Contracts:
 - Trails Stewardship Agreement – on agenda for consideration
 - Community Hall Lease Agreement – awaiting feedback from Lions Club
- Policies / Bylaws:
 - Focus will be on further Asset Management policies and Financial policies next. Once the budget process is complete.

Administration:

- Hosted an “all staff” meeting to provide an update on Council’s Strategic Plan, the related Priorities, Actions, and Goals. Also discussed Asset Management and other operational challenges and strategies.
- Supported the Election process. It was a well-run operation from Tasha, Ellen, Cori, Chris, Colleen, and everyone else that was involved. Everything was open and transparent. Kudos to the team for making it as smooth as possible.

Information Technology:

- The Mascon internet connection seems to have been stabilized by their tech support for the time being.

**submitted for information*

District of Barriere

REPORT TO COUNCIL

Request for Decision

Date: March 10, 2025	File: 530.20/Rpts
To: Council	From: Fire Chief
Re: Bush Truck Replacement – Early Budget Approval	
Recommendation: THAT Council instructs Staff to expedite the purchasing of a suitable Bush Truck in the amount not to exceed \$400,000 to be funded from _____, AND THAT the Mayor and Chief Administrative Officer be authorized to complete the procurement even if it requires sole sourcing of the item; AND THAT the expense be included in the 2025-2029 Financial Plan.	

Purpose

Fire Department's Bush Truck is currently aging and has had several issues identified with the pump, wiring and weight. The purpose of this request is for Council to consider funding and replacing the current Bush Truck.

Background

The Fire Department currently has a 2007 Ram 3500 Bush Truck in service and use for responding to wildfires, general calls, and as a second Rescue Vehicle (for Motor vehicle Incidents). This vehicle is an all around multi purpose vehicle for the department to effectively respond to a variety of calls.

Over the last few years, The District of Barriere has had to complete multiple different types of maintenance on this vehicle and this vehicle has seen failure on wildfire events and emergency scenes, including refusing to turn back on while on scene at a wildfire event. The three main issues identified have been:

The pump for this vehicle is fire service rated – however the connections and set up are not. This means that the pump needs to work harder to produce its expected output – which will result in more wear and tear, use more fuel and essentially cost more in replacing the pump more frequently. (approximate repair cost to replace the parts is \$10,000)

Weight restrictions: The current Gross Vehicle Weight Rating for this vehicle is 5670kg (or 12,474lbs). It is currently sitting at 6080kg (or 13,376). This means the vehicle is 410kg (902lbs) overweight with only 2 firefighters in it. This vehicle is typically required to carry 3-4 passengers. The water in the truck has been reduced to half capacity to ensure it is within legal weight. However, this creates other risks and reduces the effectiveness of the vehicle when responding to wildfire or other fire events. As a note, the initial attack is critical and the more amount of water is available from the start directly correlates to limiting the spread of the fire.

As a note, commonly, the most ordered and purchased Bush Truck is at minimum a 5500/550, this allows for maximum weight capacity and allows the vehicle to carry all necessary equipment.

Wiring: This vehicle has not been properly equipped to maintain the amount of electrical current it draws. This has resulted in complications from the alternator and has been in to the mechanics shop 3 times since 2021 for this issue. In addition to this, fuses needed to be replaced annually on the vehicle. The amount of electrical that this vehicle requires, is not sufficient to supply radios, emergency lights, pump etc.

The approximate costs to re-wire the truck and to replace the necessary parts are approximately \$15,000.

CURRENT FIRE DEPARTMENT FLEET

Currently, the Fire Department has the following **active** apparatus in their fleet. Please note, the Fire Underwriter Survey (FUS), dictates the useable life for certain fire department equipment. Falling out of line with the FUS requirements will have a direct impact on home insurance premiums for residential and commercial properties alike. For the District, these items are Engine 2, Engine 3, and the Water Tender.

2007 Ram 3500 (Bush Truck) – approximate replacement cost \$400,000

- Diesel
- 300 Gallons of water (Currently running at 50% water capacity as GVWR is 1000lbs over when tank is)
- Main use: Wildland Fires, Rapid Attack Truck
- Used as a secondary Rescue Truck
- Used in areas with long, steep driveways to ensure an Engine can make it through the area without damage
- Used for FireSmart Assessments and Commercial Business Inspections
- Pros: Most versatile truck, allows easy access to FSR, tight spaces, fields etc.

2016 International (Water Tender) – estimated cost by the time of replacement in 2035 \$750,000

- Recommended to be replaced at 15 to 20 years (2030 or 2035)
- Diesel
- Used as a vehicle to move water back and forth to an emergency
- 1600gallons of water
- Hydraulic Pump (not fire-service rated)

2021 Freightliner (Engine 2) – estimated cost by the time of replacement in 2046 \$1,500,000

- Replacement recommended in 15 years
- Diesel
- Primary structure firefighting apparatus or event

2006 Freightliner (Engine 3) – estimated cost by the time of replacement in 2030 \$1,000,000

- Replacement recommended in 2026 – an age extension can be requested to extend the life of the vehicle, staff expect to be able to get 3-4 years out of this extension, with a replacement Engine required no later than 2030
- Diesel
- Second In fire apparatus
- Main apparatus to deploy to Rural Rescue

** The Engines can both be switched as the primary Engine – meaning that by replacing E3, we can extend the life of Engine 2. One primary Engine must be within 15 years and the secondary Engine must be within 20 years per FUS. Both numbers are eligible for extensions of up to 5 years, however, must be tested yearly and pass an inspection, and if the inspection fails, the Engine must be replaced within 6 months, which will be challenging to accomplish as the wait times for engines is roughly 18-24 months currently.

BUSH TRUCK HISTORY

The Bush Truck was purchased in 2008 from the USA. This truck was bought and reconfigured with compartments, a water tank and a water pump and was outfitted to be used as a 'Rapid Attack Truck' with forestry fittings.

During the Wildfires in 2021, this truck failed on the fireground, dying while a crew was leaving a major event in Vernon. The issue was found to be a fried connection to the alternator.

Two years ago, a significant amount of work was completed on the Bush Truck. This included electrical work, a new pump, and inspections. Even after this work was completed, a failure for the pump occurred in 2023 during the Donnie Creek Fire. Crews adapted by installing a Wateraxe pump on the top of the apparatus to draw out water to use in firefighting efforts.

The night switch for this vehicle was serviced again in January of 2025 after failing three times at an emergency event.

IMPORTANCE OF BUSH TRUCK

Barriere is surrounded by the Wildland Urban Interface (WUI). (A WUI is the area where human development meets the natural environment). This is a zone where wildfires can have a devastating impact on communities: Barriere currently sits at a Risk Class of 1 (the most extreme rating for the WUI).

Engines and Tenders have the capacity to travel on commonly maintained roads, but a Bush Truck can move more freely through fields and back roads to 'meet' a fire instead of waiting for it to come to a structure.

A Bush Truck is not a requirement for a municipal fire department and does not affect insurance gradings through the FUS. That being said, many rural departments utilize Bush Trucks because of their adaptability, moveability, quick deployment options and versatility. In mountainous areas, areas where FSR's are present and areas that are subject to lots of grass/interface and landscape fires are present, Bush Trucks are utilized significantly.

With 70% of our Fire Protection Boundary being rural residents, the densification of some urban areas, and multiple properties displaying more of a 'rural' aesthetic even within town boundaries (Leonie, Birch, Spruce, Barkley etc), the importance of a Bush Truck is essential in the area to allow for a rapid and quick knock down of fire events within the district and Fire Protection Boundary.

The Bush Truck has been deployed to over 272 landscape and grass fires and illegal burns. This does not include MVI's, Rural Rescues, wildfire deployments or structure fires.

In addition to these events, the Bush Truck has been used in the past year as a 'FireSmart Assessment' vehicle (in addition to emergency incidents) to allow for use of the equipment off the vehicle (ladders to access roofs). This vehicle is also utilized for Commercial Business Inspections. The Bush Truck is utilized as a 'Command' vehicle to scope out fires in 'hard to access areas,' including steep driveways, over bridges, on FSR's and smaller events like a 'line down.' In addition to these, this vehicle is utilized to get firefighters from the firehall to the fire ground, or to send a firefighter with SCBA bottles to refill them with air during a major structural event when a Tender or Engine can not leave.

Although this vehicle is not mandatory through the FUS or the Office of Fire Commissioner, this apparatus has been a crucial and integral part of the Fire Department thus far.

INTERAGENCY AGREEMENT

Our Fire Rescue team is eligible to be deployed to wildfire events through the Provincial Interagency Agreement with the Office of the Fire Commissioner and BC Wildfire Service.

A Bush Truck is one of the highest requested apparatuses that Barriere has been called for. Previous Chiefs estimated that we have rejected around 10 deployments over the last 4 years (for various reasons).

The following is a breakdown of the 5 types of Bush Trucks (referred to as wildland in the table) that can be requested by BCWS under the agreement.

Engine Minimum Requirements

Engine Type	Staff / crew	Tank Size USG	Pump USGPM	Pump PSI	Pump & Roll	Ladders	Master Stream	2.5" hose	1.5" hose	¾" hose
Type 1 (structure)	4	300	1000	150	No	Yes per NFPA 1901	Yes	1200' BAT	500' NPSH or QC	200' GHT
Type 2 (structure)	4	300	500	150	No	Yes per NFPA 1901	No	1000' BAT	500' NPSH or QC	200' GHT
Type 3 (wildland)	3	500	150	250	Yes	No	No	No	1000' NPSH or QC	500' GHT
Type 4 (wildland)	3	750	50	100	Yes	No	No	No	300' NPSH or QC	300' GHT
Type 5 (wildland)	3	400	50	100	Yes	No	No	No	300' NPSH or QC	300' GHT
Type 6 (wildland)	3	150	50	100	Yes	No	No	No	300' NPSH or QC	300' GHT
Type 7 (wildland)	2	50	10	100	Yes	No	No	No	No	200' GHT

REVENUE GENERATED

The Bush Truck has been deployed through the previously mentioned Interagency Agreement on several occasions, with the two largest years of revenue being 2021 and 2023 (specific to only Bush Truck – the amount below does not include other engines and tenders deployed).

Revenue generated from 2021 and 2023 was \$357,620.00 from the Bush Truck.

Below is a table explaining the hourly rate the trucks can make on a deployment:

Structure Engine, Type 1, all found	\$676/hr
Structure Engine, Type 2, all found	\$567/hr
Truck Company, Type 1, all found	\$938/hr
Truck Company, Type 2, all found	\$807/hr
Water Tender, Support Type 1, all found	\$419/hr
Water Tender, Support Type 2, all found	\$341/hr
Water Tender, Support Type 3, all found	\$319/hr
Water Tender, Tactical Type 1, all found	\$419/hr
Water Tender, Tactical Type 2, all found	\$352/hr
Wildland Engine, Type 3, all found	\$536/hr
Wildland Engine, Type 4, all found	\$412/hr
Wildland Engine, Type 5, all found	\$395/hr
Wildland Engine, Type 6, all found	\$363/hr
Wildland Engine, Type 7, all found	\$238/hr

Figure 2: Figure 1: Pulled directly from the Memorandum of Agreement for Interagency Operational Procedures and Reimbursement Rates document, available online through the provincial government website.

The current Bush Truck has been deployed as a 'Type 6' Wildland truck, and can make \$363/hr. This is an all-found rate, and wages to firefighters and staff are paid out of this hourly amount. After pulling wages from this rate, \$211 per hour is actual revenue for the District of Barriere.

Other Potential Risks

Besides not being able to respond to incidents, the following risks are also apparent if operating a vehicle over the maximum allowable weight:

- Insurance would become void if an accident occurs and the vehicle is found to be overweight
 - o It should be noted, that if an accident should occur and the vehicle is found to be overweight, the District of Barriere would be liable for 100% of all costs and accident-related expenses
- CVSE will issue a fine for the vehicle if it is found overweight
- All insurance will become void
- The fine can affect the Transport Canada Licensing for the District of Barriere

Additional Overweight Risks:

- Increased likelihood of accidents
- Breaking failure
- Damage to roads
- Steering difficulty
- Additional wear and tear to the vehicle (possibly including additional downtime in vehicle)
- Increased fuel consumption
- Likelihood of void insurance
- Loss of license to driver

Water at half capacity risks:

- Allows water to move more freely and can affect steering, brake handling, and control of the vehicle while it is in motion

Removing Compartments and Necessary Equipment Risks:

- Not having enough tools and equipment to extinguish a fire putting firefighters, exposures and assets at risk

FINANCIALS (BORROWING & PURCHASING)

The primary option would be to replace the current Bush Truck. By removing some heavy components, the current truck may be an acceptable vehicle for continued light duty use for a few additional years while serving for lower priority tasks such as FireSmart Inspections, Commercial Business Inspections, Command Vehicle, and a transport vehicle.

COST:

Staff have approached several different companies that make Bush Trucks in both Canada and the USA to gain an understanding of replacement costs and turnaround times for a Bush Truck if Council choose to replace this apparatus. Below are the highlights of these conversations:

- To build a new Bush Truck specific to the needs of the department, a 32-month waiting period is expected. During that build time, the price of the vehicle can fluctuate depending on the cost of material (quotes cannot be guaranteed)
- Stock models are available and range from a price around \$300,000 to \$400,000
 - Stock models around \$300,000 mark do not have accurate storage for the department's needs and would need to have funds allocated to reconfigure the vehicle after market

TARIFFS

After the threat of tariffs in January, staff investigated the estimated cost increases within the Fire Department. Thankfully, the District purchases the majority of the fire department specific equipment from Canadian suppliers, and a large amount of items purchased are made in Canada. Unfortunately, 90% of the materials used for the equipment comes from the USA. If tariffs move ahead (and reciprocal tariffs are implemented by Canada), we will be looking at a significant increase for the replacement of a Bush Truck. US leadership has indicated that these tariffs would take place as early as March 4, 2025. Canadian tariffs on US imports that are in effect immediately are not expected to be focused on major vehicle components; however, Canada has indicated that they would look at further products to be taxed within a 2-3 week timeframe.

FINANCING

Vehicles are required to be funded to 100% upfront if buying stock, and 90% upfront if a new build is being manufactured.

There are three options of purchasing a new Bush Truck if Council approves the request to move forward with this replacement:


Use of Reserves:

- Utilize reserves to fully purchase a new Bush Truck. Between the Highway Rescue, Fire Department, and Wildfire reserves, there are enough reserve funds; however, this would leave only roughly \$100,000 in reserve currently dedicated to the Fire Department.
- Utilizing reserves will have no immediate impact on taxation to our taxpayers; however, the reserves will have to be rebuilt over the coming years to fund the upcoming replacements of the \$1,000,000 (estimate) Engine 3 as well as an expansion to the current fire hall or construction of an entirely new hall. The cost of a new hall could easily reach \$2,000,000.

Utilizing Financing and Reserves





- This could allow for a smaller loan, with an upfront payment coming from reserves. This could be a mix of \$200,000 in cash from reserves, and \$200,000 financed over 5 years
- See optional scenarios for \$150,000 and \$200,000 financed over 5 years below
- This option would only use some of the reserves, allowing for funding to remain for other larger projects (Engine 3, Fire Hall, etc.) However, an estimated \$33,000 to \$44,000 would be needed annually to fund the interest and principal payments, which would most likely need to be funded from taxation. (3.25% to 4.5% tax increase).
- Any revenue from wildfire contracts could directly be applied to the principal owing to reducing the overall term and could allow for a payoff a few years ahead of schedule.

Payment	Amount
Loan Amount @	<input type="text" value="\$200,000"/>
Payment Frequency @	<input type="text" value="Monthly"/>
Loan Term @	<input type="text" value="5 years"/>
Interest Rate @	<input type="text" value="3.77 %"/>




Loan Payment:
\$3,662.58

Total interest over term: @ \$19,754.95
Total payment amount: @ \$219,754.95

 View graph  View report  Print results  Save/Share results





\$200,000 over 5 years.

Payment	Amount
Loan Amount @	<input type="text" value="\$150,000"/>
Payment Frequency @	<input type="text" value="Monthly"/>
Loan Term @	<input type="text" value="5 years"/>
Interest Rate @	<input type="text" value="3.77 %"/>



Loan Payment:
\$2,746.94






Total interest over term: @ \$14,816.15
Total payment amount: @ \$164,816.15

 View graph  View report  Print results  Save/Share results

\$150,000 over 5 years.

Financing through the Municipal Finance Authority (MFA) of BC.

- Below is also the estimated summary for a possible loan of \$400,000 to purchase a new or used Bush Truck
- Any loan lasting longer than 5 years will require electoral approval.
- This option would allow for all reserve funds to remain for future projects
- The annual impact on ratepayers under this scenario would be \$88,000 or 8.8% taxation
- As mentioned above, the revenues for wildfire contract could also be applied to reduce the total length of the term.

Payment	Amount
Loan Amount @	\$400,000
Payment Frequency @	Monthly
Loan Term @	5 years
Interest Rate @	3.77 %
	
Loan Payment:	
\$7,325.16	
Total interest over term: @	\$39,509.90
Total payment amount: @	\$439,509.90
 View graph	 View report
 Print results	 Save/Share results

\$400,000 over 5 years

Quick Facts about financing:

- Lump Sum payments are accepted with no additional penalties to the District of Barriere.
- The maximum length of a loan could be 25 years (renewable every 5 years), but would require electoral approval if the loan lasts longer than 5 years.
- The interest rate is variable (currently sitting at 3.77%) but the loans have fixed monthly payments, subject to reset every 5 years for longer loans (or unless paid off sooner).

Options:

1. Status Quo

Remains as is, without reallocation of funds for a new Bush Truck.

Outcome: Operate a Bush Truck with water at half capacity and do the best we can with the equipment we have. This carries some risk as there is a high likelihood that the current Bush Truck will continue to fail as the components on the truck are incompatible to the use. Also, the truck has been under heavier than designed use for the majority of its 18-year lifespan. Other rural departments generally budget to replace their Bush Trucks within a 15–20-year window under normal use.

2. Reduce the Fleet Permanently

Outcome: Reduce the current Fire Department Fleet and remove the Bush Truck from service entirely. Although this is an option, this would reduce the service levels and the response options for fighting wildland fires. There would be no impact on residential and commercial insurance rates; however, there is a potential for reputational risk if the District reduces the wildfire fighting capabilities in a high risk for wildfire zone.

3. Reduce the Fleet Temporarily

Outcome: Temporarily remove the Bush Truck from service and re-assess purchasing a new truck in future years. Same outcomes as listed above under 2.; however, if the intent is to purchase a new truck in a year or two, the costs will most likely have increased by any tariff amount plus any additional inflationary costs. Please note, the fire service generally sees cost increases of at least 5% annually.

4. Purchase

Outcome: Purchase a Bush Truck for the Fire Department at this time. This would most likely be a stock item and some adjustments would need to be made to accommodate the tools and equipment currently used by our crew. Staff may consider purchasing a slightly used version as well. The maximum estimate for a new bush truck is \$400,000.

Summary

At this time, from a technical point and considering all the various risk factors, Staff is recommending the purchase of a new bush truck as per option 4 above.

Strategic Impact

The 2025 Strategic Plan of Council includes these priorities that relate to this report:

- Implement an Organizational Asset Management Program
- Create Opportunities for Community Growth
- General Governance and Community Engagement
- Develop a Strategy to mitigate cost increases and downloading pressures

Risk Assessment

Compliance: WorkSafe BC legislation, ICBC, CVSE, Provincial Interagency Agreement with the Office of the Fire Commissioner and BC Wildfire Service, Mutual Aid Agreement with TNRD.

Risk Impact: Medium to High – The current Bush Truck is one of the most utilized vehicles in the Fire Department Fleet for both emergencies and non-emergency events. This vehicle is one of the most versatile pieces of equipment given its size and the geographical area of Barriere and its properties within the Fire Protection Boundaries. Potentially not replacing the truck or reducing the service levels by reducing the truck would be considered High Risk with the addition for potentially high reputational risk.

Internal Control Process: Staff would follow standard processes searching for and procuring a Bush Truck sufficient for the Fire Department's needs while also expediting the purchasing to ensure that the least amount of tariff impacts the organization. For expediency, it is recommended for Council to delegate potential sole sourcing authority to the Mayor and CAO.

Next Steps / Communication

- If approved, Staff to search for Bush Trucks within the assigned budget
- Staff will use the chosen purchasing option by Council

Attachments

- Current Bush Truck Pictures

Recommendation

THAT Council instructs Staff to expedite the purchasing of a suitable Bush Truck in the amount not to exceed \$400,000 to be funded from _____, AND THAT the Mayor and Chief Administrative Officer be authorized to complete the procurement even if it requires sole sourcing of the item; AND THAT the expense be included in the 2025-2029 Financial Plan.

Alternative Options

1. Council could choose another option as provided in the report.

Prepared by: A. Hovenkamp, Fire Chief

Reviewed by: D. Drexler, CAO

Bush Truck - Pictures



District of Barriere

REPORT TO COUNCIL

Memorandum

Date: March 10, 2025	File: 530.20/Rpts
To: Council	From: Chief Administrative Officer
Re: 2024 Yearend Financial Summary	

Purpose

To provide Council with an update on 2024 Yearend Financials.

Background

The below financial reports are based on available information up until mid-February, and consist of operating revenues and expenditures (which includes capital expenditures) for General Operations and the Utilities.

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

Now that the 2023 audit is behind us, staff have started to review and reconcile 2024 accounts as much as possible. Some of the values presented in this memorandum may not be 100% accurate; however, they reflect the current values in the financial software package and all material entries should be complete now.

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

General Notes on Operating and Utilities Budgets

- Although the overall taxes billed in 2024 are over \$2.360 Million; the actual District portion was only \$1.060Million.
- At this point, the District has submitted all of the other taxing authorities' amounts as required.
- The District's budget mixes operational budgets with capital budgets which does impact how expenses for such projects are displayed. This often creates inconsistencies (large fluctuations) when looking at year-over-year variances in the operating budget, and simultaneously can impact forecasts for future budgeting processes. The auditor is highly recommending to separate capital and operating budgets for 2025 and going forward.

Operating Revenue

Revenue				
	Approved Budget	Actuals	Variance	% of Budget
Taxes	\$ 2,385,308	\$ 2,364,861	\$ 20,446	99%
Grants in Lieu of Taxes	\$ 38,308	\$ 39,906	-\$ 1,598	104%
Sales of Service	\$ 275,161	\$ 297,585	-\$ 22,424	108%
Revenue from Own Source	\$ 202,792	\$ 192,383	\$ 10,409	95%
Transfer from Other Gov't	\$ 743,596	\$ 469,900	\$ 273,696	63%
Grants	\$ 799,951	\$ 934,318	-\$ 134,367	117%
Contract with Other Gov't	\$ 91,693	\$ 59,885	\$ 31,808	65%
	\$ 4,536,807	\$ 4,358,838	\$ 177,969	96%

Operating Revenue Highlights:

- Although the District sent invoices for all Property **Taxes** in June, the current outstanding amounts are:
 - \$224,768 outstanding for 2024 taxes (arrears)
 - \$121,498 outstanding for 2023 and prior taxes (delinquent)

Taxes also include other taxing authorities.

- Sales of Service** (Street Lighting and Solid Waste) are above budget, mainly from solid waste.
- Revenue from Own Sources** is slightly below budget. A full year of Revenue for the Barriere Business Center (BBC) was included in the budget, however, the BBC was only open for 7 months, as such, there was a shortfall in anticipated revenue.
- Revenue from Other Government** is below budget. A large component was the delay in the Audit process which causes a delay in the transfer of roughly \$150,000 for the Community Works Fund. These amounts will be transferred to the District in the coming months but will most likely not be captured as part of 2024. This section also included revenue destined for the Legislative Housing (LGHI) changes that the Province provided; however, the actuals were recorded under the **Grants** section. As such, each category would show a variance of roughly \$158,600.
- Grants** is trending higher as it shows the aforementioned LGHI additional revenue although not having a budgeted amount in the 2024 Financial Plan.
- Contract with other Local Government** is trending \$32,000 below budget. This category includes Provincial Fire Service and Highway Rescue revenue. The anticipated revenue amount for call-outs was substantially below the actual call-outs.

Operating Expenses

Expenses				
	Approved Budget	Actual	Variance	% of Budget
Legislative	\$ 103,957	\$ 110,892	-\$ 6,935	107%
General Govt	\$ 690,070	\$ 877,984	-\$ 187,914	127%
Facilities	\$ 130,260	\$ 137,238	-\$ 6,978	105%
Recreation	\$ 75,160	\$ 54,218	\$ 20,942	72%
Grant Programs	\$ 731,123	\$ 965,528	-\$ 234,405	132%
Highway Rescue	\$ 6,700	\$ 1,789	\$ 4,911	27%
Fire Services	\$ 232,449	\$ 259,307	-\$ 26,859	112%
Bylaw Enforcement	\$ 2,649	\$ 99	\$ 2,551	4%
Fleet and Equipment	\$ 61,120	\$ 52,119	\$ 9,001	85%
Roads Services	\$ 495,655	\$ 444,458	\$ 51,197	90%
Solid Waste	\$ 175,124	\$ 159,727	\$ 15,397	91%
Development-Building	\$ 29,930	\$ 22,773	\$ 7,157	76%
Development-Planning Zoning	\$ 3,938	\$ 6,147	-\$ 2,209	156%
Development-Subdivision	\$ 6,200	\$ 7,370	-\$ 1,170	119%
Development-Economic	\$ 175	\$ -	\$ 175	0%
Parks	\$ 135,938	\$ 148,022	-\$ 12,084	109%
Cemetery	\$ 11,184	\$ 4,280	\$ 6,903	38%
Taxes Paid to Other Gov't	\$ 1,361,421	\$ 1,342,008	\$ 19,413	99%
	\$ 4,253,051	\$ 4,593,958	-\$ 340,906	108%

Operating Expense Highlights

- **Legislative:** Slight overage as additional members of Council went to UBCM
- **General Government:** overages were anticipated and are due to the Audit expense (\$80,000+), additional finance support from a contractor (\$80,000+), legal and professional costs, CAO and CFO moving expenses, etc.
- **Facilities:** overage due to expenses related to the Barriere Business Center (BBC)
- **Recreation:** Cost savings due to a leave of absence
- **Grant Program:** This includes a variety of different grants that are either capital or operating related. The main variance was the BBC construction (\$151,000+), and grants that were provided to the District after the budget was concluded (FireSmart, Interior Savings for the BBC, 2023 Participaction, etc.). Some grants were also received in prior years, yet expensed this year, which makes the representations above inconsistent.
- **Highway Rescue:** not as many call-outs
- **Fire Service:** additional vehicle repairs and tool replacements were needed
- **Fleet and Equipment:** some savings due to in-house repair work
- **Roads Service:** focus was more on Parks in 2024 and less on Roads for wages
- **Solid Waste:** some cost savings operationally
- **Building Inspection:** Reduced milage and workshop costs
- **Planning/Zoning/Subdivision:** additional consultant work was needed regarding various development opportunities
- **Parks:** operational staffing focus was more on Parks than Roads
- **Cemetery:** reduced needs

Utilities

Utilities Revenue				
	Approved Budget	Actuals	Variance	% of Budget
Water Rev	\$ 930,244	\$ 917,382	-\$ 12,862	99%
Wastewater Rev	\$ 250,592	\$ 238,403	-\$ 12,189	95%
	\$ 1,180,836	\$ 1,155,785	-\$ 25,051	98%

Utilities Expenses				
	Approved Budget	Actuals	Variance	% of Budget
Water Exp	\$ 930,244	\$ 1,109,281	-\$ 179,037	119%
Wastewater Exp	\$ 250,592	\$ 193,867	\$ 56,726	77%
	\$ 1,180,836	\$ 1,303,148	-\$ 122,311	110%

Totals				
		Actuals		
Water		-\$ 191,899		
Wastewater		\$ 44,536		
		-\$ 147,363		

Utilities Highlights

- These numbers are highly skewed as they include capital projects, related reserve transfers, etc.
- Although the District invoiced the full utility billing amounts, unpaid utility bills in the amount of roughly \$45,000 were rolled over to property taxation.
- The large variance in the Water expense category is due to the Louis Creek Industrial Park (LCIP) reservoir which was roughly \$179,000 over budget. Council did approve additional transfers from reserve in the fall of 2024 to cover those additional costs.
- Once this is all taken into account, there was still a shortfall of roughly \$13,000 for water; however, the wastewater utility was positive by \$44,534; so overall a roughly \$31,000 surplus between the utilities.
- Some year-end reserve and surplus transfers will still be needed to balance these accounts, transfer unused capital funding back to capital reserves, and utilize accumulated surplus to balance the operating accounts.

Auditor Recommendations

As the 2023 audit highlighted several challenges, we've been working with the auditors to have a defined list of items that should be cleaned up to create some efficiencies and streamlining of certain processes. Here are some of those recommendations that are achievable over the next 2 years:

- Removing the Capital expenses from the Operating budget.
- Regular reconciliation of key accounts (at least quarterly)
- Consolidating the surplus accounts and cleaning up the reserve accounts
- Create a Tangible Capital Assets (TCA) policy and update the related amortization schedules.

2024 Actuals without Capital, Operational Grants, and other Taxing Authorities - Example

Revenue	without other Taxes			
	Approved Budget	Actuals	Variance	% of Budget
Taxes	\$ 1,062,195	\$ 1,062,760	-\$ 565	-100%
Grants in Lieu of Taxes	\$ 38,308	\$ 39,906	-\$ 1,598	104%
Sales of Service	\$ 275,161	\$ 297,585	-\$ 22,424	108%
Revenue from Own Source	\$ 202,792	\$ 192,383	\$ 10,409	95%
Transfer from Other Gov't	\$ 585,000	\$ 469,900	\$ 115,100	80%
Contract with Other Gov't	\$ 91,693	\$ 59,885	\$ 31,808	65%
	\$ 2,255,148	\$ 2,122,419	\$ 132,729	94%

Expenses				
	Approved Budget	Actual	Variance	% of Budget
Legislative	\$ 103,957	\$ 110,892	-\$ 6,935	107%
General Govt	\$ 690,070	\$ 877,984	-\$ 187,914	127%
Facilities	\$ 130,260	\$ 137,238	-\$ 6,978	105%
Recreation	\$ 75,160	\$ 54,218	\$ 20,942	72%
Highway Rescue	\$ 6,700	\$ 1,789	\$ 4,911	27%
Fire Services	\$ 232,449	\$ 259,307	-\$ 26,859	112%
Bylaw Enforcement	\$ 2,649	\$ 99	\$ 2,551	4%
Fleet and Equipment	\$ 61,120	\$ 52,119	\$ 9,001	85%
Roads Services	\$ 495,655	\$ 444,458	\$ 51,197	90%
Solid Waste	\$ 175,124	\$ 159,727	\$ 15,397	91%
Development-Building	\$ 29,930	\$ 22,773	\$ 7,157	76%
Development-Planning Zoning	\$ 3,938	\$ 6,147	-\$ 2,209	156%
Development-Subdivision	\$ 6,200	\$ 7,370	-\$ 1,170	119%
Development-Economic	\$ 175	\$ -	\$ 175	0%
Parks	\$ 135,938	\$ 148,022	-\$ 12,084	109%
Cemetery	\$ 11,184	\$ 4,280	\$ 6,903	38%
	\$ 2,160,508	\$ 2,286,422	-\$ 125,914	106%

- The above tables are created without any capital projects, without any grants, and without any amounts for other taxing authorities to provide a cleaner look at the District's operations.
- The District had reduced revenue of roughly \$138,000; however, an additional roughly \$140,000 is expected as part of the Community Works Fund (formerly Gas Tax), now that the 2023 Audit is complete. So, we're on track on revenue. (Note: the tax amounts were billed, not necessarily received.)
- On Expenses we had roughly \$126,000 additional expenses in 2024; please see the notes earlier in the report for a detailed explanation.
- Looking at the Income Summary of Revenue minus Expenses:
 $\$2,122,419 - \$2,286,422 = -\$164,003$
 So, a deficit for the year of roughly \$164,000. Even though the Community Works funding will be recorded in 2025 as additional revenue, we still have to work on adjusting the budget based on the total shortfall in 2024.

Next Steps

- Staff is working on determining exact transfer amounts to balance the various capital and operational budgets from reserve and surplus accounts which will be presented at a future meeting.
 - Staff is also working on any outstanding capital and operating grant related funding balances and to ensure that they are moved forward to the 2025 Financial Plan.
-

Attachments

- N/A

Prepared by:
D. Drexler, Chief Administrative Officer

February 28, 2025

File: 0530-003/0400-60

Via Email

UBCM Member Municipalities

Dear UBCM Members:

Re: Support for Resolution

I am writing on behalf of Abbotsford City Council, requesting favourable consideration and resolutions of support for our proposed UBCM Resolution for Infrastructure Support for Specified Municipalities – Housing Supply Act at the upcoming LMLGA Convention, in advance of the UBCM Convention this fall.

At the February 25, 2025 Council Meeting, City Council approved the following resolution:

WHEREAS the Government of BC introduced the *Housing Supply Act* in 2023 and has since required multiple “specified” municipalities to review and update their zoning bylaws by December 31, 2025, to permit increased density in-line with government mandated housing targets;

AND WHEREAS the increased housing density requirements for these specified municipalities places undue financial pressure on those local governments due to the corresponding infrastructure upscaling requirements;

THEREFORE, BE IT RESOLVED that the Union of BC Municipalities work with the Government of BC to establish and provide long-term, stable and predictable infrastructure funding for municipalities to address these challenges.

We look forward to, and appreciate your support on this matter.

Sincerely,



Ross Siemens
Mayor

c. Council members
Peter Sparanese, City Manager



DISTRICT OF BARRIERE

**DECLARATION OF OFFICIAL ELECTION RESULTS
LOCAL BY- ELECTION - 2025 COUNCIL**

I, **Tasha Buchanan**, Chief Election Officer, do hereby declare elected the following candidates, who received the highest number of valid votes for the office for the office of

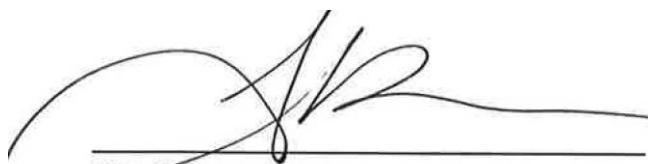
MAYOR: 1. Rob Kerslake

and for the office of

COUNCILLOR: 1. Brody Mosdell

Dated at the District of Barriere, BC

this 3rd day of March, 2025.



Chief Election Officer

DISTRICT OF BARRIERE
DETERMINATION OF OFFICIAL ELECTION RESULTS
LOCAL BY-ELECTION – [2025]



MAYOR	HUMPHREYS	KERSLAKE
Advance Voting Opportunity: February 15, 2025 The Ridge	0	55
Advance Voting Opportunity: February 19, 2025 The Ridge	4	97
General Voting Day March 1, 2025 The Ridge	20	301
TOTAL NUMBER OF VOTES	24	453
ELECTED		X

COUNCILLOR	BOYLAN	FORTIN	GEORGE	MOSDELL
Advance Voting Opportunity: February 15, 2025 The Ridge	7	9	1	38
Advance Voting Opportunity: February 19, 2025 The Ridge	12	19	2	68
General Voting Day March 1, 2025 The Ridge	48	86	28	154
TOTAL NUMBER OF VOTES	67	114	31	260
ELECTED				X

This determination of official election results was made by the Chief Election Officer on March 3, 2025 and is based on ballot accounts as amended or prepared by the Chief Election Officer.


 Chief Election Officer

STRATEGIC PLAN 2025



The BC Road Builders & Heavy Construction Association is the recognized advocate for investment in resilient core infrastructure that creates economic growth, strong communities and a sustainable environment.



100,000+

Member Employees In
BC Communities

47,000

KM of
BC Highway

4,980

Bridges
Connecting

75,000+

Pieces of
Construction Equipment

GOAL ONE:

Increase Investment in Resilient and Sustainable Infrastructure

→ ADVOCATING FOR PREDICTABLE AND CONSISTENT INFRASTRUCTURE INVESTMENT

Working collaboratively with owners, we will identify the benefits of ongoing investment to support future needs of BC.

- Through the board and committee structure, we will advocate for owners ensuring predictable and consistent infrastructure investment, from small to major projects in order to support sustained growth within the construction industry.
- Educate the public and stakeholders on the benefits of infrastructure investment and the need for environmentally sustainable construction to meet the needs of growing our economy and communities.

→ ADVOCATING FOR EFFECTIVE PROCUREMENT

We will provide informed and trusted advice to owners on all aspects of procurement to ensure consistent and effective project delivery.

- Participate in meaningful discussions with owners to improve procurement practices that provide best value for owners and encourage innovative approaches.
- Engage with owners to refine and define Indigenous procurement practices to support Indigenous communities, including economic reconciliation and opportunities.
- Educate owners on the impacts of tariffs and develop mechanisms to ensure risk is shared appropriately.

→ ADVOCATING FOR EFFICIENT PROJECT DELIVERY

We will work with owners and stakeholders to identify project delivery opportunities. We will advocate for practical and executable solutions to ensure projects are delivered in a timely and efficient manner.

- Through a committee structure, we will proactively work to reduce bureaucratic procedures, regulations and red tape to mitigate project delays, cost uncertainty, and increased claims.
- The Culture for Success is a proven set of relationship guidelines developed by the BC Road Builders and MoTT for the highway maintenance sector. We will work with government officials and other owners for successful industry-wide implementation of these and other collaborative project delivery principles.



Among Construction companies, private developers and municipalities follow the Ministry of Transportation and Transit as the top revenue sources. MoTT contributed 27% of Construction companies 2024 revenue, followed by private developers at 20%, and municipalities at 19%. (BCRB 2024 Membership Survey)

GOAL TWO:

Grow and Maintain a Robust, Safe, and Inclusive Workforce

→ ATTRACTING AND RETAINING TALENT

The Association will grow the industry by delivering engagement tools and programs to attract talent and diversify the workforce.

- Implement targeted initiatives and media campaigns to promote career opportunities within the industry.
- Continue the Association's scholarship programs to attract more young people to the industry, including the [Betty Spalton Scholarship](#) and [Jack and Gillian Linington Scholarship](#).
- Promote diversity, equity, and inclusivity with a focus on engaging underrepresented groups, including building on the success of the Women in Road Building initiative.

→ BUILDING EFFECTIVE CAREER DEVELOPMENT

We will support and promote existing programs and develop new training initiatives that ensure our workforce has the necessary skills for today and for the future of our industry.

- Continue the province-wide [RoadShow](#) simulator training program that will promote [career opportunities](#) within the industry.
- Promote and support the attraction of youth with the expansion of the [Honour the Work](#) and the [Heavy Equipment Operator Programs](#) and other initiatives to school districts in the province.
- Continue our commitment to our members' Indigenous cultural competency by providing opportunities for education and engagement.

→ PROMOTING AND SUPPORTING WORKER HEALTH AND SAFETY

Working with industry partners, we will promote health and safety programs and ensure resources are available to member companies, including mental health and addiction support.

- Provide mental health resources for the industry via the [BCRB Mental Wellness Program](#).
- Promote and educate the Association members on the [Group Benefits Plan](#).
- Promote [RoadReadyBC](#), British Columbia's new online, leading safety-awareness program, designed to elevate job site safety in the road building and highway maintenance sector.



5.9% of the population in British Columbia identify as Indigenous (Statistics Canada, 2016).
11% of the employees working in the B.C. Highway Maintenance sector identify as Indigenous (BCRB&HCA Membership Survey, 2023).



GOAL THREE:

Lead an Innovative, Informed, and Sustainable Industry

→ LEADING INDUSTRY INNOVATION

We are leaders in driving industry-wide innovation and will continue to work with owners to implement sustainable practices to build and maintain resilient infrastructure.

- Update the [Good Roads Cost Less](#) white paper with the latest survey data and share it with relevant stakeholders.
- Launch the [CleanRoads Innovation Program](#) within the road-building industry.
- Promote the [Provincial Response and Emergency Program](#) (P.R.E.P Book) unifying the Association members' resources to better provide proactive and prompt emergency response to the impacts of climate change and natural disaster events.

→ SUPPORTING DATA-DRIVEN DECISION MAKING

Working with members, committees, and relevant stakeholders, we identify key data points and use this information to track and report on trends within our industry.

- Effectively collect and communicate data insights and incorporate them into focused advocacy campaigns and programs, including recommendations to project owners.
- Maintain the Blue Book with the latest equipment and ensure it reflects accurate rates.

→ BUILDING FROM A STRONG INDUSTRY FOUNDATION

Leveraging the strength and history of the Association to achieve our strategic objectives.

- Continue to build on the effectiveness of the committees and task forces.
- We will increase engagement with project owners to share best practices and open lines of communication on key industry issues.
- Create, foster, and grow relationships by continuing to host impactful networking events.



B.C.'s average annual temperature has risen by 1.4 °C from 1900 to 2013, with winter night temperatures increasing by 3.1 °C. Investing \$1 in climate adaptation measures today, can save up to \$10 in future costs, emphasizing the economic benefits of proactive infrastructure planning. (Government of BC)