

**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 October 6, 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 October 6, 2025, Regular Council Meeting Agenda.

### **2. ADOPTION OF MINUTES**

- a. That Council adopt the minutes of the September 15, 2025, Regular Council Meeting.

### **3. PETITIONS, DELEGATIONS AND SPECIAL PRESENTATIONS**

- a. Cpl. Kyle Camalush, Barriere RCMP Detachment – Policing Update

### **4. STAFF REPORTS**

- a. Department Updates – Department Heads  
*\*submitted for information*
- b. Capital Project Update – J. Mosdell, DCO  
*\*submitted for information*
- c. FireSmart Funding Application Resolution – A. Hovenkamp, Fire Chief  
***Recommendation: THAT Council directs staff to prepare and submit an application to the 2026 UBCM Allocated - FireSmart Community Funding and Support Program for the amount of up to \$400,000 over a two year time period.***
- d. REDIP Grant Application – Capacity Building - D. Drexler, CAO  
***Recommendation: THAT Council supports a grant funding application to the REDIP fund under the Capacity funding stream for up to \$150,000 over a maximum 3-year span, to continue building the economic capacity of the District of Barriere and improve our ability to support economic diversification.***
- e. Wayfinding – ETSI-BC - Chamber – D. Drexler, CAO  
***Recommendation: THAT Council supports the Wayfinding project in the amount of up to \$20,000 to be funded from Surplus; AND THAT Council instructs Staff to amend the Financial Plan accordingly.***

## 5. BYLAWS and POLICIES

- a. Rescinding of Policies No. 11, No. 22, & No. 43 – J. Mosdell, DCO

***Recommendations:***

1. ***THAT Council rescind Policy No. 11 – Political Representatives Meeting Protocol***
2. ***THAT Council rescind Policy No. 22 – Holiday Office Closure***
3. ***THAT Council rescind Policy No. 43 – Covid Relief Grants in Aid: Organizations***

- b. DRAFT Reserve Fund Establishment Bylaw No. 259 – adoption

*\*w/attachments*

***Recommendation: THAT Council adopt Reserve Fund Establishment Bylaw No. 259.***

- c. DRAFT Utility Billing Bylaw No. 260 – adoption

*\*w/attachments*

***Recommendations:***

1. ***THAT Council adopt Utility Billing Bylaw No. 260.***
2. ***THAT Council rescinds Water Leak Adjustment Policy No. 27***
3. ***THAT Council rescinds Overpayment Refund Policy No. 33***

- d. Permissive Tax Exemption Bylaw No. 222, Amendment Bylaw No. 261 – 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> readings.

*\*w/attached staff report*

***Recommendation: THAT Council give first three readings to Permissive Tax Exemption Bylaw No. 222, Amendment Bylaw No. 261***

## 6. CORRESPONDENCE

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

## 7. COUNCIL REPORTS

## 8. MAYOR'S REPORT

## 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 27, 2025 @ 5:30pm

## 15. ADJOURNMENT

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

Held on Monday, September 15, 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 Donna Kibble Councillor Colin McInnis Councillor Brody Mosdell
Regrets:	Councillor Judy Armstrong Councillor Scott Kershaw Councillor Louise Lodge
Staff:	Daniel Drexler, Chief Administrative Officer Tasha Buchanan, Corporate Officer Kathy Abel, Finance Officer Jamie Mosdell, Deputy Corporate 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 Kibble

Seconded by Councillor Mosdell

That Council approve the September 15, 2025, Regular Council Meeting Agenda.

CARRIED

**2. ADOPTION OF MINUTES**

a. Moved by Councillor Kibble

Seconded by Councillor Mosdell

That Council adopt the minutes of the August 18, 2025, Regular Council Meeting.

CARRIED

b. Moved by Councillor McInnis

Seconded by Councillor Mosdell

That Council adopt the minutes of the August 27, 2025, Special Council Meeting.

CARRIED

**3. PETITIONS, DELEGATIONS AND SPECIAL PRESENTATIONS**

a. Barriere Fire Rescue – Officer Appointment Presentation – Chief Hovenkamp

Chief Hovenkamp proudly presented two members of the Fire Department with their epaulettes and Officer pins. Thank you was expressed by Council and staff to the Officers for their dedication to the department and their community:

- Captain Ronja Baggio
- Lieutenant Jeff Camara

Chief Hovenkamp noted that Captain Scott Abel would have received the same recognition presentation this evening, however, he is out on deployment at the present moment.

b. Big Bark Falling – Special Thanks from Council & Barriere Fire Rescue

James Lane, owner of Big Bark Falling, was presented an award of recognition from Mayor Kerslake on behalf of Council and the Fire Department for his, and his team's, swift actioning of reporting and assistance in extinguishing the beginning of a wildfire in the Leonie Creek Rd area last month. Big Bark Falling's assistance helped ensure that our community didn't end up with an out of control wildfire at its doorstep and Mayor Kerslake expressed the District's gratitude.

c. Burning Ban in the District of Barriere – Eric Sweder

*Mr. Sweder was not in attendance at this point in the meeting and was heard later on the agenda when he arrived at 6:10pm.*

Mr. Sweder who lives on Saul Rd. provided an address to Council making the following statements and expressed opinions:

- *He loves living in Barriere and has since 2013.*
- *Campfires can cause wildfires but he can't find any statistics on the District website showing how many have actually caused wildfires in the District of Barriere.*
- *Found other studies relating to BC and Canada that 70% are started by lightening with 30% human caused which can be started by machinery and other causes – not necessarily by campfires.*
- *Accidents happen and this is why Barriere has a Fire Department.*
- *2003 Wildfire was started by a cigarette that was discarded irresponsibly, not by a campfire.*
- *Barriere was the first community in BC to have a full fire ban this year.*
- *Shortages of volunteer firefighter availability should be publicly posted on social media.*
- *Is the real reason the ban was put in place because they want to contract out to the TNRD and ban campfires every day of the year?*
- *Climate Change Emergency is Liberal propaganda.*
- *Why is Council participating in the Province's budget expanding policies by banning campfires?*

The Mayor responded that Barriere's Fire Chief implemented the Fire Ban in April for good reason. The ground in the surrounding area has been very dry. Even a few full days of rainfall does not remove a fire risk. Most people on Council and staff and even the Fire Department, have fire pits themselves and have no desire to ban campfires indefinitely.



#### 4. STAFF REPORTS

- a. Department Updates – Department Heads  
*\*submitted for information*
- b. Development Approval Process Report – T. Buchanan, Corporate Officer

A full analytical report and its summary, highlighting current statistics and practices relating to the District's Development Approvals processes, was provided to Council for review. The report has been prepared by the District's planning consultant as part of the District's successful funding application to the Province in the amount of \$150,000 to facilitate update and modernization recommendations to its Development Approvals process.

**Moved by Councillor Kibble**

**Seconded by Councillor Mosdell**

**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.**

**CARRIED**

- c. District Office Opening Hours – D. Drexler, CAO

The CAO presented an overview of statistics gathered by the office over a period of time showing the number of calls, office visits and types of inquiries/topics experienced by staff in order to determine if there are any efficiencies that could be implemented to better serve the community and support its staff. Due to a lower level of interaction during the first and last half hour of each workday, it was determined the office door and its phones be closed during those periods starting in the new year.

**Moved by Councillor McInnis**

**Seconded by Councillor Kibble**

**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.**

**CARRIED**

#### 5. BYLAWS and POLICIES

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

**Moved by Councillor McInnis**

**Seconded by Councillor Mosdell**

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

**CARRIED**

- b. DRAFT Utility Billing Bylaw No. 260 – 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> readings.  
*\*w/attached staff report*

**Moved by Councillor McInnis**  
**Seconded by Councillor Mosdell**  
**THAT Council gives first three readings to Utility Billing Bylaw No. 260.**

**CARRIED**

- c. DRAFT Tangible Capital Asset Policy No. 57FI – adoption  
*\*w/attached staff report*

**Moved by Mayor Kerslake**  
**Seconded by Councillor McInnis**  
**THAT Council adopts Tangible Capital Asset Policy No. 57FI.**

**CARRIED**

## **6. CORRESPONDENCE**

- a. For Information
- b. For Action
- i. North Thompson Community Foundations Society re: Request for Sponsorship

**Moved by Mayor Kerslake**  
**Seconded by Councillor Kibble**  
**That Council purchase a Gold Sponsorship of the North Thompson Community Foundation Society's 2025 'Sip & Support' event in the amount of \$250.00**

**CARRIED**

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

**Moved by Councillor Kibble**  
**Seconded by Councillor Mosdell**  
**That Council approves a grant in the amount of \$500 to be provided to the Yellowhead Literacy "Raise-a-Reader" 2025 Fundraiser with the funds coming from the Council Grants line item in the budget.**

**CARRIED**

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

**Moved by Councillor McInnis**  
**Seconded by Councillor Mosdell**  
**That Council approve the installation of an AED within the Multi-Purpose Court's Warming Hut should funds be raised by a third party for the purchase**

**of an AED or alternatively, that the purchase be considered within the 2026 annual budget deliberations.**

**CARRIED**

## **7. COUNCIL REPORTS**

- a. Councillor Kibble provided a verbal report on the following:
  - Participated and Volunteered at this year's Fall Fair & Rodeo
- b. Councillor Mosdell provided a verbal report on the following:
  - Gilbert Smith celebrated 70 years of operation this year.
  - Attended this year's Fall Fair & Rodeo

## **8. MAYOR'S REPORT**

Mayor Kerslake provided a verbal report on the following:

- Attended this year's Fall Fair & Rodeo, including participating in the Parade and Chicken Race with MLA Stamer and volunteering in the Beer Gardens.
- Oct. 9<sup>th</sup> will be presenting the District's budget to the Lower North Thompson Forests Society.
- MLA Stamer will be attending this year's UBCM Convention in Victoria
- Valley Connector Bus Service Update – Currently is operating two days a week and managed by the District of Clearwater and regulated by BC Transit. The District of Clearwater would like to increase this service by another three days for a total of five days a week. Funding for this service comes in part from taxation – TNRD, District of Clearwater and the District of Barriere. More information will be coming forward soon.

## **9. PUBLIC INQUIRIES**

- a. Grace Baker, President of the Chamber of Commerce – The Chamber is attempting to create a Learning Centre at the Chamber Office. Various training can be offered, therefore a survey will be put out to determine the best options to serve the community. Anyone wishing to learn more about the proposed Training Centre or potential training opportunities should contact Leanne Hamblin at the Chamber Office located at the Barriere Business Centre (BBC).

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

## **11. CONVENE INTO CLOSED SESSION**

**Moved by Councillor McInnis**

**Seconded by Councillor Mosdell**

**That 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 at 7:05p.m.**

**CARRIED**

## **12. RECONVENE OPEN MEETING – *the meeting reconvened into open session at 7:58p.m.***

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

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

15. **ADJOURNMENT**

**Moved by Councillor that the meeting adjourn at 7:58p.m.**

**CARRIED**

---

Mayor Rob Keslake

---

T. Buchanan, Corporate Officer

District of Barriere

# REPORT TO COUNCIL

<b>Date:</b> October 6, 2025	<b>Agenda Item:</b> 4a
<b>To:</b> Council	<b>From:</b> Department Heads
<b>Re: Departmental Updates</b>	

## **CORPORATE OFFICER:**

### **General:**

- Responded to two bylaw enforcement files.
- Coordinated with the Deputy Corporate Officer, Fire Chief and Public Works Manager initiating public messaging on the Stage 3 Water Restrictions and Fire Ban continuation.
- Participated in four meetings with the District's consultant, CAO, DCO, Approving Officer and Public Works Manager regarding the Development Approvals Process, Upcoming Bylaw and OCP refresh projects.
- Completed and Submitted Final LGPS Development Approval Process Grant Report to the Province.
- Along with the CAO, Planning Consultant, and the Public Works Manager, reviewing options for Works and Service agreement templates with our Engineer of Record.
- Participated in a meeting with the CAO and Chamber on a potential Rural Economic Development and Infrastructure Program (REDIP) application that benefits the community. and Chamber of Commerce President regarding possible REDIP funding.
- Long-Term & respected Barriere Developer, Gary Forsythe has passed away. A Celebration of Life service is scheduled for 11am on October 18<sup>th</sup> at the Lions Hall.

## **DEPUTY CORPORATE OFFICER:**

### **Recreation/Events:**

- Participated in a Recreation Committee Meeting to touch base on the remainder of this year's events.
- Ordered the fireworks for the annual Halloween event ran by the Barriere Fire Department and Association.
- The 3<sup>rd</sup> Annual Winterfest has been scheduled for Sunday, December 14, 2025.
- Gym bookings continue to come in including drop-in volleyball on Wednesday nights, drop-in basketball on Sunday nights and Minor Ball is utilizing the space come December.
- Confirmed with Barriere Pickleball that they will start fundraising efforts for the previously discussed AED purchase and install, however, they look forward to Council consideration during next years budget discussions.
- As per a public inquiry from last council meeting, all sets of the Bandshell keys have been cut as needed and are working as required.

### **General:**

- Participated in an OCP Refresh status meeting.
- Preparing the Annual Report, along with the Corporate Officer.

## **PUBLIC WORKS MANAGER:**

<b>Operations</b>			
Public Works			
	September	2025 YTD	2024
Potholes Filled	30	110	130
Pavement Repairs (ft <sup>2</sup> )	3400	17428	17657
Full Burials	0	0	1
Cremations	0	4	7
Vandalism/Graffiti/Break-ins	2	17	n/a
Deceased Animal Recovery	2	3	4
After Hours Call Outs	0	3	n/a
Water Distribution			
	September	2025 YTD	2024
New Construction Service Connections	1	3	4
Water Service On/Off Request	1	23	33
Interior Health Water Quality Tests	12	108	156
Water Usage - August 54,162 m3	42,183	382229	441825
Waterline Repairs	0	3	6
After Hours Call Outs	1	14	~15
Wastewater Collection & Treatment			
	September	2025 YTD	2024
New Construction Service Connections	2	3	5
Ministry of Environment Wastewater Tests	7	63	84
After Hours Call Outs	0	0	0
General			
	September	2025 YTD	2024
BC One Calls Supported	4	33	31
Events Supported	2	16	16

- Fire hydrant testing completed - flows and pressures are starting to balance out throughout the community.
- Hall Road track crossing completed with new pavement approaches.
- LCIP watermain extension to service lots along Enterprise Way completed.
- DW3 well has been successfully rehabilitated - will be put back into service week of October 6th.
- DW2 was restarted on October 2nd.
- Staff have refurbished the bleachers at Main Park.
- Fire alarm system for Unit #4 at BBC has been commissioned - project now complete.

## **FIRE CHIEF:**

Fire Department			
Calls	September	2025 YTD	2024
Fire	1	20	44
Rescue / Motor Vehicle Incidents	4	13	9
Hazardous Condition (No Fire)	0	2	1
Service Call / Public Assist	1	21	18
Fire Burning Complaint / Fire Investigation	8	35	18
False Alarm	0	16	11
<b>Total</b>	<b>14</b>	<b>107</b>	<b>101</b>
	<b>September</b>	<b>2025 YTD</b>	<b>2024</b>
Public Education & Events	1	13	2
FireSmart Assessments	0	15	2
Fire Prevention / Fire Inspections	0	10	0

### **Fire Department Updates:**

- E3 Pump inspection failed – working on replacement quotes to complete repairs as soon as possible. Repairs are estimated at \$40,000.
- Halmotro Tools Serviced – No issues.
- Bush Truck is back from deployment and went for servicing (Oil filter and air filters.)
- Fire Hall Open House is scheduled on October 9<sup>th</sup> 6:30pm – 8:30pm at Fire Hall.

### **FireSmart:**

- FireSmart attended Sundance Acres Fall Market on September 27<sup>th</sup>.

### **Weather:**

- No unusual or extreme out of season weather expected at this time.

## **CHIEF FINANCIAL OFFICER:**

Financial Services			
	September	2025 YTD	2024
Cash Collected	\$ 94,313	\$ 4,219,017	\$ 4,613,799
Cash Disbursed	\$ 288,730	\$ 4,468,360	\$ 5,507,994
ICIP Wastewater Treatment Grant Funds Received	\$	\$ 251,941	

- No Wastewater Treatment Grant funds received in September. Waiting on remaining September invoices, expected mid-October, then the submission for payment will be completed.
- Audit work continues.
- Q3 financial report being worked on, should be ready for presentation at our next meeting.

## **CHIEF ADMINISTRATIVE OFFICER:**

### **Development:**

Development Activity			
<b>Construction Activity:</b>	September	2025 YTD	2024
Total Building Permit Applications:	1	12	
Total Construction Value:	\$150,000	\$1,727,325	
Total Building Permits Finalized:	0	7 (since June)	
Total Construction Value Finalized:	\$0	\$529,000	

- One new building permit applications in September for a large, detached shop.
- Along with the Corporate Officer, Planning Consultant, and the Public Works Manager, reviewing options for Works and Service agreement templates with our Engineer of Record.

### **Governance:**

- Agreements / Contracts:
  - TNRD – Structure Fire Protection Service Agreement – Met with TNRD staff at UBCM who indicated support for incrementally adjusting the funding over the next 5 years. A full report and contract for Council consideration is intended to be presented before the end of the year.
  - Working with the Chamber on a solution for the Wayfinding project – see other report attached to this agenda.
- Policies / Bylaws:
  - Reserve Bylaw structure – consideration of final reading is included on this agenda
  - Utility Billing Bylaw – consideration of final reading 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.
  - OCP Refresh Update draft – worked with consultant and our Corporate Team reviewing all the feedback.

### **Administration:**

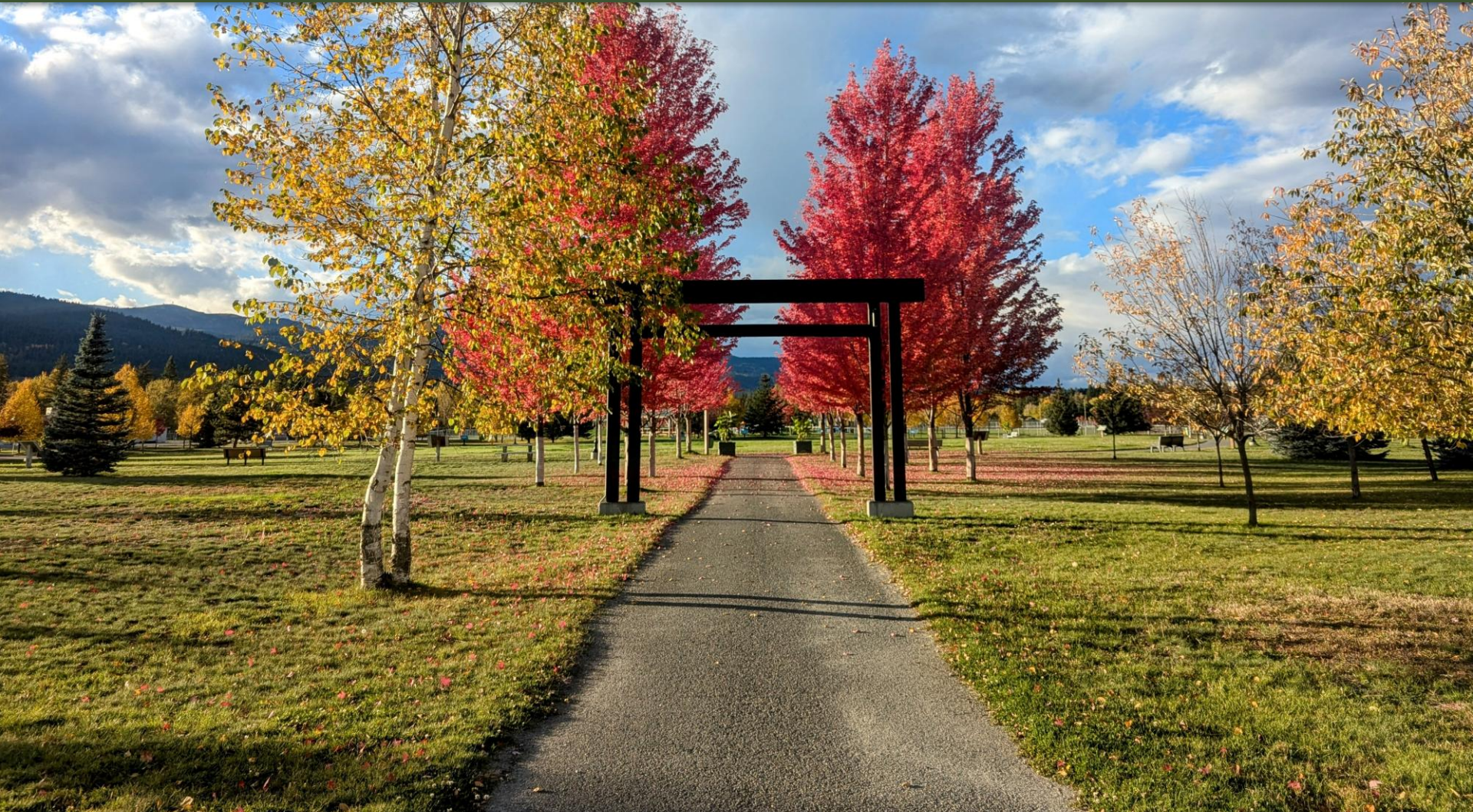
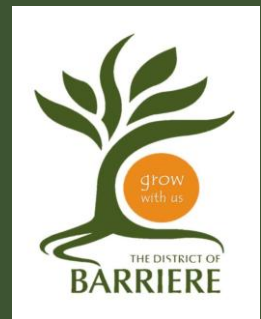
- Along with members of Council, attended the UBCM conference, training sessions, and meetings with the Minister of Health and UBCM Staff. Also took the opportunity to meet with Telus about the internet and cell phone service levels and BC Hydro about the recent power outage and upcoming project.
- Working with Trail Society on finalizing the surveying for the Station to Dunsmuir trail alignment.
- Attended LGMA hosted Corporate Officer Connect Lunch series and HR Connect Lunch series.
- Completed LGMA hosted Indigenous Consultation and Engagement training.
- Working with the Chamber on a potential Rural Economic Development and Infrastructure Program (REDIP) application that benefits the community. The focus for this intake is on revitalization of the downtown, signage, business training and professional development, etc. – see other report attached to the agenda.
- Met with Yellowhead Community Services CEO to discuss potential future projects.

*\*submitted for information*



# District of Barriere

Capital Projects Update  
October 2025











# Presentation Outline

- **Waste Water Treatment Plant (WWTP)**
  - **LCIP Watermain Extension**
- **Water and Sewer SCADA System**
  - **BBC Energy Retrofit**
  - **Solid Waste Dumpsters**
  - **Roads Paving Program**
- **Hall Road Crossing – CN Rail**
  - **Dump Truck**
  - **Bush Truck Replacement**
- **Annual Firefighter Gear (Turnout Gear)**
  - **Emergency Repairs**

# Waste Water Treatment Plant (WWTP)

**Status:** Archaeological Risk Mitigation completed — no artifacts found.

## Next Steps:

- 2025 Q4  TRUE Consulting reviewing Nexom Final Design
- 2026 Q1  Order Nexom Equipment
- 2026 Q2  Nexom Equipment Delivery
- 2026 Q3  Nexom Commissioning
- 2026 Q4  Completion
- 2027 Q1  Start-Up



Total Approved Project Budget	Total DoB Funding - Committed	Total Other Funding (Grant, etc.) - Committed	Total Costs To Date	Total Costs Remaining	Other Funding Received To Date
\$7,100,000.00	\$1,886,624.00	\$5,213,376.00	\$365,937.10	\$6,734,062.90	\$251,941.00

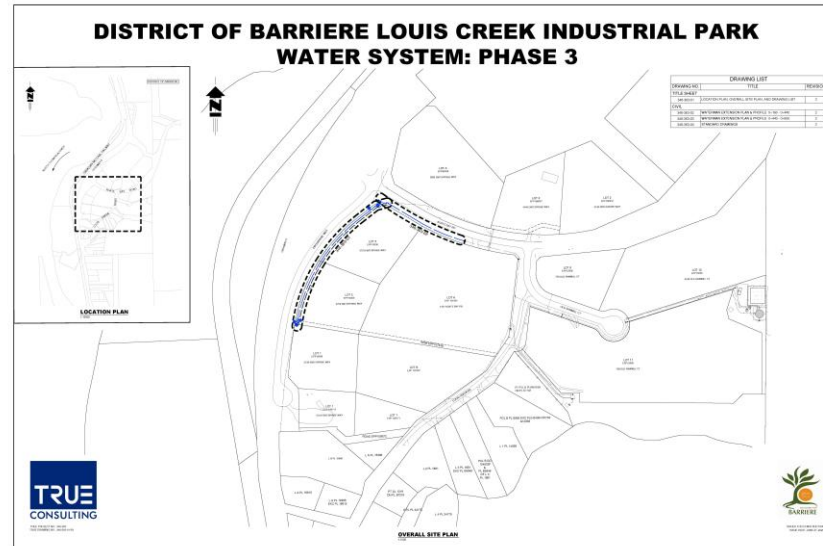


# LCIP Watermain Extension

**Status:** Completed – September 2025

## Summary:

The LCIP Watermain Extension has been completed, providing service to support development lots in the area. The project was primarily funded by the developers (Simpco and Sunny Spring) with the District contributing a contingency allowance to ensure successful completion.



Total Approved Project Budget	Total DoB Funding - Committed	Total Other Funding (Grant, etc.) - Committed	Total Costs To Date	Total Costs Remaining	Other Funding Received To Date
\$250,000.00	\$45,000.00	\$205,000.00	\$19,394.59	\$230,605.41	\$205,000.00

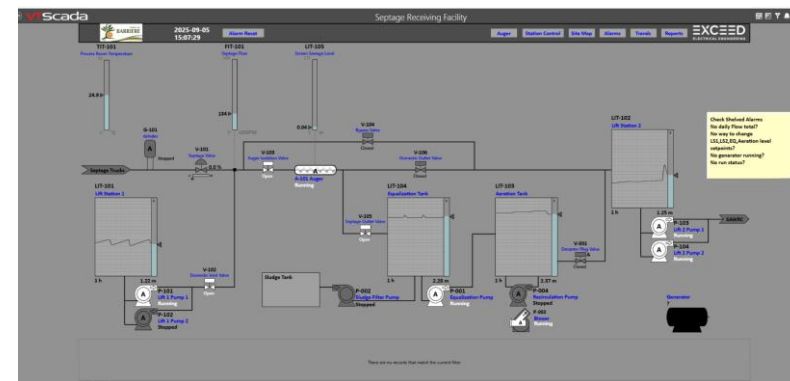
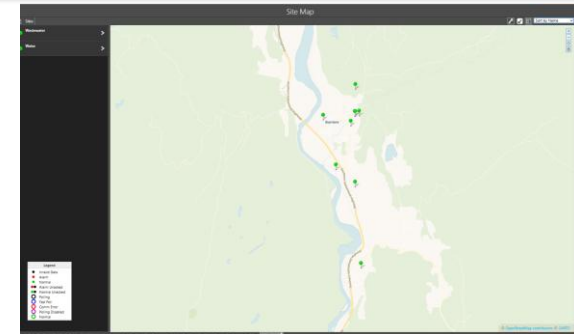
# Water and Sewer SCADA System

**Status:** Substantially Completed – Pending Computers Purchase

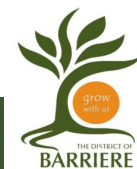
## Summary:

The SCADA (Supervisory Control and Data Acquisition) system was installed across the District's water and wastewater utilities, fully funded through COVID-19 relief funds. This new system modernizes operations by allowing real-time monitoring and remote control of pumps, reservoirs, and treatment processes. It reduces the need for on-site checks, lowers overtime call-outs, and improves system reliability.

Staff report that it is already helping with efficiency and will integrate seamlessly with the new Wastewater Treatment Plant, ensuring full system compatibility.



Total Approved Project Budget	Total DoB Funding - Committed	Total Other Funding (Grant, etc.) - Committed	Total Costs To Date	Costs Remaining	Other Funding Received To Date
\$110,000.00	\$0.00	\$110,000.00	\$101,236.92	\$8,763.08	\$110,000.00



# BBC Energy Retrofit

**Status:** Completed – Pending Inspection

## Next Steps:

Mid October  Final Inspection by Building Inspector

 Rent or Lease out 3 available spaces



Total Approved Project Budget	Total DoB Funding - Committed	Total Other Funding (Grant, etc.) - Committed	Total Costs To Date	Costs Remaining	Other Funding Received To Date
\$120,000.00	\$0.00	\$120,000.00	\$103,000.00	~\$17,000.00	\$120,000.00

# Solid Waste Dumpsters

**Status:** Completed – August 2025

## Summary:

The District purchased an initial five solid waste dumpsters with a budget of \$15,000 that arrived in June 2025, now in place at the Septage Receiving site and available for inventory/new business needs.

An opportunity then presented itself to purchase an additional ten dumpsters with a budget of \$33,000. These were purchased and arrived in August, with discussions underway to allocate them for mobile home parks for deployment in 2026.



Total Approved Project Budget	Total DoB Funding - Committed	Total Other Funding (Grant, etc.) - Committed	Total Costs To Date	Costs Remaining	Other Funding Received To Date
\$48,000.00	\$48,000.00	\$0.00	\$46,250.00	\$0.00	\$0.00

# Roads Paving Program

**Status:** Completed – June 2025

**Summary:**

For the 2025 paving program, the District’s road contractor identified \$170,000 worth of urgent repairs. Staff reviewed this list and cross-referenced it with District data.

A total of \$100,000 was invested to complete approximately 9,300 square feet of paving on the highest-priority road sections, addressing the most immediate needs while avoiding overlap with future underground utility projects.



Total Approved Project Budget	Total DoB Funding - Committed	Total Other Funding (Grant, etc.) - Committed	Total Costs To Date	Costs Remaining	Other Funding Received To Date
\$100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00





# Hall Road Crossing – CN Rail

**Status:** Completed – June 2025

**Summary:**

CN Rail replaced the railroad track crossing on Hall Road, with paving required afterwards to finish the project. The District budgeted \$25,000 for the work with CN Rail. Final costs from CN Rail have not been received and could potentially be higher.

Additional paving was also required which was budgeted separately as repairs and maintenance at \$25,000 in the operations budget.



Total Approved Project Budget	Total DoB Funding - Committed	Total Other Funding (Grant, etc.) - Committed	Total Costs To Date	Costs Remaining	Other Funding Received To Date
\$25,000.00	\$25,000.00	\$0.00	\$0.00	\$25,000.00	\$0.00

# Dump Truck

**Status:** Completed – June 2025

**Summary:**

Council approved the purchase of a used dump truck from Simpcw, providing the District with a cost-effective addition to its fleet. This vehicle will support ongoing public works and maintenance needs.



Total Approved Project Budget	Total DoB Funding - Committed	Total Other Funding (Grant, etc.) - Committed	Total Costs To Date	Costs Remaining	Other Funding Received To Date
\$8000.00	\$8000.00	\$0.00	\$8000.00	\$0.00	\$0.00



# Bush Truck Replacement

**Status:** Completed – May 2025

**Summary:**

Council approved the replacement of the Fire Department's Bush Truck, which was purchased and placed in service, addressing long-standing safety and reliability concerns with the 2007 unit.

The new Bush Truck is already proving its value, having been deployed to wildfire operations to Fort Nelson in June, Quesnel in August and Puntzi Lake in September.



Total Approved Project Budget	Total DoB Funding - Committed	Total Other Funding (Grant, etc.) - Committed	Total Costs To Date	Costs Remaining	Other Funding Received To Date
\$350,000.00	\$350,000.00	\$0.00	\$333,286.87	\$0.00	\$0.00

# Annual Firefighter Gear (Turnout Gear)

**Status:** Completed – Pending Delivery

**Summary:**

Two sets of turnout gear were purchased in May and delivered in August 2025.

The forestry gear order was also placed several weeks ago, but delivery is still pending.



Total Approved Project Budget	Total DoB Funding - Committed	Total Other Funding (Grant, etc.) - Committed	Total Costs To Date	Costs Remaining	Other Funding Received To Date
\$20,000.00	\$10,000.00	\$10,000.00	\$9,183.30	\$10,816.70	\$10,000.00

# Emergency Repairs- DW3 Well Repairs

**Status:** Completed – October 2025

## Summary:

To complete repairs on the DW3 well, the District temporarily shut down DW2 to maintain system balance and Stage 3 watering restrictions were put into place.

Next steps included five days of plunging to rehabilitate the well and restore performance. This work is essential to maintaining reliable water service and ensuring long-term well capacity.



Total Approved Project Budget	Total DoB Funding - Committed	Total Other Funding (Grant, etc.) - Committed	Total Costs To Date	Costs Remaining	Other Funding Received To Date
\$50,000.00	\$50,000.00	\$0.00	\$0.00	~\$50,000.00	\$0.00



# Capital Plan

Project	Total Project Budget	Costs To Date	Costs Remaining	% Project Complete
Waste Water Treatment Plant (WWTP)	\$7,100,000.00	\$365,937.10	\$6,734,062.90	10%
LCIP Watermain Extension	\$250,000.00	\$19,394.59	\$230,605.41	100%
Water and Sewer SCADA System	\$110,000.00	\$101,236.92	\$8,763.08	95%
BBC Energy Retrofit	\$120,000.00	\$103,000.00	~\$17,000.00	95%
Solid Waste Dumpsters	\$48,000.00	\$46,250.00		100%
Roads Paving Program	\$100,000.00	\$100,000.00		100%
Hall Road Crossing – CN Rail	\$25,000.00		~\$25,000.00	100%
Dump Truck	\$8,000.00	\$8,000.00		100%
Bush Truck Replacement	\$350,000.00	\$333,286.87		100%
Turnout Gear	\$20,000.00	\$9,183.30	\$10,816.70	99%
Emergency Repairs	\$50,000.00		\$50,000.00	100%
<b>TOTAL</b>	<b>\$8,181,000.00</b>	<b>\$1,086,288.78</b>	<b>\$7,076,248.09</b>	



An aerial photograph of a park in a suburban area. The park features a large, open grassy field in the center, a paved path winding through it, and a playground with various equipment in the foreground. There are several buildings, including a large white one and a smaller grey one, and a parking lot. The surrounding area includes residential houses and trees with autumn foliage. The text "THANK YOU" is overlaid in the center of the image.

# THANK YOU

District of Barriere

# REQUEST FOR DECISION

<b>Date:</b> October 6, 2025	<b>File:</b>
<b>To:</b> Council	<b>From:</b> Fire Chief
<b>Re: UBCM FireSmart Community Funding and Support - 2026 FCFS Allocated-based Funding for FireSmart Activities</b>	
<b>Recommendation: THAT Council directs staff to prepare and submit an application to the 2026 UBCM Allocated - FireSmart Community Funding and Support Program for the amount of up to \$400,000 over a two year time period.</b>	

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

**Discussion:** The District of Barriere has benefited from funding provided through UBCM FireSmart Community Funding and Support Program, which has supported the employment of a FireSmart Coordinator and associated wildfire risk reduction activities within the community. The current funding agreement will expire at the end of October 2025, resulting in the end of funding support for the FireSmart Coordinator position and associated FireSmart initiatives unless new funding is secured. UBCM is launching the intake for 2026 FireSmart Community Funding and Support applications as of October 1st, 2025, to enable communities to continue and expand wildfire risk reduction activities.

The funds for this grant cover 100% of all eligible activities and can include the following (but not limited to):

- FireSmart Coordinator
- Wildfire Mitigation Specialist OR Local FireSmart Representative
- FireSmart community incentives
- FireSmart Brochures, booklets and informational printing
- FireSmart Assessments
- Fire Mitigation
- The development and integration of FireSmart By-laws around development and open fire burning
- Website updates

The previous Grant application was for \$130,615.47. The District is eligible to apply for up to \$200,000 per year, for two years for a total of up to \$400,000.

**Recommendation: THAT Council directs staff to prepare and submit an application to the 2026 UBCM Allocated - FireSmart Community Funding and Support Program for the amount of up to \$400,000 over a two year time period.**

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



District of Barriere

# REPORT TO COUNCIL

## Request for Decision

<b>Date:</b> October 6, 2025	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> Chief Administrative Officer
<b>Re: REDIP Grant Application – Capacity Building</b>	
<b>Recommendation: THAT Council supports a grant funding application to the REDIP fund under the Capacity funding stream for up to \$150,000 over a maximum 3-year span, to continue building the economic capacity of the District of Barriere and improve our ability to support economic diversification.</b>	

### Purpose

For Council to consider supporting a Rural Economic Development and Infrastructure Program (REDIP) grant funding application spearheaded by the Chamber of Commerce.

### Background

As part of the District's ongoing partnership with the Chamber of Commerce, especially as it involves community economic development, the team has been exploring various grant opportunities that could provide funding towards capacity building and exploring other economic development.

The Chamber is proposing to apply to the REDIP fund, under the Capacity category, which has an application deadline of October 30, 2025. The District would act as the applicant while the Chamber would ultimately be responsible for the program and submission of all reporting to the District. The project would be 100% grant funded, so, there would be no cost to the taxpayer besides in-kind staff support.

This initiative would aim at revitalizing the local economy, progressively enhancing economic development capacity while leveraging milestone-based funding opportunities.

The intent would be to have a sort of updated revitalization plan which would focus on:

- learning center and business training
- signage
- business frontage revitalization encouragement
- tourism
- marketing
- mentoring, job shadowing, targeted coaching and/or professional development
- fostering in-house economic development services and resource
- business support to reduce staff turnover, enhance stability, possibly increase staff positions, time and/or resources.

The funding for this project is anticipated to be \$50,000/year for 3 years (\$150,000 total). A budget is only required for the first year to start. Subsequent years budgets will be adjusted as needed each year. If the application is successful, \$50,000 will be funded under the Capacity stream this year, and we would be eligible to access up to \$100,000 in Milestone-Based Development stream funding in the following two years. The budgeting below is up for changing as needed throughout the years.

The following is a possible three-year strategy that was developed by the Chamber (some refinement to this is already underway, and this will not be the final high-level list):

**Year #1 – Total Budget \$50,000:**

- Community Assessments - \$15,000:
  - community economic development capacity,
  - assessing the need for infrastructure development to support the project,
  - assessing the need for job creation initiatives
  - assessing the policies to attract and retain businesses
  - identify environmental sustainability
  - identify the potential for innovation
  - identify measures to support equality and promote social inclusion; and
  - other community needs and/or opportunities.
- Community Consultation (in town, rurally, DOB, Simpcw, etc.) - \$3000
- Consultation and Development of a Pilot Project of a Learning Center with Thompson Rivers University including marketing plan - \$2000
- Establish a Mentoring and Job Shadowing Program: Develop a roster of those interested in mentoring and allowing job shadowing. Create minimum requirements for the program through consultation with the businesses, fire depts, municipalities, Simpcw, literacy program, Yellowhead Community Services, etc. - \$8000
- Organize a coaching and professional development program - \$8000
- Increased involvement with DestinationBC, TOTA, and SuperNatural BC and support/encouragement of business participation and initiatives through marketing etc. - \$6000
- Tracking and Measurement - \$2000
- Reporting – in-kind
- Contingency - \$6000

**Year #2 – Budget to be developed over time:**

- Focus on marketing efforts to promote the initiative and it's benefits
- Design, locate and create signs.
- Implement business frontage revitalization through a project where businesses are eligible to enter to win funds for for paint, siding or other business improvement/revitalization using local businesses.
- Enhance the usage of the Learning Center with TRU as well as workshops and training as needed from other trainers outside TRU facilitated by the Chamber
- The mentoring and Job shadowing could begin. Ages 16 and above to retain local skills and talent and help build our local economy
- Continue coaching and professional development activities
- Maintain engagement with tourism groups and explore new projects to increase participation.
- Tracking and Measurement
- Reporting
- Contingency

### **Year #3 – Budget to be developed over time:**

- Sign placement occurs
- Sustain the momentum of the Learning Center and potential improvements
- Further marketing initiatives to attract visitors, businesses and workers to the town
- Continue Workshops and training ongoing.
- Improvement project for business improvement continues \$1000 per business. Previous winners ineligible.
- Mentoring and Job shadowing could begin. Ages 16 to adults eligible. Develop high school focused shadowing project further. Begin to include more rural participants in a wider area.
- Maintain focus on coaching and professional development happening
- Continued increases in involvement with the tourism groups. Creation of a summer project to increase involvement in tourism activities paired with local businesses.
- Tracking and Measurement
- Reporting
- Contingency

The Chamber's intention was that the plan would include several key economic development components aimed at fostering growth and prosperity such as infrastructure development, investment in education and workforce development, support for small businesses and entrepreneurship, strategic industry development, job creation initiatives, and policies to attract and retain businesses. Additionally, the plan may also address environmental sustainability, innovation, and measures to reduce inequality and promote social inclusion if it is determined they are needed during the assessments.

It has to be noted that the District would act as the responsible organization and applicant under the grant; however, the administration of the program would be with the Chamber who is better suited to oversee the project on a day-to-day level. That being said, if the Chamber fails to deliver key milestones under the project, the District is ultimately responsible to the funder. As such, if the grant application is successful, it is recommended for the District to enter into an agreement with the Chamber that clearly outlines their responsibilities and deliverables to receive the funding to deliver the program.

### **Summary**

At this stage, Council needs to determine whether to apply to the REDIP Capacity funding stream, which, if successful, is intended to be managed by the Chamber, or not to apply. Council could also ask Staff to look into other opportunities under the grant instead of supporting this project.

---

## **Benefits or Impact**

### General

Finalizing an application to the REDIP grant fund, led by the Chamber of Commerce

### Finances

As the grant would be 100% funded, there are no financial impacts to the District; however, the District would be providing some limited in-kind support in drafting the application, and if successful some project oversight.

### Strategic Impact

Priority #4: General Governance and Community Engagement

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

Results: c. Support our local community partners and enable them to provide a benefit to the community on behalf of the District

### Risk Assessment

Compliance: Community Charter, Funding application to REDIP, potential agreement with the Chamber.

Risk Impact: Low-Medium. As this is only the application, the risk is low. However, as the Chamber would be a 3<sup>rd</sup> party responsible for the ultimate delivery of the project, yet the District would be responsible to the funder, there is some medium risk that should be mitigated through an agreement between the District and the Chamber to clearly outline the responsibilities if funding is confirmed.

Internal Control Process:

Staff would continuously engage with the Chamber to finalize the application materials and to fine tune the deliverables as part of the application.

### Next Steps / Communication

- If approved, Staff would work with the Chamber on the application as needed.
- An additional resolution from Council may be required at the October 27, 2025, meeting to finalize the application.

---

### **Attachments**

- REDIP Program Guide

### **Recommendation**

**THAT Council supports a grant funding application to the REDIP fund under the Capacity funding stream for up to \$150,000 over a maximum 3-year span, to continue building the economic capacity of the District of Barriere and improve our ability to support economic diversification.**

### **Alternative Options**

1. Council could instruct Staff not to support the application.

Prepared by:

D. Drexler, Chief Administrative Officer





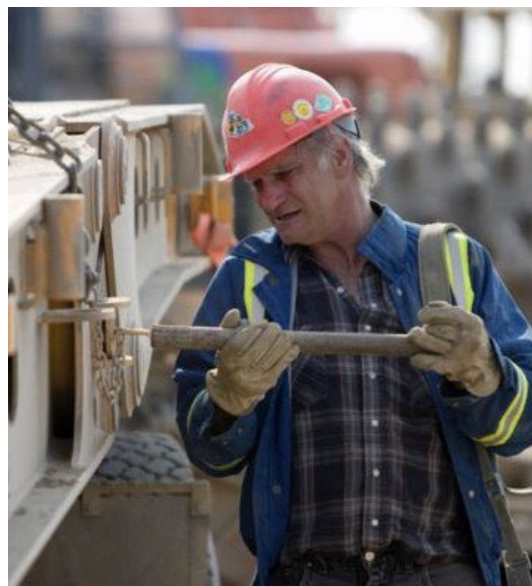
PROGRAM GUIDE



Ministry of  
Jobs and  
Economic Growth

# Rural Economic Diversification and Infrastructure Program

R E D I P









## Contents

<b>Program Overview</b>	<b>4-5</b>
Program Support & Contacts	
<b>Funding Categories</b>	<b>6</b>
<b>Who Can Apply</b>	<b>7-9</b>
Eligibility Requirements	
Application Limit	
Eligibility Matrix	
<b>What Types of Projects Are Eligible</b>	<b>10-14</b>
REDIP: Capacity	
REDIP: Development	
REDIP: Implementation	
Sector-Specific Considerations: Implementation Projects	
<b>What Types of Projects Are Not Eligible</b>	<b>15</b>
Common Ineligible Projects	
<b>Creating a Project Budget</b>	<b>16-19</b>
Eligible Funding Costs	
Applicant Contribution	
Funding Breakdown Examples	
<b>Supporting Documentation</b>	<b>20-21</b>
<b>Project Timelines</b>	<b>21</b>
<b>Receiving REDIP Funding</b>	<b>22</b>
Grant Agreements	
Reporting	
Recognition of Provincial Funders	
<b>Confidentiality and Support</b>	<b>22</b>
Freedom of Information	
Conflict of Interest/Confidentiality	
Contact Information and Application Support	
<b>Appendix A: Definitions</b>	<b>23</b>
<b>Appendix B: How Applications Will Be Assessed</b>	<b>24-25</b>



## Program Overview |

The Rural Economic Diversification and Infrastructure Program (REDIP) supports rural economic development projects that promote economic capacity building, economic diversification, resilience, clean economy opportunities, and infrastructure development.

### Application Process

Applications must be submitted through the online system at [gov.bc.ca/REDIP](https://gov.bc.ca/REDIP).

An MS Word version of the application form is available to help with preparing an application.

In fiscal year (FY) 2025-26 the REDIP program is focused on strategic investments to support the most critical economic development opportunities in rural communities. The program team strongly recommends that all prospective applicants meet with program staff or a member of the Regional Economic Operations Branch to discuss their project prior to submitting an application. Please review page 5 for more information.

### Intake Dates

The 2025-26 intake opens **July 24, 2025**. Complete application packages must be submitted through the online system by **11:59PM PST on October 31, 2025**.

Applications will not be accepted after this date.  
**Funding decisions will be announced Spring 2026.**

### IMPORTANT: BCeID Requirement

A Business BCeID is required to apply online. Please ensure your organization has a registered Business BCeID and that your login credentials are up to date. A new Business BCeID can take several weeks to register.

More information on Business BCeIDs is available at [gov.bc.ca/REDIP](https://gov.bc.ca/REDIP).



## Program Support & Contacts |

### Schedule a Review of The Project Idea

Prior to preparing an application, it is strongly recommended to connect with REDIP or regional economic development staff. Our team can ensure the project idea is eligible for funding and provide detailed information regarding the application process. A scoping-call checklist and a one-page summary are available on the REDIP website (link below) to help you prepare for your meeting.

#### REDIP Program Staff

Program staff can help determine whether the proposed project aligns with the program's scope and criteria. They can also provide clarification regarding requirements in the application form and budget template.

#### REDIP Contact Information

Email: [RuralDevelopment@gov.bc.ca](mailto:RuralDevelopment@gov.bc.ca)

Phone: 250-356-7950

Website: [gov.bc.ca/REDIP](http://gov.bc.ca/REDIP)

#### Regional Managers

Regional Managers are located in every region of the province to assist communities in planning and implementing their economic development and diversification priorities. Regional Managers can support with project identification, linking project ideas with regional economic development, and provide information on the application process.

Additional information is available at: [gov.bc.ca/RegionalEconomicOperations](http://gov.bc.ca/RegionalEconomicOperations)

## Regional Manager Contact Information

#### Northern Region

- North Coast:  
[Cheryl.Gilbert@gov.bc.ca](mailto:Cheryl.Gilbert@gov.bc.ca)
- Bulkley-Nechako/North Central:  
[Dave.Christie@gov.bc.ca](mailto:Dave.Christie@gov.bc.ca)
- Northeast:  
[Tamara.Danshin@gov.bc.ca](mailto:Tamara.Danshin@gov.bc.ca)
- Cariboo/Central Coast:  
[Emily.Colombo@gov.bc.ca](mailto:Emily.Colombo@gov.bc.ca)

#### Vancouver Island/Sunshine Coast Region

- Central South Vancouver Island/Gulf Islands:  
[Cheryl.McLay@gov.bc.ca](mailto:Cheryl.McLay@gov.bc.ca)
- North Vancouver Island/Sunshine Coast:  
[Geoff.Crawford@gov.bc.ca](mailto:Geoff.Crawford@gov.bc.ca)

#### Southern Interior Region

- Thompson/Central Okanagan/Shuswap:  
[Myles.Bruns@gov.bc.ca](mailto:Myles.Bruns@gov.bc.ca)
- Central Kootenay & Revelstoke:  
[Jen.Comer@gov.bc.ca](mailto:Jen.Comer@gov.bc.ca)
- South Okanagan/Similkameen/Boundary:  
[Larry.Olson@gov.bc.ca](mailto:Larry.Olson@gov.bc.ca)
- East Kootenay:  
[Alex.Denis@gov.bc.ca](mailto:Alex.Denis@gov.bc.ca)
- Fraser Valley & Lower Mainland:  
[Wendy.Koh@gov.bc.ca](mailto:Wendy.Koh@gov.bc.ca)

## Funding Categories |

### Capacity

Supports small rural and Indigenous communities to increase economic capacity, identify new opportunities, and build economic momentum with funding support for three fiscal years.

#### Multi-Year Capacity Grant

Maximum Funding Per Project	\$50,000 per year
Percentage of Project Costs Eligible for Funding	100%

#### Milestone-Based Development Stream Funding

Maximum Funding Per Project	\$100,000
Percentage of Project Costs Eligible for Funding	100%

### Development

Supports business planning, feasibility assessments, and other developmental steps for business and economic diversification opportunities in rural B.C.

#### Development Grant

Maximum Funding Per Project	\$100,000
Percentage of Project Costs Eligible for Funding	80%

### Implementation

Supports the construction of new economic infrastructure and implementation of economic services, programming, or operations directly related to diversification in rural communities.

#### Implementation Grant: Total Project Cost Under \$500,000

Maximum Funding Per Project	\$400,000
Percentage of Project Costs Eligible for Funding	80%

#### Implementation Grant: Total Project Cost \$500,000 and Over

Maximum Funding Per Project	\$1,000,000
Percentage of Project Costs Eligible for Funding	60%

### Transition

Supports communities experiencing a major economic change resulting from the loss of a major employer or urgent need related to a major economic project with significance for the region and province. Eligible applicants must be actively participating in a current Community Transition event supported by JEG's Regional Economic Operations Branch or be able to demonstrate direct linkage to a major project and its economic significance. Prospective applicants are encouraged to contact the program directly to discuss eligibility.



## Who Can Apply |

### Eligibility Requirements:

- The proposed project must directly serve the applicant's community(ies).
- Where multiple communities collaborate and the project serves multiple communities, each applicant community must meet the eligibility requirements of the funding category.
- Eligible lead applicant types are listed on page 9. Detailed definitions of applicant types are available in Appendix A on page 23.
- Previous REDIP funding recipients are not eligible to apply for new funding unless all previous projects are complete, and final reporting has been accepted by the Program.

### Application Limit:

- Lead applicants can submit an application for only one funding category per intake - i.e. **Capacity** OR **Development** OR **Implementation**.
- If multiple applications are received from the same applicant, program staff may choose to only review the first application received.
- Regional districts can submit one application for REDIP for each eligible Electoral Area.
- Regional districts must clearly identify which community(ies) or unincorporated area(s) they are applying on behalf of.
- First Nations with multiple reserves can submit one application for each individual reserve if project activities are directly linked to that specific reserve. Alternatively, First Nations can submit one application to for the entire Nation.
- Eligible partners can be partners on multiple projects.

### Applicants Previously Funded Through REDIP

New funding applications will not be reviewed if the applicant organization has not completed previously funded projects and submitted all required reports by December 31, 2025.





## Who Can Apply (Cont.): Eligibility Matrix |

To better represent the diversity of rural communities in B.C., eligibility for REDIP will now be guided by a new tool — the Eligibility Matrix. This matrix classifies communities into six categories: three rural and three urban, based on population size and remoteness scores from Statistics Canada.

Population	150,000 +				Urban 1	Urban 1
	50,000 - 149,999		Urban 2	Urban 2	Urban 2	Urban 1
	25,000 - 49,999		Urban 2	Urban 2	Urban 2	Urban 1
	10,000 - 24,999	Rural 3	Rural 3	Rural 3	Rural 3	Urban 1
	5,000 - 9,999	Rural 2	Rural 2	Rural 3	Rural 3	Urban 3
	1,000 - 4,999	Rural 1	Rural 2	Rural 2	Rural 3	Urban 3
	0 - 999 + Electoral Areas	Rural 1	Rural 1	Rural 2	Rural 3	Urban 3
Rural Definition Matrix		Very Remote >0.5532	Remote 0.3899 - 0.5532	Less Accessible 0.2889 - 0.3898	Accessible 0.1500 - 0.2888	Easily Accessible <0.1500
Index of Remoteness						

Click [here](#) to see the full-sized matrix

Please note **Indigenous communities** are currently not included in the matrix in recognition of First Nations data sovereignty, the lack of available and accurate data, and the commitment to the Declaration on the Rights of Indigenous Peoples Act. All Indigenous communities in B.C. are therefore eligible for REDIP funding.

Please use the [Eligibility Matrix Look-up Tool](#) to determine your eligibility for REDIP.

If you have any questions about REDIP's eligibility requirements, support is available from program staff at [RuralDevelopment@gov.bc.ca](mailto:RuralDevelopment@gov.bc.ca) or by calling 250-356-7950.

## Who Can Apply (Cont.) |

	Capacity	Development	Implementation
<b>Eligible Lead Applicants</b>	<ul style="list-style-type: none"> <li>Municipal governments designated as a Rural 1 or Rural 2 in the Eligibility Matrix</li> <li>Regional districts applying on behalf of an Electoral Area designated as a Rural 1 or Rural 2 in the Eligibility Matrix</li> <li>First Nation governments and First Nation Economic Development Corporations, as defined in Appendix A on page 23</li> </ul>	<ul style="list-style-type: none"> <li>Non-Indigenous communities (including municipal governments and regional districts) located in areas categorized as Rural 1, Rural 2, or Rural 3 in the Eligibility Matrix</li> <li>All Indigenous governments and Indigenous economic development corporations located in British Columbia</li> <li>Indigenous and non-Indigenous not-for-profit organizations* located in areas categorized as Rural 1, Rural 2, or Rural 3 in the Eligibility Matrix</li> </ul>	
<b>Ineligible Lead Applicants</b>	<ul style="list-style-type: none"> <li>Not-for-profit organizations</li> <li>For-profit organizations and businesses</li> <li>Communities designated Rural 3, Urban 1, Urban 2, or Urban 3 in the Eligibility Matrix</li> <li>Registered charities</li> </ul> <p><i>NOTE: Any applications received from ineligible applicants, including Limited Partnerships, will not be reviewed.</i></p>	<ul style="list-style-type: none"> <li>For-profit businesses, including Limited Partnership organizations</li> <li>Communities designated Urban 1, Urban 2, or Urban 3 in the Eligibility Matrix</li> <li>Registered charities</li> </ul> <p><i>NOTE: Any applications received from ineligible applicants, including Limited Partnerships, will not be reviewed.</i></p>	
<b>Eligible Partners (Optional; maximum 2 partners/project)</b>	<ul style="list-style-type: none"> <li>All types of eligible lead applicants</li> <li>Not-for-profit organizations*</li> <li>Non-Indigenous Development Corporations</li> <li>Industry organizations</li> <li>Businesses**, including Limited Partnerships</li> <li>Community Foundations</li> <li>Post-secondary institutions</li> </ul>	<ul style="list-style-type: none"> <li>All types of eligible lead applicants</li> <li>Non-Indigenous Development Corporations</li> <li>Industry organizations</li> <li>Businesses**, including Limited Partnerships</li> <li>Community Foundations</li> <li>Post-secondary institutions</li> </ul>	

\*Organizations registered under the Societies Act.

\*\*For-profit entities can serve as partners with an eligible applicant as long as the proposed project identifies broad community benefits and does not negatively impact other businesses.

### Partners must:

- Have an active role in the project but are not required to contribute financially.
- Provide proof of partnership confirming their role and commitment to the project (such as an email or letter).





## What Types of Projects are Eligible? |

Projects must meet all applicable federal and provincial environmental legislation and standards, including consultation with Indigenous nations.

It is the applicant's responsibility to obtain any required approvals and permits.

### Capacity:

The **Capacity** grant aims to build the economic capacity of small rural communities and provide or improve their ability to support economic diversification (max funding \$50,000 over three fiscal years).

Funded applicants will also be eligible to access up to \$100,000 in milestone-based development stream funding, based on the submission and approval of required reporting.

#### Eligible capacity project types include:

- Community assessment projects such as identifying community economic development capacity, community needs and/or opportunities.
- Capacity building projects such as strengthening local economic development capacity through targeted coaching, job shadowing, mentorship, and/or professional development.
- Engagement projects such as community consultation, project identification and/or fostering in-house economic development services and resources.
- Staff recruitment and retention projects such as ones that reduce staff turnover, enhance stability, or temporarily increase staff positions, time and/or resources.

**Please note: Capacity funding applications only need to include a budget for Year 1 of capacity funding. Subsequent years of funding and milestone-based development stream funding will be addressed through reporting and follow-up documentation.**

*Information continued on Page 11*



## What Types of Projects are Eligible? (Cont.) |

### Development

The **Development** grant aims to support the planning of programs, services and infrastructure projects (max funding \$100,000).

#### Eligible Development projects include:

- Feasibility studies
- Business plans
- Program design
- Service planning
- Infrastructure planning
- Planning activities related to workforce housing\*

*\*Workforce housing is defined as housing developed to support critical economic opportunities (e.g., natural resource projects) or sectors (i.e., seasonal tourism operators) that are unable to fill workforce demands due to a lack of housing.*

### Implementation

The **Implementation** grant aims to fund the implementation of programs or services, or the construction of infrastructure resulting in new, upgraded or preserved local economic asset(s) (max funding \$1,000,000).

Planning should already be complete, and projects should be implementation or shovel-ready. If you require funding for additional planning or design components, please apply to the Development stream.

#### Eligible Implementation projects include:

- Construction of a new economic asset or the upgrading of an existing asset to support the development, stability, and scaling up of businesses
- Assets to support sector development and investment attraction
- Economic programming, services, or operations

*Information continued on Page 12*





## What Types of Projects Are Eligible? Cont. |

**Please note:** Due to the more targeted nature of the REDIP Program, a limited number of large (\$500,000 and over) projects will be funded in FY25/26. Focusing on small and medium size projects (<\$500,000) will ensure the program can fund as many high value projects as possible and distribute funding between the economic and geographic regions of the Province.

As a result, all applicants with a total project cost of \$500,000 or higher are requested to meet with REDIP Program Staff or a Regional Manager prior to submitting the application. This step will ensure that projects are aligned with the Program's scope, criteria, and areas of focus prior to the drafting of the application and required documents.

In addition, applicants with a total project cost of \$500,000 or higher will be required to provide a higher applicant contribution (40%) than those below \$500,000 (20%). Funding from federal, non-profit (economic trusts), and lending organizations can be included in the contribution.

The program reserves the right to award partial contributions of the total funding request. Applicants will be asked in the application form to identify if they would like to be considered for partial funding if their application is not successful in receiving full funding. Applicants are also encouraged to identify opportunities for partial funding in the information provided throughout the application form and budget.





## Sector-Specific Considerations – Implementation Projects |

Sector	Considerations
<b>Manufacturing</b>	Applicants will be required to provide detailed information in response to questions related to (1) long-term financial sustainability, (2) potential increases in value-added products from B.C.'s natural resources sector, and (3) provide data on how the project will improve revenue in your community or region.
<b>Natural Resources</b>	Applicants will be required to provide detailed information in response to questions related to (1) long-term financial sustainability, (2) linkage to local or regional natural resources planning or the development of a regionally significant natural resources project, and (3) provide data on how the project will improve revenue in your community and region.
<b>Clean Growth/Circular Economy</b>	Applicants will be required to provide detailed information in response to questions related to (1) long-term financial sustainability, (2) potential increases in value added products being produced in B.C., and (3) provide data on how the project will improve revenue generation for your proposed project/business or others in the sector.

## Sector-Specific Considerations – Implementation Projects (Cont.) |

Sector	Considerations
<b>Tourism</b>	Tourism focused projects will be asked to identify (1) how the proposed project is linked to, and supportive of, the destination development plan for their region, and (2) provide data regarding expected tourist visitation.
<b>Destination Trail Infrastructure</b>	<p>Similar to tourism projects, REDIP trail project applicants must link their projects to a destination development plan to show alignment with regional and provincial tourism objectives. Trail project applicants will also need to provide details/data regarding (1) expected tourist visitation, (2) potential for economic impact for the local business community, and (3) an appropriate owner/source of ongoing maintenance.</p> <p>Additionally, construction and maintenance of trails on crown lands requires authorization. Applications for funding for construction of trails or other recreation facilities on crown lands requires submission of the authorization for that construction activity. Applications which lack the required authorization may be rejected. Applications for funding of major improvements or maintenance activities to existing trails and recreation infrastructure must also include the authorization for such works if located on crown lands.</p>
<b>Agricultural and Aquaculture</b>	Agriculture and food sector applicants will be required to provide detailed information in response to questions related to (1) long-term financial sustainability, (2) current/proposed tenants, and (3) provide data on how the project will improve the agriculture, aquaculture, and/or food processing sector revenue in the region.
<b>Services, Technology and Commercial/Retail</b>	Applicants will be required to provide detailed information in response to questions related to (1) long-term financial sustainability, (2) the market gap or economic opportunity behind the proposed project, and (3) provide data on how the project will improve revenue in your community or region.
<b>Training &amp; Workforce Development</b>	Applicants will be required to provide detailed information in response to questions related to (1) linkage to a local/regional workforce development plan, (2) potential financial stability for participants or associated businesses, and (3) potential increases in accreditation or certification for participants or associated businesses.



## What Types of Projects are Not Eligible? |

Projects funded through REDIP must have clear ties to economic development and diversification outcomes. Ineligible projects include but are not limited to the examples provided in the list below.

Applicants are strongly encouraged to connect with program staff to review their project ideas prior to preparing their application. Information about staff support can be found on page 5.

### Common Ineligible Projects

#### Community Recreation

- Recreation centre upgrades
- Playgrounds
- Splash pads/spray parks
- Libraries
- Gymnasiums
- Pickleball/tennis courts

#### Community Emergency Response Assets

- Fire hall and/or ambulance station improvements/replacements
- Fire trucks and/or ambulance repairs/purchases

#### Mental Health Assets

- Mental health facilities
- Wellness facilities
- Rehabilitation centres

#### Municipal Utility Improvements not directly linked to a specific economic development opportunity

- Residential water lines
- Sewage systems
- Garbage/recycling services
- Transportation planning

#### Residential Housing Construction

- Construction of housing assets
- Planning activities related to housing that is not directly related to workforce development (definition of workforce development available on page 11)
- Rezoning initiatives for residential areas
- Site preparation for residential housing





# Creating a Project Budget |

**To be eligible, project costs must:**

- Directly benefit and be essential to the project.
- Be reasonable and accurately estimated.

All project related costs must be included in the project budget. Eligible costs refers to project costs eligible for funding through REDIP. Ineligible costs must be included but funded through the applicant contribution or other funding sources.

## Eligible Funding Costs

### General Costs

**Eligible**

- Costs incurred after approval and on or before the project completion date
- Capital purchases essential to project implementation: **up to 50% of REDIP funding**
- Staff salaries in the lead or partner organization(s) working directly on project activities:
  - **Capacity:** up to 100% of REDIP funding
  - **Development/Implementation:** up to 25% of REDIP funding

**Ineligible**

- Any unpaid costs including invoices or holdbacks
- Accrued costs
- Goods or services costs which are received through donations or in kind
- Costs incurred prior to approval date and after project completion date
- Land acquisition
- GST and PST
- Financing costs and interest charges

### Construction/Materials Costs

**Eligible**

- Equipment and/or furnishings essential to project operations
- Utility, electrical, sanitary sewer, and storm sewer set-up/connection services to project site

**Ineligible**

- Liability insurance for directors
- General routine, cyclical repairs and maintenance
- Traditional municipal infrastructure (roads, sidewalks, etc.)

**Note: Capacity projects only**

Capacity funding applications only need to include a budget for Year 1 of capacity funding. Subsequent years of funding and milestone-based development stream funding will be addressed through reporting and follow-up documentation.



## Creating a Project Budget (Cont.) |

### Professional Costs

#### Eligible

- Consulting services
- Project management
- Design/engineering costs
- Environmental reviews
- Archaeological assessments

#### Ineligible

- Cost associated with necessary permits and building approvals
- Legal costs
- Project-related professional fees payable to the eligible applicant
- Academic research that does not deliver concrete actions or tangible benefits

### Communication Activities Costs

#### Eligible

- Indigenous consultation
- Culturally relevant hospitality costs as part of the consultation process
- Communications, marketing or promotion-related costs
- Travel, accommodation and meals related to the project based on government per diem rates (rates listed in budget template)

#### Ineligible

- Gifts
- Direct meeting and/or lobbying of any level of government
- Expenses relating to hosting conferences or large community events
- Remuneration and travel of elected officials
- International travel requires a special review to determine eligibility
- Alcohol

## Applicant Contribution

Applicants to the **Capacity** stream do not need to provide an applicant contribution.

Applicants to the **Development** and **Implementation** streams must provide an applicant contribution based on the total cost of the project they are applying for.

- **Applications with a total project cost of less than \$500,000:** must contribute 20% of the total project budget up to \$100,000. For example, for a project with a total cost of \$400,000, applicants must contribute at least \$80,000 as the applicant and/or partner contribution.
- **Applications with a total project cost of \$500,000 or more:** must contribute 40% of the total project budget up to \$400,000. For example, for a project with a total cost of \$900,000, applicants must contribute at least \$360,000 as the applicant and/or partner contribution.
- The application will not be assessed if it does not meet the financial contribution requirement. Confirmation of applicant funding commitment may be requested upon review of applications.

### Source of Applicant Financial Contribution

The applicant financial contribution may come from:

- Applicants' own funds, including funds obtained through financing
- Funds from not-for-profit organizations, such as development trusts
- Federal government funding
- Funds from project partners
- In-kind contributions (see below)

Funding for the applicant financial contribution cannot come from:

- Other provincial government sources

Funding from other provincial government programs can contribute to the overall project funding if it is not part of the applicant financial contribution.

### In-kind Contributions

The applicant in-kind contribution:

- May be up to 10% of the total project budget – can be included in the applicant contribution.
- May include goods and services donated to a project by the eligible applicant and/or partners (e.g., staff time, use of space or equipment).
- Must be clearly identified in the budget form.
- Must be valued at fair market value.

### Other Sources of Funding

- Applicants must clearly outline the amount, status, and source of project funding.
- Confirmation of approved funding (letter/email/etc.) must be uploaded as part of the online application form for all confirmed funding.







## Funding Breakdown Examples

Examples	Total Project Budget	REDIP Funding	Applicant Contribution*	Other Sources of Funding
<b>Development Grant Example 1</b>	\$100,000	\$80,000 (80%)	\$20,000 minimum (Can include up to \$10,000 in-kind)	\$0
<b>Implementation Grant Example 1</b>	\$200,000	\$160,000 (80%)	\$40,000 minimum (Can include up to \$20,000 in-kind)	\$0
<b>Implementation Grant Example 2</b>	\$500,000	\$300,000 (60%)	\$200,000 minimum (Can include up to \$50,000 in-kind)	\$0
<b>Implementation Grant Example 3</b>	\$2,000,000	\$1,000,000 (maximum amount)	\$400,000 (Can include up to \$200,000 in-kind)	\$600,000

*\*Minimum confirmed contribution direct from applicant required. Please review Page 18 for details. Up to 10% of the project budget can be provided in-kind. Project costs not covered by REDIP funding and direct applicant contribution can be covered by other sources of funding.*



## Supporting Documentation |

Depending on the project type, there are different requirements for supporting documentation. Please review the following table (ctd. Page 21) for an overview of required and recommended documentation.

Project Type	Required documentation	Recommended documentation
<b>Capacity</b>	<ul style="list-style-type: none"> <li>Detailed Project Budget (must use the template found on the REDIP Program website)</li> <li>Direct Deposit Application Form and void cheque</li> <li>Partnership letter from each project partner (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Letters of support from organizations or groups who would be actively involved in or impacted by the project (within past 12 months)</li> <li>Relevant community plans that you directly reference in your application form</li> <li>Project quotes/plans</li> <li>Workplans</li> <li>Confirmation of third-party funding</li> <li>[Band] Council resolutions in support of the project</li> </ul>
<b>Development</b>	<ul style="list-style-type: none"> <li>Detailed Project Budget (must use the template found on the REDIP Program website)</li> <li>Direct Deposit Application Form and void cheque</li> <li>Partnership letter from each project partner (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Up-to-date quotes and estimates for services</li> <li>Project plans</li> <li>Letters of support from organizations and groups who would be actively involved in or impacted by the project (within past 12 months)</li> <li>Relevant community plans that you directly reference in your application form</li> <li>Confirmation of third-party funding</li> <li>[Band] Council resolutions in support of the project</li> </ul>
<b>Business/ Social Enterprise: Creation or Expansion</b>	<ul style="list-style-type: none"> <li>Detailed Project Budget (must use the template found on the REDIP Program website)</li> <li>Direct Deposit Application Form and void cheque</li> <li>Partnership letter from each project partner (if applicable)</li> <li>Confirmation of third-party funding (if applicable)</li> <li>Completed Business Case or Feasibility Study</li> </ul>	<ul style="list-style-type: none"> <li>Up-to-date quotes and estimates for services</li> <li>Project plans</li> <li>Letters of support from organizations and groups who would be actively involved in or impacted by the project (within past 12 months)</li> <li>Relevant community plans that you directly reference in your application form</li> <li>[Band] Council resolutions in support of the project</li> <li>Cost Benefit Analysis or Other Study</li> </ul>
<b>New or enhanced program OR service delivery</b>	<ul style="list-style-type: none"> <li>Detailed Project Budget (must use the template found on the REDIP Program website)</li> <li>Direct Deposit Application Form and void cheque</li> <li>Partnership letter from each project partner (if applicable)</li> <li>Confirmation of third-party funding (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Up-to-date quotes and estimates for services</li> <li>Project plans</li> <li>Letters of support from organizations and groups who would be actively involved in or impacted by the project (within past 12 months)</li> <li>Relevant community plans that you directly reference in your application form</li> <li>[Band] Council resolutions in support of the project</li> <li>Cost Benefit Analysis or Other Study</li> </ul>

## Supporting Documentation (Cont.) |

Project Type	Required documentation	Recommended documentation
<b>Construction of a new asset OR Preservation of an existing asset</b>	<p><b>Project Details</b></p> <ul style="list-style-type: none"> <li>Project Location: .KML file (see instructions on Program website)</li> <li>Partnership letter from each project partner (if applicable)</li> </ul> <p><b>Financial Details</b></p> <ul style="list-style-type: none"> <li>Detailed Project Budget (must use the template found on the REDIP Program website)</li> <li>A Project Quote provided by a Consultant, Engineer, or other Relevant Qualification /Professional Designation clearly identifying the Classification of the Cost Estimate</li> <li>Direct Deposit Application form and void cheque</li> <li>Confirmation of third-party funding (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Environmental or Archaeological Assessment</li> <li>Project Feasibility Study or Plan</li> <li>Cost Benefit Analysis or Other Study</li> <li>Design Drawings or Details</li> <li>Asset Management Plan</li> <li>Site Plan/Map</li> <li>Letters of support from communities directly impacted by the project (within past 12 months)</li> <li>Relevant community plans that you directly reference in your application form</li> <li>[Band] Council resolutions in support of the project</li> </ul>

## Project Timelines |

Project timelines must meet the following timeframes:

	Capacity	Development/ Implementation
<b>Project Start</b>	<ul style="list-style-type: none"> <li>Project activities must start within six months of approval and acceptance of funds.</li> </ul>	<ul style="list-style-type: none"> <li>Project activities must start within one year of approval and acceptance of funds.</li> </ul>
<b>Project Completion</b>	<ul style="list-style-type: none"> <li>Year 1 activities must be completed within one year of project start.</li> <li>Year 2 activities must be completed within a year of approval and acceptance of Year 2 funding.</li> <li>Year 3 activities must be completed within a year of approval and acceptance of Year 3 funding.</li> </ul>	<ul style="list-style-type: none"> <li>Project activities must be completed within two years of project start (i.e., one construction season)</li> </ul>

- When applying for a single phase of a larger infrastructure project, the phase must independently result in outcomes which align with REDIP objectives and be useable infrastructure even if subsequent phases do not proceed.
- Project timelines should consider relevant supply chain delays, permit approval timelines and availability of contractors and consultants.

## Receiving REDIP Funding |

### Grant Agreements

Awarding of funding to successful applicants is conditional upon finalization of a grant agreement that sets out the terms and conditions of the funding. The program reserves the right to award partial contributions of the total funding request.

The total amount of the grant payable will not exceed the amount noted in the grant agreement. The recipient is responsible for all costs over and above the grant amount, including cost overruns, ineligible/eligible costs, ongoing maintenance and operating costs associated with the operations of the completed project.

### Reporting

As per the grant agreements, funding recipients are required to submit project progress reports and a final report that outlines the project's performance and outcomes. Further details on reporting requirements will be provided to successful applicants.

### Recognition of Provincial Funders

Recognition of funding support from the Province of British Columbia should be acknowledged in all promotional events and materials, both print and online. The approved provincial logo and graphics standards are [available online](#) in a variety of ready-to-use digital formats.

The grant agreement for successful applicants has further information on requirements.

## Confidentiality and Support |

### Freedom of Information

Applications submitted under the program are subject to the Freedom of Information and Protection of Privacy Act. The information being collected is for the purpose of administering the program and evaluating eligibility under the program. The names and locations of successful award recipients may be published, along with the amount of the award, in various communications and promotional vehicles in the Province of British Columbia. Applications, in whole or in part, may be shared with other provincial ministries as part of the due diligence process.

### Conflict of Interest/Confidentiality

All documents received by the program are treated as confidential. Program staff uphold the standards for conflict of interest and confidentiality required by all B.C. public service employees.

### Contact Information and Application Support

If you have a question that is not addressed in this program guide or the website ([gov.bc.ca/REDIP](http://gov.bc.ca/REDIP)), support is available from program staff at [RuralDevelopment@gov.bc.ca](mailto:RuralDevelopment@gov.bc.ca) or by calling 250-356-7950.

## Appendix A: Definitions |

- Indigenous communities and First Nations governments:
  - A band council within the meaning of Section 2 of the Indian Act;
  - An Indigenous development corporation;
  - A First Nation, Inuit or Métis government or authority established pursuant to a self-government agreement or a comprehensive land claim agreement between His Majesty the King in Right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation; or
  - A First Nation, Inuit or Métis government that is established by or under legislation whether federal or provincial that incorporates a governance structure.
- Local government:
  - An incorporated municipality; or
  - A Regional District applying for an electoral area or unincorporated community.
- Not-for-profit:
  - An organization incorporated as a not-for-profit corporation or society formed under an Act of Canada or the Province of British Columbia and in good standing under the relevant Act;
  - Not-for-profit co-operatives incorporated as community service co-ops under the B.C. Co-operative Association Act are considered eligible as a not-for-profit organization;
  - Operating primarily for community benefit, and a provider of programs that benefit the community and not solely its members' interest.



Ministry of  
Jobs, Economic Development  
and Innovation





## Appendix B: How Applications Will be Assessed |

The following process is used to evaluate applications:

- The REDIP application is received online and is reviewed for eligibility.
- The assessment panel evaluates eligible applications using the assessment criteria below and determines the level of funding and/or conditions on payment of awards.
- Program staff may conduct due diligence with other ministries to gather expert feedback regarding the feasibility and/or funding of proposed projects. Experts may review project-specific information provided in the application form.
- The program area informs each applicant of the assessment panel's decision. Decisions will be announced Spring 2026.
- To ensure a wide distribution of program funding, applicants who did not receive funding in the previous REDIP intake may be prioritized in the assessment process. In addition, funding may not be provided in instances where interim/final reports are outstanding for previously funded projects.

Component	Criteria	Scoring		
		C	D	I
Project Need	<ul style="list-style-type: none"> <li>• Describes the details of the project clearly and demonstrates why the project is needed.</li> <li>• Preference will be given to Indigenous, small and remote communities; communities that have experienced recent economic disruptions; and communities that identify/exhibit the strongest need for support with economic development capacity.</li> </ul>	46	20	14
Project Benefits	<p><b>ALL FUNDING CATEGORIES</b></p> <ul style="list-style-type: none"> <li>• Identifies and clearly demonstrates how the project will bring economic benefits to the community.</li> <li>• Clearly describes how/why project activities will achieve intended outcomes.</li> <li>• Identifies how project advances StrongerBC priorities of inclusive and clean growth.</li> <li>• Details how the project will help create good, sustainable jobs in the community.</li> <li>• If project includes infrastructure costs, describes why it is needed to support community economic development.</li> </ul> <p><b>IMPLEMENTATION</b></p> <ul style="list-style-type: none"> <li>• Provides detailed answers to sector-specific questions.</li> </ul>	20	30	35

## Appendix B: How Applications Will be Assessed (Cont.) |

<b>Project Timeline</b>	<ul style="list-style-type: none"> <li>• Demonstrates that the project is thoroughly planned and ready for implementation.</li> <li>• Provides clear project milestones, with appropriate timelines, and describes how they will be completed successfully.</li> </ul>	5	15	15
<b>Project Budget</b>	<ul style="list-style-type: none"> <li>• Contains detailed descriptions and accurate estimates of project costs.</li> <li>• Demonstrates costs are direct and essential to project implementation and are clearly linked to project activities described in the application.</li> </ul>	5	15	15
<b>Project Risk &amp; Feasibility</b>	<p><b>ALL FUNDING CATEGORIES</b></p> <ul style="list-style-type: none"> <li>• Identifies potential risk factors (e.g. cost overruns, timelines delays) and sufficient mitigation strategies.</li> </ul> <p><b>DEVELOPMENT AND IMPLEMENTATION</b></p> <ul style="list-style-type: none"> <li>• Includes information on any permits, permissions or other steps that are required for the project to be implemented and completed.</li> <li>• Demonstrates that the organization has the resources and skills to complete the project.</li> <li>• Demonstrates clear consideration for environmental impacts and presents mitigation strategies.</li> </ul>	6	10	11
<b>Community Support/ Planning</b>	<ul style="list-style-type: none"> <li>• Provides strong linkages between project activities and community planning.</li> <li>• Demonstrates that the project has the support of the community.</li> </ul>	10	5	5
<b>Diversity, Inclusion and Reconciliation</b>	<p><b>ALL FUNDING CATEGORIES</b></p> <ul style="list-style-type: none"> <li>• Demonstrates organizational commitment to diversity, inclusion and Indigenous reconciliation.</li> </ul> <p><b>DEVELOPMENT AND IMPLEMENTATION</b></p> <ul style="list-style-type: none"> <li>• Demonstrates that the project has the support of Indigenous and non-Indigenous communities.</li> <li>• Considers the potential impacts of the project on all community members.</li> </ul>	8	5	5
<b>Total</b>		<b>100</b>	<b>100</b>	<b>100</b>

District of Barriere

# REPORT TO COUNCIL

## Request for Decision

<b>Date:</b> October 6, 2025	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> Chief Administrative Officer
<b>Re:</b> Wayfinding Signage	
<b>Recommendation:</b> THAT Council supports the Wayfinding project in the amount of up to \$20,000 to be funded from Surplus; AND THAT Council instructs Staff to amend the Financial Plan accordingly.	

### Purpose

To provide Council with an update on the Wayfinding grant that the Chamber of Commerce is managing; and for Council to determine whether to fund the project or not.

### Background

On October 7, 2024, Council discussed for the Chamber to apply to ETSI-BC for a \$50,000 Wayfinding Master Plan project, with \$25,000 funded from the grant, \$2,500 to be contributed in kind by the Chamber, and that the remainder (\$22,500) to be funded either by other organizations or the District. At that meeting, Council passed the following resolution:

**THAT Council authorize the Barriere Chamber of Commerce to apply for funding in the amount of \$50,000 on behalf of the District of Barriere to the ETSI-BC Building Economic Development Capacity Program to facilitate a community Wayfinding Strategy/Plan with the District of Barriere's portion of \$25,000 to be allocated in the 2025 budget process should the grant application be successful.**

The Chamber was awarded the grant in December of 2024, and final approval was provided in February 2025. The Chamber has since been working on securing other funding by connecting with community partners like Simpcw, Paradigm, and Taseko, but also applying to other grant opportunities through Canadian National (CN) Rail and the Thompson Nicola Regional District (TNRD).

As part of the 2025 budget process, Council deliberated dedicating funding within the 2025 Financial Plan towards the project. However, to balance the 2025 budget, Council elected to hold off with financially supporting the Wayfinding Master Plan project until additional funding amounts from other organizations could be confirmed. The intent was to make a final determination at a later date in 2025 once some certainty on District funds and other contributions could be achieved.

From the community partners, only Simpcw has verbally committed \$5,000 towards the project. Other organizations have indicated that they would be willing to support physical signage projects in the future once that step is reached.

The Chamber was also advised by CN and the TNRD that the respective grant applications were unsuccessful. The Chamber intends to reapply for the next grant intake later this year; however, in the meantime the project has stalled out until the remainder of the funds can be secured.

As such, the remainder to be funded once considering the contribution from Simpcw is estimated at **\$17,500**.

### Project Timeline

The final grant agreement outlines that the project must be completed by May 31, 2026; however, the intent was to have a contract for the work awarded by the Chamber by the middle of August 2025 at the latest. Subsequently, this project is slightly delayed at this stage. As indicated above, all efforts were made to secure 3<sup>rd</sup> party funding so it would not impact District taxpayers which is the primary reason why the project is now slightly behind schedule.

### **Options**

At this time, Council has two main options to consider.

1. Not fund the project – This would result in the Chamber having to return the funds, there will also be a risk that future ETSI-BC grant applications may not be considered favourably. The community would not be in a position to apply for grant funding relating to physical signage, for example through the Rural Economic Development and Infrastructure Program (REDIP) program. Other organizations have also indicated a willingness to financially support such a physical signage project.
2. Fund the remaining costs of the project – This would result in the project being able to be completed. The Chamber may need to ask for a small extension towards the end of the project if they are unsuccessful in procuring a qualified professional in a reasonable amount of time. Council would then have the necessary documents to apply for other grant funding streams and to work with other local organizations to develop physical signage for our community. The Chamber would also continue to investigate other opportunities through grants, etc. to offset the District's contribution.

### **Summary**

Staff is recommending providing funding for the project purely because Council has supported this project in October 2024, and Council only withheld funding during the 2025 budget process to see if funding by other parties could be secured.

---

## **Benefits or Impact**

### General

Completion of a project that has been considered by Council since October 2024.



## Finances

Overall cost for the project is estimated at \$50,000. Grant funding is available for up to a maximum of \$25,000 (or 50%). Simpcw is contributing \$5,000. The Chamber is contributing \$2,500 in kind. The District's portion would be \$17,500. By committing up to \$20,000, a contingency allowance of up to \$2,500 would be created.

District operational finances for 2025 are largely on-track as of the time of writing this report. No major financial "windfalls" were achieved outside of the wildfire support throughout the summer season which accounted for roughly \$50,000-60,000 in additional revenue after expenses. However, the grant application for the fire hall utilized roughly \$40,000 to 45,000 of that additional revenue, and additional unforeseen repairs to a fire engine are estimated at \$30,000.

## Strategic Impact

Priority #4: General Governance and Community Engagement

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

Results: c. Support our local community partners and enable them to provide a benefit to the community on behalf of the District

## Risk Assessment

Compliance: Community Charter, Funding Agreement between ETSI-BC and the Chamber.

Risk Impact: Low-Medium. This funding was not included in the budget, and no significant additional revenues were achieved in 2025. As such, this expense would most likely need to come from operating surplus to balance the budget at year-end.

Internal Control Process:

Staff would continuously engage with the Chamber on the progress of the Project. It is anticipated that Council will provide input and would need to approve the final master plan before it becomes an official document of the District.

## Next Steps / Communication

- If approved, Staff would work with the Chamber on funding and RFP process.
- Complete the project by the ETSI-BC grant deadline (May 31, 2026)

---

## **Attachments**

- N/A

## **Recommendation**

**THAT Council supports the Wayfinding project in the amount of up to \$20,000 to be funded from Surplus; AND THAT Council instructs Staff to amend the Financial Plan accordingly.**

## **Alternative Options**

1. Council could instruct Staff to utilize Option 1 (not funding the project instead). As mentioned, this would effectively end the project without a master plan at hand for future grant applications.

Prepared by:

D. Drexler, Chief Administrative Officer

District of Barriere

# REPORT TO COUNCIL

## Request for Decision

<b>Date:</b> October 6, 2025	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> J. Mosdell, Deputy Corporate Officer
<b>Re: Rescindment of Three (3) Outdated Policies – No. 11, No. 22 &amp; No. 43</b>	
<b>Recommendations:</b> <ol style="list-style-type: none"><li>1. THAT Council rescind Policy No. 11 – Political Representatives Meeting Protocol</li><li>2. THAT Council rescind Policy No. 22 – Holiday Office Closure</li><li>3. THAT Council rescind Policy No. 43 – Covid Relief Grants in Aid: Organizations</li></ol>	

### **Purpose**

To seek Council's approval to rescind three policies that are outdated and no longer followed in practice.

### **Policy No. 11 – Political Representatives Meeting Protocol**

#### **Background**

Policy No. 11 – Political Representatives Meeting Protocol was adopted by Council on March 1, 2010, and establishes that Council meets twice annually with Members of Parliament, the Member of the Legislative Assembly, and the local School Trustee to discuss items of mutual interest.

### **Policy No. 22 – Holiday Office Closure**

#### **Background**

Policy No. 22 – Holiday Office Closure was adopted by Council on December 7, 2012, and sets specific annual office closure dates and guidance for the non-stat holiday season.

### **Policy No. 43 – Covid Relief Grants in Aid: Organizations**

#### **Background**

Policy No. 43 – Covid Relief Grants in Aid: Organizations was adopted on May 9, 2022, and created a time-limited relief fund to assist organizations because of the pandemic.

---

## Benefits or Impact

### General

Clearer policy framework and improved administrative flexibility.

### Finances - N/A

### Strategic Impact

Priority 2 – Fiscally Responsible Operations.

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

Result D – Business cases to align current and future operational needs to increase efficiencies and capacity is presented for Council consideration.

### Risk Assessment

Compliance: There is no legislation that requires these policies to remain in force so this change will not affect Council procedures.

Risk Impact: Low. By aligning policy with current practices, the decision introduces no operational risk.

### Internal Control Process:

1. Policy No. 11 - Staff will maintain a log of intergovernmental meetings and report through regular Council updates as appropriate.
2. Policy No. 22 - The CAO will confirm the holiday closure dates annually and report to Council and Staff.
3. Policy No. 43 – N/A

### Next Steps / Communication

- Upon approval, remove policies from the active policy manual. The Policies will be archived. Staff will be notified.
- 

## Attachments

- Policy No. 11 – Political Representatives Meeting Protocol
- Policy No. 22 – Holiday Office Closure
- Policy No. 43 – Covid Relief Grants in Aid: Organizations

## Recommendation

1. **THAT Council rescind Policy No. 11 – Political Representatives Meeting Protocol**
2. **THAT Council rescind Policy No. 22 – Holiday Office Closure**
3. **THAT Council rescind Policy No. 43 – Covid Relief Grants in Aid: Organizations**

## Alternative Options

Council could choose to not rescind any of the above three Policies. This is not recommended as this would result in the organization not following its established operational process.

Prepared by: Jamie Mosdell, Deputy Corporate Officer

Reviewed by: D. Drexler, Chief Administrative Officer



## DISTRICT OF BARRIERE

# COUNCIL POLICY MANUAL

Page 1 of 1  
Approval Date: March 1, 2010

**NO: 11**  
**SECTION: GENERAL GOVERNMENT - COUNCIL**  
**SUBJECT: POLITICAL REPRESENTATIVES MEETING PROTOCOL**

That the District Council meet twice a year with our Member of Parliament, our Member of the Legislative Assembly and our local School Trustee to discuss items of mutual interest and concern.





## DISTRICT OF BARRIERE

### COUNCIL POLICY MANUAL

Page 1 of 1

Approval Date: Dec 7, 2012

**NO: 22**

**DEPARTMENT: COUNCIL AND STAFF**

**SUBJECT: HOLIDAY OFFICE CLOSURE**

#### **1.0 Policy Statement:**

The District of Barriere Offices will be closed for the Holiday Season as of 2:00pm on the last business day prior to December 25<sup>th</sup>, and remain closed until 8:30am on the next business day following New Year's Day. Outside workers may decrease their normal work hours during this time as long as mandatory functions are maintained.

#### **2.0 Employee Wages:**

The statutory holidays are December 25<sup>th</sup>, December 26<sup>th</sup> and January 1<sup>st</sup>. Non-statutory days/hours within the proposed closure or work reduction may be deducted from employees' holiday entitlement or taken by leave without pay at the Employee's choice.

District of Barriere Holiday Office Closure Policy No. 22

Approved by: Council

Date of Approval: December 7, 2012



# DISTRICT OF BARRIERE COUNCIL POLICY MANUAL

Page 1 of 2  
Approval Date: May 9, 2022

**NO: 43**  
**SECTION: FINANCE**  
**SUBJECT: COVID RELIEF GRANTS IN AID: ORGANIZATIONS**

The District of Barriere is providing Grant-in-Aid funding in order to assist and support non-profit societies/organizations in the community that are facing hardship as a result of the COVID-19 pandemic. The total, allocated funding available is \$50,000 which will reduce by each successful grant provision until the total funding available is depleted. Once this fund is depleted, this policy will dissolve unless otherwise re-established by Council in the annual budget process.

No single COVID-19 Relief Grant-in-Aid will exceed the amount of \$5,000 (five thousand dollars) within a 12-month period. No single COVID-19 Relief Grant-in-Aid will exceed the total loss (or anticipated loss) of revenue indicated in the organization's 2018 or 2019 financial statement.

Applications will be considered by Council at the first available Council Meeting subject to the application being received by the Corporate Officer by no later than the Wednesday prior to the scheduled Regular Council Meeting.

The attached application form (which may be amended from time-to-time by Administration) is to be used and accompanied by the required additional documentation listed below:

- Latest financial statement
- 2018 or 2019 financial statement (unless established in a later year)
- Brief outline of financial hardship incurred due to the COVID-19 pandemic
- Annual report (if available)

Incomplete applications will not be accepted and will be returned to the applicant. All complete applications meeting the specified criteria will be reviewed by Council.

Council may grant the full amount requested, a lesser amount requested, or deny any funding at its discretion.

Applicants will be notified in writing as to whether or not their request has been successful and, if successful, the amount they will receive.

Applications are available at the District of Barriere Municipal Office and online on the District's Municipal website: [www.barriere.ca](http://www.barriere.ca).

.

## DISTRICT OF BARRIERE COVID-19 Relief Grant Application – Organizations

Organization Official Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Briefly describe your organization's purpose:

Briefly describe how the requested grant money will be used and the impact that the COVID-19 pandemic has had on your organization's ability to financially support itself: *(use a separate sheet if necessary)*

What amount of Grant-in-Aid is being requested? \$ \_\_\_\_\_  
(Maximum \$5000 per application within a 12month period)

Total organization 2019 Revenue \$ \_\_\_\_\_

Have you received a Grant-in-Aid under this funding stream in the past 12 months?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If **yes**, what was the amount of the grant? \$ \_\_\_\_\_

Attachments: Please provide the following to your application (if available):  
**2018 or 2019 Financial Statement, Latest Financial Statement**

*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, [inquiry@barriere.ca](mailto:inquiry@barriere.ca), or by fax to 250-672-9708. Applications must be received by 4pm on the Wednesday prior to the scheduled Council Meeting to be considered at that meeting.*

INTERNAL OFFICE USE: Approved / Denied Amount Approved: \_\_\_\_\_

**DISTRICT OF BARRIERE  
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:

<b>Name of Reserve Fund</b>	<b>Purpose of Reserve Fund</b>
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: - 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.



<b>Name of Reserve Fund</b>	<b>Purpose of Reserve Fund</b>
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 15<sup>th</sup> day of September, 2025.

Finally adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

Mayor – Rob Kerslake

---

Corporate Officer – Tasha Buchanan



**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 **15<sup>th</sup>** day of **September**, **2025**.

Finally adopted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

Mayor – Rob Kerslake

---

Corporate Officer – Tasha Buchanan



District of Barriere

# REPORT TO COUNCIL

## Request for Decision

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

### 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

## 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

<b>Date:</b> October 6, 2025	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> T. Buchanan, Corporate Officer
<b>Re: DRAFT Permissive Tax Exemption Bylaw No. 222, Amendment Bylaw No. 261 re: LNTCFS Permissive Tax Exemption Application 2026</b>	
<b>Recommendation: That Council provide first three readings of Permissive Tax Exemption Bylaw No. 222, Amendment Bylaw No. 261</b>	

**Background:** At the July 21, 2025 Regular Council Meeting, Council was informed that the District of Barriere has received an application with the required supporting documents (*attached*) for a Permissive Tax Exemption from the *Lower North Thompson Community Forests Society* (LNTCFS) for their newly acquired property located at 573 Barkley Road. During that meeting, representatives from the LNTCFS provided a Power Point Presentation (*attached*) outlining the organization's mandate, structure and support it provides to the community. Following the presentation and review of the July 21, 2025 Staff Report outlining the application, Council directed staff to prepare a draft amendment to the District's Permissive Tax Exemption Bylaw for formal Council consideration.

**Discussion:** The July 21, 2025 staff report detailing the application, relevant legislation and term, as well as the application's supporting documents, including the LNTCFS Presentation, are included as attachments for reference.

**Options:**

1. Should Council not wish to move the application forward in the bylaw amendment process, a resolution of Council should be made denying the application by the LNTCFS to be included in the Permissive Tax Exemption Bylaw No. 222 as amended.

---

### Benefits or Impact

#### General

Considering applications from non-profit entities for a permissive tax exemption where appropriate.

#### Finances

Reduction of tax revenue in the amount of approximately \$1,114.00 that supports municipal services. Other tax payers would be required to provide for this amount through taxation.

#### Risk Assessment

Compliance: *Section 224 of the Community Charter*

Risk Impact: Low

Internal Control Process: Staff would include the actual exempted tax amount in the Annual

Municipal Report which is posted publicly each year.

Next Steps: Bylaw will be brought to the October 27<sup>th</sup>, 2025 Council Meeting for final adoption in order to meet the legislative adoption deadline of October 30<sup>th</sup>, 2025.

---

### **Attachments**

- Draft Permissive Tax Exemption Bylaw No. 222, Amendment Bylaw No. 261
- Original Staff Report dated July 21, 2025
- Letter of Request from LNTCFS
- Board of Director List
- LNTCFS 2024 Financial Statement
- 2023-2026 Permissive Tax Exemption Bylaw No. 222, as amended
- LNTCFS July 21, 2025 Power Point Presentation

Prepared by: T. Buchanan, Corporate Officer

Reviewed by: Daniel Drexler, CAO

**DISTRICT OF BARRIERE**

**DRAFT BYLAW NO. 261**

**A BYLAW TO AMEND DISTRICT OF BARRIERE COMMUNITY USE PROPERTY TAX  
EXEMPTION BYLAW NO. 222**

---

WHEREAS it is provided by Section 224 of the *Community Charter* that on or before the 31<sup>st</sup> day of October in any year, Council may, by bylaw, exempt from taxation for up to ten years, land and improvements, or both, and the exemption may apply to the whole or a part of the taxable assessed value of land or improvements, or both.

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

1. This Bylaw may be cited as "*District of Barriere Community Use Property Tax Exemption Bylaw No. 222, Amendment Bylaw No. 261.*"
2. *Community Use Property Tax Exemption Bylaw No. 222* is hereby amended by adding the following corporations to Section 1 of Bylaw No. 222 which shall be exempt from taxation for the year 2026:
  - (i) Lower North Thompson Community Forests Society (LNTCFS)  
will receive a 100% exemption of the non-profit portion of the property, but will receive no exemption for the commercial portion of the property.

Lot 2, District Lot 1445, KDYD, Plan KAP5534 – PID #010-286-055  
573 Barkley Road  
Roll Number: 1390040

READ A FIRST TIME this                      day of                      , **2025**

READ A SECOND TIME this                      day of                      , **2025**

READ A THIRD TIME this                      day of                      , **2025**

**ADOPTED this                      day of                      , 2025**

---

Mayor Rob Kerslake

---

Tasha Buchanan, Corporate Officer

---

Certified Copy  
Tasha Buchanan, Corporate Officer



District of Barriere

# REPORT TO COUNCIL

## Request for Decision

<b>Date:</b> July 21, 2025	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> T. Buchanan, Corporate Officer
<b>Re: LNTCFS Permissive Tax Exemption Application 2026</b>	
<b>Purpose:</b> For Council to consider an application for a Permissive Tax Exemption submitted by the Lower North Thompson Community Forests Society (LNTCFS)	

**Background:** The District of Barriere recently received an application with the required supporting documents (*attached*) for a Permissive Tax Exemption from the Lower North Thompson Community Forests Society (LNTCFS) for their newly acquired property located at 573 Barkley Road.

It is provided by Section 224 of the *Community Charter* that on or before the 31<sup>st</sup> day of October in any year, Council may, by bylaw, exempt a property (or part of a property) from taxation for up to ten years. District of Barriere Bylaw No. 222, currently in force, is applicable for the years of 2023, 2024, 2025 and 2026. Each year, all permissive tax exempted societies/organizations/ places of worship and their exempted annual amounts, are publicly published in the District's Annual Report.

The LNTCFS currently receives a Permissive Tax Exemption for their 12.55-acre industrial use property located in the Barriere Industrial Park – 4737 Gilbert Drive with a current assessed value of \$699,000.

The Gilbert Dr. property has received the following municipal tax exemptions under *Bylaw No. 222*:

- 2023: \$2,592.08
- 2024: \$3,003.42
- 2025: \$4,137.61

Should Council wish to prepare a permissive tax exemption inclusion for 573 Barkley Rd., the Bylaw would need to be adopted by October 31<sup>st</sup> of this year in order to receive a tax exemption for the year 2026 which is the remaining year applicable in Bylaw No. 222 (*attached*). All properties currently exempt at the end of 2026, and those wishing to be considered for the next Permissive Tax Bylaw term starting in 2027, will be required to apply before the end of July in 2026.

### Discussion:

#### Lower North Thompson Community Forests Society (LNTCFS) – 573 Barkley Rd.

The LNTCFS office recently relocated to 573 Barkley Road from their previous location on Barriere Town Road which did not receive a permissive tax exemption in the past.

As the 2026 assessed values have not yet been determined by BC Assessment, determining a tax exemption amount can only be estimated. With the eligible 1,760sq.ft occupied square footage of the total 3,840sq.ft building, staff estimate the municipal taxation value to be: **\$1,114.73**. This estimate

was determined with the help of BC Assessment providing an estimated value of \$107/sq ft for the building. The remaining square footage (2,080sq.ft) is not eligible for a permissive tax exemption.

### Term

This proposed exemption would only apply to the 2026 calendar year as all organizations that receive a permissive tax exemption are required to reapply in 2026 to be considered for the next Permissive Tax Exemption Bylaw term.

### Options:

1. Should Council wish to move the application forward in the legislated process, a resolution of Council should be made directing staff to present a draft amendment for the District of Barriere Permissive Tax Exemption Bylaw No. 222 to Council for formal consideration at the September 15, 2025 and October 6, 2025 Council Meetings in order to meet the legislative adoption deadline of October 31, 2025.
2. Should Council not wish to move the application forward in the bylaw amendment process, a resolution of Council should be made denying the application by the LNTCFS to be included in the Permissive Tax Exemption Bylaw No. 222 as amended.

---

## Benefits or Impact

### General

Considering applications from non-profit entities for a permissive tax exemption where appropriate.

### Finances

Reduction of tax revenue in the amount of approximately \$1,114.00 that supports municipal services. Other tax payers would be required to provide for this amount through taxation.

### Risk Assessment

Compliance: *Section 224 of the Community Charter*

Risk Impact: Low

Internal Control Process:

Staff would include the actual exempted tax amount in the Annual Municipal Report which is posted publicly each year.

---

## Attachments

- Letter of Request from LNTCFS
- Board of Director List
- LNTCFS 2024 Financial Statement
- 2023-2026 Permissive Tax Exemption Bylaw No. 222, as amended

Prepared by: T. Buchanan, Corporate Officer

Reviewed by: Daniel Drexler, CAO



## *Lower North Thompson Community Forest Society*

PO Box 983, Barriere, BC, V0E 1E0

Ph: 250-672-1941

May 14, 2025

District of Barriere  
PO Box 219  
Barriere, BC  
V0E 1E0

**Re: Permissive Tax Exemption Request - Lot 2 District Lot 1445 Kamloops Division Yale District Plan 5534 (Lower North Thompson Community Forest Society)**

To Whom It May Concern,

The Lower North Thompson Community Forest Society (LNTCFS) hereby requests a permissive tax exemption for our recently purchased property:

Lot 2 District Lot 1445 Kamloops Division Yale District Plan 5534 (Lower North Thompson Community Forest Society)

We request that the exemption apply to the entire property except for the portion leased to the medical clinic, which comprises 2,080 ft<sup>2</sup> or 54% of the main building's total area (3,840 ft<sup>2</sup>). A building layout drawing identifying the leased area is attached for reference.

As a not-for-profit society, the benefits of this tax exemption will feed directly back into the community through grants, educational support, and economic development initiatives. The LNTCFS portion of property is used as a base for our woodlands operation, and as an organization, the LNTCFS is actively working to promote and develop local economic growth in the valley.

To support this application, we have also attached:

- A list of the current LNTCFS directors, and
- Our most recent financial statement.

To learn more about the forest management, economic, and social objectives of the LNTCFS and their importance to the five participating local communities, please visit our website at [www.LNTCFS.org](http://www.LNTCFS.org), where you will find our Mission Statement, financial reports, and a list of community support activities under the 'Community Contributions' tab.

Sincerely,

Mike Francis, RPF  
General Manager

# **Lower North Thompson Community Forest Society**

Board of Directors

As of May 14, 2025

**Harley Wright (Barriere)**

(Chairman)

**Scott Kershaw (Barriere)**

(Director)

**Mike Casey (Barriere)**

(Director)

**Harry Waldron (Barriere)**

(Director)

**Phil Brathwaite (Barriere)**

(Director)

**Kathy Cooper (Barriere)**

(Director)

**Terry Corley (Barriere)**

(Director)

**Wim Houben (Barriere)**

(Vice Chair)

**Norm Kienitz (Louis Creek)**

(Secretary/Treasurer)

**Greg Fennell (Barriere)**

(Director)

**Ted Brown (Little Fort)**

(Director)

**Trish Thompson (Barriere)**

(Director)

**Dan Winiski (Barriere)**

(Director)

**Maxine Cusack (Barriere)**

(Director)

**LOWER NORTH THOMPSON COMMUNITY FOREST SOCIETY**  
**FINANCIAL STATEMENTS**  
**June 30, 2024**

REVIEW ENGAGEMENT REPORT  
STATEMENT OF FINANCIAL POSITION  
STATEMENT OF OPERATIONS  
STATEMENT OF CHANGES IN NET ASSETS  
STATEMENT OF CASH FLOWS  
NOTES TO FINANCIAL STATEMENTS





**Finnie Hunka LLP**  
Chartered Professional Accountants

201-1315 Summit Drive, Kamloops BC V2C5R9  
T: 250-314-6856 F: 250-314-1623  
[www.fhdlp.ca](http://www.fhdlp.ca)

Ken J. Finnie CPA, CMA\* | Kimberly L. Hunka CPA, CGA\*  
\*Denotes Professional Corporation

## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Directors of Lower North Thompson Community Forest Society

We have reviewed the accompanying financial statements of Lower North Thompson Community Forest Society that comprise the statement of financial position as at June 30, 2024 and the statements of operations, changes in net assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal controls as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

### Conclusion

Based on our review, nothing has come to our attention that causes us to believe that these financial statements do not present fairly, in all material respects, the financial position of Lower North Thompson Community Forest Society at June 30, 2024, and the results of its operations and its cash flows for the year then ended in accordance with the Canadian accounting standards for not-for-profit organizations in conjunction with accounting standards for private enterprises.

*Finnie Hunka LLP*  
Chartered Professional Accountants

Kamloops, BC  
October 10, 2024

**LOWER NORTH THOMPSON COMMUNITY FOREST SOCIETY**  
**STATEMENT OF FINANCIAL POSITION**  
**June 30, 2024**

	2024	2023
<b>ASSETS</b>		
CURRENT ASSETS:		
Cash	\$ 424,553	\$ 1,046,968
Accounts receivable	21,193	45,091
Goods and services tax recoverable	1,437	16,544
Inventory (Note 2)	126,841	188,286
Prepaid expenses and deposits	78,558	39,982
Current portion of Guaranteed Investment Certificates (Note 3)	<u>312,500</u>	<u>587,500</u>
	965,082	1,924,371
LONG TERM GUARANTEED INVESTMENT CERTIFICATES (Note 3)	765,764	989,106
LONG TERM INVESTMENTS - QTRADE (FMV \$3,654,005) (Note 4)	3,380,871	2,611,318
PROPERTY AND EQUIPMENT (Note 5)	<u>2,243,658</u>	<u>1,480,867</u>
	<u>\$ 7,355,375</u>	<u>\$ 7,005,662</u>
<b>LIABILITIES AND NET ASSETS</b>		
CURRENT LIABILITIES:		
Accounts payable and accruals	\$ 141,633	\$ 102,888
Payroll remittances payable	18,891	16,232
Provincial sales tax payable	601	648
Deferred grant revenue (Note 6)	40,100	56,525
Current portion of silviculture liability (Note 7)	<u>248,084</u>	<u>218,691</u>
	449,309	394,984
LONG TERM SILVICULTURE LIABILITY (Note 7)	<u>1,454,912</u>	<u>1,510,942</u>
	<u>1,904,221</u>	<u>1,905,926</u>
NET ASSETS - INTERNALLY RESTRICTED FOR OPERATIONS	2,782,381	1,748,072
NET ASSETS - INTERNALLY RESTRICTED TO PROVIDE FOR:		
Expansion and Job Creation (Note 8)	2,491,424	3,150,000
Environment (Note 10)	23,811	50,000
Education (Note 11)	30,000	30,000
Forest Stewardship (Note 12)	57,538	66,664
Scholarships and Bursaries (Note 13)	<u>66,000</u>	<u>55,000</u>
	<u>5,451,154</u>	<u>5,099,736</u>
Commitments (Note 15)	<u>\$ 7,355,375</u>	<u>\$ 7,005,662</u>

APPROVED BY THE DIRECTORS:

\_\_\_\_\_ Director

\_\_\_\_\_ Director

**LOWER NORTH THOMPSON COMMUNITY FOREST SOCIETY**  
**STATEMENT OF OPERATIONS**  
Year ended June 30, 2024

	2024	2023
REVENUE:		
Timber	\$ 2,264,180	\$ 3,627,931
Lumber, product and milling	163,566	96,011
Firewood and delivery	142,095	174,572
Grants	27,590	23,561
Equipment rental and other	5,483	12,900
Forest Enhancement Society of BC (Note 16)	141,282	36,190
Land based investment funding (Note 16)	-	320,214
	<u>2,744,196</u>	<u>4,291,379</u>
EXPENSES:		
Advertising and promotion	19,447	16,995
Bank charges	56	69
Bad debts	324	295
Community meetings	2,078	11,800
Contracting	1,047,674	2,123,480
Equipment rental	674	2,705
Forest development	9,540	2,243
Forest Enhancement Society of BC (Note 16)	-	32,180
Fuel	24,861	37,449
Insurance	43,727	36,841
Land based investment expenses (Note 16)	-	290,681
Licenses, dues and fees	8,186	4,875
Log purchases, hauling and direct costs (Note 17)	141,512	72,315
Office	9,577	9,834
Office rent	6,560	6,350
Professional fees	9,386	5,406
Repairs and maintenance	73,216	41,074
Silviculture	198,355	379,260
Stumpage and annual rent	59,438	160,149
Supplies	13,745	11,705
Telephone	4,445	3,375
Travel	3,466	2,399
Utilities	6,830	4,645
Wages and benefits	442,641	361,267
Wildfire risk reduction (Note 16)	154,803	39,464
	<u>2,280,541</u>	<u>3,656,856</u>
EXCESS REVENUE OVER EXPENSES FROM OPERATIONS	463,655	634,523
OTHER REVENUE AND (EXPENSES):		
Interest income	91,475	67,791
Gain on disposal of investments	30,270	-
Dividend income - Ordinary	570	612
Dividend income - Eligible	53,234	55,886
Capital gains dividends	4,398	546
Grants disbursed - Trans Mountain Education	(16,625)	(3,325)
Loss on disposal of property and equipment	(1,335)	(11,031)
Amortization	(93,410)	(92,425)
EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR	\$ 532,232	\$ 652,577

**LOWER NORTH THOMPSON COMMUNITY FOREST SOCIETY**  
**STATEMENT OF CHANGES IN NET ASSETS**  
Year ended June 30, 2024

	Internally Restricted to provide for specified funds	Internally Restricted for operations	<b>Total</b>  <b>2024</b>	Total  2023
Balance, beginning of the year	\$ 3,351,663	\$ 1,748,072	<b>\$ 5,099,734</b>	\$ 4,760,458
Excess of revenues over expenses	-	532,232	<b>532,232</b>	652,577
Net expired fund allocations	(3,500)	3,500	-	-
New fund allocations:				
Environment	-	-	-	-
Skate Park	-	-	-	-
Forest Stewardship	-	-	-	-
Scholarships and bursaries	50,000	(50,000)	-	-
Community grants	110,000	(110,000)	-	-
Expansion/Job Creation	-	-	-	-
Covid Community Initiative	-	-	-	-
Fund expended:				
Environment	(26,189)	-	<b>(26,189)</b>	(50,000)
Skate Park	-	-	-	(55,000)
Forest Stewardship	(9,125)	-	<b>(9,125)</b>	(45,301)
Scholarships and bursaries	(35,500)	-	<b>(35,500)</b>	(38,000)
Community grants	(110,000)	-	<b>(110,000)</b>	(125,000)
Expansion/Job Creation	(658,576)	<b>658,576</b>	-	-
Covid Community Initiative	-	-	-	-
Balance, end of year	<u>\$ 2,668,773</u>	<u>\$ 2,123,804</u>	<u><b>\$ 5,451,152</b></u>	<u>\$ 5,099,734</u>

**LOWER NORTH THOMPSON COMMUNITY FOREST SOCIETY**  
**STATEMENT OF CASH FLOWS**  
Year ended June 30, 2024

	2024	2023
<b>CASH FLOWS FROM OPERATING ACTIVITIES:</b>		
Cash receipts from customers	\$ 2,751,669	\$ 4,245,420
Cash paid to suppliers and employees	(2,217,780)	(3,659,536)
Bank charges paid	(56)	(69)
Interest and dividends	<u>149,677</u>	<u>124,835</u>
Cash flows from operations	<u>683,510</u>	<u>710,650</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES:</b>		
Silviculture liability	(26,635)	81,267
Funds expended from restricted net assets	<u>(180,815)</u>	<u>(313,301)</u>
Cash flows used in financing	<u>(207,450)</u>	<u>(232,034)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES:</b>		
Purchase of property and equipment	(857,535)	(35,776)
Proceeds on disposal of property and equipment	-	20,000
Long-term investments	<u>(515,940)</u>	<u>159,792</u>
Cash flows from (used in) investing	<u>(1,373,475)</u>	<u>144,016</u>
<b>INCREASE (DECREASE) IN CASH RESOURCES</b>	<b>(897,415)</b>	<b>622,632</b>
<b>CASH RESOURCES, beginning of year</b>	<b><u>1,634,468</u></b>	<b><u>1,011,836</u></b>
<b>CASH RESOURCES, end of year</b>	<b>\$ 737,053</b>	<b>\$ 1,634,468</b>
<b>CASH RESOURCES CONSISTS OF:</b>		
Cash	\$ 424,553	\$ 1,046,968
Current portion of long term investments	<u>312,500</u>	<u>587,500</u>
	<b>\$ 737,053</b>	<b>\$ 1,634,468</b>



**LOWER NORTH THOMPSON COMMUNITY FOREST SOCIETY**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2024**

---

**NOTE 1. ACCOUNTING POLICIES:**

**Nature of operations:**

The Lower North Thompson Community Forest Society (the "Society") is incorporated under the Society's Act of British Columbia as a not-for-profit organization; they are exempt from income tax under section 149(1)(l). The purpose of the Society is to:

- a) Create a long term sustainable plan for the forest resources that benefit the people of the Lower North Thompson;
- b) Preserve ownership of local natural resources for the people of the area, promoting self determination for the people of this valley;
- c) Create sustainable employment, new business opportunities and investment;
- d) Provide a new opportunity for community management of local crown land;
- e) Provide long term opportunities for achieving a range of community objectives including:
  - i) employment,
  - ii) skills training,
  - iii) forest related education, and
  - iv) social, environment and economic benefits.
- f) Meet objectives of the government in respect of environmental stewardship including the management of timber, cultural and heritage resources.

**Basis of presentation:**

These financial statements of the Society have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO) in conjunction with accounting standards for private enterprises (ASPE) on a going-concern basis, which assumes that the society will be able to realize its assets and discharge its liabilities in the normal course of business.

**Revenue recognition:**

Lower North Thompson Community Forest Society follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred. Unrestricted investment income is recognized as revenue when earned.

The Society recognizes revenue when goods are shipped and the customer takes ownership and assumes risk of loss, collection of the relevant receivable is probable, persuasive evidence of an arrangement exists and the sales price is fixed or determinable.

**LOWER NORTH THOMPSON COMMUNITY FOREST SOCIETY**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2024**

---

**NOTE 1. ACCOUNTING POLICIES (continued):**

**Cash:**

Cash is defined as cash on hand and cash on deposit, net of cheques issued and outstanding at the reporting date. Cash appropriated for other than current purposes is shown as a long term asset.

**Investments:**

Investments, which consist primarily of guaranteed investment certificates and marketable securities are measured at cost. Any investment with a maturity date under twelve months is classified as current.

**Inventory:**

Inventory is valued at the lower of cost and net realizable value with the cost being determined on a first-in, first-out basis. Inventory consists of culverts, cattleguards and logs.

**Equipment:**

Equipment is stated at cost. Amortization is based on the estimated useful life of the assets and is recorded using the following annual rates:

Equipment	20% declining balance
Automotive	30% declining balance
Computer Equipment	30% declining balance
Fencing	10% declining balance
Machinery - Sawmill	Straight line over 15 years

The Society regularly reviews its equipment to eliminate obsolete items.

Government Grants are shown as revenue and the related asset is valued at cost.

Equipment acquired but not placed into use is not amortized until placed into use.

**LOWER NORTH THOMPSON COMMUNITY FOREST SOCIETY**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2024**

---

**NOTE 1. ACCOUNTING POLICIES (continued):**

**Financial instruments policy:**

Financial instruments originating in an arm's length transaction are recorded at fair value on initial recognition. Freestanding derivative instruments that are not in a qualifying hedging relationship are subsequently measured at fair value. Equity instruments that are quoted in an active market were recorded at market value in the past, but the Society changed the accounting policy to cost in the 2023 fiscal year. All other financial instruments are subsequently measured at cost or amortized cost, unless management has elected to carry the instruments at fair value. The Society has elected not to carry these other financial instruments at fair value.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs. These costs are amortized using the straight-line method.

In the case of financial instruments that originate as a result of a related party transaction, initial measurement will be at the exchange amount or carrying value in accordance with Section 3856, Financial Instruments.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the company determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial assets. This significant adverse change could arise from either the future use of the asset, the amount that could be realized from selling the financial asset or the amount the company expects to realize by exercising the right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial impairment change.

**Measurement uncertainty:**

The preparation of the financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the dates of the financial statements and the reported revenues and expenses during the reporting period. Significant items subject to such estimates and assumptions include the carrying amount of property, plant and equipment and silviculture liabilities. Actual results could differ from those estimates.

**LOWER NORTH THOMPSON COMMUNITY FOREST SOCIETY**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2024**

**NOTE 2. INVENTORY:**

	2024	2023
Culverts	\$ 20,773	\$ 21,175
Logs	<u>106,069</u>	<u>167,111</u>
Total inventory	<u>\$ 126,842</u>	<u>\$ 188,286</u>

**NOTE 3. GUARANTEED INVESTMENT CERTIFICATES:**

	2024	2023
Steinbach Credit Union GIC, interest at 3%, matured October 5, 2023	-	100,000
Steinbach Credit Union GIC, interest at 3%, matured October 24, 2023	-	100,000
MCan GIC, interest at 2.7%, matured May 24, 2024	-	100,000
First Ontario CU GIC, interest at 2.4%, maturing October 1, 2024	100,000	100,000
First Ontario CU GIC, interest at 1.91%, maturing October 28, 2025	150,000	150,000
Steinbach Credit Union, interest at 4.1%, maturing June 2, 2025	100,000	100,000
Meridan CU GIC, interest at 1.55%, maturing October 28, 2025	50,000	50,000
League Savings GIC, interest at 1.45%, maturing March 16, 2026	100,000	100,000
Coast Capital GIC, interest at 1.45%, maturing March 16, 2026	100,000	100,000
General Bank of Canada GIC, interest at 1.72%, maturing May 18, 2026	100,000	100,000
Versa GIC, interest at 1.67%, maturing June 1, 2026	100,000	100,000
Interior Savings term deposit, interest at 1.45%, maturing Oct 25, 2026	113,397	111,743
Accrued GIC Interest	<u>52,367</u>	<u>77,363</u>
Sub total	\$ 965,764	\$ 1,289,106
Less: current portion	<u>(200,000)</u>	<u>(300,000)</u>
	<u>\$ 765,764</u>	<u>\$ 989,106</u>

All GIC investments are valued at cost plus accrued interest.

**LOWER NORTH THOMPSON COMMUNITY FOREST SOCIETY**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2024**

**NOTE 4. QTRADE INVESTOR:**

	2024	2023
Cash, appropriated for long term use	\$ 97,111	\$ 131,620
Self-directed equities	2,972,529	2,320,643
Fixed income - GIC's	<u>423,731</u>	<u>446,555</u>
Sub total	\$ 3,493,371	\$ 2,898,818
Less: current portion	<u>(112,500)</u>	<u>(287,500)</u>
	<u><u>\$ 3,380,871</u></u>	<u><u>\$ 2,611,318</u></u>

All investments are valued at cost and appropriated for long term use.

**NOTE 5. PROPERTY AND EQUIPMENT:**

	Cost	Accumulated Amortization	2024 Net	2023 Net
Land	\$ 615,184	\$ -	\$ 615,184	\$ 506,898
Buildings	1,106,589	110,392	996,197	386,151
Field and radio equipment	371,945	271,984	99,961	109,184
Sawmill equipment	668,312	162,337	505,975	447,561
Automotive	190,222	172,300	17,922	25,602
Computer equipment	8,776	5,894	2,882	4,159
Fencing	<u>6,924</u>	<u>1,387</u>	<u>5,537</u>	<u>1,312</u>
	<u><u>\$ 2,967,952</u></u>	<u><u>\$ 724,294</u></u>	<u><u>\$ 2,243,658</u></u>	<u><u>\$ 1,480,867</u></u>

Some of the sawmill equipment has not been amortized in fiscal 2024 because this equipment is not yet in use. The carrying amount of these assets are \$90,879 (2023 \$90,879). The property purchased on Barkley Rd during fiscal 2024 includes a building with a carrying value of \$465,025 that has not been amortized because it is not ready for use yet.

The boiler and auger were two assets destroyed by fire during the prior year. The original cost of \$33,102 less accumulated amortization of \$8,827, left a net book value of \$24,275 which was recorded as a loss to fixed assets on the statement of operations.

**NOTE 6. DEFERRED GRANT REVENUE:**

During the year, Canada Summer Jobs grant and Project Learning Tree grants totalled \$10,965 (2023 - \$20,236).

The society received \$16,500 from the TNRD and \$50,000 from the District of Barriere for the Trans Mountain LP education fund. The society will track this grant and disburse it over 10 years. The deferred grant revenue at June 30, 2024 is \$39,900 (2023 - \$56,525).

**LOWER NORTH THOMPSON COMMUNITY FOREST SOCIETY**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2024

**NOTE 7. SILVICULTURE LIABILITY:**

	2024	2023
Timbermark BB7004	\$ 22,598	\$ 23,689
Timbermark BB7005	21,655	41,626
Timbermark BB7006	9,061	9,652
Timbermark BB7007	8,901	9,484
Timbermark BB7009	23,872	24,052
Timbermark BB7997	6,960	26,392
Timbermark BB7998	1,885	5,012
Timbermark K1Z001	25,248	31,409
Timbermark K1Z002	32,463	46,342
Timbermark K1Z003	15,247	16,775
Timbermark K1Z004	18,408	19,000
Timbermark K1Z005	25,603	28,501
Timbermark K1Z006	48,756	50,002
Timbermark K1Z007	17,910	19,917
Timbermark K1Z008	251,161	288,564
Timbermark K1Z008 - 2015W+	100,188	100,188
Timbermark K1Z008 - 2016W+	92,634	93,271
Timbermark K1Z009 - 2017W+	64,841	64,841
Timbermark K1Z009 - 2018W+	114,425	114,425
Timbermark K1Z009 - 2019W+	58,485	58,485
Timbermark K1Z009 - 2020W+	94,846	94,846
Timbermark K1Z010 - 2021W+	107,594	119,985
Timbermark K1Z010 - 2022W+	72,000	160,241
Timbermark K1Z010 - 2023W+	185,321	-
Non-obligated	132,934	132,934
Silviculture Contingency Funds	<u>150,000</u>	<u>150,000</u>
	\$ 1,702,996	\$ 1,729,633
Less: current portion	<u>(248,084)</u>	<u>(218,691)</u>
	<u><u>\$ 1,454,912</u></u>	<u><u>\$ 1,510,942</u></u>

Lower North Thompson Community Forest Society has an obligation to restore logged areas to the free growing stage as determined by the Ministry of Forests, Lands and Natural Resource Operations. When these areas are logged, a silviculture liability is set up to estimate the cost of this reforestation. Reforestation involves site preparation, seed, tree planting, brushing and surveying and takes approximately 10 to 20 years to complete. The estimated liability could vary from the actual cost resulting in a gain or loss in the financial statements when the free growing stage is reached. The estimated liability is reviewed for accuracy every six months.



**LOWER NORTH THOMPSON COMMUNITY FOREST SOCIETY**  
**NOTES TO FINANCIAL STATEMENTS**  
June 30, 2024

**NOTE 8. RESTRICTED FOR EXPANSION AND JOB CREATION:**

This fund has been established to help fund activities that enhance the long-term viability of the local economy and add to sustainable employment.

	2024	2023
Opening Balance, beginning of the year	\$ 3,150,000	\$ 250,000
Additions	-	2,900,000
Expended	<u>(658,576)</u>	<u>-</u>
Closing Balance, end of the year	\$ <u>2,491,424</u>	\$ <u>3,150,000</u>

**NOTE 9. RESTRICTED FOR SKATE PARK:**

On February 13, 2020 the Board of Directors supported the donation of up to \$40,000 to the Barriere Skate Park. An initial \$10,000 was disbursed to the District of Barriere to be held in trust for the group contingent on securing additional funding sources. This left \$30,000 set aside in a restricted fund for this project. Subsequently costs for the project rose to more than the initial \$124,000 estimate, and the Society decided to allocate a further \$25,000 to support the project. The Skatepark was constructed in fall 2022, and accordingly the allocated monies were fully paid out in December 2022, totalling \$55,000 in fiscal 2022/23.

	2024	2023
Opening Balance, beginning of the year	\$ -	\$ 55,000
Additions	-	-
Expended	<u>-</u>	<u>(55,000)</u>
Closing Balance, end of the year	\$ <u>-</u>	\$ <u>-</u>

**NOTE 10. RESTRICTED FOR ENVIRONMENT:**

This fund has been established to help fund activities that enhance the long-term health and sustainability of our natural environment. A total of \$50,000 was paid out in the 2023 fiscal to support well system upgrades for the Dunn Lake Hatchery operated by the Simpcw First Nation. In 2024 fiscal, an additional \$26,189 was paid out to Simpcw First Nation in support of their Skunk Cabbage boardwalk project.

	2024	2023
Opening Balance, beginning of the year	\$ 50,000	\$ 50,000
Additions	-	50,000
Expended	<u>(26,189)</u>	<u>(50,000)</u>
Closing Balance, end of the year	\$ <u>23,811</u>	\$ <u>50,000</u>

**LOWER NORTH THOMPSON COMMUNITY FOREST SOCIETY**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2024**

---

**NOTE 11. RESTRICTED FOR EDUCATION:**

This fund has been established to assist with any worthy educational endeavours in the Lower North Thompson.

	2024	2023
Opening Balance, beginning of the year	\$ 30,000	\$ 30,000
Additions	-	-
Expended	<u>-</u>	<u>-</u>
Closing Balance, end of the year	<u>\$ 30,000</u>	<u>\$ 30,000</u>

**NOTE 12. RESTRICTED FOR FOREST STEWARDSHIP:**

The Board of Directors decided by way of motion to set aside \$30,000 each year for a Forest Stewardship Program with the amount to be reviewed by the Board annually. The amount increased in fiscal 2022 and 2023.

	2024	2023
Opening Balance, beginning of the year	\$ 66,663	\$ 61,964
Additions	-	50,000
Expended	<u>(9,125)</u>	<u>(45,301)</u>
Closing Balance, end of the year	<u>\$ 57,538</u>	<u>\$ 66,663</u>

**Note 13. RESTRICTED FOR SCHOLARSHIPS:**

The Society has granted scholarships and bursaries that have not yet been paid out. These are contingent on the students registering at a post-secondary educational institution before receiving the funds. In 2024 \$50,000 new funds were awarded to the 2024 grad class. During the 2024 fiscal year \$35,500 of scholarships and bursaries were paid out.

	2024	2023
Opening Balance, beginning of the year	\$ 55,000	\$ 50,500
Additions	50,000	50,000
Expended	(35,500)	(38,000)
Expired	<u>(3,500)</u>	<u>(7,500)</u>
Closing Balance, end of the year	<u>\$ 66,000</u>	<u>\$ 55,000</u>

**LOWER NORTH THOMPSON COMMUNITY FOREST SOCIETY**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2024**

---

**Note 14. RESTRICTED FOR COMMUNITY GRANTS:**

This fund has been established to fund various local community not-for-profit organizations through an annual grant application process.

	2024	2023
Opening Balance, beginning of the year	\$ -	\$ 13,876
Additions	110,000	111,124
Expended	<u>(110,000)</u>	<u>(125,000)</u>
Closing Balance, end of the year	\$ <u>-</u>	\$ <u>-</u>

**NOTE 15. LEASE COMMITMENTS:**

The Society leases a facility under a lease agreement with no expiry date. Under the terms of the lease the Society is required to pay \$435 per month. The annual minimum payments are \$5,220.

**NOTE 16. LAND BASED INVESTMENT PROGRAM and FOREST ENHANCEMENT SOCIETY OF BC:**

The Society regularly participates in the Land Based Investment Program through the Ministry of Forests, Lands and Natural Resource Operations. Funding received during the year was \$0 (2023- \$320,214) and \$0 (2023 - \$290,681) has been expensed during the year.

In fiscal 2024 the society received funding for three new projects applied for through The Forest Enhancement Society of BC (FESBC). The FESBC is an organization formed by the provincial government to provide funding to support investments in the forest landbase. Funding received during the year was \$141,282 (2023 - \$36,190) and \$154,803 (2023 - \$71,644) has been expensed during the year.

**LOWER NORTH THOMPSON COMMUNITY FOREST SOCIETY**  
**NOTES TO FINANCIAL STATEMENTS**  
**June 30, 2024**

---

<b>NOTE 17. LOG PURCHASES AND DIRECT COSTS:</b>	<b>2024</b>	<b>2023</b>
Log inventory, beginning of the year	\$ 167,111	\$ 110,835
Log purchases	5,251	3,230
Purchases for product sales	21,618	-
Logging and hauling	53,601	125,361
Less log inventory, end of year	<u>(106,069)</u>	<u>(167,111)</u>
Net direct costs	<u>\$ 141,512</u>	<u>\$ 72,315</u>

**Note 18. FINANCIAL RISKS AND CONCENTRATION OF RISK:**

The Society is exposed to various risks through its financial instruments without being exposed to concentrations of risk. The main risks are detailed below.

Credit risk

Credit risk is the risk that one party to a financial asset will cause a financial loss for the Society by failing to discharge an obligation. The Society's credit risk is mainly related to accounts receivable. In order to reduce its credit risk, the Society reviews a new customers' credit history before extending credit and conducts regular reviews of its existing customers' credit performance. Management is of the opinion that credit risk is not a significant risk and there has been no change to the risk exposure from 2023.

Market risk

Market risk is the risk that the fair value or future cash flows of the Society's financial instruments will fluctuate because of changes in market prices. The Society's investments expose it to this risk, which comprises currency risk, interest rate risk and other price risk. The Society is mainly exposed to interest rate risk and there has been no change to the risk exposure from 2023.

**NOTE 19. HARVEST VOLUME:**

The Society harvested a total of 18,374 m3 over approximately 61.8 ha within the 2024 fiscal year (30,118 m3 fiscal 2023). As the Society operates under a single cutting permit with a five year cycle, volumes will average between 18,000-20,000 m3 annually over the five year cycle, with year to year variation dependant on planning objectives, timber prices and conditions.

**DISTRICT OF BARRIERE**

**BYLAW NO. 222**

**A BYLAW TO EXEMPT FROM TAXATION FOR THE YEAR 2023-2026 CERTAIN  
LANDS AND IMPROVEMENTS IN THE DISTRICT OF BARRIERE**

---

WHEREAS it is provided by Section 224 of the Community Charter that on or before the 31<sup>st</sup> day of October in any year, Council may, by bylaw, exempt from taxation for up to ten years, land and improvements, or both, and the exemption may apply to the whole or a part of the taxable assessed value of land or improvements, or both.

NOW THEREFORE, the Council of the District of Barriere hereby enacts that the following shall be exempt from taxation for 2023-2026:

1. Pursuant to Section 224 (2)(a) of the Community Charter, all land and improvements that are owned or held by a charitable, philanthropic, or other not-for-profit corporation, and the Council considers are used for a purpose that is directly related to the purposes of the corporation, as follows:
  - (a) Barriere and District Heritage Society  
Lot B, District Lot 1325, Plan 36416  
343 Lilley Road  
Roll Number: 1245.667
  - (b) Barriere and District Seniors Society  
Lot 37, District Lot 1634, Plan 1746  
4431 Barriere Town Road  
Roll Number: 1245.408
  - (c) Provincial Rental Housing Corp.  
Yellowhead Residence  
Lot A, District Lot 1445, Plan 28157  
4557 Barriere Town Road  
Roll Number: 1390.370
  - (d) North Thompson Fall Fair Association  
Lot A, District Lot 1482, Plan 20165  
677 Barriere Lakes Road  
Roll Number: 1465.058  
  
Lot 3, District Lot 1482, Plan 20565  
Dunn Lake Road  
Roll Number: 1465.080
  - (e) Barriere Curling Club  
Lot A, District Lot 1482, Plan 29896  
4856 Dunn Lake Road  
Roll Number: 1465.200

- (f) Interior Community Services  
Parcel A, District Lot 1634, Plan 1746  
485 Carlstrom Road  
Roll Number: 1245.420
- (g) Barriere and District Food Bank  
Lot 2, District Lot 1483, Plan 29023  
4748 Gilbert Drive  
Roll Number 1470.362
- (h) North Thompson Legion #242  
Lot 4, District Lot 1354, Plan 3295  
4673 Shaver Road  
Roll Number 1270.085
- (i) Lower North Thompson Community Forest Society  
Lot 1, District Lot 1483, Plan 68661  
4737 Gilbert Drive  
Roll Number 1470.007
- (j) Barriere and Area Chamber of Commerce  
Lot 1, Plan KAP52101, District Lot 1445 – PID #018-718-990  
Unit #1 – 4609 Barriere Town Road  
Roll Number: 1390510
- (k) Barriere Search & Rescue Association  
Lot 1, Plan KAP52101, District Lot 1445 – PID #018-718-990  
4601 Barriere Town Road  
Roll Number: 1390510

Bylaw  
No. 246

Bylaw  
No. 246

2. This Bylaw may be cited as “*District of Barriere Exemption Bylaw No. 222 2023-2026 Community Use Property Tax*”.

READ A FIRST TIME this 3<sup>rd</sup> day of **October, 2022**

READ A SECOND TIME this 3<sup>rd</sup> day of **October, 2022**

READ A THIRD TIME this 3<sup>rd</sup> day of **October, 2022**

**ADOPTED this 17<sup>th</sup> day of October, 2022**

Original Signed by, \_\_\_\_\_  
Mayor Ward Stamer

Original signed by, \_\_\_\_\_  
Tasha Buchanan, Corporate Officer



A scenic landscape photograph of a mountain lake. In the background, a large, rugged mountain with patches of snow and dense evergreen forests rises steeply. The mountain's peaks are partially covered in snow, and its slopes are dotted with evergreen trees. The foreground features a calm body of water that perfectly reflects the mountain and the sky. Several large, dark rocks are scattered along the shoreline, and some green grass is visible in the immediate foreground. The text "Lower North Thompson Community Forest Society" is overlaid in a bold, yellow, sans-serif font, centered horizontally across the middle of the image.

# Lower North Thompson Community Forest Society



# What are the Origins of the Society?

- After 2003 fire which destroyed 72 homes and 9 businesses, including the Tolko Mill in Louis Creek. Tolko decided not to rebuild, a huge hit to the local economy.
- Heartland Community Preservation Alliance applied for CFL to support local economy
- Enormous community support, Simpcw First Nation led highway blockade to press Provincial Government.
- Started with pine beetle license – depressed market conditions meant only making ~\$1 per cubic meter harvested!

# What does the Community Forest actually do?

Sustainably harvests an area-based forest license

Also runs Sawmill and Firewood operations.

Profits from operations are distributed to communities in the Lower North Thompson in the form of grants, scholarships, and capital projects funding.

Since 2012, over \$1.2M in community grants.

Since 2012 over \$320,000 through scholarships and bursaries





# Employment

4 full time staff, 2 part time staff

39 students for summer employment over the last 12 years

Current annual payroll  
\$476,000

Job Creation projects – have run 10 providing hands on training, skills development and employment

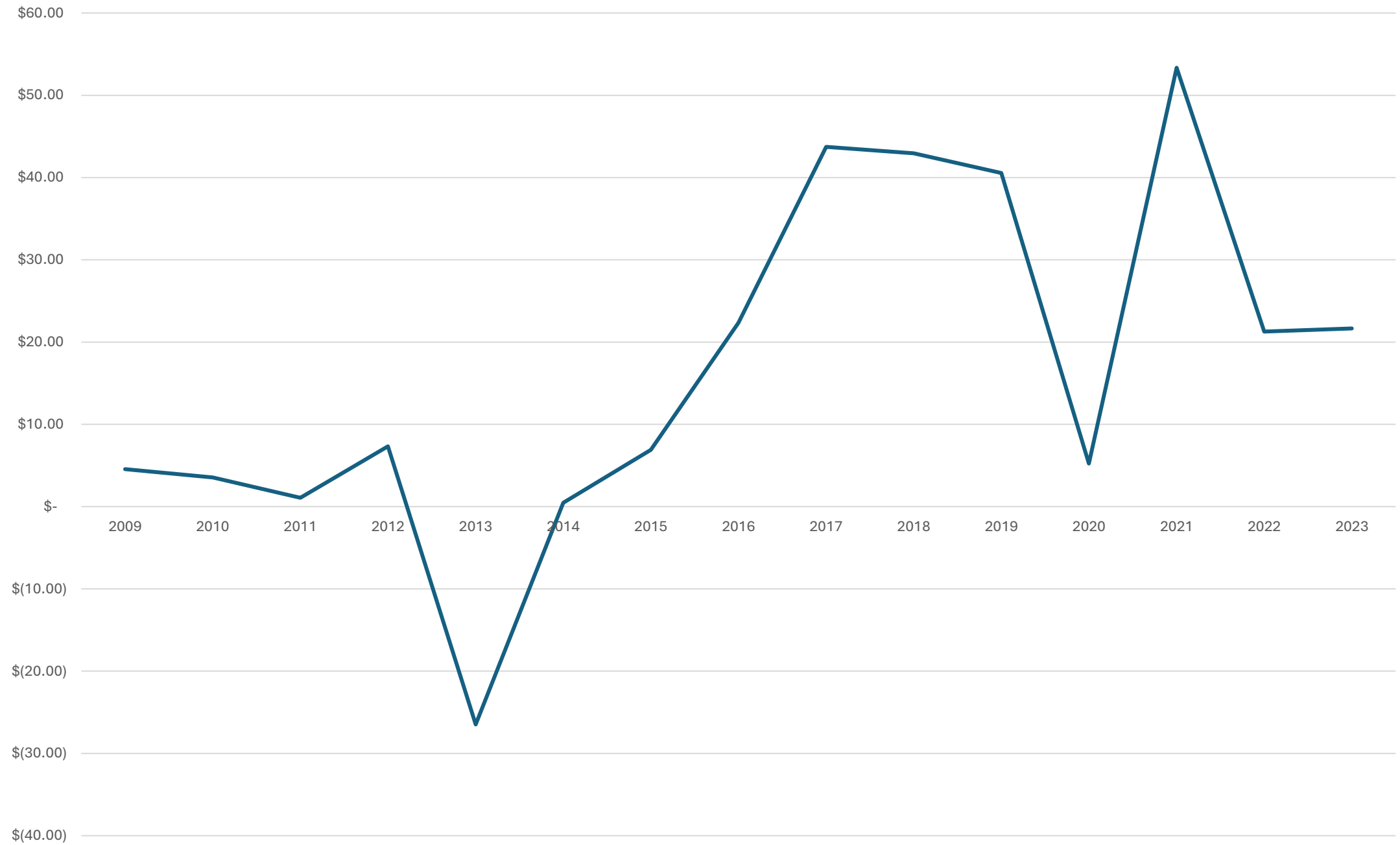


# Hazards of the Lumber Market

- Highly variable, subject to cyclical market, tariffs, and ever-decreasing marketplace competition. Over 1/3 of major sawmills have closed in the last 10 years
- Community Forests pay stumpage under tabular rates, and a regulatory framework that is driven by Provincial Government decisions



Net Earnings \$/m3





# Community Forest Risks

- Market
- Regulatory
- Fire
- Climate Change



# How do we address Risks?

Wildfire risk mitigation

Protect communities

Forward funding of all  
silviculture obligations

Set aside money for the future,  
to be able to invest in Groups  
and Communities through good  
times and bad.

Invest in people: Education,  
students, sustainability







## What Being a Non-profit means to Us:

- Being prepared for an uncertain future
- Looking after our communities, people, volunteer organizations, and institutions.
- Volunteer Board, representing McLure to Squaam Bay to Little Fort
- Total Amount of monies paid in Wages, Stipends, Fees, Per Diems etc to any of the Board since inception:
- **\$0.00**

# Our Objectives:

Keep a tight rein on expenses

Grow funds for the future in an uncertain world

Continue to strategically maximize our investment in the Valley, where we live, in our home communities

Which is why we are applying for permissive exemption to the District of Barriere for property taxes for the Barkley Road Office





# Optimizing

## Trans Mountain's Pipeline System



Trans Mountain operates Canada's only pipeline system transporting oil and refined products to the West Coast. Our pipeline spans more than 1,180 kilometres (km) in Alberta and British Columbia and 111 km in Washington state. We also operate Westridge Marine Terminal (WMT), a marine loading facility with three berths providing tidewater access to global markets. Since 1956, WMT has maintained a strong safety record, with no spills from vessel operations.

As a federal Crown corporation, Trans Mountain draws on more than 70 years of experience, consistently delivering operational, environmental and safety excellence.



**TRANSMOUNTAIN**

## The Pipeline System Today

With the Trans Mountain Expansion Project in-service as of May 2024, the current system capacity is 890,000 barrels per day (bpd).

The Trans Mountain pipeline system continues to deliver significant benefits to Canada and pipeline communities, including:

- Increased royalties and tax revenues
- Enhanced trade diversification
- Strengthened energy independence

### LOOKING AHEAD:

## Optimizing Our Pipeline System

Trans Mountain is committed to maximizing value for Canadians by identifying and assessing opportunities to enhance efficiency and increase capacity.

Trans Mountain is exploring concepts to optimize its existing pipeline system. With targeted improvements, throughput could increase by up to 360,000 bpd, for a total of up to 1,250,000 bpd over the next four to five years.





## Mainline Optimization

Currently in early engineering and design, and subject to confirmation, the proposed project could include:

- Adding approximately 30 kilometres of 30-inch pipe between Darfield and McLure with 36-inch pipe
- Installing additional pump capacity and undertaking other facility improvements between Edmonton and Burnaby, potentially including adding a cooling station near Edson
- To enable these improvements, additional power is required in BC and Alberta. Trans Mountain is working with electrical utilities in both provinces to ensure power needs are met

## Drag Reducing Agent

This initiative would involve injecting a drag reducing agent (DRA), a chemical additive that reduces friction inside the pipeline and improves flow at existing pump stations, potentially increasing throughput by up to 10 per cent of the current throughput (by approximately 90,000 bpd). Scope includes:

- Prefabricated DRA skids—including injection units, modules and delivery systems—at existing facilities between Hinton and Hope Station

## Puget Sound Optimization

In its conceptual phase, this project could increase throughput on the 111-km Puget Sound pipeline between Abbotsford, BC, and Skagit County, WA, from about 240,000 bpd to approximately 300,000 bpd.

This may be achieved through planned upgrades at our existing Sumas Terminal in Abbotsford and Laurel Station in Whatcom County, WA.

## Next Steps and Timelines

These optimization concepts are in the early planning stages. They are subject to technical and commercial confirmation, as well as a thorough consultation and engagement process, and a robust regulatory review.

The Canada Energy Regulator will lead the review process on any Trans Mountain proposed projects in Canada.

If these initiatives proceed, the pipeline system could be optimized in the next four to five years.



## Tasha Buchanan

---

**Subject:** Letter from the Honourable Jodie Wickens, Minister of Children and Family Development

---

**From:** CFD Info CFD:EX <[MCF.Info@gov.bc.ca](mailto:MCF.Info@gov.bc.ca)>

**Sent:** Friday, September 19, 2025 3:48 PM

**To:** Inquiry <[inquiry@barriere.ca](mailto:inquiry@barriere.ca)>

**Subject:** Letter from the Honourable Jodie Wickens, Minister of Children and Family Development

**VIA E-MAIL**

Ref: 301171

Mayor Rob Kerslake  
District of Barriere  
E-mail: [inquiry@barriere.ca](mailto:inquiry@barriere.ca)

Dear Mayor Kerslake and Council:

As Minister of Children and Family Development, I am delighted to once again proclaim October as Foster Family Month in British Columbia. It is my honour to take this opportunity to express my gratitude for the important work of both family and foster caregivers, and to thank them for their unwavering commitment and dedication to British Columbia's children and youth in care. This October will mark the 35<sup>th</sup> Foster Family Month in British Columbia.

Caregivers of all kinds show incredible kindness and generosity in opening their hearts and homes and sharing their lives with vulnerable children and youth. By providing a safe and nurturing environment for these young people, not only do they help them cope with what can be very difficult times, they also help them begin to heal and work through the challenges they have experienced. Over the years, I have met many amazing caregivers whose compassion and dedication to the children and youth they care for has left a lasting impression on me.

Please join me in celebrating these caregivers for the crucial role they play in all our communities, and for the selfless work they do for the children, youth, and families of British Columbia.

Sincerely,

Jodie Wickens  
Minister of Children and Family Development

*Sent on behalf of the Minister by:*



## **Client Relations Branch**

*Executive Operations*

*Ministry of Children and Family Development*

**This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: [MCF.Info@gov.bc.ca](mailto:MCF.Info@gov.bc.ca).**

Dear Mayor and Council,

I am writing to you today on a matter of urgent public interest that directly affects every municipality in British Columbia.

Recent investigative reporting by Canadian journalist Sam Cooper stated that the United States Drug Enforcement Administration (DEA) provided Canadian authorities with intelligence on fentanyl precursor shipments as early as 2022, according to U.S. officials. Despite these warnings, the RCMP allegedly refused to cooperate with U.S. law enforcement and delayed meaningful action for nearly two years. When Canadian police finally acted, they allegedly did so without informing the DEA beforehand. DEA Administrator Derek Maltz reportedly described the RCMP's conduct as "disgusting."

This is not just a diplomatic criticism. It is a message to Canadians that federal enforcement agencies are failing to protect our people from transnational crime while senior governments shift blame downward. Rather than accept accountability, federal and provincial governments have allowed a narrative to take root: that municipalities are responsible for the visible consequences — homelessness, overdoses, and disorder.

But local governments do not set border policy, license labs through Health Canada, or control RCMP cooperation with international partners. Yet it is municipalities left holding the bag: facing strained budgets, reputational damage, and broken communities. It is our streets, our shelters, and our emergency room staff that bear the visible burden of these systemic failures.

Meanwhile, both the provincial and federal governments continue to pursue business with China — including the purchase of ferries worth over half a billion dollars — while fentanyl from the same source floods our communities. The contradiction is stark: municipalities are left under-resourced and scapegoated, while senior governments profit from trade relationships that undermine community safety. This is victim-blaming dressed up as policy.

And imagine this: you may not even know if a fentanyl "superlab" is operating within your municipal boundaries right now. These facilities do not sprout in Ottawa or Beijing — they surface in our towns, our industrial parks, or behind unassuming storefronts. When senior governments and the RCMP fail to act, it is our local services that are left to shoulder the burden.

We must reject this scapegoating. Our residents — including those suffering from addiction — are victims, not villains. Addiction is a public health issue, not a crime to be punished with stigma. Yet stigma remains the default tool of deflection for senior officials and the RCMP. Worse still, it appears that our own municipal forces have at times mirrored these tactics.

Former Mayor Richard Atwell himself reported harassment while in office, alleging routine targeting by Saanich Police. Local media, such as the Times Colonist, then appeared to echo SPD's stigmatizing framing, dismissing community concerns as conspiracy or instability, according to a later report by publisher of Focus Magazine, David Broadland. These tactics silence legitimate questions, shield misconduct, and prevent accountability.

The lesson is clear: the problem is not confined to the border or the RCMP. When a sitting mayor is harassed by municipal police, when journalists are charged for asking uncomfortable questions, and when stigma is wielded as a weapon, the rule of law itself is undermined. The respect due to titles such as "His Worship" or "Your Honour" becomes meaningless when authorities like SPD — or their regulator, the OPCC — act above accountability.

This is why municipal unity matters. Municipalities cannot solve these complex, national problems alone. But municipalities can act together. Collective action strengthens our voice in demanding transparent cooperation with international partners, proper resourcing for emergency services, and oversight mechanisms that actually work. Municipal unity is the practical alternative to being scapegoated: coordinated advocacy, shared strategies, and mutual support protect residents more effectively than isolated efforts.

## **The Path Forward**

Municipalities must stand together. By uniting, councils can:

- Acknowledge the true source of the crisis — systemic failures at the federal and provincial level — and reject narratives that scapegoat municipalities.
- Share strategies and stand in solidarity, recognizing that those affected by addiction are victims of systemic neglect, not moral failure.



- Demand accountability in local policing and media, which should serve the community rather than stigmatize it.
- Advocate collectively for senior governments to stop passing blame downward and to address the real enablers of organized crime.

When U.S. officials call Canadian policing “disgusting,” it should be a wake-up call. The failures are systemic — from RCMP stonewalling, to SPD’s treatment of its own mayor, to media that reinforces stigma instead of truth. Local governments cannot afford to remain divided or silent.

By uniting, municipalities can change the narrative, demand accountability at every level, and protect their citizens from both organized crime and institutional misconduct. Municipal unity that is truly for Canadians is worth standing up for — and worth keeping an eye on: who is stepping forward, and who is not.

I would like to draw attention to the leadership shown by Mayor Doug Kobayashi of the City of Colwood, who persevered through stigma and took matters into his own hands by launching a municipally-run family medicine clinic. By hiring its own doctors, providing full benefit packages, and offering primary care to residents who lacked access, Colwood has set a standard of proactive local governance.

Other municipalities should look to this model as evidence that when senior governments fail to act, local innovation can fill critical gaps. Municipal unity means not only standing together to demand accountability, but recognizing and lifting up the successes we already have—so we can replicate them and create solutions for all communities.

I want to close by praising those municipal leaders who have taken it upon themselves to inform others and host discussions that shine a light on these issues. Leaders like Mayor Sid Tobias of the Township of View Royal have shown how municipal initiative can build shared understanding and strengthen unity. Staying informed is paramount to staying safe and protecting our communities.

I thank you for your time.

Sincerely,

Philip Perras

**DISTRICT OF BARRIERE  
MINUTES OF A RECREATION COMMITTEE MEETING**

Held on Friday, September 19, 2025, at 2:00pm in the Council Chambers  
at Municipal Hall  
4936 Barriere Town Road, Barriere, B.C.

*"We acknowledge and respect the indigenous peoples of Simpcw First Nation  
within whose lands we are meeting today."*

Present: Councillor Brody Mosdell– *Acting Chair*  
Councillor Donna Kibble  
Jen Crosman

Regrets: Councillor Louise Lodge - *Chair*  
Glenda Feller

Staff: Jamie Mosdell, Deputy Corporate Officer

**1. CALL TO ORDER** – *Acting Chair Mosdell called the meeting to order at 2:11pm*

**2. ADOPTION OF AGENDA**

Moved by Jen Crosman  
Seconded by Councillor Kibble  
That the Committee approve the September 19, 2025, Recreation  
Committee Meeting Agenda.

**CARRIED**

**3. ADOPTION OF MINUTES**

Moved by Jen Crosman  
Seconded by Councillor Kibble  
That the Committee approve the May 28, 2025, Recreation Committee  
Meeting Minutes.

**CARRIED**

**4. PETITIONS AND DELEGATIONS** – *none scheduled*

## **5. BUDGET REVIEW – J.Mosdell**

A community events 2025 budget sheet was provided to show the status of what was spent this past year and it was noted that there is enough in the budget to proceed as normal with the purchase of the Halloween Fireworks and planning of Winterfest.

## **6. HALLOWEEN FIREWORKS – J.Mosdell**

It was noted that the Barriere Firefighters Association is planning their annual Halloween BBQ and Fireworks and at this time, nothing else has been asked of the Recreation Committee except for purchasing the fireworks.

Discussion ensued regarding maintaining the current events from this past year and that the Committee's focus should not be adding more events into the 2026 year. It was noted that the Volunteer Recognition was not noted on the expense sheet in the budget discussion and this event will be discussed when Chair Lodge returns.

## **7. WINTERFEST – SUNDAY, DECEMBER 14, 2025 - J. Mosdell**

The Winterfest date was confirmed, and details were discussed for Ms. Mosdell to begin the initial stages of planning. It was confirmed that once Chair Lodge returns, a working meeting will take place to continue planning outside of Staff.

It was noted that a discussion was had with the Fire Chief and the Tree Light-Up will take place at dusk during Winterfest.

## **8. PUBLIC INQUIRIES – None presented.**

## **9. NEXT MEETING – Tuesday, October 28, 2025 at 9:30am**

## **10. ADJOURNMENT**

**Moved by Councillor Kibble that the Rec Committee Meeting adjourn at 2:35pm**

**CARRIED**

---

Brody Mosdell, Acting Chair

---

Jamie Mosdell, Deputy Corporate Officer

## Tasha Buchanan

---

**Subject:** TNFC September 2025 update

---

**From:** Terri Hadwin

**Sent:** September 24, 2025 10:01 AM

**To:** All TNRD Board <[alltnrdboard@tnrd.ca](mailto:alltnrdboard@tnrd.ca)>

**Cc:** Scott Hildebrand <[shildebrand@tnrd.ca](mailto:shildebrand@tnrd.ca)>; Colton Davies <[cdavies@tnrd.ca](mailto:cdavies@tnrd.ca)>; Katie Brooks <[kbrooks@tnrd.ca](mailto:kbrooks@tnrd.ca)>; TNFC Special Projects <[tnfcspecialprojects@tnrd.ca](mailto:tnfcspecialprojects@tnrd.ca)>

**Subject:** TNFC September 2025 update

Good Morning TNRD Board Members,

I hope that you are enjoying UBCM week.

A brief update on what has been happening for Film Industry in the region over the last few months:

- **Happy 20th anniversary of the release of *An Unfinished Life***, starring Robert Redford, Jennifer Lopez, and Morgan Freeman! Check out how these landscapes have evolved since 2005—still as cinematic as ever. Celebrating this anniversary we also mourn the recent loss of film icon Robert Redford and are grateful for the legacy of *An Unfinished Life* in our region. Many local film professionals got their start on this project.
- The TNFC is a proud sponsor of [The 4th Annual Stseptékwles re Sk'elép \(Coyote Stories\) Indigenous Film Festival](#), happening from September 26 – 28.
- **The second season of F.I.N.E.** (Film Industry Networking Events) has begun. We are at a new location (The Paramount Theatre) and a new time (4-6 pm on the third Sunday of the month). Our first event was Sunday, September 21<sup>st</sup> and we had a good turnout for Casting Director, Angela Quinn. The full schedule can be found [here](#).
- **Capes of Kamloops** - FREE Film Screenings at the Paramount - Capes of Kamloops is a video podcast being made with the support of TELUS STORYHIVE, which aims to showcase and celebrate local everyday heroes through the exploration and analysis of film. Every other Wednesday, starting August 20, 2025, they will be hosting a free public screening at the Paramount Theatre to honour a hero profession, such as teaching or nursing. They will later host a filmed podcast interview with a local hero from that profession, reflecting on how their work is showcased in the film and learning more about their occupation and its connection to Kamloops. The next film, honouring police officers, is *Super Troopers* on October 1.
- **2 Kamloops Residents to Receive Telus Storyhive Funding** – the 2025 TELUS STORYHIVE Pan-Asian Storyteller Edition selected 35 filmmakers from across BC and Alberta, including Luke Redgrove (*Turntable*) and Neha Raj Singh (*Migratory dreams: Hopes and struggles of young immigrants from India*) from Kamloops. Each will receive \$20,000 from Telus Storyhive and an additional \$6,000 top-up from Creative BC!
- **Professional development programs available now** – Registration is open for a series of upcoming professional development programs for filmmakers and crew. Offered through [Creative Pathways](#), Fall programming includes *Inclusive Leadership for Film + TV*, *Inclusive Workplaces for Film + TV Workers*. A new mentorship program for Emerging Technicians and Craftspeople is also available.



- **Local Voices on the Mic: STORYHIVE Video Podcasts** - local creators from our region were given the opportunity to share stories rooted in their own communities.
  - **Small Town Big Screen**: Join Kyle and Manny as they take a behind-the-scenes look at productions filmed in and around Kamloops.
  - **Ignite Entrepreneurs**: Daniel Akinshola is joined by a variety of successful local entrepreneurs who tell stories about their journeys and give advice on how to be successful in Kamloops.
  - **Strong as a Mother**: Join Miranda Chrisp from Kamloops as she discusses being a mom and offers advice and support to other mothers.
  - **The Loops Scoop**: Focuses on issues and dives into creative problem-solving for complex problems affecting Kamloops and other small communities.

#### What to Watch this Month:

- Check out the [Kamloops Museum and Archives Wide Angle](#) exhibit, and step behind the lens and into the lived histories of early Kamloops film makers.
- The TELUS STORYHIVE "On Location" Series is here—featuring over 135 hours of stories from across BC & Alberta, including 17 episodes filmed in and around Kamloops. Watch now and explore the [Kamloops playlist!](#)
- [Deepwater](#), filmed in Clearwater, celebrates its 20th anniversary this month.
- A special screening of [“Phyllis Webstad’s Orange Shirt Story”](#) will take place at the Paramount Theatre on Thursday, September 25th at 7:00 pm. The one-hour documentary features an interview with Phyllis Webstad, a founding member of Orange Shirt Day and a Residential School survivor whose story has inspired a global movement. Filmed in Kamloops. This documentary will be also be made available to rent in the future if you are unable to attend the screening.



The Region of BC's Best

#### Terri Hadwin (she/her)

Thompson-Nicola Film Commissioner

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

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

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

[tnrd.ca](http://tnrd.ca) [filmthompsonnicola.com](http://filmthompsonnicola.com)

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

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

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



THE CORPORATION OF THE  
DISTRICT OF WEST VANCOUVER  
OFFICE OF THE MAYOR

September 15, 2025

Christine Boyle  
Minister of Housing and Municipal Affairs  
PO Box 9074 Stn Prov Govt  
Victoria BC V8W 9E9  
Email: [Christine.Boyle.MLA@leg.bc.ca](mailto:Christine.Boyle.MLA@leg.bc.ca)

Dear Minister Boyle,

This letter is in response to your letter of July 24, 2025, and its enclosed Directives for West Vancouver. In the attachment we provide a detailed response to the technical issues.

The province's decision to impose mandatory directives is, in our view, an unprecedented and unacceptable intrusion into the fundamental responsibilities of local government. For more than a century, municipalities in British Columbia have held responsibility for local land use decisions, precisely because these decisions shape the very character of our communities. To remove these powers from elected local councils is not only a breach of that tradition, it is a direct erosion of local democracy.

Let me be clear: West Vancouver is not resisting housing. Quite the opposite — we have approved the zoning which in time will create thousands of new homes. This has created award-winning policies to diversify housing and demonstrated a willingness to lead on this issue. Our Council has not rejected a single housing application this term. We have sufficient zoned capacity to meet and exceed provincial targets. The reality is that housing supply is driven as much by market conditions as by zoning. No amount of provincial fiat can change that.

What is at stake here is not whether new housing will be built — it will — but whether local communities will continue to have a meaningful voice in shaping how growth takes place. Residents expect their elected councils to balance growth with livability, infrastructure, and the unique character of each community. That work cannot be replaced by directives issued from Victoria.

Equally important, the Province's directives ignore the most pressing constraint facing our community: transportation. West Vancouver and the North Shore are literally in gridlock for much of the day. This is driven by the rapid growth in the Sea to Sky corridor and the heavy volumes of

people moving through the Horseshoe Bay ferry terminal. Without urgent investment in public transit, additional density only worsens congestion, undermining quality of life and the very housing objectives the Province seeks to advance. If the Province wishes to be a partner in building sustainable communities, then addressing transit and mobility must be at the top of the agenda.

We are deeply concerned that the approach being taken in West Vancouver will set a precedent for municipalities across British Columbia. If the Province can simply override local governments on matters of land use, then no community's planning process is safe. We know that many of our colleagues in other municipalities, regardless of political stripe, share this concern.

Rather than unilateral directives, I urge the Province to adopt a true partnership approach — one that respects the democratic mandate of local councils, recognizes the diversity of our communities, and works collaboratively to meet our shared housing goals. West Vancouver remains committed to planning for housing in a thoughtful and effective way. We ask only that the Province respect the role of local government in doing so — and that it acknowledges the urgent need for transit solutions if new housing is to succeed.

We would welcome the opportunity to meet with you, not only on behalf of West Vancouver, but as part of a broader conversation with other mayors and councils across the province who are equally committed to housing solutions and equally concerned about this erosion of local responsibility.

Respectfully,

A handwritten signature in black ink, appearing to read "M. W. Sager", with a stylized, cursive script.

Mark Sager  
Mayor of West Vancouver

cc: B.C. Municipalities

West Vancouver acknowledges the need for, and is supportive of, new development in our community – as part of thoughtfully planned change that responds to both the input of our residents and the context of our unique neighbourhoods. Secondly, that we have taken, are taking, and will continue to take action on housing.

This action has been guided by our 2018 OCP, the outcome of extensive community engagement, and a document the Provincial Advisor's report describes as an "excellent official community plan". Council has been working to implement this OCP. Examples include Local Area Plans (LAPs) for mixed-use centres along Marine Drive and in Horseshoe Bay, places we would encourage you to visit to see the significant development that has taken place; while our work across single-detached neighbourhoods, which established a maximum ownership house size with zoned density "earned back" through the inclusion of rental coach houses, achieved a Planning Institute of British Columbia Gold Award for Excellence in 2022. These kinds of initiatives have delivered new housing. Indeed, had the Province's Housing Targets commenced one year earlier (in October 2022 versus 2023), the District would have been able to report 568 net new units for the first 12 months which would have exceeded the first and second year cumulative target (462 units).

Council is continuing to implement the OCP. This has been through development applications the OCP enables: this Council has not defeated a single application this term. And this has been through continuing LAP initiatives: this Council has approved an area development plan for over 3,700 mixed tenure housing units in Cypress Village, and the first stream of the Ambleside LAP (the Apartment Area, with a variety of supportive policies for rental, strata, and missing middle housing). These completed initiatives have already led to the formation of a dedicated implementation project team for Cypress Village; and Council direction for a private development application to proceed, in addition to Council rezoning District-owned land, for more housing in Ambleside.

West Vancouver currently has sufficient zoned capacity to meet both the provincially-determined 20-year housing needs and provincially-issued 5-year housing targets. However, in terms of the number of building permit and rezoning applications we receive, the District is restricted by the market. I would encourage you and your staff to review regional and provincial data regarding housing starts, existing unabsorbed new units, days-on-market and sales-to-new-listings ratios for resale units. West Vancouver is not immune from this market downturn. A local example would be a 201 rental unit project, which Council approved, staff processed, and that the applicant chose to let issued permits expire. In this economic climate, West Vancouver continues to advance its planning – which will include the legislated update to the OCP to provide for the additional approximate 900-unit capacity identified in the Housing Needs Report by December 31, 2025 – with the public involvement, staff diligence, and careful Council decision-making that has shaped our community since its inception.

As the incorporated local land use authority, we find the issuance of Directives runs contrary to a more collaborative partnership with the Ministry and have the following specific concerns regarding the three Directives:

#### **Directive 1: Increase Density at Park Royal**

A Taylor Way LAP, including Park Royal North, is expected to include financial, transportation, and urban design modeling – as well as community input. However, the Directive is based on defined

densities within a 400-metre radius centred on a cluster of bus stops, without indication given to the actual location, infrastructure, space, timing, or funding of a new transit hub and how this should be integrated with the new development.

### **Directive 2: Extend Ambleside Apartment Area DPA**

The area indicated either already allows for 6-units per lot, or has already been identified for further planning work as part of the Neighbourhood Area (the third stream of the ongoing Ambleside LAP). The focus of this stream will be missing middle forms of housing. These are much-needed forms of housing, which would be made less likely (or impossible) by a Directive for waterfront-adjacent or proximate high-rise apartments.

### **Directive 3: Approve Proposed Ambleside Centre Local Area Plan**

This proposed bylaw, the second stream of the Ambleside LAP, stems from a thorough community process addressing a broad range of issues (commercial revitalization, public realm and facilities improvements) in addition to housing. The bylaw has been presented and remains with Council to direct any modifications and consider its adoption, a fundamental prerogative of the elected representatives of West Vancouver.

Our intention is to address the areas identified in the three Directives in a way that respects our tradition of thoughtful planning, community involvement, and Council's local land use decision-making – recognizing that that this takes time beyond the Directives' imposed December 31, 2025 deadline. We continue to invite the Minister to meet with us to foster a better understanding of our initiatives and a more collaborative approach, one which would include the Province committing to move ahead with projects funded (at least in part) by BC Housing, notably Klahanie Court and Inglewood Care Centre.