

**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 February 2, 2026, at 5:30pm for the transaction of business listed below.

*Daniel Drexler, Chief Administrative Officer*

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## **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 February 2, 2026, Regular Council Meeting Agenda.

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

- a. That Council adopt the minutes of the January 12, 2026, Regular Council Meeting.

### **3. PETITIONS, DELEGATIONS AND SPECIAL PRESENTATIONS – none scheduled.**

### **4. STAFF REPORTS**

- a. DRAFT 2026 Budget/2026-2030 Financial Plan - \*1<sup>st</sup> Review – D. Drexler, CAO  
***Recommendation: THAT Council approves the Draft 1 financial plan as presented and directs staff to implement the following strategies, ranked by priority, in the development of the Draft 2 financial plan, in order to provide a balanced budget:***

- Reduce Council's Legislative Operating budget by \$5,000 (strategic conference attendance limits)***
- Reduce the Roads Paving Capital Project by \$25,000***
- Accept more day-to-day operational risk and reduce operational expenditures by up to \$40,000***
- Include funding the \$150,000 for Roads Equipment from Debt/Loan, with all Loan principal payments coming from Reserves in 2026***
- Include \$70,000 Streetlighting Utility Billing revenue as Property Tax revenue with the same % of Tax Burden as in 2025***
- Include a Property Tax Rate of 40.00 for Class 2 (Utilities), for roughly \$40,000 additional tax revenue, while retaining the Industry classes % of Tax Burden as in 2025***
- to meet inflationary and asset replacement pressures, consider:***
  - increasing Water service fees by 7.5%***
  - increasing Wastewater service fees by 5%***
  - where applicable, increasing User Fees by 5%***
  - increasing overall Property Tax revenue by up to 9%***
  - adjust the Class 4 (Major Industry) % of Tax Burden to roughly 3% (from 2.66% in 2025), the same as Class 5 (Light Industrial) – approximately \$3,500 additional revenue from taxation***

- as a last resort, consider balancing any shortfall within the 2026 Financial Plan with funding from surplus/reserves.
- to increase future revenues:
- review construction related fees and charges, including Connection fees, DCC's, and Building Permit fees
- connect with other Ridge tenants about cost sharing for Facility Use and Gym rental

**; AND to present Draft 2 of the Financial Plan to the Public at a Special Meeting held on February 9, 2026, at 530pm.**

- b. Building Infraction re: Building Permit # 2016-007R, 2014-005 – Building Inspector

D. Dowling (“the Owner”)

Lot 11 Block 2 DL 1445 Plan 6315, PID: 010-098-887

630 Salle Rd (“the Property”)

**Recommendation: THAT, the Corporate Officer be authorized to file a Notice pursuant to the authority of Section 57 of the Community Charter against the Title of Dave Dowling of 630 Salle Rd (PID: 010-098-887).**

- c. Disposal of Engine 1 – 1996 Freightliner Fire Apparatus – A. Hovenkamp, Fire Chief

**Recommendation: THAT Council authorize the sale of Engine 1 (1996 Freightliner) to Barriere Auto and Truck Tow for the offered price of \$3,000, and direct staff to complete all necessary documentation to remove the unit from the fire department fleet and municipal asset registry.**

- d. Department Updates – Department Heads

*\*submitted for information*

## 5. BYLAWS and POLICIES

- a. Wastewater Regulations Bylaw No. 268 – adoption – T. Buchanan, Corporate Officer  
*\*w/attachments*

**Recommendation: THAT Council adopt Wastewater Regulations Bylaw No. 268**

- b. DRAFT Development Approvals Bylaw No. 269 – 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> readings – T. Buchanan, Corporate Officer

*\*w/attachments*

**Recommendation: THAT Council give 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> readings to Development Approvals Bylaw No. 269**

- c. DRAFT Alternative Means of Public Notice Bylaw No. 270 – 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> readings – T. Buchanan, Corporate Officer

*\*w/attachments*

**Recommendation: THAT Council give 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> readings to Alternative Means of Public Notice Bylaw No. 270**

- d. DRAFT Elections Bylaw No. 271 – 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> readings – Corporate Officer

*\*w/attachments*

**Recommendation: THAT Council give 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> readings to Elections Bylaw No. 84, Amendment Bylaw No. 271**

- e. DRAFT Election Officials Remuneration Bylaw No. 213, Amendment Bylaw No. 272 – 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> readings – D. Drexler, CAO  
*\*w/attachments*  
**Recommendation: THAT Council give 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> readings to Election Officials Remuneration Bylaw No. 272**
- f. Appointment of Chief Election Officer & Deputy Chief Election Officer(s) – T. Buchanan, Corporate Officer  
**Recommendations: THAT Council:**
  - 1. Appoint Tasha Buchanan as Chief Election Officer for the 2026 General Local Election.**
  - 2. Appoint Jamie Mosdell as Deputy Chief Election Officer and Daniel Drexler as Deputy Chief Election Officer for the 2026 General Local Election.**

## 6. CORRESPONDENCE

- a. For Information – none submitted.
- 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)(k)(2)(b) 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 MEETINGS**
  - *SPECIAL Council Meeting (Public Presentation of Draft 2026 Budget) – February 9, 2026 @ 5:30pm*
  - *Regular Council Meeting – February 23, 2026 @ 5:30pm*

## 15. ADJOURNMENT

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

Held on Monday, January 12, 2026 at 5:30pm in the Council Chambers at Municipal Hall  
4936 Barriere Town Road, Barriere, B.C.

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

Present: Mayor Rob Kerslake  
Councillor Scott Kershaw      Councillor Judy Armstrong – *via Zoom*  
Councillor Louise Lodge      Councillor Colin McInnis  
Councillor Brody Mosdell      Councillor Donna Kibble – *absent*

Staff: Daniel Drexler, Chief Administrative Officer  
Tasha Buchanan, Corporate Officer  
Kathy Abel, Chief Finance Officer  
Chris Matthews, Public Works Manager  
Jamie Mosdell, Deputy Corporate Officer

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

**1. ADOPTION OF AGENDA**

Moved by Councillor Lodge  
Seconded by Councillor Mosdell  
That Council approve the January 12, 2026, Regular Council Meeting Agenda.

CARRIED

**2. ADOPTION OF MINUTES**

- a. Moved by Councillor Mosdell  
Seconded by Councillor McInnis  
That Council adopt the minutes of the December 15, 2025, Regular Council Meeting.

CARRIED

- b. Moved by Councillor Lodge  
Seconded by Councillor McInnis  
That Council adopt the minutes of the December 22, 2025, SPECIAL Council Meeting.

CARRIED

**3. PETITIONS, DELEGATIONS AND SPECIAL PRESENTATIONS – *none scheduled.***

**4. STAFF REPORTS**

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

Council was provided an overview of the written report.

It was added by the Fire Chief that Chu Chua Fire Department is currently on ‘automatic mutual-aid’ for any structure fires in the District of Barriere due to one of the trucks currently being out of service.



## 5. BYLAWS and POLICIES

- a. DRAFT Solid Waste Collection Regulations Bylaw No. 266 – adoption – T. Buchanan, Corporate Officer  
*\*w/attachments*

**Moved by Councillor Lodge**

**Seconded by Councillor Mosdell**

**THAT Council adopt Solid Waste Collection Regulations Bylaw No. 266.**

**CARRIED**

- b. DRAFT Business License Bylaw No. 267 – adoption – T. Buchanan, Corporate Officer  
*\*w/attachments*

**Moved by Councillor Mosdell**

**Seconded by Councillor McInnis**

**THAT Council adopt Business License Bylaw No. 267.**

**CARRIED**

- c. Wastewater Regulations Bylaw No. 268 – 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> readings – D. Drexler, CAO  
*\*w/attachments*

The proposed Wastewater Regulations Bylaw establishes a clear and consistent regulatory framework for the use, connection to, and protection of the District's Wastewater Collection Systems.

Key elements of the draft bylaw include:

- Establishment and regulation of the Wastewater Collection Systems and service areas.
- Requirements for mandatory connection where wastewater services are available subject to a Council approved exemption. **Section 4** of the proposed Bylaw outlines the exemption criteria and addresses those properties that currently have an approved 5yr exemption to connect due to a recent ROWP report being provided to the District:
  - *The Owner of property that produces wastewater and is eligible to connect to a District's Wastewater Collection System, must connect the property's Wastewater discharge to the District's Wastewater Collection System unless:*
    - *Council has approved an exemption under section 4.2 of this bylaw; or*
    - *At the date of bylaw adoption, the owner has a current District approved exemption due to an accepted Registered Onsite Wastewater Professional (ROWP) report indicating that the property is serviced by a private septic system that has been inspected and the ROWP attests that in their professional opinion, the private septic system is currently, and will continue to be, in good working order for at least five (5) years from the date of inspection.*
  - *An Owner of property subject to an exemption under Section 4.1 ii. of this bylaw, remains exempt of this Section for a period of five (5) years from the date of bylaw adoption. At the end of the five (5) year exemption period, property owners subject to this exemption must apply to Council for a further extension, on a year to year basis, up to no more than a five (5) additional years.*

- Application and approval processes for wastewater service connections and disconnections.
- Alignment with the District's Fees and Charges Bylaw and Utility Billing Bylaw for cost recovery.
- Construction and material standards consistent with the Master Municipal Construction Documents (MMCD).
- Wastewater quality standards, including authority for staff to require pre-treatment where necessary to protect infrastructure and treatment processes.
- Clear delineation of maintenance responsibilities between the District and property owners.
- Authority for temporary or permanent disconnection of service to protect system integrity or respond to emergencies.
- Inspection and enforcement provisions consistent with other District bylaws.
- Alignments will be made for this proposed bylaw's offences and penalties with the District's Bylaw Notice Enforcement framework once necessary amendments are made to Bylaw Notice Enforcement Bylaw No. 95. Staff plan on presenting a draft amendment for Council consideration early this spring.

**Moved by Councillor Lodge**

**Seconded by Councillor McInnis**

**THAT Council give first three readings to Wastewater Regulations Bylaw No. 268.**

**CARRIED**

## **6. CORRESPONDENCE**

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

## **7. COUNCIL REPORTS**

- Councillor Kershaw provided a verbal report on the following:
  - Attended Council/Staff Holiday Party
- Councillor Lodge provided a verbal report on the following:
  - Attended Council/Staff Holiday Party
  - Volunteered at the annual BSS Holiday Luncheon
  - Attended the Community Christmas Dinner
- Councillor McInnis provided a verbal report on the following:
  - Attended Council/Staff Holiday Party
  - Volunteered delivering some Community Christmas Dinners
- Councillor Mosdell provided a verbal report on the following:
  - Attended the Council/Staff Holiday Party
- Councillor Armstrong provided a verbal report on the following:
  - Attended the Council/Staff Holiday Party
  - Facilitated the annual Elves Workshop.
  - Thanked Council & Staff for their support through the recent, unexpected loss of Bob.

## 8. MAYOR'S REPORT

The Mayor provided a verbal report on the following:

- Attended Council/Staff Holiday Party
- Volunteered at the annual BSS Holiday Luncheon

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

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

## 11. CONVENE INTO CLOSED SESSION

**Moved by Councillor Lodge**

**Seconded by Councillor Mosdell**

**That pursuant to Sections 90(1)(a)(c)(e)(2)(b) of the Community Charter, that the public interest requires that persons other than Council Members and required staff be excluded from the meeting and that Council continues the meeting in closed session to discuss confidential matters at 6:04pm**

**CARRIED**

## 12. RECONVENE OPEN MEETING – *at 7:41p.m.*

## 13. NEXT MEETINGS

- *In-Camera Council Workshop – January 26, 2026 @ 5:30pm*
- *Regular Council Meeting – February 2, 2026 @ 5:30pm*

## 14. ADJOURNMENT

**Moved by Councillor that the meeting adjourn at 7:41p.m.**

**CARRIED**

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Mayor Rob Kerslake

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T. Buchanan, Corporate Officer

District of Barriere

# REPORT TO COUNCIL

## Request for Decision

<b>Date:</b> February 2, 2026	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> Chief Administrative Officer
<b>Re: Draft 2026-2030 Financial Plan</b>	
<p><b>Recommendation:</b> THAT Council approves the Draft 1 financial plan as presented and directs staff to implement the following strategies, ranked by priority, in the development of the Draft 2 financial plan, in order to provide a balanced budget:</p> <ul style="list-style-type: none"><li>- Reduce Council's Legislative Operating budget by \$5,000 (strategic conference attendance limits)</li><li>- Reduce the Roads Paving Capital Project by \$25,000</li><li>- Accept more day-to-day operational risk and reduce operational expenditures by up to \$40,000</li><li>- Include funding the \$150,000 for Roads Equipment from Debt/Loan, with all Loan principal payments coming from Reserves in 2026</li><li>- Include \$70,000 Streetlighting Utility Billing revenue as Property Tax revenue with the same % of Tax Burden as in 2025</li><li>- Include a Property Tax Rate of 40.00 for Class 2 (Utilities), for roughly \$40,000 additional tax revenue, while retaining the Industry classes % of Tax Burden as in 2025</li><li>- to meet inflationary and asset replacement pressures, consider:<ul style="list-style-type: none"><li>- increasing Water service fees by 7.5%</li><li>- increasing Wastewater service fees by 5%</li><li>- where applicable, increasing User Fees by 5%</li><li>- increasing overall Property Tax revenue by up to 9%</li></ul></li><li>- adjust the Class 4 (Major Industry) % of Tax Burden to roughly 3% (from 2.66% in 2025), the same as Class 5 (Light Industrial) – approximately \$3,500 additional revenue from taxation</li><li>- as a last resort, consider balancing any shortfall within the 2026 Financial Plan with funding from surplus/reserves.</li><li>- to increase future revenues:<ul style="list-style-type: none"><li>- review construction related fees and charges, including Connection fees, DCC's, and Building Permit fees</li><li>- connect with other Ridge tenants about cost sharing for Facility Use and Gym rental</li></ul></li></ul> <p><b>; AND to present Draft 2 of the Financial Plan to the Public at a Special Meeting held on February 9, 2026, at 530pm.</b></p>	

## Purpose

To review and provide recommendations regarding Council's second budget workshop on February 9, 2026, and to present Draft 2 of the 2026 Financial Plan for Council's consideration. A copy of the full Draft 1 budget package is attached (some supplementary materials were removed).

## Background

As Council considers Draft 2 of the financial plan and provides direction for future amendments, it is important to remember that developing the financial plan is a journey that consists of multiple decision points generally over a period of approximately 4 months.

At the January 26, 2026, budget workshop, Council reviewed Draft 1 of the budget, including capital projects, operational variances, and various overarching changes. Council provided initial feedback on potential strategies to balance the budget which are further discussed below. Some key changes included in the budget at this point:

- All-year Roads department (starting September 2026)
- 2<sup>nd</sup> Officer position at the Fire Department (starting May 2026)
- Wage Allocation structure changes (Finance wages to other departments, Public Works) to provide better actual costs for each department
- Adjust the starting Property Tax revenue to include the 40.00 Tax Rate for the Utilities Class (roughly \$40,000) and the \$70,000 Streetlighting re-alignment from utility bills

The draft consolidated budget presented does not include tax rates changes, taxes from other taxing authorities, transfers, or any other strategies recommended to balance the budget and is focused on raw 2026 projections and data. Also, this draft does not include any operational projects and carry forwards to allow for a cleaner look at the day-to-day operating budget.

Oversimplified, the first draft represents the net balance after the 2026 projected revenues, expenditures and capital program have been considered, in order to provide Council with context for decision points moving forward.

### 2026 CONSOLIDATED FINANCIAL PLAN

Operating	
Operating Revenue	3,199,809
Operating Expenditures	(3,092,106)
Operating Surplus	107,703
Transfer to Reserves	(319,798)
Net Operating Surplus	(212,095)
Transfer to Capital	212,095
Net After Capital Transfer	-

Capital	
Debt / Loan	-
Capital Grants	3,358,000
Transfer from Operations	(212,095)
Transfer from Reserves/surplus	1,737,000
Transfer from DCCs	-
Net Capital Funding	4,882,905
Capital Expenditures	(5,095,000)
Capital - Surplus/Deficit	(212,095)

As per the table above, entering into the budget workshop, Draft 1 of the budget showed a District deficit of approximately -\$212,095. This number is overinflated and does not represent the District’s full financial condition and only represents the District’s starting point for budget deliberations prior to the implementation of any additional strategies.

In previous years, the first draft of the budget may have already included reductions in capital expenditures, potential tax increases, and utilization of reserves/surpluses. This model, established in 2025, tries to allow for some additional Council participation and the ability to continuously evolve and adapt throughout the process while providing a clearly articulated and trackable process. Further, this model permits a recorded process on the strategies employed by Council annually to balance the budget and how Council intends to close the gap between current year revenues and the proposed expenses.

### Capital

Staff are proposing a very robust capital plan in 2026 with a heavy focus on infrastructure projects that can support community growth as per Council’s Strategic Plan, but also focusing on strategic alignments. As discussed during the Draft 1 Council budget workshop, almost every project included in the 2026 capital plan will either replace failing infrastructure or asset, or provide a measurable benefit or efficiency, or is directly linked to a capital grant project. Further, this plan reflects the direction set by Council through past financial plans, Council’s strategic priorities, and further, through Council’s policies and bylaws. This Council has and continues to maintain a strong emphasis on asset replacement and stewardship in order to provide consistent, exceptional services to the community. The proposed Draft 1 financial plan is structured to realize these goals and utilizes a combination of various reserves to fund the proposed infrastructure projects.

The table below provides a high-level overview of the Capital Projects. The budget currently does not show any Carryforward Projects from 2025 and prior; however, the ICIP Wastewater Treatment Plant projects should have been on this list, as there were some expenses related to the project in 2024 and 2025, but not nearly the work that was originally anticipated which was deferred primarily to 2026 and 2027.

<b>New Projects</b>	
<b>General</b>	<b>564,500</b>
<b>Fire</b>	<b>65,000</b>
<b>Water</b>	<b>100,000</b>
<b>Wastewater</b>	<b>1,000,000</b>
<b>Other</b>	<b>7,500</b>
<b>Grant Funded</b>	<b>3,358,000</b>
<b>Debt Funded</b>	<b>-</b>
<b>Carryforward Projects</b>	
<b>General Fund</b>	<b>-</b>
<b>Water Fund</b>	<b>-</b>
<b>Other Fund</b>	<b>-</b>
<b>Grant Funded</b>	<b>-</b>
	<b>5,095,000</b>

## Reserves

At this time, the primary funding sources for the Capital projects are the District's Capital reserves.

Given that the 2025 yearend audit will be under way for several months, the actual values to start 2026 may still change; however, a high level of certainty exists for most of the reserve accounts other than the Growing Communities Fund Reserve (due to the Wastewater Treatment Plant expenses from 2024 and 2025, and corresponding revenue from the grant funder) and the General Reserve (due to the amalgamation of various reserve accounts in 2025).

The Draft 1 budget included the below information regarding beginning, proposed usage, and anticipated end amount for each reserve.

	<b>Beginning *</b>	<b>Ending</b>	<b>2026 Used</b>
<b>General Capital</b>	<b>743,008</b>	<b>188,076</b>	<b>564,500</b>
<b>Fire Department Capital</b>	<b>154,151</b>	<b>91,051</b>	<b>65,000</b>
<b>Water Capital</b>	<b>490,570</b>	<b>397,704</b>	<b>100,000</b>
<b>Wastewater Capital</b>	-	-	-
<b>Transportation Infrastructure</b>	-	-	-
<b>Parkland</b>	<b>66,574</b>	<b>67,573</b>	-
<b>Community Works (Gas Tax)</b>	<b>82,679</b>	<b>368,971</b>	-
<b>Growing Communities</b>	<b>1,192,599</b>	<b>204,055</b>	<b>1,000,000</b>
<b>Climate Action Program</b>	<b>115,198</b>	<b>110,147</b>	<b>7,500</b>
	<b>2,844,779</b>	<b>1,427,577</b>	<b>1,737,000</b>

If the Wastewater Treatment plan project is excluded from the calculations above, and if a balanced operating budget would be in place, the drawdown on reserve would roughly be \$495,000, but this includes \$100,000 in Emergency funding (which will only be used if required). In addition, \$284,000 is budgeted from the Community Works Fund to be contributed into reserves along with applicable interest amounts, estimated at \$35,000. So, the actual drawdown may be as low as \$76,000 if the Emergency funds are not needed.

Council asked to reduce the Roads Paving project by \$25,000 to retain additional cash in reserve.

## **Debt / Loan**

At the Draft 1 workshop, Council inquired about the prospect of funding the \$150,000 of Roads Equipment via Debt/Loan to retain additional cash in our reserves while we navigate the significant Wastewater Treatment Plant project which should be substantially concluded in 2027.

The current interest rate with the Municipal Finance Authority (MFA) is 2.85%. For \$150,000 this would equate to roughly \$32,224 per year in expenses for 5 years, for a total cost of \$161,192 (so, \$11,192 in Interest). While the principal portion of the loan could be funded by capital reserve or operating dollars (the asset will be capitalized regardless), the interest portion would need to be funded by operating dollars. For 2026, we estimate a total cost of \$24,226 (\$3,078 interest included) if we take on the debt around April 1. So, the impact on the reserve for 2026 would roughly be \$21,148 instead of the full \$150,000 to start the pay back of the loan.

The District currently has a Loan for the 2025 Bush Truck for \$175,000 which would be very similar when comparing it to a full year. The Bush Truck debt information can be found under “10. Debt Servicing” in the Draft 1 package. Currently the full Debt Servicing for the Bush Truck is budgeted in the operating budget, but could strategically be partially moved to the reserve budget. This would impact the operating and reserve allocation by roughly \$33,921 if the principal amount is moved and funded from reserve.

DISTRICT OF BARRIERE

2026-2030 FINANCIAL PLAN

DEBT SERVICING

			2026	2027	2028	2029	2030
General	Project Name: Bush Truck	Principal	33,921	34,921	35,944	37,011	14,131
Equip Fin	Details: \$ 175,000, 5-yr, 2030	Interest	4,085	3,085	2,062	995	94
Total principal			33,921	34,921	35,944	37,011	14,131
Total interest			4,085	3,085	2,062	995	94
Total debt payments			38,006	38,006	38,006	38,006	14,225

If the Roads Equipment was added as a loan, the following would be the Debt Servicing projection:

DISTRICT OF BARRIERE

2026-2030 FINANCIAL PLAN

DEBT SERVICING

			2026	2027	2028	2029	2030	2031
<b>Equipment</b>								
General	Project Name: Roads Equipment	Principal	21,148	28,930	29,757	30,624	31,508	8,032
Equip Fin	Details: \$150,000, 5yr, 2031	Interest	3,078	3,294	2,466	1,600	716	38
<b>Fire Engine</b>								
General	Project Name: Bush Truck	Principal	33,921	34,921	35,944	37,011	14,131	
Equip Fin	Details: \$ 175,000, 5-yr, 2030	Interest	4,085	3,085	2,062	995	94	
Total principal			55,069	63,851	65,701	67,635	45,639	8,032
Total interest			7,163	6,379	4,528	2,595	810	38
Total debt payments			62,232	70,230	70,229	70,230	46,449	8,070

In addition, if the total principal amounts are funded from reserves in 2026, this would reduce the overall impact on the general capital reserve by roughly \$95,000.



By shifting the principal amounts for the Bush Truck and Roads Equipment to be coming from Reserves vs Operating and utilizing the full Roads Equipment as Debt/Loan, the following would be the anticipated Reserve utilization and ending balances:

	Beginning *	Ending	2026 Used
General Capital	743,008	317,895	435,648
Fire Department Capital	154,151	56,875	98,921
Water Capital	490,570	397,704	100,000
Wastewater Capital	-	-	-
Transportation Infrastructure	-	-	-
Parkland	66,574	67,573	-
Community Works (Gas Tax)	82,679	368,971	-
Growing Communities	1,192,599	204,055	1,000,000
Climate Action Program	115,198	110,147	7,500
	2,844,779	1,523,220	1,642,069

Note, the shift in:

- General Capital Ending (\$317,895 now vs. \$188,076 before = roughly \$130,000 extra remaining in reserve)
- Fire Department Capital Ending (\$56,875 vs. \$91,051 = roughly \$34,000 less remaining)
- Overall, roughly \$96,600 more remaining in reserve (\$1,523,220 vs. \$1,427,577) – (due to additional interest earned by retaining funds in reserves.

Holistically, this change in funding strategy would provide the following Consolidated Dashboard:

### 2026 CONSOLIDATED FINANCIAL PLAN

Operating	
Operating Revenue	3,199,809
Operating Expenditures	(3,061,263)
Operating Surplus	138,546
Transfer to Reserves	(320,510)
Net Operating Surplus	(181,964)
Transfer to Capital	181,964
Net After Capital Transfer	-

Capital	
Debt / Loan	150,000
Capital Grants	3,358,000
Transfer from Operations	(181,964)
Transfer from Reserves/surplus	1,642,069
Transfer from DCCs	-
Net Capital Funding	4,968,105
Capital Expenditures	(5,095,000)
<b>Capital - Surplus/Deficit</b>	<b>(126,895)</b>

Effectively reducing the funding gap from \$212,095 to \$126,895, so a change by roughly \$85,000 to the overall Deficit. However, it has to be noted that future years would continue to see an annual expense of roughly \$70,000 (including interest) to pay off the loans. (see attached updated Summary)

### Community Support:

In addition to the financial data included in the Draft 1 consolidated financial plan, Council also has a number of decisions that were deferred to 2026 budget deliberations. Deferring these decisions has allowed Council to evaluate each of the requests in context with the overall budget and the District's financial condition. In part, Council reviewed a general list of all community support provided annually and Council wanted to maintain the overall smaller individual amounts at a budget of roughly \$5,000. As previously requested by Council, Staff is working on a all encompassing Community Support policy. The table below highlights the non in-kind community support provided by Council currently.

	Timeframe	2025 Actual	2026 Approved	2026 incl. in Draft Budget
<b><u>Requests</u></b>		5,400		5,000
Trails Society	One-Time	500	-	
Barriere Youth Soccer	One-Time	500	-	
Barriere Elementary PAC	One-Time	500		
TO Goat Association	One-Time	-		
Rabbits BC	One-Time	500		
Heritage Society	One-Time	-		
YCS Literacy	One-Time	500		
First Responders Golf Tournament	One-Time	500		
Curling Sponsorship	One-Time	750		
Sheep Breeders	One-Time	500		
Yellowhead Pioneer Residence	One-Time	500		
Community Foundation - Sip and Support	One-Time	250		
Legion Advertising	One-Time	400		
Lions Club - Facility Costs / Internet*	Ongoing	10,000	10,000	10,000
Barriere First Responders - Facility Use*	Ongoing	10,000	10,000	10,000
Chamber of Commerce - Facility Lease*	Ongoing	25,875	25,875	25,875
NTACS - Facility Use / Gym / Insurance*	Ongoing	22,000	22,000	22,000
YCS Daycare - Gym*	Ongoing	4,800	4,800	4,800
Permissive Tax Exemptions*	Ongoing	55,000	55,000	55,000
<b>Grand Total</b>		<b>\$133,075</b>	<b>\$127,675</b>	<b>\$132,675</b>

At the Draft 1 Workshop, Council asked for Staff to work with other Ridge tenants that currently have free access to the Gym or receive other subsidies from the District for insurance or rental costs. The intent is to work towards a more equitable and fair philosophy for costs that the District is currently covering.

Note: Projects/requests that have been approved to proceed to draft 2 are not guaranteed final approval. Developing the financial plan is a journey that consists of multiple decision points over a period of several months. Projects/requests that proceed to draft 2 may be re-considered on multiple occasions, as the financial plan continues to be refined leading up to final approval in March/April.

## Summary

As mentioned previously, although some of the amounts and the layout may differ, Draft 1 of the 2026 financial plan is not unlike previous years, with the difference being the timing and stage in which the information has been presented.

Overall, the District's financial condition is fair and reflects a conscious decision by Council to utilize a combination of reserves and potentially new debt to ensure that critical infrastructure and asset replacement projects are prioritized. This year does not foresee a large, not already committed, surplus being generated and as such, the potential to move funds into reserves at year end will be minimal. In the long term, buildup of the accumulated operating surplus and funding to reserves will need to be prioritized again to reasonably manage the District's assets over time.

Council, through the Strategic Plan has prioritized Asset Management related projects to gain an understanding of the state of the District's assets. This research would ultimately result in a philosophy that would be captured in policies and bylaws to serve the community in the future.

Having said that, with the cost of delivering services continuing to rise, moving forward an emphasis should be placed on maximizing our current finances to their full potential, while equally increasing revenue and exploring new revenue opportunities other than taxation. At this time expanding District services, the level of service, or District programs, other than the Roads Department and Fire Department roles, is not recommended.

## Recommendation

To date Council has been provided with a significant amount of information; however, there are still some outliers which is why the financial plan will be a process taking place over approximately the next 2-3 months. The following list is an example of some of these outliers:

- Operational project carryforward amounts from 2025 yearend
- Any amounts needed to balance the 2025 budget due to the increased expenses throughout the year
- Subsequently confirmed amounts to be transferred into (or out of) accumulated surplus and possibly reserves depending on final consolidated amounts
- Revenue generation from taxation, fees, or charges
- BC Assessment final roll
- Other grants that are being applied for that are pending grant funder review/approval

Because of this, staff are not recommending Council make any final budget decisions at this time and suggest the included motion set out a course of action to be considered in the next draft of the budget which would be a public workshop on February 9, 2026.

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## Benefits or Impact

### General

The report outlines the process followed for this stage of the budget process.

### Finances

The 2025 average assessed single family residential property value in Barriere as per BC Assessment was roughly \$400,768 (March 2025 Revised Roll – 840 folios). For 2026, the Complete Roll (January 2026) by BC Assessment indicates an increase of approximately \$5,900 to a projected average of \$406,653 (842 folios). The attached document from BC Assessment (January 2026) shows slightly different year over year values than the latest raw data exports from the same time as it would include additional forms of residential housing.

Further, of the approximately 2.00% increase in assessments across all classes, less than 0.73% is a result of non-market change, or new development. In total the District saw approximately \$2.969Million of non-market change, \$3.2Mil in Residential, and \$0.23Mil reduction in Commercial primarily. So, what this tells us is that, although the District has recently seen an increase in a desire for development, many of these projects are not started or completed, or far enough along, to be included in the District's total 2026 assessment.

Although we saw a small increase in assessed value, the assessment changes reflect primarily an increase in the value of the existing structures (homes, businesses, etc.) and not the addition of new structures.

Because many of the existing structures within the District have been valued higher than last year, District Council will have to find a balance that considers economic pressures and community livability, while prioritizing asset renewal.

In 2025, the District portion of the property taxes for an average residential property (\$383,000) were estimated at \$925, less than 45% of the overall collected taxes for the property. 55% of all taxes collected are submitted to other taxing authorities such as the TNRD, Hospital, Police, and Schools. Due to the Streetlighting utility billing shift to property taxation, the average residential property, based on 2025 Assessments would need to be paying an additional annual \$55.95 in taxation (vs. \$69.36 in utility billing). So, the total would have been closer to \$981 for overall taxation in 2025 for the average residential property.

If Council decided to balance the -\$212,095 deficit only utilizing taxation, the average residential property would see an increase of roughly 17.28% and pay an additional estimated \$170 for property taxes in 2026 (above the increase due to the Streetlighting change). This is not recommended and provided for context only.

The average residential property is currently estimated to be valued at \$392,000 based on the raw BC Assessment data. A 9% tax increase (above the increase due to the Streetlighting change) would result, for the average residential property, in increase of roughly \$92 (\$7.67 per month); this however is tied to any actual values determined by BC Assessment and any potential year over year shift. Overall, the increase would generate \$114,000 in revenue for the District across all taxation classes. Roughly 30 folios would see a decrease, while 578 folios would see an average increase of \$48 per year. There are 949 residential folios in total, so over 64% of all folios.

A 7.5% Water fee change would result in roughly \$28,000 revenue for the District, (roughly \$40 per year (\$10 per quarter / \$2.50 per month) per water service customer), while a 5% Wastewater fee change would generate roughly \$5,100 (approximately \$23 per year (\$5.75 per quarter / \$1.91 per month) per wastewater service customer).

## Strategic Impact

N/A

## Risk Assessment

Compliance: Community Charter

Risk Impact: Low to Medium – As this is the first draft and the legislated deadline is May 14 to have a financial plan and tax rates bylaw adopted by.

Internal Control Process:

Again, legislation dictates adoption of a balanced financial plan and tax rates bylaw by May 14.

## Next Steps / Communication

If the strategies proposed to balance Draft 2 of the financial plan are adopted, Staff will incorporate these, along with any other changes approved by Council, into the second draft of the financial plan. Further, Draft 2 of the financial plan will be presented to Council in a workshop open to the public at a date and time set by Council (proposed for February 9, 2026, at 5:30 pm).

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## **Attachments**

- 2025 Unfunded budget package – Draft 1; includes:
  - Taxation comparison
  - Unfunded Visual Summary
  - Operational Variances (reduced content)
  - Revenue Projections
  - Expenses Projections
  - Capital Projects Summary Schedule
  - Reserve Continuity
  - Operating Projects (still to be considered and added to budget at a later time)
  - Debt Servicing
  - Community Support
  - Capital Projects Details (reduced content)
- Updated - Unfunded Visual Summary – with Loan
- BC Assessment Summary – Press release

## **Recommendation**

**THAT Council approves the Draft 1 financial plan as presented and directs staff to implement the following strategies, ranked by priority, in the development of the Draft 2 financial plan, in order to provide a balanced budget:**

- Reduce Council's Legislative Operating budget by \$5,000 (strategic conference attendance limits)
- Reduce the Roads Paving Capital Project by \$25,000
- Accept more day-to-day operational risk and reduce operational expenditures by up to \$40,000
- Include funding the \$150,000 for Roads Equipment from Debt/Loan, with all Loan principal payments coming from Reserves in 2026
- Include \$70,000 Streetlighting Utility Billing revenue as Property Tax revenue with the same % of Tax Burden as in 2025

- Include a Property Tax Rate of 40.00 for Class 2 (Utilities), for roughly \$40,000 additional tax revenue, while retaining the Industry classes % of Tax Burden as in 2025
- to meet inflationary and asset replacement pressures, consider:
  - increasing Water service fees by 7.5%
  - increasing Wastewater service fees by 5%
  - where applicable, increasing User Fees by 5%
  - increasing overall Property Tax revenue by up to 9%
- adjust the Class 4 (Major Industry) % of Tax Burden to roughly 3% (from 2.66% in 2025), the same as Class 5 (Light Industrial) – approximately \$3,500 additional revenue from taxation
- as a last resort, consider balancing any shortfall within the 2026 Financial Plan with funding from surplus/reserves.
- to increase future revenues:
  - review construction related fees and charges, including Connection fees, DCC's, and Building Permit fees
  - connect with other Ridge tenants about cost sharing for Facility Use and Gym rental

**; AND to present Draft 2 of the Financial Plan to the Public at a Special Meeting held on February 9, 2026, at 530pm.**

### **Alternative Options**

1. Council could choose to re-prioritize the recommended strategies to align better with competing demands and community expectations.
2. Council could identify different strategies to either complement or replace the strategies proposed by staff.
3. Council could choose a combination of options 1 and 2.

Prepared by:  
D. Drexler, Chief Administrative Officer

Draft Budget 2026

No. 1

January 26, 2026





# 1. Municipal Taxes and Comparison to other Taxing Authorities



**DISTRICT OF BARRIERE  
OTHER TAXING AUTHORITIES  
2022 TO 2026**

CPI 2021 2.79  
BCPI 2021 7.4 (11.2)

CPI	6.64	4.19	2.73	2.4*	
Non Residential BCPI Van (national)	9.8 (12.5)	7.7 (5.4)	4.0 (3.8)	4.0 (4.2)*	
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Municipal Property Taxes</b>					
Amount levied	\$ 966,391	\$ 1,012,189	\$ 1,062,195	\$ 1,154,272	\$ 1,268,598
Increase from previous year	\$ 49,893	\$ 45,798	\$ 50,006	\$ 92,077	\$ 114,326
% Increase from previous year	5.4%	4.7%	4.9%	8.7%	9.9%
<b>Regional District Requisition</b>					
Amount levied	\$ 312,266	\$ 315,452	\$ 329,394	\$ 352,843	\$ 402,199
Increase from previous year	\$ 31,515	\$ 3,186	\$ 13,942	\$ 23,449	\$ 49,356
% Increase from previous year	11.2%	1.0%	4.4%	7.1%	14.0%
Requisition as % of municipal taxes	32.3%	31.2%	31.0%	30.6%	31.7%
<b>Hospital Requisition</b>					
Amount levied	\$ 133,787	\$ 135,681	\$ 135,152	\$ 145,245	\$ 145,282
Increase from previous year	\$ (144,654)	\$ 1,894	\$ (529)	\$ 10,093	\$ 37
% Increase from previous year	-52.0%	1.4%	-0.4%	7.5%	0.0%
Requisition as % of municipal taxes	13.8%	13.4%	12.7%	12.6%	11.5%
<b>School Requisition</b>					
Amount levied	\$ 614,796	\$ 676,594	\$ 698,918	\$ 753,119	\$ 753,442
Increase from previous year	\$ 56,156	\$ 61,798	\$ 22,324	\$ 54,201	\$ 323
% Increase from previous year	10.1%	10.1%	3.3%	7.8%	0.0%
Requisition as % of municipal taxes	63.6%	66.8%	65.8%	65.2%	59.4%
<b>Police Requisition</b>					
Amount levied	\$ 95,748	\$ 111,787	\$ 120,704	\$ 127,611	\$ 127,555
Increase from previous year	\$ 12,515	\$ 16,039	\$ 8,917	\$ 6,907	\$ (56)
% Increase from previous year	15.0%	16.8%	8.0%	5.7%	(0.0%)
Requisition as % of municipal taxes	9.9%	11.0%	11.4%	11.1%	10.1%
<b>BCAA Requisition</b>					
Amount levied	\$ 15,531	\$ 20,742	\$ 17,421	\$ 19,194	\$ 20,716
Increase from previous year	\$ 1,547	\$ 5,211	\$ (3,321)	\$ 1,773	\$ 1,522
% Increase from previous year	11.1%	33.6%	-16.0%	10.2%	7.9%
Requisition as % of municipal taxes	1.6%	2.0%	1.6%	1.7%	1.6%
	\$ 2,138,519	\$ 2,272,445	\$ 2,363,784	\$ 2,552,284	\$ 2,717,792
	\$ 1,172,128	\$ 1,260,256	\$ 1,301,589	\$ 1,398,012	\$ 1,449,194
	55%	55%	55%	55%	53%



## 2. Visual Summary

January 26, 2026  
REGULAR MEETING

General Fund Revenues	
Property Taxes	1,268,598
Property Taxes - Increase	-
Grant in Lieu & Other Taxes	42,500
User Fees & Charges	384,625
User Fees - Increases	-
Government Transfers	773,125
Interest, Penalties & Other Recoveries	58,880
Other - Surplus	-
From Acc Surplus - 2025 Carry Forwards	-
	2,527,728

Water Fund Revenues	
Water - Fixed/Capital Charges	526,581
Water - Usage Charges	-
Water - Miscellaneous Charges	-
Water - Late Penalties	-
Water - Increase	-
	526,581

Wastewater Fund Revenues	
Wastewater - Fixed/Capital Charges	145,500
Wastewater - Usage Charges	-
Wastewater - Miscellaneous Charges	-
Wastewater - Late Penalties	-
Wastewater - Increase	-
	145,500

Capital Funding Sources	
Capital Grants	3,358,000
Debt / Loan	-
Operating Surplus Available	
General	(186,726)
Water	109,831
Wastewater	(135,200)
From Reserves and DCCs	1,737,000
From Accumulated Surplus	
	4,882,905

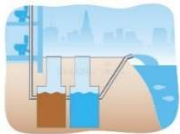
2026 DRAFT BUDGET



GENERAL FUND		
Operating		
Operating Revenue		2,527,728
Operating Expenditures		(2,394,656)
Net before Transfers		133,072
Transfer to Reserves (see Tab 7 - Reserve Continuity)		(319,798)
Net Available for Capital		(186,726)



WATER FUND		
Operating		
Operating Revenue		526,581
Operating Expenditures		(416,750)
Net Available for Capital		109,831



WASTEWATER FUND		
Operating		
Operating Revenue		145,500
Operating Expenditures		(280,700)
Net Available for Capital		(135,200)



CAPITAL EXPENDITURES		
Capital		
Capital Funding		4,882,905
Capital Expenditures		(5,095,000)
Net Capital Surplus/Deficit		(212,095)

General Fund Operating Expenditures		
General Government		804,775
Protective Services		340,250
Transportation		510,372
Environmental & Public Health		257,634
Planning & Development		14,000
Parks & Recreation		286,569
Facilities		143,050
Debt Servicing		38,006
Operating / Grant Project (non capital)		
Community Service Increases		
Council Follow-up Items		-
		2,394,656

Water Fund Operating Expenditures		
Water Utility Operations		416,750
Debt Servicing		-
Council Follow-up Items		-
		416,750

Wastewater Fund Operating Expenditures		
Wastewater Utility Operations		280,700
Debt Servicing		-
Council Follow-up Items		-
		280,700

Capital Expenditures		
Information Technology		20,000
Emergency Services		65,000
Facilities		12,500
Fleet & Equipment		150,000
Engineering		20,000
Public Works		127,500
Water		100,000
Wastewater		4,600,000
		5,095,000

# 2026 DRAFT BUDGET - CONSOLIDATED

Operating Revenues	
General Fund	2,527,728
Water Fund	526,581
Wastewater Fund	145,500
Other Funding Sources - Surplus	-
	3,199,809

Capital Funding Sources	
Debt / Loan	-
Capital Grants	3,358,000
Funded from Development Cost Charges	-
Transfer from Reserves - 2025 carryforward projects	-
Transfer from Surplus - 2025 carryforward projects	-
Transfer from Reserves - current	1,737,000
	5,095,000

Other Program Funding Sources	
Capital Grants	-
Transfer from Reserves	-
Transfer from Accumulated Surplus	-
	-

ACCUMULATED SURPLUS	
Reserves	
Balance - December 31, 2025	2,844,779
2025 Carry Forward Capital Projects	-
Net after funding of Carry Forward Projects	2,844,779
Transfers in from Operating	319,798
Transfer in - 2025 Climate Action funding	-
Transfers in - fleet replacement/future capital	-
Used to fund 2026 Capital Projects	(1,737,000)
	1,427,577

	Beginning *	Ending	2026 Used
General Capital	743,008	188,076	564,500
Fire Department Capital	154,151	91,051	65,000
Water Capital	490,570	397,704	100,000
Wastewater Capital	-	-	-
Transportation Infrastructure	-	-	-
Parkland	66,574	67,573	-
Community Works (Gas Tax)	82,679	368,971	-
Growing Communities	1,192,599	204,055	1,000,000
Climate Action Program	115,198	110,147	7,500
	2,844,779	1,427,577	1,737,000

## 2026 CONSOLIDATED FINANCIAL PLAN

Operating	
Operating Revenue	3,199,809
Operating Expenditures	(3,092,106)
Operating Surplus	107,703
Transfer to Reserves	(319,798)
Net Operating Surplus	(212,095)
Transfer to Capital	212,095
Net After Capital Transfer	-

Capital	
Debt / Loan	-
Capital Grants	3,358,000
Transfer from Operations	(212,095)
Transfer from Reserves/surplus	1,737,000
Transfer from DCCs	-
Net Capital Funding	4,882,905
Capital Expenditures	(5,095,000)
Capital - Surplus/Deficit	(212,095)

ACCUMULATED SURPLUS - NON LIQUID	
Investment in Capital Assets	
Beginning Balance	30,120,762
Capital Expenditures	5,095,000
Debt Principal Payments	33,921
Amortization	(671,595)
	34,578,088

ACCUMULATED SURPLUS	
TOTAL	
Operating Surplus	(127,055)
Investment in Capital Assets	34,578,088
Statutory Reserves	1,427,577
Internally Restricted Funds	-
	35,878,610

Operating Expenditures	
General Fund Operating	2,394,656
Water Fund Operating	416,750
Wastewater Fund Operating	280,700
Fee for Service - pending request	-
Council Follow-up Items	-
	3,092,106

Capital Expenditures	
New Projects	
General	564,500
Fire	65,000
Water	100,000
Wastewater	1,000,000
Other	7,500
Grant Funded	3,358,000
Debt Funded	-
Carryforward Projects	
General Fund	-
Water Fund	-
Other Fund	-
Grant Funded	-
	5,095,000

ACCUMULATED SURPLUS	
Operating Surplus	
Beginning Balance	85,040
Net Income	2,828,029
Invested in Capital Assets	(4,457,326)
From Reserves - Current Projects	1,737,000
To Reserves - Community Works etc.	(319,798)
To Equipment Reserve	-
	(127,055)
Less: Internally Restricted	-
Net Operating Surplus	(127,055)

Internally Restricted Funds	
Restricted Fund 1	-
Restricted Fund 2	-
	-

\* after deducting 2025 carryforward projects

# 3. Operational Variances





# Operational Variances

## Revenues

- In previous years, the budget made assumptions for revenues which may not materialize – this has largely been corrected throughout the budget
- In previous years, would utilize interest from investments to be paid out and used as operating cash – this has largely been corrected, and Capital reserves now receive those funds.
- As presented, no tax or fee adjustments are included in the budget, except for
  - o 40.00 Tax Rate for Utilities (roughly \$40,807 positive impact on the budget)
  - o \$70,000 revenue was moved from Streetlighting Utility Billing to Property Tax Revenue
- **Solid Waste** – projection to increase revenue by \$8,000 from Recycle BC compared to 2025 budget.
- **Business Licencing** – slight adjustments included, but generally status quo
- **Facility Rentals** – includes BBC, Ridge Gym, Radio Station, Parks facilities – reduced revenue at Gym in 2025, BBC rental also are \$15,000 short of earlier budget estimates. (reduced by \$20,000 total for 2026)
- **Misc Fees and Charges** – status quo
- **Small Communities Grant** – Reduced to match 2025 value (-\$4,000)
- **Other Operating Grants** – Focus is to clear up current grant projects. FireSmart Phase 2 Revenue is expected of roughly \$200,000 (\$400,000 over 2 years), otherwise Status Quo. (Not yet included on Visual Summary)
- **Rural Fire Recovery** – includes TNRD funding increase (\$12,500), Highway Rescue, and Wildfire support (no \$ for wildfire callouts included). Volunteer Fire Department is providing \$5,000 annually towards training, etc. (for 3 years)
- **Events and Donations** – includes donations towards District managed events and grants. – Status Quo.
- **Community Works** (formerly Gas Tax) – partial funding in 2025 received due to 2024 audit delay, anticipating double the funding in 2026 to catch up, should be back to normal in 2027 (roughly \$142,000 annual)
- **Investments and Deposit Interest** – reduced due to lower interest rates. The district will also need to use a large amount of the long-term investments to fund their portion of large capital projects in 2026.
- **Water Utility** – Status Quo
- **Wastewater Utility** – Status Quo
- **In total** – Other than the Property Taxation changes, the remainder of the revenue categories show minimal change. As such, the initial Draft budget does show a small positive variance of roughly \$33,000 or 1% compared to 2025 budget to begin the 2026 budget process.
  - o **General: ~\$2,212,000 (2025) -> ~\$2,244,000 (2026 Draft)**
  - o **Water: ~\$529,000 (2025) -> ~\$527,000 (2026 Draft)**
  - o **Wastewater: ~\$146,000 (2025) -> ~\$145,000 (2026 Draft)**

**TOTAL: ~\$2,887,000 (2025) -> ~\$2,916,000 (2026 Draft) = \$29,000 revenue increase**

## **Expenses:**

- Reviewed all expense categories and used 2025 preliminary totals (dated January 17, 2026) along with 2024 and prior historical values to determine anticipated costs to the District as part of maintaining current service levels
- **Amortization amounts** – these amounts have generally not been included in the budget before the 2025 budget. An estimate was included in 2025 based on past years amortization schedules and anticipated capital projects in 2026. Further refinement to this process is expected over the coming years.

## **General Operating Program**

- **Health and Safety Program** - \$15,000 is split in various departments
- **Legislative** –
  - o \$13,000 added for the election.
  - o increases to hotel accommodation/travel to current standards;
  - o public relations set to \$5,000 – increased by \$1,500 to meet current Council giving standard
  - o Overall \$8,000 increase (7%) – mainly due to Election
- **Administration & Finance** –
  - o Allocation of Finance staff to other business units (departments)
  - o Reduced interim CFO consultant to 0.25FTE
  - o This budget was higher than expected in 2025 mainly due to the continued changes in the Finance department and to finalize the 2024 audit.
  - o Aligned costs throughout with current standards
  - o Overall, \$91,000 decrease (-12%)
- **Protective Services (Fire, Bylaw, Building Inspection)**
  - o Reallocated line items throughout the budget to include Fire Officer wages and employer contributions – total of roughly \$72,000 realignment
  - o However, costs for aging equipment, fuel, insurance, utilities, and replacement of small machinery is steadily increasing as are facility related repairs, protective gear needs, volunteer education and training, health and safety training requirements, etc.
  - o Overall: roughly \$60,000 increase on budget at this time – but review continues
- **Roads**
  - o Finance Dept wage allocations and included partial roads department - \$50,000 increase
  - o Adjusted Roads Winter Service - \$80,000 decrease
  - o Aligned other departmental programs to in-house use: -\$12,500 savings
  - o Reduced Roads Paving/Asphalt by \$20,000 for minor patching by external contractor
  - o Included winter roads material - +\$10,000
  - o Overall reduced Roads budget by \$55,000 (11%)
  - o Note: As the in-house Roads program develops, some funding may need to shift back and forth from parks to roads and vice versa depending on the day-to-day needs of the District.
- **Equipment / Fleet**
  - o Cost of maintenance, fuel, insurance, etc. steadily increasing - \$10,000 increase
  - o Added Winter equipment insurance, fuel, etc. - \$10,000 increase
  - o Overall increased by \$20,000 (35%)
- **Zoning/Planning**
  - o Combined 3 sub-categories for efficiency purposes (Subdivision/Zoning/Planning) in 2025
  - o Status quo – no changes in budget
- **Solid Waste**
  - o Included Finance Department Wage allocation adjustments, a portion of a public works employee filling in during holidays.
  - o TNRD Eco Depot tipping fees are anticipated to increase as well
  - o Overall – roughly \$60,000 increase (34%)

- **Cemetery**
  - o Included Finance Department Wage allocation adjustments
  - o Overall expense budget aligned with increase of \$12,500 (192%)
- **Parks**
  - o Included Finance Department Wage allocation adjustments.
  - o Other changes based on needs of different parks, materials and supplies costs
  - o Large increase in Utilities fees (over \$5,000 alone)
  - o Overall adjustment – increase by roughly \$68,000 (41%)
  - o Note: As the in-house Roads program develops, some funding may need to shift back and forth from parks to roads and vice versa depending on the day-to-day needs of the District.
- **District Events**
  - o Consolidated various expense items into a flat \$15,000 expense line item for the Rec Committee.
  - o Overall reduction by \$14,000 (21%)
- **Facilities**
  - o Minor cost increases for utilities, insurance, maintenance, etc.
  - o Overall – increase of \$3,000 (2%)
- **Overall** - General Operating Expense increase without Operating Grants, Capital Grants, Other Taxes, Transfers to/from Reserve/Surplus: \$73,500 (+3% variance to 2025 budget)
  - o **~\$2,283,000 (2025) -> ~\$2,357,000 (2026 Draft)**

## Water

- Included Finance Department Wage allocation adjustments.
- Some staffing wages were also allocated to Wastewater based on a formula instead of historical amounts, as such Water and Wastewater wages may fluctuate year over year due to needs of organization. (\$20,500 impact in total for all wage allocations to water)
- Made adjustments throughout the water operating budget to align with actual expenses in 2025 or historical amounts
- Staff is establishing a better understanding on day-to-day costs and true costs of the service
- Expense increase of \$14,000 (4%), slight revenue reduction of \$2,000 (0%)
- Overall anticipated increase of \$15,000 (4%)
  - o **~\$402,000 (2025) -> ~\$417,000 (2026 Draft)**

## Wastewater

- Included Finance Department Wage allocation adjustments.
- Some staffing wages were also allocated to Wastewater based on a formula instead of historical amounts, as such Water and Wastewater wages may fluctuate year over year due to needs of organization. (\$75,000 impact in total for all wage allocations to wastewater)
- One employee remains at 0.6 FTE as a part time term position
- Made adjustments throughout the wastewater operating budget to align with actual expenses in 2025 or historical amounts
- Staff is establishing a better understanding on day-to-day costs and true costs of the service
- Expense increase of \$75,500 (37%), slight revenue reduction of \$1,000 (1%)
- Overall anticipated increase of \$76,000 (37%) on the department
  - o **~\$205,000 (2025) -> ~\$281,000 (2026 Draft)**

## Overall Expenses:

- **Across the organization, roughly \$164,500 (~5.6%) in increased expenses**
  - o **~\$2,890,000 (2025) -> ~\$3,055,000 (2026 Draft)**

## Determining the 2026 Tax Rates Starting Point

### Streetlighting – excerpts from the November 17, 2025 report to Council

The 2025 charges for Street Lighting are:

Residential: \$5.78 per month (so, \$17.34 per quarter, or \$69.36 per year)

Commercial: \$7.04 per month (so, \$21.12 per quarter, or \$84.48 per year)

Utility Bills: As of the March 2026 billing cycle, a reduction for residential properties on their quarterly billing of \$17.34 per quarter. In total \$69.36 reduction over the year. For commercial properties, \$21.12 reduction per quarter or \$84.48 reduction per year.

#### Property Taxes:

If the tax rates and burden allocation remained the same in 2026, per \$100,000 of assessed residential property value, the increase per year would be roughly \$14.61. The average residential property in Barriere in 2025 was assessed at \$383,000, which would result in a \$55.95 tax increase for the year. This is effectively a reduction of \$13.41 per year for the average residential property per year when considering the previous utility bills.

For a business class property, for \$100,000 assessed value, the increase would be \$35.79 in taxation. The average business class property in 2025 was assessed at \$467,000, and as such, the average property would see an increase of \$167.13 per year under the same rates and burden allocation as in 2025. This is effectively an increase of \$82.65 per year for the average commercial property per year when considering the previous utility bills.

For industrial properties, for \$100,000 assessed value, the increase would be roughly \$49.81 per \$100,000 of assessed value. Large Industry had an average value of \$1,248,000, and as such would see an increase of \$621.65 (\$537.17 above current utility bills); while Small Industry had an average assessed value of \$1,038,000 and as such would see an increase of \$517.05 (\$432.57 above current utility bills).

Class	Category	2025 - % of Burden*	2025 - Current Yield*	Additional Yield based on 2025*	Total Yield based on 2025 rates*
1	Residential	75.88%	\$878,503	\$53,114	\$931,617
2	Utilities	0.95%	\$10,976	\$664	\$11,640
4	Large Industrial	2.66%	\$30,834	\$1,864	\$32,698
5	Small Industrial	2.95%	\$34,192	\$2,067	\$36,259
6	Business	17.43%	\$201,833	\$12,203	\$214,036
8	Rec/Non-Profit	0.11%	\$1,256	\$76	\$1,332
9	Farm	0.02%	\$198	\$12	\$210
TOTAL		100.00%	\$1,157,792	\$70,000	\$1,227,792

## 2025 Multiples and Updated Tax Rates Calculations:

Starting Point 2025 Final Budget and Tax Rates:

						2024 Total Tax	\$	1,062,194
						2025 Tax %		9.00%
						2025 Tax Increase	\$	95,597
						2025 Tax Total	\$	1,157,791
		</						

## Impact Breakdown by Class:

Residential Class	SUMMARY	Tax increase		947	\$ 52,069	\$ 55
		Tax decrease		-	\$ -	#DIV/0!
		Tax zero increase		1	\$ -	
		Increase <\$100		867	\$ 41,784	\$ 48
Median	382,000	Increase \$100-\$500		80	\$ 10,285	\$ 129
Average	383,556	Increase >\$500-\$1000		-	\$ -	#DIV/0!
		Increase >\$1000		-	\$ -	#DIV/0!
		# Folios	-	948	52,069.09	
		Properties = \$0		1		
		Properties < \$100,000		129		
		Properties \$100,000-\$250,000		196		
		Properties \$250,000-\$500,000		340		
		Properties >\$500,000		282		
		Properties \$250,000-\$350,000		104		

**Total impact to start 2026 for Residential: \$52,069 – 948 Folios**

Business Class	SUMMARY	Tax increase		73	Total Value	Average Increase/Decrease
		Tax decrease		-	\$ -	
		Tax zero increase		-		
		Increase <\$100		30	\$ 1,671	\$ 56
Median	336,100	Increase \$100-\$500		40	\$ 8,553	\$ 214
Average	467,086	Increase >\$500-\$1000		3	\$ 1,741	\$ 580
		Increase >\$1000		-	\$ -	#DIV/0!
		# Folios	-	73		
		Properties < \$100,000		8		
		Properties \$100,000-\$250,000		18		
		Properties \$250,000-\$500,000		24		
		Properties >\$500,000		23		

**Total impact to start 2026 for Business: \$11,965 – 73 Folio**

Major Industry	SUMMARY				Revenue	Average Increase/Decrease
			Tax increase	3	2,786	
			Tax decrease	-	-	
			Tax zero increase	-		
			Increase <\$100	1	80	80
Median	172,900		Increase \$100-\$500	1	129	129
Average	1,247,533		Increase >\$500-\$1000	-	-	#DIV/0!
			Increase >\$1000	1	2,577	2,577
		# Folios	-	3		
			Properties < \$100,000	-		
			Properties \$100,000-\$250,000	2		
			Properties \$250,000-\$500,000	-		
			Properties >\$500,000	1		

**Total impact to start 2026 for Major Industry: \$2,786 – 3 Folios**

Light Industry	SUMMARY				Revenue	Average Increase/Decrease
			Tax increase	4	3,089	
			Tax decrease	-	-	
			Tax zero increase	-		
			Increase <\$100	-	-	#DIV/0!
Median	925,000		Increase \$100-\$500	2	634	317
Average	1,037,525		Increase >\$500-\$1000	-	-	#DIV/0!
			Increase >\$1000	2	2,455	1,227
		# Folios	-	4		
			Properties < \$100,000	-		
			Properties \$100,000-\$250,000	-		
			Properties \$250,000-\$500,000	2		
			Properties >\$500,000	2		

**Total impact to start 2026 for Light Industry: \$3,089 – 4 Folios**

**TOTAL Impact for the 4 main Classes: \$69,909**



# BC Assessment Data



Printed Date:

bcassessment.ca

## Non-Market Change Roll Comparison Summary by Jurisdiction

As of Completed Roll run on 2025-12-04  
2026 Net General Taxable Values

### Area - 23 Kamloops

#### Jurisdiction - 345 District of Barriere

Property Class	2025 Cycle 9	2026 Completed	N M C Land	N M C Impr	N M C Total	% Chg Due	% Chg Due to	% Chg
Res Vacant	\$ 8,926,100	\$ 10,327,500	\$ 41,000		\$ 41,000	0.46%	15.24%	15.70%
Res Single Family	\$ 336,615,900	\$ 342,402,200	\$ 638,000	\$ 2,552,800	\$ 3,190,800	0.95%	0.77%	1.72%
Res ALR	\$ 3,278,200	\$ 3,822,700					16.61%	16.61%
Res Farm								
Res Strata	\$ 1,251,200	\$ 1,315,300					5.12%	5.12%
Res Other	\$ 13,511,000	\$ 13,690,100					1.33%	1.33%
<b>01 - Residential Total</b>	<b>\$ 363,582,400</b>	<b>\$ 371,557,800</b>	<b>\$ 679,000</b>	<b>\$ 2,552,800</b>	<b>\$ 3,231,800</b>	<b>0.89%</b>	<b>1.30%</b>	<b>2.19%</b>
02 - Utilities	\$ 1,294,325	\$ 1,351,335					4.40%	4.40%
03 - Supportive Housing								
04 - Major Industry	\$ 3,742,600	\$ 3,740,200					-0.06%	-0.06%
05 - Light Industry	\$ 4,150,100	\$ 4,252,800					2.47%	2.47%
06 - Business And Other	\$ 34,097,300	\$ 34,144,800	-\$ 46,500	-\$ 185,700	-\$ 232,200	-0.68%	0.82%	0.14%
07 - Managed Forest Land								
08 - Rec/Non Profit	\$ 519,800	\$ 522,800					0.58%	0.58%
09 - Farm	\$ 818,13	\$ 75,808	-\$ 6,005		-\$ 6,005	-7.34%		-7.34%
S.644LGA/398VC	\$ 343,300	\$ 342,300		-\$ 25,000	-\$ 25,000	-7.28%	6.99%	-0.29%
<b>Total All Classes</b>	<b>\$ 407,811,638</b>	<b>\$ 415,987,843</b>	<b>\$ 626,495</b>	<b>\$ 2,342,100</b>	<b>\$ 2,968,595</b>	<b>0.73%</b>	<b>1.28%</b>	<b>2.00%</b>

## Total Dollar Values and Folio Counts



Printed Date: 05/Jan/2026

### 2026 Roll Totals

Completed Roll run on 2025-12-04

Risk Rating  
1.1

#### Area - 23 Kamloops

##### Jurisdiction - 345 District of Barriere

#### NET TAXABLE VALUE TOTALS

Property Class	Occurrences	General	Hospital	School
Residential Vacant	78 Net	10,327,500	10,327,500	10,327,500
Residential Single Family	842 Net	342,402,200	342,402,200	342,402,200
Residential ALR	17 Net	3,822,700	1,911,350	1,911,350
Residential Farm	8 Net			
Residential Strata	7 Net	1,315,300	1,315,300	1,315,300
Residential Other	37 Net	13,690,100	13,690,100	13,690,100
<b>1 - *Total Residential*</b>	<b>989 Net</b>	<b>371,557,800</b>	<b>369,646,450</b>	<b>369,646,450</b>
2 - Utilities	14 Net	1,351,335	1,693,635	5,674,727
4 - Major Industry	3 Net	3,740,200	3,740,200	3,740,200
5 - Light Industry	4 Net	4,252,800	4,252,800	4,252,800
6 - Business And Other	110 Net	34,144,800	34,144,800	34,295,800
8 - Rec/Non Profit	18 Net	522,800	522,800	522,800
9 - Farm	12 Net	75,808	37,903	37,903
S.644LGA/398VC	2 Net	342,300		
<b>Total for Jurisdiction</b>	<b>Net</b>	<b>415,987,843</b>	<b>414,038,588</b>	<b>418,170,680</b>

#### Folio Count:

Active: 1,083  
**Total: 1,083**

#### Net Taxable Assessment:

General: 415,987,843  
Less S.644LGA/398VC: 342,300  
**Total: 415,645,543**

#### Net Taxable Assessment:

School Residential: 369,646,450  
School Non-Residential: 48,524,230  
**School Total: 418,170,680**

## Updated Taxation Starting Point for 2026 inclusive of BC Assessment Data

						2025 Total Tax	\$	1,268,598	
						2026 Tax %		0.00%	
						2026 Tax Increase	\$	-	
						2026 Tax Total	\$	1,268,598	
		<b>2026</b>	<b>DRAFT</b>						
		<b>TAX RATES</b>							
Folios	<b>Class</b>	<b>Assessment</b>	<b>Multiples</b>		<b>Tax Rate</b>	<b>Yield</b>		<b>% Of Burden</b>	
989	1 Residential	371,557,800	1.00	371,557,800	2.50872	\$932,136		73.48%	
14	2 Utilities	1,351,335	15.945	21,546,361	40.00034	\$54,054		4.26%	
0	3 Supportive Hou	0	1.00	0	2.50872	\$0		0.00%	
3	4 Industrial	3,740,200	3.58	13,389,916	8.98123	\$33,592		2.65%	
4	5 Light Industry	4,252,800	3.51	14,927,328	8.80562	\$37,449		2.95%	
110	6 Business	34,144,800	2.45	83,654,760	6.14637	\$209,867		16.54%	
0	7 Managed Fores	0	3.01	0	7.55126	\$0		0.00%	
18	8 Rec/Non Profit	522,800	1.00	522,800	2.50872	\$1,312		0.10%	
12	9 Farm	75,808	1.00	75,808	2.50872	\$190		0.01%	
		<u>415,645,543</u>		<u>505,674,773</u>		<u>\$1,268,598</u>		<u>100.00%</u>	

- Included slight change to major industrial to maintain % of Burden at roughly 2.65% (3.51 to 3.58 multiple change)

### Differences from 2025 (actual) to 2026 (starting point).

		2025			2026			Difference		
		Tax Rate	Yield	% Of Burden	Tax Rate	Yield	% Of Burden	Tax Rate	Yield	% Of Burden
1	Residential	2.41771	\$ 878,311	75.86%	2.508723	\$ 932,136	73.48%	0.091013	\$ 53,825	-2.38%
2	Utilities	8.486162	\$ 10,984	0.95%	40.00034	\$ 54,054	4.26%	31.51417	\$ 43,070	3.31%
4	Industrial	8.244391	\$ 30,855	2.67%	8.981229	\$ 33,592	2.65%	0.736838	\$ 2,736	-0.02%
5	Light Industry	8.244391	\$ 34,215	2.96%	8.805618	\$ 37,449	2.95%	0.561227	\$ 3,233	0.00%
6	Business	5.923389	\$ 201,972	17.44%	6.146372	\$ 209,867	16.54%	0.222982	\$ 7,895	-0.90%
7	Managed Fores	7.277307	\$ -	0.00%	7.551257	\$ -	0.00%	0.27395	\$ -	0.00%
8	Rec/Non Profit	2.41771	\$ 1,257	0.11%	2.508723	\$ 1,312	0.10%	0.091013	\$ 55	-0.01%
9	Farm	2.41771	\$ 198	0.02%	2.508723	\$ 190	0.01%	0.091013	\$ (8)	0.00%
	<b>TOTAL</b>		\$ 1,157,791	100.00%		\$ 1,268,598	100.00%		\$ 110,807	

## 4. Revenues



**DISTRICT OF BARRIERE**  
**2026-2030 FINANCIAL PLAN**  
**REVENUES**

				VARIANCE	
	2024 ACTUAL	2025 PRELIM	2025 BUDGET	2026 BUDGET	2026 BUDGET 2025 BUDGET
<b>General Fund Revenues</b>					
Property taxes	1,055,267	1,154,273	1,157,791	1,268,598	10%
Parcel & frontage taxes					0%
Grants and Payments in Lieu					
Grants in Lieu	39,906	7,405	7,000	7,500	7%
1% Utility		34,526	32,500	35,000	8%
Fees and Charges					
Street Lighting	67,153	69,350	66,625	-	-100%
Solid Waste Collection	234,506	263,768	255,875	263,875	3%
Cemetery		5,555	3,900	6,400	64%
Business Licences & Municipal Ticketing	126,336	21,768	15,250	16,250	7%
Land Development & Building Permits	200,721	38,107	30,000	30,000	0%
Facility Rentals & Leases		54,277	86,000	66,000	-23%
Miscellaneous Fees & Charges	185,175	4,233	2,100	2,100	0%
Operating Grants & Donations					
Small Communities Operating Grant	469,900	421,000	425,000	421,000	-1%
Other Operating Grants	299,101	231,694	494,172	-	-100%
Rural Fire Recovery	63,881	203,441	55,500	68,125	23%
Events and Donations	15,355	13,016	5,000	5,000	0%
Capital Grants					
Community Works Gas Tax	-	143,779	284,000	284,000	0%
Other Capital Grants	497,609	-	10,000	-	0%
Other Revenues					
Other Recoveries		880	880	880	0%
Investment Income		99,416	29,000	25,000	-14%
Penalties & interest		27,743	30,000	28,000	-7%
Gain on Sale of Assets		-	-	-	
<b>Total General Fund Revenues</b>	<b>3,254,910</b>	<b>2,794,230</b>	<b>2,990,593</b>	<b>2,527,728</b>	<b>-15%</b>
<b>Water Utility Revenues</b>					
Fees and Charges	502,593	607,909	528,675	526,581	0%
Other Recoveries			-	-	
DCC Revenue	-	-	-	-	
Capital Grants	-	-	-	-	
Other Revenues					
<b>Total Water Utility Revenues</b>	<b>502,593</b>	<b>607,909</b>	<b>528,675</b>	<b>526,581</b>	<b>0%</b>
<b>Wastewater Utility Revenues</b>					
Parcel & frontage taxes	-	-	-	-	
Fees and Charges	137,126	144,761	146,413	145,500	-1%
Other Recoveries	-	-	-	-	
DCC Revenue	-				
Capital Grants	-	295,000	295,000	-	
Other Revenues					
<b>Total Wastewater Utility Revenues</b>	<b>137,126</b>	<b>439,761</b>	<b>441,413</b>	<b>145,500</b>	<b>-67%</b>
<b>Total Revenues</b>	<b>3,894,629</b>	<b>3,841,899</b>	<b>3,960,681</b>	<b>3,199,809</b>	<b>-19%</b>

NOTE: 2024 Actuals summarized and averaged  
from 2024 Audit



## 5. Expenses





**DISTRICT OF BARRIERE**  
**2026-2030 FINANCIAL PLAN**  
**OPERATING EXPENSES**

	2024 ACTUAL	2025 PRELIM	2025 BUDGET	2026 BUDGET	VARIANCE 2026 BUDGET 2025 BUDGET
<b>General Fund Expenses</b>					
General Government					
Legislative		107,204	121,900	129,925	7%
Administrative & Finance	1,423,886	872,502	765,900	674,850	-12%
Operational Grant Projects		709,564	751,068	-	-100%
Protective Services					
Fire & Emergency	268,887	317,765	250,000	304,250	22%
Bylaw Enforcement		252	-	-	0%
Building Inspection Services		29,883	27,850	36,000	29%
Transportation Services					
Roads	393,316	432,248	487,750	432,222	-11%
Equipment		61,717	58,100	78,150	35%
Development Services					
Zoning & Planning	35,227	9,513	14,000	14,000	0%
Economic Development		-	-	-	0%
Environmental Health Services					
Solid Waste	181,264	187,012	178,450	238,638	34%
Public Health Services					
Cemetery		11,674	6,500	18,997	192%
Parks, Recreation and Cultural Services					
Parks	235,760	175,272	166,150	234,069	41%
District Events		28,204	66,650	52,500	-21%
Facilities		145,701	140,050	143,050	2%
Total Operations	2,538,340	3,088,511	3,034,368	2,356,650	-22%
Debt interest	-	3,626	3,626	4,085	
Amortization	313,226	325,607	325,607	324,150	0%
Gain/loss on asset disposal		-	-	-	
<b>Total General Fund Expenses</b>	<b>2,851,566</b>	<b>3,417,744</b>	<b>3,363,601</b>	<b>2,684,885</b>	<b>-20%</b>
<b>Water Utility Expenses</b>					
Operations	323,310	392,050	402,425	416,750	4%
Debt interest				-	0%
Amortization	250,049	171,903	171,903	179,070	4%
Gain/loss on asset disposal				-	
<b>Total Water Utility Expenses</b>	<b>573,359</b>	<b>563,953</b>	<b>574,328</b>	<b>595,820</b>	<b>4%</b>
<b>Waste Water Utility Expenses</b>					
Operations	195,096	191,323	205,150	280,700	37%
Debt interest				-	
Amortization	142,532	156,608	156,608	168,375	8%
Gain/loss on asset disposal		-			
<b>Total Waste Water Utility Expenses</b>	<b>337,628</b>	<b>347,931</b>	<b>361,758</b>	<b>449,075</b>	<b>24%</b>
<b>TOTAL EXPENSES</b>	<b>3,762,553</b>	<b>4,329,628</b>	<b>4,299,687</b>	<b>3,729,780</b>	<b>-13%</b>
<b>Without Amortization</b>	<b>3,056,746</b>	<b>3,675,510</b>	<b>3,645,569</b>	<b>3,092,106</b>	<b>-15%</b>



## 6. Capital Projects Summary



CAPITAL EXPENDITURES - 2026			FUNDED FROM												
			RESERVES												SURPLUS
Description	Fund	Amount	General	Fire	Water	Wastewater	Transportation	Parkland	Community Works / Gas Tax	Growing Communities	Climate Action	DCC	GRANTS	DEBT	OTHER
2025 Carry Forward Projects	General General General	-													
Subtotal 2025 Carry Forward Projects		-	-	-	-	-	-	-	-	-	-	-	-	-	-
2026 New Projects															
Winter Roads Equipment	General	150,000	150,000											-	
Road Program	General	100,000	100,000												
BBC Storage Rooms - Energy Retrofit	General	7,500									7,500				
Bandshell Washrooms Door Locks	General	5,000	5,000												
Traffic Calming	General	2,500	2,500												
CN - Hall Road	General	25,000	25,000												
Wastewater Treatment Plant & Hwy 5 Wastewater	GCF / General	4,600,000	242,000							1,000,000			3,358,000		
IT Equipment (Network, phones, computers, etc.)	General	20,000	20,000												
Turnout gear	Fire	25,000		25,000											
Pump Replacement	Fire	40,000		40,000											
Emergency repairs	Water	100,000			100,000										
Wayfinding Program Study	General	20,000	20,000												
Other Requests															
		-													
Total		-													
Subtotal 2026 New Projects		5,095,000	564,500	65,000	100,000	-	-	-	-	1,000,000	7,500	-	3,358,000	-	-
TOTAL CAPITAL EXPENDITURES		5,095,000	564,500	65,000	100,000	-	-	-	-	1,000,000	7,500	-	3,358,000	-	-

# 7. Reserve Continuity



**DISTRICT OF BARRIERE  
RESERVE CONTINUITY  
2026  
WITH PROPOSED CAPITAL FUNDING**

	Projected Balance Dec 31, 2024*	2025 Funding Transfers	2025 YE Balance after Capital Funding	Transfers Into Reserve	Interest Income	2026 Project Funding	Balance Dec 31, 2026
General Capital	1,097,258	(354,250)	743,008		9,568	(564,500)	188,076
Fire Department Capital	164,151	(10,000)	154,151		1,900	(65,000)	91,051
Water Capital	560,627	(70,057)	490,570		7,134	(100,000)	397,704
Wastewater Capital	-		-		-		-
Transportation Infrastructure	-		-		-		-
Parkland	66,574		66,574		999		67,573
Community Works (Gas Tax)	(61,100)	143,779	82,679	284,000	2,292		368,971
Growing Communities	1,334,822	(142,224)	1,192,599		11,456	(1,000,000)	204,055
Climate Action Program	218,823	(103,625)	115,198		2,449	(7,500)	110,147
COVID Relief Fund	155,605	(155,605)	-				
<b>Total Reserves</b>	<b>3,536,760</b>	<b>(691,982)</b>	<b>2,844,779</b>	<b>284,000</b>	<b>35,798</b>	<b>(1,737,000)</b>	<b>1,427,577</b>

## NOTES:

3,317,937	2,729,581
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\* 2024 Audited Balances used to create this calculation. Subject to change.

Climate Action Program was maintained in Surplus within 2024 Audit.

Added double Community Works due to non-payment in 2025 from 2024 audit delay

## DCC FUND CONTINUITY

Infrastructure DCC	45,839	995	46,834		688		47,522
	45,839	995	46,834	-	688	-	47,522





## 8. Operating Grants and Other Projects



**DISTRICT OF BARRIERE**  
**2026 OPERATING PROJECTS WITH FUNDING ALLOCATION**

OPERATING PROJECT EXPENDITURES - 2026			FUNDING ALLOCATION					
Description	Fund	Remaining Expense Amount	Total Project Value	Total Grant Funding	Grant Funding Received	Grant Funding Outstanding	Amount Spent	DoB Funding Required
<b>2025 Carry Forward Projects</b>								
Indigenous EMCR - Year 2	Grant	40,282	42,000	42,000	42,000	-	1,718	-
FireSmart Phase 1	Grant	11,242	138,295	138,295	69,148	69,147	127,053	-
LGHI - Housing Legislation Fund	Grant	54,426	158,596	158,596	158,596	-	104,170	-
CEPF - Leonie Lake Dam Study	Grant	51,962	150,000	150,000	75,000	75,000	98,038	-
TNRD - Bulk Water Station	Grant	2,500	2,500	-	-	-	-	2,500
E911 - TNRD until 2027	Grant	21,000	45,000	45,000	22,500	22,500	24,000	-
Flood Mitigation Plan	Grant	38,099	150,000	150,000	75,000	75,000	111,901	-
CEPF - EOC & Training	Grant	28,399	37,944	37,944	-	37,944	9,545	-
CEPF - Fire Dept Equipment & Training	Grant	12,800	37,000	37,000	18,500	18,500	24,200	-
<b>Subtotal 2025 Carry Forward Projects</b>		260,710	761,335	758,835	460,744	298,091	500,625	2,500
<b>2026 New Projects</b>								
Firesmart Phase 2 - \$400,000 (\$200K in 2026)	Grant	400,000	400,000	400,000		400,000		
Canada Day	Grant	1,200	1,200	1,200		1,200		
Asset Management Investment Plan	Grant / Reserve	TBD						TBD
<b>Other Requests</b>								
<b>Subtotal 2026 New Projects</b>		401,200	401,200	401,200		401,200		-
<b>TOTAL OPERATING PROJECT EXPENDITURES</b>		<b>661,910</b>	<b>1,162,535</b>	<b>1,160,035</b>		<b>699,291</b>		<b>2,500</b>



# 9. Community Support



**DISTRICT OF BARRIERE**  
**2026-2030 FINANCIAL PLAN**  
**Community Support**

	Timeframe	2025 Actual	2026 Approved	2026 incl. in Draft Budget	2025 vs 2026	Total 2026 Approved	Total 2026 Not Approved
<b>Requests</b>		5,400		5,000	5000		
Trails Society	One-Time	500	-		(500)	-	-
Barriere Youth Soccer	One-Time	500	-		(500)	-	-
Barriere Elementary PAC	One-Time	500			(500)	-	-
TO Goat Association	One-Time	-			-	-	-
Rabbits BC	One-Time	500			(500)	-	-
Heritage Society	One-Time	-			-	-	-
YCS Literacy	One-Time	500			(500)	-	-
First Responders Golf Tournament	One-Time	500			(500)	-	-
Curling Sponsorship	One-Time	750			(750)	-	-
Sheep Breeders	One-Time	500			(500)		
Yellowhead Pioneer Residence	One-Time	500			(500)		
Community Foundation - Sip and Support	One-Time	250			(250)		
Legion Advertising	One-Time	400			(400)	-	-
Lions Club - Facility Costs / Internet*	Ongoing	10,000	10,000	10,000	-	10,000	-
Barriere First Responders - Facility Use*	Ongoing	10,000	10,000	10,000	-	10,000	-
Chamber of Commerce - Facility Lease*	Ongoing	25,875	25,875	25,875	-	25,875	-
NTACS - Facility Use / Gym / Insurance*	Ongoing	22,000	22,000	22,000	-	22,000	-
YCS Daycare - Gym*	Ongoing	4,800	4,800	4,800	-	4,800	-
Permissive Tax Exemptions*	Ongoing	55,000	55,000	55,000	-	55,000	-
					-	-	-
<b>Grand Total</b>		<b>\$133,075</b>	<b>\$127,675</b>	<b>\$132,675</b>	<b>(\$400)</b>	<b>\$127,675</b>	<b>\$0</b>

\* - no costs are charged to entities. Organizations are receiving a discount in the amount outlined.

This results in increased expenses to the District and no revenue that must be covered within the operating budget.

**OTHER COMMUNITY SUPPORT REQUESTS**

	Timeframe	2025 Actual	2026 Approved	2026 incl. in Draft Budget	2025 vs 2026	Total 2026 Approved	Total 2026 Not Approved
<b>Requests</b>							
Fall Fair (Flagging / Garbage)	Ongoing	1,250		1,250	-	-	1,250
Yard Waste Cleanup	Ongoing	200		500	300	-	500
Grad Parade	Ongoing	350		500	150	-	500
Halloween Fireworks	Ongoing	1,100		1,100	-	-	1,100
Other Events - in-kind support	Ongoing	1,500		1,500	-	-	1,500
						-	-
<b>Grand Total</b>		<b>\$4,400</b>	<b>\$0</b>	<b>\$4,850</b>	<b>\$450</b>	<b>\$0</b>	<b>\$4,850</b>
				TOTAL	\$137,525		





# 10. Debt Servicing



**DISTRICT OF BARRIERE  
2026-2030 FINANCIAL PLAN  
DEBT SERVICING**

			2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
General Bylaw ###	Project Name: Details: \$ amount, term, end date	Principal Interest										
Wastewater Bylaw ###	Project Name: Details: \$ amount, term, end date	Principal Interest										
Water Bylaw ###	Project Name: Details: \$ amount, term, end date	Principal Interest										
General Bylaw ###	Project Name: Details: \$ amount, term, end date	Principal Interest										
General Equip Fin	Project Name: Bush Truck Details: \$ 175,000, 5-yr, 2030	Principal Interest	33,921 4,085	34,921 3,085	35,944 2,062	37,011 995	14,131 94					
<b>Total principal</b>			<b>33,921</b>	<b>34,921</b>	<b>35,944</b>	<b>37,011</b>	<b>14,131</b>	-	-	-	-	-
<b>Total interest</b>			<b>4,085</b>	<b>3,085</b>	<b>2,062</b>	<b>995</b>	<b>94</b>	-	-	-	-	-
<b>Total debt payments</b>			<b>38,006</b>	<b>38,006</b>	<b>38,006</b>	<b>38,006</b>	<b>14,225</b>	-	-	-	-	-
General	Principal		33,921	34,921	35,944	37,011	14,131	-	-	-	-	-
	Interest		4,085	3,085	2,062	995	94	-	-	-	-	-
Water	Principal											
	Interest											
Wastewater	Principal											
	Interest											
			<b>38,006</b>	<b>38,006</b>	<b>38,006</b>	<b>38,006</b>	<b>14,225</b>	-	-	-	-	-



# Appendix

## Capital Projects Business Cases



# CAPITAL EXPENDITURE: BUSINESS CASE BRIEF

## Basic Project Information:

Project Name: Wastewater Treatment Plant	Project Number: UT-26-01
Project Budget: \$7,100,000	Department: Utilities
Project Location: Septage Receiving Kamloops St.	Project Owner: Chris Matthews

## Project Funding & Financials

DoB Funded: (y/n) YES	Funding Source: Capital	DoB Amount: \$ 1,886,624
Grant Funded: (y/n) YES	Grant Source: ICIP 2022	Grant Amount: \$ 5,213,376
Other: (y/n) NO	Other Source:	Other Amount: \$ 0
Funding Notes:	NPV:	TOTAL COST: \$ 7,100,000

## Project Evaluation & Criticality

Risk(1-10): 10	EMERGENCY: (y/n) no	Resource Info
Affordability (1-10): 5	Regulatory: (y/n) yes	DoB: Personnel
Service Level (1-10): 10	Planned: (y/n) YES	Consultant: (y/n) yes
TOTAL SCORE: 25/30	Other:	Contractor: (y/n) yes

## Project Description / Background: {Please use this font size and style}

The current solar aquatics wastewater treatment facility discharge is and has always been out of compliance since it was commissioned in 2016. The District received grant funding to cover almost 73% of the costs to upgrade the treatment plant. This will consist of moving the treatment works to the existing septage receiving location, utilizing the existing discharge basins, and decommissioning the solar aquatics plant.

2024 and 2025 saw expenses of roughly \$404,000 towards the project. Roughly \$295,000 (73%) was reimbursable by the grant funder. Roughly \$109,000 was a District expense (27%).

The 2026 budget year is projected to see the majority of the expenses for this project, primarily in the Q2 to Q4 of 2026 but also in early 2027. Council established a Revenue Anticipation Borrowing Bylaw to ensure that funds are available as needed to pay our contractors while we await the reimbursement from the Province, which can take 3+ months at times.

## Project Goals / Objectives: {Please use this font size and style}

1. Expectation for project expenditures in 2026 is estimated at \$5M, 73% funded by the grant received in 2024.
2. Process equipment and civil work to continue in 2026 with project completion projected for Q1 2027.

## Project Risks if NOT Implemented: {Please use this font size and style}

1. Substantial fines from Ministry of Environment.
2. Release of potential pollutants to the receiving environment.

## Project Implementation Plan:

Public Consultation Required: (y/n) no	Proposed Start: Q4 2024	Proposed Finish: Q1 2027
--	-------------------------	--------------------------

## Notes: (if applicable?) {Please use this font size and style}

1. This year's budget contains the cost of the process equipment and majority of civil work for 2026. Actual costs may fluctuate depending on permitting and subsequent timeline changes



# CAPITAL EXPENDITURE: BUSINESS CASE BRIEF

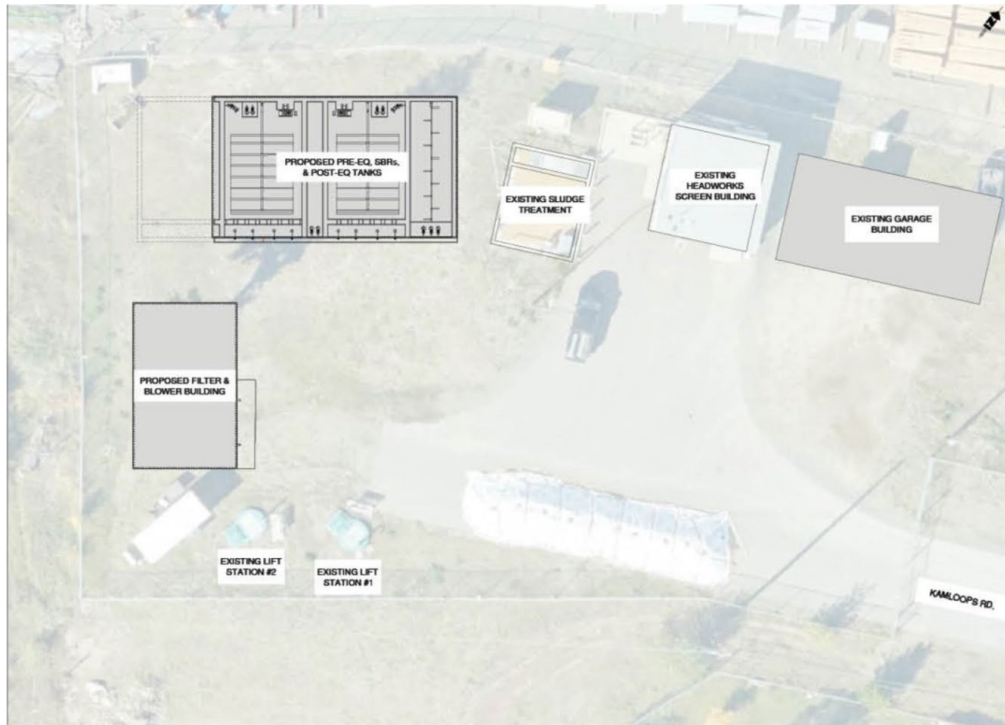
## Additional Info Attached

Pictures (y/n) Y
Report (y/n)
Quote / Est. (y/n)
Other (y/n)

## Council Decision

Presented Date:	January 26, 2026
Decision Date:	
DECISION:	

Planned Layout:



Current Progress:



# CAPITAL EXPENDITURE: BUSINESS CASE BRIEF

## Basic Project Information:

Project Name: Annual Paving Program	Project Number: PW-26-01
Project Budget: \$100,000	Department: PW
Project Location: Critical Road Repairs	Project Owner: Chris Matthews

## Project Funding & Financials

DoB Funded: (y/n) YES	Funding Source: Capital	DoB Amount: \$ 100,000
Grant Funded: (y/n) NO	Grant Source:	Grant Amount: \$ 0
Other: (y/n) NO	Other Source:	Other Amount: \$ 0
Funding Notes:	NPV:	TOTAL COST: \$ 100,000

## Project Evaluation & Criticality

Risk(1-10): 5	EMERGENCY: (y/n) NO	Resource Info
Affordability (1-10): 7	Regulatory: (y/n) NO	DoB: NO
Service Level (1-10): 10	Planned: (y/n) YES	Consultant: (y/n)
TOTAL SCORE: 22 /30	Other:	Contractor: (y/n) YES

## Project Description / Background: {Please use this font size and style}

Annual basic and minimal road paving. A Roads Assessment in 2022 indicated that annual maintenance should be undertaken in the amount of almost \$300,000. As the current Wastewater Treatment Project requires all available capital funds, only a limited amount of funding is dedicated to the roads asset at the moment.

## Project Goals / Objectives: {Please use this font size and style}

1. Repair critical sections of roads throughout the community

## Project Risks if NOT Implemented: {Please use this font size and style}

1. Further deterioration of pavement will lead to additional restoration and increased costs

## Project Implementation Plan:

Public Consultation Required: (y/n) no	Proposed Start: Q2	Proposed Finish: Q3 2026
--	--------------------	--------------------------

Notes: (if applicable?) {Please use this font size and style}

## Additional Info Attached

Pictures (y/n)
Report (y/n)
Quote / Est. (y/n)
Other (y/n)

## Council Decision

Presented Date: January 26, 2026
Decision Date:
DECISION:

# CAPITAL EXPENDITURE: BUSINESS CASE BRIEF

## Basic Project Information:

Project Name: Roads Equipment	Project Number: PW-26-02
Project Budget: \$150,000	Department: PW
Project Location:	Project Owner: Chris Matthews

## Project Funding & Financials

DoB Funded: (y/n) YES	Funding Source: Capital	DoB Amount: \$ 150,000
Grant Funded: (y/n) NO	Grant Source:	Grant Amount: \$ 0
Other: (y/n) NO	Other Source:	Other Amount: \$ 0
Funding Notes:	NPV:	TOTAL COST: \$ 150,000

## Project Evaluation & Criticality

Risk(1-10): 8	EMERGENCY: (y/n)	Resource Info
Affordability (1-10): 9	Regulatory: (y/n)	DoB: Personnel
Service Level (1-10): 10	Planned: (y/n) YES	Consultant: (y/n)
TOTAL SCORE: 27 /30	Other:	Contractor: (y/n)

## Project Description / Background: {Please use this font size and style}

Council asked to include the costs for Roads Equipment needed to undertake a Winter Roads Maintenance program in-house within the 2026 budget. This capital project is intended to procure at least one Full size plow truck and a pickup truck with the required sanders, blades, etc. The intent is to source used (but new to us) equipment that is in good shape. As part of the 2026 calendar year (January to March) winter roads maintenance will be undertaken by a contractor, only October to December will be undertaken by the District's Staff. As such, equipment will need to be purchased over the spring and summer months to be ready for the winter 2026/27 season. Instead of utilizing Capital Reserves, this Equipment could also be procured through MFA. Interest Rates are variable, currently at 2.85%. Approximate interest over 5 years is \$11,133 and annual costs to service the loan are approximately \$32,227.

## Project Goals / Objectives: {Please use this font size and style}

1. Procure critical equipment to successfully operate an in-house winter roads program.

## Project Risks if NOT Implemented: {Please use this font size and style}

1. Outsourcing to a third party would be required for winter roads maintenance, which has proven difficult in the past and has a risk of higher contractor rates.

## Project Implementation Plan:

Public Consultation Required: (y/n)	Proposed Start: Q 2	Proposed Finish: Q 3 2026
-------------------------------------	---------------------	---------------------------

Notes: (if applicable?) {Please use this font size and style}

1. Procure equipment to successfully operate a winter roads maintenance program.

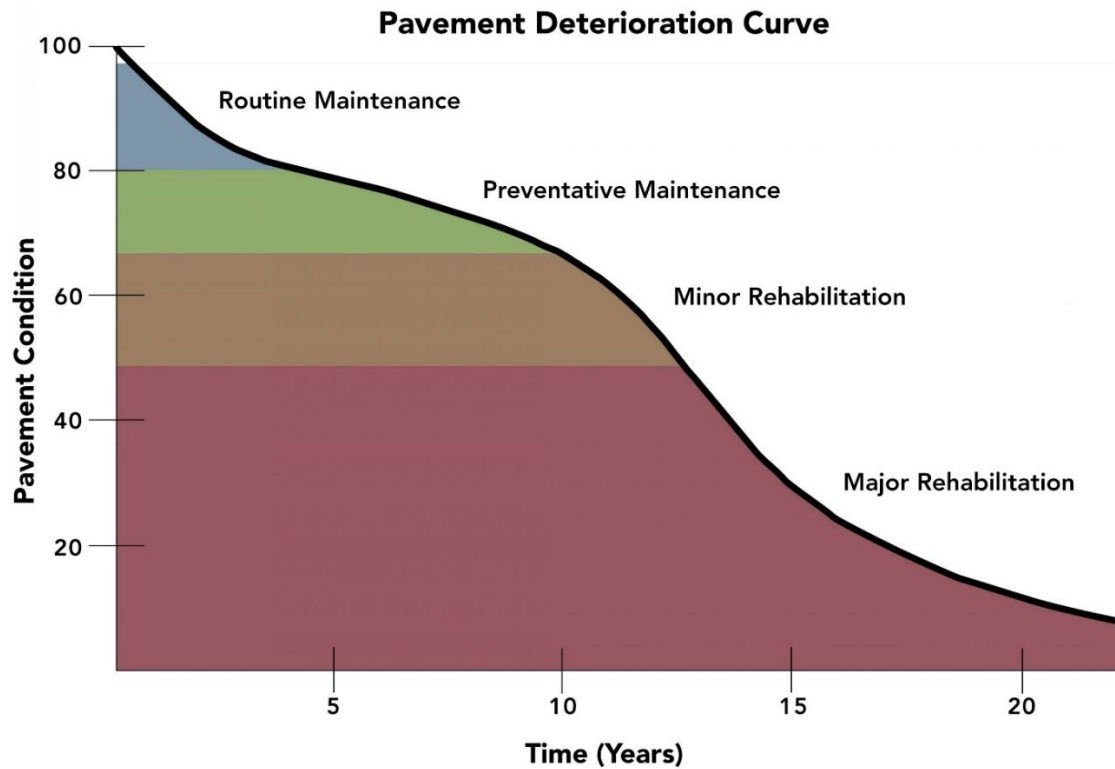
## Additional Info Attached

Pictures (y/n)
Report (y/n) Y
Quote / Est. (y/n)
Other (y/n)

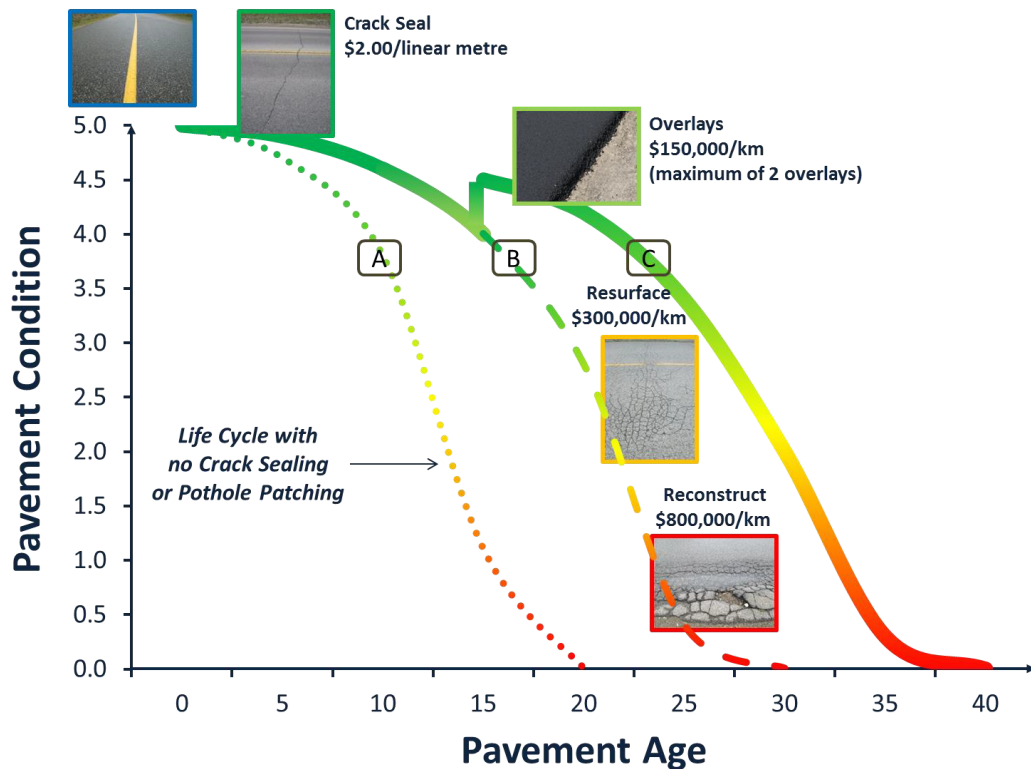
## Council Decision

Presented Date: January 26, 2026
Decision Date:
DECISION:

## Appendix 1 - Road Condition Deterioration Graphs and Financials



Above: From a generic online source



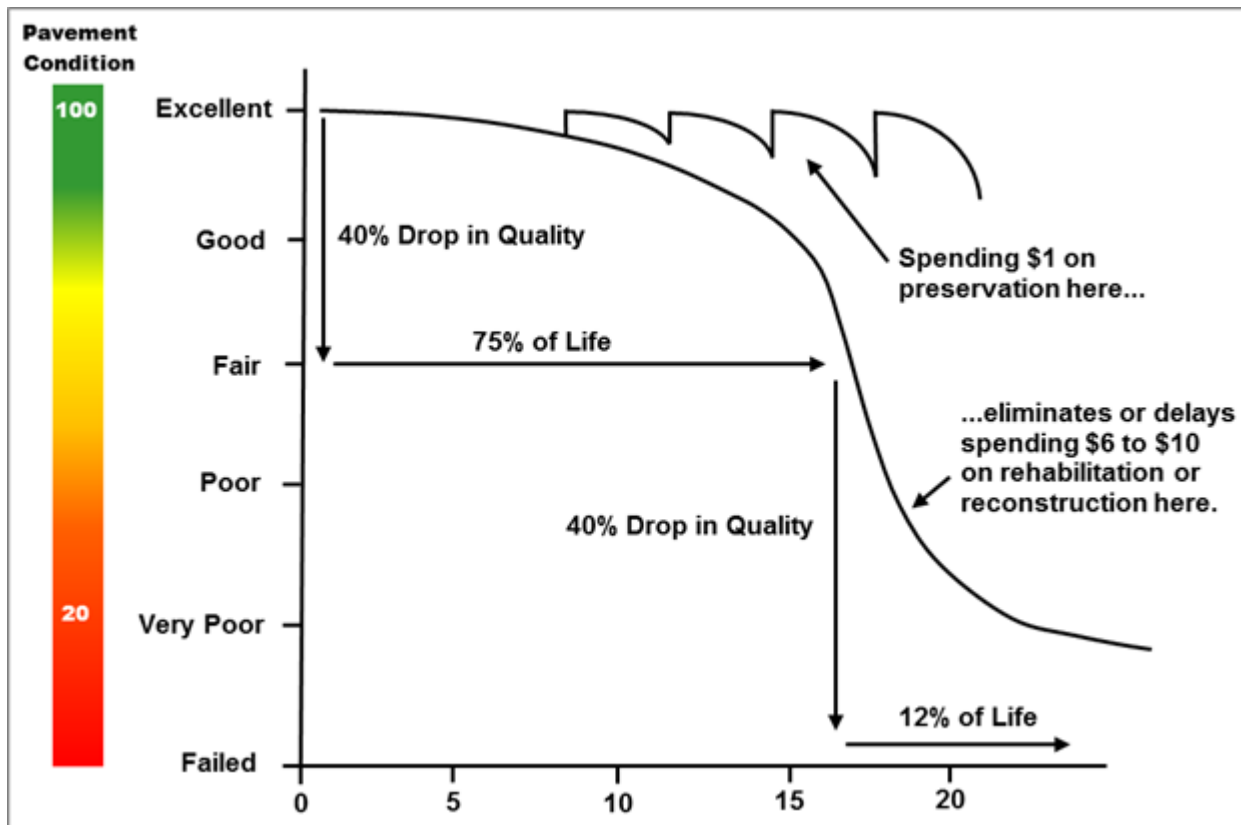
Above: From 2014 Lake Country Roads department report



Type	Treatment	Unit Cost
Preventive Maintenance	Crack Sealing	\$3.0/L-m
Reactive Maintenance	Shallow Patching	\$60/m <sup>2</sup>
Resurfacing	Overlay (nominal 50 mm)	\$25/m <sup>2</sup> + (Crack Area Patching Cost*)
	Mill & Inlay (nominal 50 mm)	\$32/m <sup>2</sup> + (Crack Area Patching Cost*)
	Mill & Inlay (nominal 75 mm)	\$40/m <sup>2</sup> + (Crack Area Patching Cost*)
Major Rehabilitation	Full Depth Reclamation	\$50/m <sup>2</sup>
	Reconstruction	Local Road: \$150/m <sup>2</sup> Collector Road: \$165/m <sup>2</sup>

\* Crack Area Patching Cost = \$70/m<sup>2</sup> \* AFCA, where AFCA = all fatigue crack (%)

The above table highlights 2022 cost estimates from the Road Condition Assessment.



(New York State Thruway System - 2014)

# CAPITAL EXPENDITURE: BUSINESS CASE BRIEF

## Basic Project Information:

Project Name: Hall Road Crossing – CN	Project Number: PW-26-03
Project Budget: \$25,000	Department: PW
Project Location:	Project Owner: Chris Matthews

## Project Funding & Financials

DoB Funded: (y/n) YES	Funding Source: Capital	DoB Amount: \$ 25,000
Grant Funded: (y/n) NO	Grant Source:	Grant Amount: \$ 0
Other: (y/n) NO	Other Source:	Other Amount: \$ 0
Funding Notes:	NPV:	TOTAL COST: \$ 25,000

## Project Evaluation & Criticality

Risk(1-10): 10	EMERGENCY: (y/n) no	Resource Info
Affordability (1-10): 7	Regulatory: (y/n) yes	DoB: Personnel
Service Level (1-10): 10	Planned: (y/n) YES	Consultant: (y/n) no
TOTAL SCORE: 27 /30	Other:	Contractor: (y/n) yes

## Project Description / Background: {Please use this font size and style}

This project is to finalize the costs of the District. As per communication by CN, the initial quote of \$186,000 was reduced to be roughly \$20,000 after determining the District's responsibility as the road authority. However, an invoice was received from CN in late December 2025 showing a cost of roughly \$210,000. We're working with CN to amend the invoice for the work that was completed in September 2025.

## Project Goals / Objectives: {Please use this font size and style}

1. This project included costs that need to be borne by the road authority, some of which are undetermined at this point and subsequently there may be more funding required. A buffer of \$5,000 has been included to that effect.

## Project Risks if NOT Implemented: {Please use this font size and style}

1. Project is complete, except for updated invoice from CN.

## Project Implementation Plan:

Public Consultation Required: (y/n)	Proposed Start: Q3 2025	Proposed Finish: Q2 2026
-------------------------------------	-------------------------	--------------------------

## Notes: (if applicable?) {Please use this font size and style}

1. Finalize payments once CN provides an updated invoice.

## Additional Info Attached

Pictures (y/n) yes
Report (y/n)
Quote / Est. (y/n)
Other (y/n)

## Council Decision

Presented Date: January 26, 2026
Decision Date:
DECISION:



# CAPITAL EXPENDITURE: BUSINESS CASE BRIEF

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Before:



After:



# CAPITAL EXPENDITURE: BUSINESS CASE BRIEF

## Basic Project Information:

Project Name: BBC Storage, Bandshell Locks, Traffic Calming	Project Number: PW-26-04
Project Budget: \$15,000	Department: PW
Project Location: BBC, Bandshell, BTR	Project Owner: Chris Matthews

## Project Funding & Financials

DoB Funded: (y/n) YES	Funding Source: Capital	DoB Amount: \$ 7,500
Grant Funded: (y/n) NO	Grant Source: Climate Action	Grant Amount: \$ 7,500
Other: (y/n) NO	Other Source:	Other Amount: \$ 0
Funding Notes:	NPV:	TOTAL COST: \$ 15,000

## Project Evaluation & Criticality

Risk(1-10): 5	EMERGENCY: (y/n)	Resource Info
Affordability (1-10): 5	Regulatory: (y/n)	DoB: Personnel
Service Level (1-10): 10	Planned: (y/n) YES	Consultant: (y/n)
TOTAL SCORE: 20 /30	Other:	Contractor: (y/n)

## Project Description / Background: {Please use this font size and style}

Council asked for these 3 smaller projects to be included in the budget.

1. BBC Storage room energy retrofit – shared project with Chamber – estimated at \$7,500 (Climate Action fund)
2. Bandshell Door locks – automatic door locks for washroom doors – estimated at \$5,000
3. Traffic Calming Trial area – pilons and/or planters to narrow the road and delineate the road from sidewalk – Barriere Town Road by Ridge Daycare area. – estimated at \$2,500

## Project Goals / Objectives: {Please use this font size and style}

1. Complete subprojects as indicated above. Priority would be given in winter months to BBC and Bandshell.

## Project Risks if NOT Implemented: {Please use this font size and style}

1. Continued concerns from Chamber and public depending on which project was not complete.

## Project Implementation Plan:

Public Consultation Required: (y/n)	Proposed Start: Q 1	Proposed Finish: Q 3 2026
-------------------------------------	---------------------	---------------------------

Notes: (if applicable?) {Please use this font size and style}

1. Procure materials and install as outlined above.

## Additional Info Attached

Pictures (y/n) Y
Report (y/n)
Quote / Est. (y/n)
Other (y/n)

## Council Decision

Presented Date: January 26, 2026
Decision Date:
DECISION:



# CAPITAL EXPENDITURE: BUSINESS CASE BRIEF

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Sample pilon option for traffic calming



# CAPITAL EXPENDITURE: BUSINESS CASE BRIEF

## Basic Project Information:

Project Name: Annual Firefighter Gear (Two Full Sets)	Project Number: FD-26-01
Project Budget: \$25,000	Department: FD
Project Location: Fire Hall	Project Owner: Alexis Hovenkamp

## Project Funding & Financials

DoB Funded: (y/n) YES	Funding Source: Capital	DoB Amount: \$ 25,000
Grant Funded: (y/n) NO	Grant Source:	Grant Amount: \$ 0
Other: (y/n) NO	Other Source:	Other Amount: \$ 0
Funding Notes:	NPV:	TOTAL COST: \$ 25,000

## Project Evaluation & Criticality

Risk(1-10): 10	EMERGENCY: (y/n) Y	Resource Info
Affordability (1-10): 8	Regulatory: (y/n) Y	DoB: Personnel
Service Level (1-10): 5	Planned: (y/n) YES	Consultant: (y/n) N
TOTAL SCORE: 23 /30	Other:	Contractor: (y/n) N

## Project Description / Background: {Please use this font size and style}

Barriere Fire Rescue outfits members in two separate types of gear: Turn Out Gear and Rescue Gear. All gear must meet the standards of those from the Nation Fire Protection Association (NFPA).

Rescue gear serves two purposes – it is fire resistant and can be worn during deployments through the Inter-Agency Agreement with BCWS and the OFC and it is NFPA approved to be used for ‘technical’ rescues like Low/Steep Angle Rescue and Auto Extrication. The requirements that this gear needs to meet are: NFPA 1977, “Standard on Protective Clothing and Equipment for Wildland Fire Fighting and Urban Interface Fire Fighting,” and NFPA 1951, “Standard on Protective Ensembles for Technical Rescue Incidents.”

Turnout gear, also referred to as “turnouts” or “bunker gear”, is a type of protective clothing worn by firefighters when responding to calls.

The NFPA Standards that oversee Turn Out Turn Out Gear are NFPA 1500, "Standard on Fire Department Occupational Safety, Health, and Wellness Program," NFPA 1851, “Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting,” “NFPA 1971, "Standard on Protective Ensemble for Structural Firefighting," and NFPA 1975, "Standard on Station/Work Uniforms for Fire Fighters."

These regulations are extensive. A general overview of some information is:

- A **basic** ‘full set’ includes pants, coat, boots, helmet (with a light and visor), gloves and a hood. (The price included in this proposal does **not include** a MSA Facepiece or rescue gear, which is also supplied by the Fire Department).
- **Basic** set up for Rescue gear includes boots, coveralls, rescue helmet, rescue tool, rescue gloves, and a harness.
- Under these regulations, this gear needs to be replaced (at a minimum) every 10 years or when damage occurs
- Having custom turn out gear is important for each member, as each body is different and proper fitting PPE is crucial to it working properly to protect the body from burns, carcinogenic and other dangerous particulates.

# CAPITAL EXPENDITURE: BUSINESS CASE BRIEF

On average, a 10% increase can be seen per year on fire related products. By purchasing outfitting two members on a yearly basis, we split the cost of this expensive gear over a number of years, instead of having to spend a substantial amount at one time. Staff is applying for grant funding as available to offset some of the costs, if successful.

## Project Goals / Objectives: {Please use this font size and style}

1. Purchase gear and equipment to outfit two members per year.

## Project Risks if NOT Implemented: {Please use this font size and style}

1. To replace all Turn Out Gear in one purchase at (today's cost), it would mean paying just under \$139,700 for Turn Out Gear alone.

## Project Implementation Plan:

Public Consultation Required: (y/n) N	Proposed Start: Q 2	Proposed Finish: Q 3 2026
---------------------------------------	---------------------	---------------------------

## Notes: (if applicable?) {Please use this font size and style}

1. This year's budget contains the cost of gear for only one year.
2. Note: Due to damaged, aging of gear, increase of price and new firefighters, this project will require a yearly budget approval.
3. Some firefighters have new Turn Out Gear, but have not received Rescue Gear or vice-versa. The intention of this budget is to ensure that everyone has adequate PPE, so sometimes there may be the need to outfit one member with all gear, and for the remainder of the budget, split these items for multiple people.

## Additional Info Attached

Pictures (y/n) Y
Report (y/n) N
Quote / Est. (y/n) N
Other (y/n) N

Current gear



## Council Decision

Presented Date:	January 26, 2026
Decision Date:	
DECISION:	

sample of new gear



# CAPITAL EXPENDITURE: BUSINESS CASE BRIEF

## Basic Project Information:

Project Name: Engine Pump Replacement	Project Number: FD-26-02
Project Budget: \$40,000	Department: FD
Project Location:	Project Owner: Alexis Hovenkamp

## Project Funding & Financials

DoB Funded: (y/n) YES	Funding Source: Capital	DoB Amount: \$ 40,000
Grant Funded: (y/n) NO	Grant Source:	Grant Amount: \$ 0
Other: (y/n) NO	Other Source:	Other Amount: \$ 0
Funding Notes:	NPV:	TOTAL COST: \$ 40,000

## Project Evaluation & Criticality

Risk(1-10): 10	EMERGENCY: (y/n)	Resource Info
Affordability (1-10): 4	Regulatory: (y/n)	DoB: Personnel
Service Level (1-10): 10	Planned: (y/n) YES	Consultant: (y/n)
TOTAL SCORE: 24 /30	Other:	Contractor: (y/n)

## Project Description / Background: {Please use this font size and style}

One of the pumps in one of our fire engines failed a test in 2025 and a replacement needed to be sourced which proofed extremely difficult. Repairs were performed mid January 2026. This report is to ensure transparency to the taxpayer is provided for budget purposes.

## Project Goals / Objectives: {Please use this font size and style}

1. Replace the equipment as indicated above.

## Project Risks if NOT Implemented: {Please use this font size and style}

1. Fire Underwriter Survey requirements would not be met which would lead to a change in ratings that will most likely affect insurance rates for property owners in Barriere.

## Project Implementation Plan:

Public Consultation Required: (y/n)	Proposed Start: Q 4 2025	Proposed Finish: Q 1 2026
-------------------------------------	--------------------------	---------------------------

## Notes: (if applicable?) {Please use this font size and style}

1. Replacement/Repair is already underway.

## Additional Info Attached

Pictures (y/n)
Report (y/n)
Quote / Est. (y/n)
Other (y/n)

## Council Decision

Presented Date: January 26, 2026
Decision Date:
DECISION:

# CAPITAL EXPENDITURE: BUSINESS CASE BRIEF

## Basic Project Information:

Project Name: Wayfinding Study	Project Number: DEV-26-01
Project Budget: \$20,000	Department: Corporate
Project Location: Across Community	Project Owner: Tasha Buchanan

## Project Funding & Financials

DoB Funded: (y/n) YES	Funding Source: Capital	DoB Amount: \$ 20,000
Grant Funded: (y/n) NO	Grant Source:	Grant Amount: \$ 0
Other: (y/n) NO	Other Source:	Other Amount: \$ 0
Funding Notes:	NPV:	TOTAL COST: \$ 20,000

## Project Evaluation & Criticality

Risk(1-10): 5	EMERGENCY: (y/n)	Resource Info
Affordability (1-10): 10	Regulatory: (y/n)	DoB: Personnel
Service Level (1-10): 8	Planned: (y/n) YES	Consultant: (y/n)
TOTAL SCORE: 23 /30	Other:	Contractor: (y/n)

## Project Description / Background: {Please use this font size and style}

For the past year, the District has worked closely with the Chamber of Commerce on a Wayfinding Master Plan grant application and sourcing of other revenues (see attached report from October 6, 2026). The Chamber was successful in sourcing two additional contributions, one from Simpcw valued at \$5,000 and one from the TNRD valued at \$4,500 which should reduce the District's costs to roughly \$15,500. A budget of \$20,000 is recommended to allow for any unforeseen overages.

## Project Goals / Objectives: {Please use this font size and style}

1. For the Chamber to lead the development of a wayfinding study / master plan.

## Project Risks if NOT Implemented: {Please use this font size and style}

1. The ETSI-BC grant would not be completed, funds would need to be returned to ETSI which may impact future grant applications.

## Project Implementation Plan:

Public Consultation Required: (y/n)	Proposed Start: Q 1	Proposed Finish: Q 2 2026
-------------------------------------	---------------------	---------------------------

## Notes: (if applicable?) {Please use this font size and style}

1. Chamber to lead the progress with True Consulting. District staff will support the project.

## Additional Info Attached

Pictures (y/n)
Report (y/n)
Quote / Est. (y/n)
Other (y/n)

## Council Decision

Presented Date: January 26, 2026
Decision Date:
DECISION:

# CAPITAL EXPENDITURE: BUSINESS CASE BRIEF

## Basic Project Information:

Project Name: Emergency Repairs	Project Number: CAO-26-01
Project Budget: \$100,000	Department: CAO
Project Location: As needed	Project Owner: Daniel Drexler

## Project Funding & Financials

DoB Funded: (y/n) YES	Funding Source: Capital	DoB Amount: \$ 100,000
Grant Funded: (y/n) NO	Grant Source:	Grant Amount: \$ 0
Other: (y/n) NO	Other Source:	Other Amount: \$ 0
Funding Notes:	NPV:	TOTAL COST: \$ 100,000

## Project Evaluation & Criticality

Risk(1-10): 8	EMERGENCY: (y/n) No	Resource Info
Affordability (1-10): 8	Regulatory: (y/n) No	DoB: Personnel
Service Level (1-10): 10	Planned: (y/n) No	Consultant: (y/n)
TOTAL SCORE: 26 /30	Other:	Contractor: (y/n)

## Project Description / Background: {Please use this font size and style}

The funding is intended to support emergencies that occur throughout the year. For example, the District had several smaller emergency water infrastructure repairs throughout 2024, and expenses were covered through operational budgets in the past year. In 2025, Well 3 and needed to be rehabilitated which cost over the \$50,000 emergency funds budget that was dedicated for this type of failure. As the infrastructure (includes, Roads, Facilities, Equipment, Water, Wastewater, etc.) ages across the District repairs may be needed that are outside of the standard operating threshold and would fall under a capital expense category. The funding allocated for the emergency fund would only be used with approval of the CAO and only for emergency purposes of a capital nature. Any remaining funds at year end would be carried forward to the next year.

## Project Goals / Objectives: {Please use this font size and style}

1. Ensure capital funding is available when required for emergency purposes only

## Project Risks if NOT Implemented: {Please use this font size and style}

1. Projects of a capital nature would need to be brought to Council first before funding could be provided.

## Project Implementation Plan:

Public Consultation Required: (y/n) No	Proposed Start: Q 2	Proposed Finish: Q 4 2026
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## Notes: (if applicable?) {Please use this font size and style}

1. As needed depending on emergency. If no emergency arises, no funds will be spent.

## Additional Info Attached

Pictures (y/n) N
Report (y/n) N
Quote / Est. (y/n) N
Other (y/n) N

## Council Decision

Presented Date: January 26, 2026
Decision Date:
DECISION:

# CAPITAL EXPENDITURE: BUSINESS CASE BRIEF

## Basic Project Information:

Project Name: IT Equipment	Project Number: CAO-26-02
Project Budget: \$20,000	Department: IT
Project Location: District Offices	Project Owner: Daniel Drexler

## Project Funding & Financials

DoB Funded: (y/n) YES	Funding Source: Capital	DoB Amount: \$ 20,000
Grant Funded: (y/n) NO	Grant Source:	Grant Amount: \$ 0
Other: (y/n) NO	Other Source:	Other Amount: \$ 0
Funding Notes:	NPV:	TOTAL COST: \$ 20,000

## Project Evaluation & Criticality

Risk(1-10): 10	EMERGENCY: (y/n) N	Resource Info
Affordability (1-10): 8	Regulatory: (y/n) N	DoB: Personnel
Service Level (1-10): 10	Planned: (y/n) YES	Consultant: (y/n)
TOTAL SCORE: 27 /30	Other:	Contractor: (y/n) Y

## Project Description / Background: {Please use this font size and style}

Annually, the District has the need for replacement of technology assets. This year the following projects would fall under this category:

1. Network Firewall that is aging out – a partnership with the TNRD is being explored to implement a device that can be supported by their technology staff. To support this approach a high-quality Next Generation Firewall will need to be sourced with the right licencing and support contracts.
2. Computers, laptops, other miscellaneous equipment – for District departments as needed.

## Project Goals / Objectives: {Please use this font size and style}

1. Assets are replaced as described.

## Project Risks if NOT Implemented: {Please use this font size and style}

1. The firewall is aging out and cyber risk is increasing.
2. District assets fail, downtime occurs, often leading to more costly repairs.

## Project Implementation Plan:

Public Consultation Required: (y/n)	Proposed Start: Q 2	Proposed Finish: Q 4 2026
-------------------------------------	---------------------	---------------------------

Notes: (if applicable?) {Please use this font size and style}

1. This year's budget contains the cost of the equipment for 2026 only.

## Additional Info Attached

Pictures (y/n) Y
Report (y/n)
Quote / Est. (y/n)
Other (y/n)

## Council Decision

Presented Date: January 26, 2026
Decision Date:
DECISION:



# CAPITAL EXPENDITURE: BUSINESS CASE BRIEF

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Current Firewall (EOL Support 2024):



Proposed Replacement Firewall:





February 2, 2026  
REGULAR MEETING

General Fund Revenues	
Property Taxes	1,268,598
Property Taxes - Increase	-
Grant in Lieu & Other Taxes	42,500
User Fees & Charges	384,625
User Fees - Increases	-
Government Transfers	773,125
Interest, Penalties & Other Recoveries	58,880
Other - Surplus	-
From Acc Surplus - 2025 Carry Forwards	-
	2,527,728

Water Fund Revenues	
Water - Fixed/Capital Charges	526,581
Water - Usage Charges	-
Water - Miscellaneous Charges	-
Water - Late Penalties	-
Water - Increase	-
	526,581

Wastewater Fund Revenues	
Wastewater - Fixed/Capital Charges	145,500
Wastewater - Usage Charges	-
Wastewater - Miscellaneous Charges	-
Wastewater - Late Penalties	-
Wastewater - Increase	-
	145,500

Capital Funding Sources	
Capital Grants	3,358,000
Debt / Loan	150,000
Operating Surplus Available	
General	(156,595)
Water	109,831
Wastewater	(135,200)
From Reserves and DCCs	1,587,000
From Accumulated Surplus	
	4,913,036

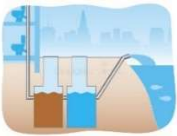
2026 DRAFT BUDGET



GENERAL FUND		
Operating		
Operating Revenue		2,527,728
Operating Expenditures		(2,363,813)
Net before Transfers		163,915
Transfer to Reserves (see Tab 7 - Reserve Continuity)		(320,510)
Net Available for Capital		(156,595)



WATER FUND		
Operating		
Operating Revenue		526,581
Operating Expenditures		(416,750)
Net Available for Capital		109,831



WASTEWATER FUND		
Operating		
Operating Revenue		145,500
Operating Expenditures		(280,700)
Net Available for Capital		(135,200)



CAPITAL EXPENDITURES		
Capital		
Capital Funding		4,913,036
Capital Expenditures		(5,095,000)
Net Capital Surplus/Deficit		(181,964)

General Fund Operating Expenditures		
General Government		804,775
Protective Services		340,250
Transportation		510,372
Environmental & Public Health		257,634
Planning & Development		14,000
Parks & Recreation		286,569
Facilities		143,050
Debt Servicing		7,163
Operating / Grant Project (non capital)		
Community Service Increases		
Council Follow-up Items		-
		2,363,813

Water Fund Operating Expenditures		
Water Utility Operations		416,750
Debt Servicing		-
Council Follow-up Items		-
		416,750

Wastewater Fund Operating Expenditures		
Wastewater Utility Operations		280,700
Debt Servicing		-
Council Follow-up Items		-
		280,700

Capital Expenditures		
Information Technology		20,000
Emergency Services		65,000
Facilities		12,500
Fleet & Equipment		150,000
Engineering		20,000
Public Works		127,500
Water		100,000
Wastewater		4,600,000
		5,095,000

# 2026 DRAFT BUDGET - CONSOLIDATED

## 2026 CONSOLIDATED FINANCIAL PLAN

Operating Revenues	
General Fund	2,527,728
Water Fund	526,581
Wastewater Fund	145,500
Other Funding Sources - Surplus	-
	3,199,809

Capital Funding Sources	
Debt / Loan	150,000
Capital Grants	3,358,000
Funded from Development Cost Charges	-
Transfer from Reserves - 2025 carryforward projects	-
Transfer from Surplus - 2025 carryforward projects	-
Transfer from Reserves - current	1,642,069
	5,150,069

Other Program Funding Sources	
Capital Grants	-
Transfer from Reserves	-
Transfer from Accumulated Surplus	-
	-

Operating	
Operating Revenue	3,199,809
Operating Expenditures	(3,061,263)
Operating Surplus	138,546
Transfer to Reserves	(320,510)
Net Operating Surplus	(181,964)
Transfer to Capital	181,964
Net After Capital Transfer	-

Capital	
Debt / Loan	150,000
Capital Grants	3,358,000
Transfer from Operations	(181,964)
Transfer from Reserves/surplus	1,642,069
Transfer from DCCs	-
Net Capital Funding	4,968,105
Capital Expenditures	(5,095,000)
Capital - Surplus/Deficit	(126,895)

Operating Expenditures	
General Fund Operating	2,363,813
Water Fund Operating	416,750
Wastewater Fund Operating	280,700
Fee for Service - pending request	-
Council Follow-up Items	-
	3,061,263

Capital Expenditures	
New Projects	
General	414,500
Fire	65,000
Water	100,000
Wastewater	1,000,000
Other	7,500
Grant Funded	3,358,000
Debt Funded	150,000
Carryforward Projects	
General Fund	-
Water Fund	-
Other Fund	-
Grant Funded	-
	5,095,000

ACCUMULATED SURPLUS	
Reserves	
Balance - December 31, 2025	2,844,779
2025 Carry Forward Capital Projects	-
Net after funding of Carry Forward Projects	2,844,779
Transfers in from Operating	320,510
Transfer in - 2025 Climate Action funding	-
Transfers in - fleet replacement/future capital	-
Used to fund 2026 Capital Projects	(1,642,069)
	1,523,220

ACCUMULATED SURPLUS - NON LIQUID	
Investment in Capital Assets	
Beginning Balance	30,120,762
Capital Expenditures	5,095,000
Debt Principal Payments	55,069
Amortization	(671,595)
	34,599,236

ACCUMULATED SURPLUS	
Operating Surplus	
Beginning Balance	85,040
Net Income	2,880,020
Invested in Capital Assets	(4,478,474)
From Reserves - Current Projects	1,642,069
To Reserves - Community Works etc.	(320,510)
To Equipment Reserve	-
	(191,855)
Less: Internally Restricted	-
Net Operating Surplus	(191,855)

	Beginning *	Ending	2026 Used
General Capital	743,008	317,895	435,648
Fire Department Capital	154,151	56,875	98,921
Water Capital	490,570	397,704	100,000
Wastewater Capital	-	-	-
Transportation Infrastructure	-	-	-
Parkland	66,574	67,573	-
Community Works (Gas Tax)	82,679	368,971	-
Growing Communities	1,192,599	204,055	1,000,000
Climate Action Program	115,198	110,147	7,500
	2,844,779	1,523,220	1,642,069

ACCUMULATED SURPLUS	
TOTAL	
Operating Surplus	(191,855)
Investment in Capital Assets	34,599,236
Statutory Reserves	1,523,220
Internally Restricted Funds	-
	35,930,601

Internally Restricted Funds	
Restricted Fund 1	-
Restricted Fund 2	-
	-

\* after deducting 2025 carryforward projects

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BC ASSESSMENT

# Southern Interior 2026 Property Assessments Announced

January 02, 2026

**KELOWNA** — The 2026 property assessments, which reflect market value as of July 1, 2025, have been announced for property owners of nearly 450,000 properties throughout the Southern Interior. The updated property values are now available at [bcassessment.ca](https://www.bcassessment.ca) in addition to 2026 Property Assessment Notices being mailed to each property owner.

"For 2026, most homeowners can expect generally modest property assessment value changes in the -5% to +5% range for many Thompson Okanagan communities while homeowners in Kootenay Columbia areas may see a slightly higher rate of change in the -5% to +10% range," says BC Assessment Deputy Assessor Boris Warkentin. "Lytton remains an exception as that community continues to rapidly add value through its recovery and rebuilding efforts."

As B.C.'s provider of property assessment information, BC Assessment collects, monitors and analyzes property data throughout the year. The newly released 2026 property assessment details can be searched and accessed any time at [bcassessment.ca](https://www.bcassessment.ca) (<http://www.bcassessment.ca/>) by using BC Assessment's Assessment Search online service.

Overall, the Southern Interior's total assessments increased from about \$323 billion in 2025 to almost \$330 billion this year. A total of over \$5.29 billion of the region's updated assessments is from new construction, subdivisions and the rezoning of properties.

BC's Southern Interior region includes the main urban centres of Kelowna, Kamloops, and Cranbrook as well as all surrounding Okanagan, Thompson, and Kootenay Columbia communities as listed below.

The summaries below provide estimates of typical 2025 versus 2026 assessed values of properties throughout the region.

These examples demonstrate market trends for **single-family residential properties** by geographic area throughout the Southern Interior.\*

## THOMPSON OKANAGAN COMMUNITIES:

<b>Single Family Homes Changes by Community</b>	<b>2025 Typical Assessed Value as of July 1, 2024</b>	<b>2026 Typical Assessed Value as of July 1, 2025</b>	<b>% Change</b>
City of Kelowna	\$938,000	\$918,000	-2%
City of West Kelowna	\$904,000	\$892,000	-1%
District of Lake Country	\$930,000	\$933,000	0%
City of Penticton	\$693,000	\$700,000	+1%
District of Summerland	\$763,000	\$752,000	-1%
Village of Keremeos	\$499,000	\$519,000	+4%
Town of Oliver	\$618,000	\$611,000	-1%
Town of Osoyoos	\$667,000	\$639,000	-4%
Town of Princeton	\$379,000	\$387,000	+2%
District of Peachland	\$885,000	\$871,000	-2%
City of Armstrong	\$639,000	\$628,000	-2%
City of Enderby	\$535,000	\$529,000	-1%
City of Vernon	\$721,000	\$721,000	0%
District of Coldstream	\$902,000	\$910,000	+1%
City of Salmon Arm	\$661,000	\$658,000	0%
Township of Spallumcheen	\$624,000	\$611,000	-2%
District of Sicamous	\$503,000	\$514,000	+2%
Village of Lumby	\$571,000	\$577,000	+1%
City of Kamloops	\$693,000	\$693,000	0%
District of Barriere	\$404,000	\$417,000	+3%
District of Clearwater	\$407,000	\$423,000	+4%
City of Merritt	\$458,000	\$450,000	-2%
Village of Ashcroft	\$416,000	\$396,000	-5%
Village of Cache Creek	\$318,000	\$315,000	-1%
Village of Chase	\$491,000	\$505,000	+3%
Village of Clinton	\$234,000	\$234,000	0%
District of Logan Lake	\$450,000	\$449,000	0%

District of Lillooet	\$394,000	\$404,000	+3%
Sun Peaks Mountain Resort	\$1,486,000	\$1,463,000	-2%
Village of Lytton	\$233,000	\$303,000	+30%

\*All data calculated based on median values.

These examples demonstrate market trends for **single-family residential properties** by geographic area:\*

**KOOTENAY COLUMBIA COMMUNITIES:**

<b>Single Family Homes Changes by Community</b>	<b>2025 Typical Assessed Value as of July 1, 2024</b>	<b>2026 Typical Assessed Value as of July 1, 2025</b>	<b>% Change</b>
City of Castlegar	\$520,000	\$519,000	0%
City of Cranbrook	\$503,000	\$517,000	+3%
City of Fernie	\$856,000	\$911,000	+6%
City of Grand Forks	\$422,000	\$427,000	+1%
City of Greenwood	\$249,000	\$243,000	-2%
City of Kimberley	\$533,000	\$564,000	+6%
City of Nelson	\$681,000	\$699,000	+3%
City of Revelstoke	\$860,000	\$881,000	+2%
City of Rossland	\$615,000	\$625,000	+2%
City of Trail	\$376,000	\$376,000	0%
District of Elkford	\$390,000	\$406,000	+4%
District of Invermere	\$679,000	\$707,000	+4%
District of Sparwood	\$419,000	\$457,000	+9%
Town of Creston	\$422,000	\$427,000	+1%
Town of Golden	\$634,000	\$649,000	+2%
Village of Canal Flats	\$326,000	\$356,000	+9%
Village of Fruitvale	\$455,000	\$470,000	+3%
Village of Kaslo	\$490,000	\$488,000	0%
Village of Midway	\$340,000	\$330,000	-3%
Village of Montrose	\$451,000	\$453,000	0%
Village of Nakusp	\$419,000	\$438,000	+5%
Village of New Denver	\$401,000	\$409,000	+2%
Village of Radium Hot Springs	\$488,000	\$529,000	+8%
Village of Salmo	\$379,000	\$391,000	+3%
Village of Silverton	\$429,000	\$443,000	+3%
Village of Slocan	\$403,000	\$407,000	+1%
Village of Warfield	\$408,000	\$417,000	+2%

\*All data calculated based on median values.

These examples demonstrate market trends for **strata residential properties (e.g. condos/townhouses)** by geographic area for select Southern Interior urban communities:\*

<b>Strata Homes (Condos/Townhouses) Changes by Community</b>	<b>2025 Typical Assessed Value as of July 1, 2024</b>	<b>2026 Typical Assessed Value as of July 1, 2025</b>	<b>% Change</b>
City of Kelowna	\$493,000	\$488,000	-1%
City of West Kelowna	\$538,000	\$557,000	+4%
City of Penticton	\$405,000	\$406,000	0%
City of Vernon	\$400,000	\$400,000	0%
City of Kamloops	\$401,000	\$399,000	0%
Sun Peaks Mountain Resort	\$768,000	\$774,000	+1%
City of Cranbrook	\$270,000	\$278,000	+3%
City of Nelson	\$560,000	\$560,000	0%

\*All data calculated based on median values.

BC Assessment's website at [bcassessment.ca](http://www.bcassessment.ca/) (<http://www.bcassessment.ca/>) includes more details about 2026 assessments, property information and trends such as lists of 2026's top valued residential properties across the province and an interactive map.

The website also provides self-service access to a free, online property assessment search service that allows anyone to search, check and compare 2026 property assessments for anywhere in the province. Property owners can also download a digital copy of their 2026 property assessment.

"Property owners can find valuable information on our website including answers to many assessment-related questions, but those who feel that their property assessment does not reflect market value as of July 1, 2025 or see incorrect information on their notice, should contact BC Assessment as indicated on their notice as soon as possible in January," says Warkentin.

"If a property owner is still concerned about their assessment after speaking to one of our appraisers, they may submit a Notice of Complaint (Appeal) by January 31st, for an independent review by a Property Assessment Review Panel," adds Warkentin.

The Property Assessment Review Panels, independent of BC Assessment, are appointed annually by the provincial government, and typically meet from early February to mid-March to hear formal complaints.

"It is important to understand that changes in property assessments do not automatically translate into a corresponding change in property taxes," explains Warkentin. "As noted on your assessment notice, how your assessment changes relative to the average change in your community is what may affect your property taxes."

## Have questions?

Property owners can contact BC Assessment toll-free at 1-866-valueBC (1-866-825-8322) or online at [bccassessment.ca](http://www.bccassessment.ca) (<http://www.bccassessment.ca/>). During the month of January, hours of operation are 8:30 a.m. to 5:00 p.m., Monday to Friday.

**Media contact:**

Email: [media@bccassessment.ca](mailto:media@bccassessment.ca) (<mailto:media@bccassessment.ca>)

**MEDIA BACKGROUNDER****Facts on B.C. Property Assessments**

- Total number of British Columbia properties assessed in 2026 is 2,233,648, about a one percent increase from 2025.
- Total value of British Columbia real estate in 2026 is more than \$2.75 trillion, a decrease of almost 2.5 percent from 2025.
- Total amount of British Columbia non-market change for 2026, including new construction, rezonings and subdivisions is approximately \$34.7 billion, a decrease of about 9.4 percent from 2025's \$38.3 billion.
- In B.C., approximately 91 percent of all properties are classified with some residential (Class 1) component.
- Over 98 percent of property owners typically accept their property assessment without proceeding to a formal, independent review of their assessment.
- Assessments are the estimate of a property's market value as of July 1, 2025 and physical condition as of October 31, 2025. This common valuation date ensures there is an equitable property assessment base for property taxation.
- Changes in property assessments reflect movement in the local real estate market and can vary greatly from property to property. When estimating a property's market value, BC Assessment's professional appraisers analyze current sales in the area, as well as considering other characteristics such as size, age, quality, condition, view and location.
- Real estate sales determine a property's value which is reported annually by BC Assessment. Local governments and other taxing authorities are responsible for property taxation and, after determining their own budget needs this spring, will calculate property tax rates based on the assessment roll for their jurisdiction.
- Our property assessments provide the foundation for local and provincial taxing authorities to raise nearly \$12 billion in property taxes each year. This revenue funds the many community services provided by local governments around the province as well as the K-12 education system.
- BC Assessment's website provides a listing of property assessments and sales to help property owners understand their property's market value and provide comparable sales information. Go to [bccassessment.ca](http://www.bccassessment.ca) (<http://www.bccassessment.ca/>) and try our Assessment Search tool.
- For more information on property assessments, real estate market trends, and lists of the province's top valued residential properties, please visit [bccassessment.ca](http://www.bccassessment.ca) (<http://www.bccassessment.ca/>) and click on the [Property Information & Trends \(/property-information-trends\)](#) link.





District of Barriere

# REPORT TO COUNCIL

## Request for Decision

<b>Date:</b> February 2, 2026	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> Scott Abel, Building Inspector and Tasha Buchanan, Corporate Officer
<b>Re: Building Infraction – 630 Salle Rd (the “Property”), D. Dowling (the ‘Owner’)</b>	
<b>Recommendation: THAT, the Corporate Officer be authorized to file a Notice pursuant to the authority of Section 57 of the Community Charter against the Title of 630 Salle Rd (PID: 010-098-887) - Dowling.</b>	

### Purpose

The purpose of this report is to seek Council authorization to register a Section 57 notice on title.

### Background

To inform and protect future owners, or other persons/entities involved with properties, Section 57 of the *Community Charter* was provided to local governments by the Province of British Columbia as a tool to administer and enforce the *BC Building Code* and local building bylaws. It enables local governments to register a notice, via the Land Title Office registrar, on the title of a property where there is or has been a building code or bylaw infraction, including where a permit is not held in good standing. For example, notices may be registered where:

- a building permit is lapsed but work has not been completed and/or inspections are outstanding
- work proceeded with no permit, or
- there is a dangerous condition.

The District Building Regulations Bylaw requires that building construction be carried out with a building permit. Under the Bylaw, permits are valid for a period of 2 years from the date of issue. Owners of building construction projects that do not obtain a permit, do not complete the work in accordance with the Bylaw and the *BC Building Code*, or do not complete the work within the required time (without permit renewal), are in violation of the Bylaw and can be subject to a notice being filed on their property title. In order to disclose the status of deficiencies and code violations to prospective purchasers or other persons involved with these properties (insurers, mortgage companies, etc.), local governments are authorized to register a notice on the subject property title. Full remediation is required, which may include removal and/or demolition of non-permitted or non-compliant structures, in order for a Section 57 Notice to be removed from a title and for the property to be further developed.

### Non-Compliance of Works on “the Property”

The Property has original building permit issuance on the dates of April 23, 2016 (Permit #2016-007R) for a bedroom addition with stairs, and May 20, 2014 (Permit #2014-005) to replace and

extend a walkway and a deck.

There have been no documented, required inspections that have taken place on these projects. The Owner has made a claim that the District's previous, and now retired Building Inspector, conducted the required inspections prior to Mr. Abel taking over the position. As there are no reports or notes in the file(s), nor has the Owner been able to produce copies of any such inspection reports, any verbal "inspection" by the previous Inspector, if made, would have been unofficial and invalid. It was also not the previous Inspector's practice to go against District policy and legislation by conducting verbal, undocumented inspections. Therefore, on April 3, 2024, the Owner was once again notified of a placement of a proposed Notice on Title to be considered by Council in late April of 2024. Prior to that Council Meeting, arrangements and assurances were made by the Owner that were, at the time, acceptable to the Building Inspector and the matter was therefore not brought forward to that Meeting. The permit was renewed in December of 2024 with the agreement that work would commence in the spring when weather conditions were more favorable to bring the files and property into compliance. The Owner has acknowledged that this was mutually agreed by the Building Inspector and the Owner.

#### Efforts and Concessions Made by the Building Department

Unfortunately, no work has been performed and it appears that there has not been any effort to rectify the deficiencies that exist or to work with the Building Inspection Department. The District of Barriere has been lenient to the Owner's situation as can be seen by the numerous communications sent to the Owner in the years since the issuance of the original permits. The Building Inspection Department has tried to work with the Owner to rectify the situation via numerous conversations, letters, permit renewals, as well as further extensions due to weather and the personal circumstances voiced by the Owner to both the current and previous Building Inspector. To date, no substantive changes or efforts have been made by the Owner regardless of repeated assurances made to the Building Inspector. Supporting documentation of the written communication to the Owner that request work to be undertaken in order to comply with Bylaw and Building Code regulations are attached.

The following summary of non-compliance is as follows:

- i. Failure to order and pass inspections by the Building Inspector of work stages undertaken prior to covering the works that require an inspection and authorization to proceed with subsequent construction. In addition, failure to uncover or otherwise remediate potential Building Code infractions in order for the Building Inspector to confirm Building Code compliance and provide authorization to complete the works indicated in a Building Permit.

Therefore, it is the recommendation that Council authorize the placement of a Notice to be filed on the title of the above-mentioned property in accordance with Section 57 of the *Community Charter*.

#### Notification to Owner of Consideration of Council to Authorize Section 57 Registration:

The property owner received formal notification of this potential resolution at tonight's meeting on December 17, 2025 (attached) and has been invited to attend to address Council on this issue.

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## Benefits or Impact

### General

Section 57 Notices filed on a property title indicate to potential real estate purchasers, home insurers and mortgage lenders, that the Building Code and/or Municipal Building Regulation Bylaw has been violated.

It also ensures that no additional building permits can be approved until the non-compliance is resolved and the Notice is removed from the Property Title by the local government.

### Finances

There is a nominal fee incurred by the local government to BC Land Titles for the Notice Registration. Should compliance be achieved, the Owner must pay the 'Removal of Notice' fee as prescribed by the District of Barriere Fees & Charges Bylaw No. 73, as amended which is currently \$250.00. This fee is intended to aid in the recovery of staff time and BC Land Title fees that resulted from the non-compliance.

### Strategic Impact

N/A

### Risk Assessment

Compliance: Complies with the District of Barriere Building Regulations Bylaw and the legislated regulations imposed under Section 57 of the *Community Charter*.

Risk Impact: Low – Reduces risk to future owners of the Property, as well as home insurers and mortgage lenders.

Internal Control Process: Documentation included in the relevant Building Permit file(s).

### Next Steps / Communication

- Should Council direct staff to register a Notice under Section 57 of the *Community Charter*, staff will prepare and submit the required documentation to BC Land Titles.
- Once successfully registered, a copy of the Notice will be provided to the Owner.

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## Attachments

- Section 57 Information Sheet
- February 7, 2024 Letter to Owner
- February 29, 2024 Letter to Owner
- April 3, 2024 Letter to Owner
- December 17, 2025 Letter to Owner

## Recommendation

**THAT, the Corporate Officer be authorized to file a Notice pursuant to the authority of Section 57 of the Community Charter against the Title of 630 Salle Rd (PID: 010-098-887) - Dowling.**

### **Alternative Options**

1. Council could choose not to direct staff to place a Section 57 Notice on Title.
2. Council could choose to authorize a further extension for the Owner to reach compliance indicated a specified deadline and direct staff to place a Section 57 Notice on Title should that deadline not be met.

Prepared by:

Scott Abel, Building Inspector and  
Tasha Buchanan, Corporate Officer

Reviewed by:

D. Drexler, Chief Administrative Officer



# Bylaw Contravention Notice on Property Title

## ***What is a section 57 notice?***

Section 57 of the *Community Charter* was provided to local governments by the Province of British Columbia as a tool to administer and enforce the BC Building Code and local building bylaws. It enables local governments to register a notice, via the Land Title Office registrar, on the title of a property where there is or has been a building code or bylaw infraction, including where a permit is not held in good standing. For example, notices may be registered where:

- a building permit is lapsed but work has not been completed and/or inspections are outstanding
- work proceeded with no permit, or
- there is a dangerous condition.

## ***Why file a s. 57 notice?***

The filing of a notice of contravention is not intended to be a punitive action; rather, it is an efficient way to secure compliance to the BC Building Code and serves as a disclosure mechanism protecting future owners and other parties with an interest in the property. It is important that owners involved in the building process understand the potential impacts of a s. 57 notice and the effects it may have on matters related to their property.

## ***District of Barriere District Building Regulations Bylaw*** (the 'Bylaw')

The Bylaw requires that building construction be carried out with a building permit. Under the Bylaw, permits are valid for a period of 2 years from the date of issue. Owners of building construction projects that do not obtain a permit, do not complete the work in accordance with the Bylaw and the BC Building Code, or do not complete the work within the required time (without permit renewal), are in violation of the Bylaw and can be subject to a notice being filed on their property title. In order to disclose the status of deficiencies and code violations to prospective purchasers or other persons involved with these properties (insurers, mortgage companies, etc.), local governments are authorized to register a notice on the subject property title.

## ***What impact will a s. 57 have on a property owner?***

While properties with building bylaw contraventions may be sold at any time, the presence of a notice registered on title *may* negatively affect a property's potential sale, perceived property value, access to a mortgage, and/or (re)financing. If a notice is registered upon the title of your land, you are advised to undertake inquiries with your lenders, insurance companies, and any other relevant parties to determine how it may impact you now and in the future.

## ***How is a notice 'discharged' or removed from title?***

Once the condition or contravention that gave rise to the filing of the notice has been corrected (to the satisfaction of the Building Inspector), the District of Barriere files a cancellation or discharge notice with the registrar of land titles who then removes the notice from the property's title. Pursuant to the District of Barriere Fees & Charges Bylaw, the fee to issue a cancellation or discharge notice is \$250.

## NOTICE

Dave Dowling

Barriere BC V0E 1E0

April 03, 2024

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**RE: Building Permit # 2016-007R, 2014-005  
Lot 11 Block 2 DL 1445 Plan 6315  
630 Salle Rd.**

**Proposed Notice on Title**

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A review of a building permit file for the above noted property indicates an issue date of April 23, 2016(Permit #2016-007R) and May 20, 2014(Permit #2014-005). The District of Barriere Building Regulations Bylaw requires that all work associated with your building permit be completed within 2 years of issue or be extended as necessary. Furthermore after 2 discussions with the above addressed on November 08, 2023 and February 07, 2024 it has been determined that much of this work has been covered and is past the points of at least 2 required inspections (framing & insulation and vapor barrier). There have been no documented inspections taken place on these projects as there are no reports in the file, nor are you able to produce copies of any such inspection reports.

Therefore, a recommendation is being put before the District of Barriere Council that a Notice be filed on the title of the above-mentioned property in accordance with Section 57 of the *Community Charter*.

**You are entitled to appear before Council as a delegation at its meeting to be held on Monday, March 25, 2024 commencing at 7:00 p.m. at the Municipal Hall, 4936 Barriere Town Rd. to address this issue. Due to unforeseen circumstances, this meeting did not take place as scheduled. The new date for this to appear before council will be April 22, 2024 at 7:00 p.m.**

Delegations are generally heard at the commencement of the meeting or immediately following any public hearings that may be scheduled. It would be appreciated if you

Permit # 2016-007R

would confirm your attendance by the Thursday prior to the Council meeting should you wish to attend.

Please be advised that if you fail to appear, Council will make a decision without your input. You should also be aware that Council is unable to vary any of the provisions of the Building Code or uses within Zoning Regulations. It is also important to note that in the case that a *Section 57* Notice is registered formally on your property's title, full remediation that includes the demolition and removal of all non-compliant items from the property, will be required in order for the District to remove the Notice from the title.

Should the owner decide to remove all finishings(wall and ceiling coverings) and vapor barrier to allow for proper inspections to take place, as well as renew the expired permit for continuation of work within 15 days of the date of this letter, the matter will not go forward for Council consideration.

Respectfully,  
*(Originally signed by,)*

Scott Abel  
Building Inspector  
District of Barriere



## NOTICE

Dave Dowling  
[REDACTED]

Barriere BC V0E 1E0

February 7, 2024

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**RE: Building Permit # 2016-007R, 2014-005  
Lot 11 Block 2 DL 1445 Plan 6315  
630 Salle Rd.**

**Proposed Notice on Title**

---

A review of a building permit file for the above noted property indicates an issue date of April 23, 2016(Permit #2016-007R) and May 20, 2014(Permit #2014-005). The District of Barriere Building Regulations Bylaw requires that all work associated with your building permit be completed within 2 years of issue or be extended as necessary. Furthermore after 2 discussions with the above addressed on November 08, 2023 and February 07, 2024 it has been determined that much of this work has been covered and is past the points of at least 2 required inspections (framing & insulation and vapor barrier). There have been no documented inspections taken place on these projects as there are no reports in the file, nor are you able to produce copies of any such inspection reports.

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Permit # 2016-007R

Please be advised that if you fail to appear, Council will make a decision without your input. You should also be aware that Council is unable to vary any of the provisions of the Building Code or uses within Zoning Regulations. It is also important to note that in the case that a *Section 57* Notice is registered formally on your property's title, full remediation that includes the demolition and removal of all non-compliant items from the property, will be required in order for the District to remove the Notice from the title.

Should the owner decide to remove all finishings(wall and ceiling coverings) and vapor barrier to allow for proper inspections to take place, as well as renew the expired permit for continuation of work within 15 days of the date of this letter, the matter will not go forward for Council consideration.

Respectfully,  
(Originally signed by,)

Scott Abel  
Building Inspector  
District of Barriere

Dave Dowling

Barriere BC V0E 1E0

February 29, 2024

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**RE: Building Permit # 2016-007R, 2014-005**

**VISIT TO DISTRICT OFFICE – February 29, 2024**

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This letter is in follow-up to your visit to the District Office on February 29, 2024 at approximately 11:00am. I appreciated the opportunity to speak with you regarding the 'Notice of Proposed Section 57 Registration' you received from the District of Barriere Building Official. These types of enforcement measures are never the District's first choice of avenue. As your building permit was granted in 2016, there has been nearly eight (8) years for you to complete the required work and meet BC Building Code regulations. Therefore, this avenue has not been chosen with undue haste.

That said, you expressed intention to work with the Building Inspector to come up with a work plan that will result in your project complying with regulations. If a mutually agreed upon work plan (confirmed in writing) with the Building Inspector is determined prior to the deadline noted in the original NOTICE sent to you earlier this month, then the matter will not proceed to be presented to Council for Section 57 consideration as described in that Notice.

Finally, because your demeanor at the front desk with me was calm and generally respectful, I am taking you at your word that your threat to harm the Building Official ("██████████"), was made without any actual intention of harm behind the outburst. However, going forward, if any District employee or Municipal Official (including the Building Inspector), feels remotely unsafe around you in any way, all visits & inspections to your property will be made with RCMP escort. I'm sure you can appreciate that the District of Barriere takes the safety of its employees very seriously.

The District looks forward to working with you as you bring your 2016 file into regulatory compliance as we enter the spring of 2024.

Respectfully,



Tasha Buchanan  
Acting Chief Administrative Officer  
District of Barriere

Permit # 2016-007R

## NOTICE

Dave Dowling

Barriere BC V0E 1E0

December 17, 2025

*via hand delivery*

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**RE: Building Permit # 2016-007R, 2014-005  
Lot 11 Block 2 DL 1445 Plan 6315  
630 Salle Rd.**

**Proposed Notice on Title**

---

A review of a building permit file for the above noted property indicates original issue dates of April 23, 2016 (Permit #2016-007R) and May 20, 2014 (Permit #2014-005). The District of Barriere Building Regulations Bylaw requires that all work associated with your building permit be completed within 2 years of issue or be extended as necessary. Furthermore, after 2 discussions with the above addressed on November 08, 2023 and February 07, 2024 it had been determined that much of this work had been covered and was past the points of at least 2 required inspections (framing & insulation and vapor barrier). There have been no documented inspections that have taken place on these projects as there are no reports in the file, nor are you able to produce copies of any such inspection reports. Therefore, on April 3, 2024, you were once again notified of a placement of a proposed Notice on Title to be considered by Council in April. Prior to that Council Meeting, arrangements and assurances were made by yourself that were acceptable to the District. The permit was renewed in December of 2024 with the agreement that work would commence in the spring when weather conditions were more favorable to bring the files and property into compliance. This was mutually agreed by the Building Inspector and yourself.

Unfortunately, no work has been performed and it appears that there has not been any effort to rectify the deficiencies that exist or to work with the Building Inspection Department. The District of Barriere has been lenient to your situation and has tried to work with you to rectify the situation with no changes or efforts being made on your part.

Therefore, a recommendation is being put before the District of Barriere Council that a Notice be filed on the title of the above-mentioned property in accordance with Section 57 of the *Community Charter*.

**You are entitled to appear before Council as a delegation at its meeting to be held on Monday, February 2, 2026 commencing at 5:30 p.m. at the Municipal Hall, 4936 Barriere Town Rd. to address this issue.**

Delegations are generally heard at the commencement of the meeting or immediately following any public hearings that may be scheduled. It would be appreciated if you would confirm your attendance by the Thursday prior (*January 29, 2026*) to the Council meeting should you wish to attend. Please call: 250-672-9751 or email: [tbuchanan@barriere.ca](mailto:tbuchanan@barriere.ca).

Please be advised that if you fail to appear, Council will make a decision without your input. You should also be aware that Council is unable to vary any of the provisions of the Building Code or uses within Zoning Regulations. It is also important to note that in the case that a *Section 57* Notice is registered formally on your property's title, full remediation that includes the demolition and removal of all non-compliant items from the property, will be required in order for the District to remove the Notice from the title.

As the owner of the property, you have had ample time and opportunity to make efforts to bring the construction into compliance and has chosen not to do so. The previous correspondence relating to previous Notices that have been delivered, are enclosed for your reference and will be included in Council's review of the matter on February 2, 2026.

If the permit is renewed again and **all work is COMPLETED** prior to January, 29, 2026 the recommendation for notice on title will be cancelled and will not be placed on the Council Agenda.

Respectfully,

Scott Abel  
Building Inspector  
District of Barriere

*Enclosures:*

- *Section 57 Information Sheet*
- *Feb. 7/24 Notice*
- *Feb. 29/24 Visit to Office re: Notice*
- *Apr. 3/24 Notice*

Cc: T. Buchanan, Corporate Officer / Bylaw Enforcement

Permit # 2016-007R, 2014-005

**District of Barriere**  
**REPORT TO COUNCIL**  
**Request for Decision**

<b>Date:</b> February 2, 2026	<b>File:</b>
<b>To:</b> Council	<b>From:</b> A. Hovenkamp, Fire Chief
<b>Re: Disposal of Engine 1 – 1996 Freightliner Fire Apparatus</b>	
<b>Recommendation:</b> THAT Council authorize the sale of Engine 1 (1996 Freightliner) to Barriere Auto and Truck Tow for the offered price of \$3,000, and direct staff to complete all necessary documentation to remove the unit from the fire department fleet and municipal asset registry.	

### **Purpose**

The purpose of this report is to seek Council approval to dispose of Engine 1, a 1996 Freightliner fire apparatus that is no longer serviceable as a fire truck and has become cost-prohibitive to repair.

### **Background**

Engine 1 is a 1996 Freightliner that has reached the end of its operational life. The apparatus experienced a mechanical failure a couple of weeks ago and is currently not operable. Due to its age, condition, and configuration, it is no longer suitable or economical for continued use as a fire apparatus.

When the vehicle was still operational, previous auction attempts resulted in bids of approximately \$15,000 (*asking price, when vehicle was operational, was \$20,000*). Since the recent breakdown, the unit's condition has deteriorated to the point where it no longer holds comparable market value, particularly as a fire service vehicle.

### **Current Condition and Operational Impact**

- Engine 1 is not roadworthy in its current state.
- Engine 1 offers no value or impacts to the FUS rating.
- Repair costs are expected to be significant, with no guarantee of long-term reliability.
- Replacement parts for a 1996 Freightliner are increasingly difficult and costly to source.
- Continued storage of the apparatus provides no operational benefit and incurs ongoing liability and space constraints.

Given these factors, retaining the unit is not considered a prudent use of municipal resources.

### **Financial Considerations**

Barriere Auto and Truck Tow has offered \$3,000 for the vehicle in its current, non-operational condition.

While this amount is lower than previous auction values, those values were achieved when the apparatus was still usable.

In addition to the purchase offer, the towing company provides substantial in-kind support to the Fire Department, including:

- Hosting two weekend auto extrication training sessions per year at no cost
- Providing vehicles free of charge for training purposes
- Assisting with emergency and operational tows when required

The ongoing value of these in-kind services significantly offsets costs that would otherwise be borne by the municipality.

### **Options Considered**

#### **Option 1: Retain and Repair Engine 1 – *Not recommended.***

- High and uncertain repair costs
- No guarantee of reliability or longevity
- Does not represent good asset management

#### **Option 2: Attempt Another Public Auction – *Not preferred.***

- Limited interest expected due to non-operational status
- Potentially lower or comparable bids
- Additional administrative time and delay
- The vehicle would need to be towed off site.

#### **Option 3: Sell to Local Towing Company - *Recommended***

- Immediate removal of a non-serviceable asset
- Guaranteed revenue of \$3,000
- Strengthens an existing, mutually beneficial partnership
- Recognizes the value of ongoing in-kind support to the Fire Department

### **Conclusion**

Engine 1 (1996 Freightliner) is no longer fit for service and is financially impractical to repair for the District of Barriere. The proposed sale reflects current market realities and supports a valued local partner who provides consistent and meaningful in-kind services to the Fire Department. Approval of this sale aligns with responsible asset management and operational efficiency.

### **Recommendation**

**THAT Council authorize the sale of Engine 1 (1996 Freightliner) to Barriere Auto and Truck Tow for the offered price of \$3,000, and direct staff to complete all necessary documentation to remove the unit from the fire department fleet and municipal asset registry.**

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

District of Barriere

# REPORT TO COUNCIL

<b>Date:</b> February 2, 2026	<b>Agenda Item:</b> 4d
<b>To:</b> Council	<b>From:</b> Department Heads
<b>Re: Departmental Updates</b>	

## **CORPORATE OFFICER:**

- MOU Committee Meetings – As per the MOU, Committee Meetings are to be held quarterly:
  - February – Friday, February 27<sup>th</sup> at 1pm (virtual)
  - May
  - August
  - November
- The 2026 Community to Community Forum (C2C) is scheduled in Valemount on Thursday April 9<sup>th</sup>, arriving the evening before on April 8<sup>th</sup> as dinner is scheduled. Agenda details will be finalized early in the spring.
- The Public Open House held in partnership with Simpcw and SRG, with facilitation help from TRUE Consulting, along with Corporate Service, Public Works and Fire Department staff, was a success. A kind comment received from an attending member of Council: *“This was a good event. The work that went into the displays and information was next level. Thanks for the hard work.”* Comments heard from public attendees were similar; complementing the work involved, noting that they were impressed by all the projects the District and Simpcw are working on, and all the experts on site who were available to answer questions. The poster boards showcased at the event have been published on the District’s website.
- The 2<sup>nd</sup> Indigenous Engagement re: Emergency Planning & Personnel Event – is scheduled for March 4<sup>th</sup>, 2026 – 5:30pm – 8:30pm at the Lions Hall. This non-public event meets the legislative engagement requirements with First Nations regarding Emergency Response communications and planning.
- SILGA 2026 – Revelstoke April 29 – May 2, 2026. Accommodation has been booked with attendee confirmation necessary. Registration is expected to open mid-late February.

## **DEPUTY CORPORATE OFFICER:**

*\*verbal report*

## **PUBLIC WORKS MANAGER:**

Operations			
Public Works			
	January	2026 YTD	2024
Potholes Filled	25	25	195
Pavement Repairs	0	0	17499
Burials	0	0	0
Cremations	0	0	4
Deceased Animal Recovery	1	1	4
After Hours Call Outs	1	1	4



Water Distribution			
	<b>January</b>	<b>2026 YTD</b>	<b>2025</b>
New Construction Service Connections	0	0	5
Water Service On/Off Request	4	4	34
Interior Health Water Quality Tests	12	12	148
Water Useage	23644	23644	448356
Waterline Repairs	0	0	7
After Hours Call Outs	1	1	16
Wastewater Collection & Treatment			
	<b>January</b>	<b>2026 YTD</b>	<b>2025</b>
New Construction Service Connections	0	0	6
Ministry of Environment Wastewater Tests	7	7	84
After Hours Call Outs	0	0	0
General			
	<b>January</b>	<b>2026 YTD</b>	<b>2025</b>
BC One Calls Supported	1	1	42
Events Supported	1	1	17

- Operating DW3 at 37 L/sec (586 gpm) - increase of 1 L/sec since end of December
- DW2 operating at 42 L/sec (665 gpm)
- Two water leaks repaired on residential properties by the home owner.
- WWTP process design virtually complete. Structural & electrical engineering in progress. Construction RFP projected for early March.
- Participated in a joint Dangerous Goods tabletop exercise with CN, Barriere FD, Simpcw
- Ice rink was well used during favourable conditions. Closed as of January 29 and will reopen if/when conditions improve.

## **FIRE CHIEF:**

Fire Department			
Calls	January	2026 YTD	2025
Fire	0	0	23
Rescue / Motor Vehicle Incidents	5	5	15
Hazardous Condition (No Fire)	1	1	4
Service Call / Public Assist	2	2	23
Fire Burning Complaint / Fire Investigation / Fire alarm	1	1	36
False Alarm	0	0	20
<b>Total</b>	9	7	121
Public Education & Events	0	0	18
FireSmart Assessments	0	0	17
Fire Prevention / Fire Inspections	10	10	4

### **Fire Department Updates:**

- Minor Renovations for office space have started in the hall. TimberMart donated 50 10ft 2x4's to the Barriere Firefighters Association to assist with this CRI Grant (FireSmart) announced cuts impacting funding, because Barriere applied last year, this will not affect current programming.
- Contract signed with BCEHS
- Meeting with Simpcw First Nations regarding proposed cost sharing
- Emergency Plan Review and Training with Simpcw First Nations
- CN Table Top Training with Simpcw First Nations, CN, Transport Canada, District Management and Fire Department Members
- NFPA 1001 training back in full swing
- Captain Tom Jackson stepped away from the FD after 9 years of service. We thank Tom for his 9 years of countless hours volunteering for the community

### **Fire Smart:**

- Meeting with BCWS about ongoing fundings
- Successful candidate was offered the position for the Wildfire Mitigation Specialist
- Registered for Wildfire Resiliency Training Summit in Victoria

### **Weather:**

- January 15th Snowpack Provincially - 127%
- North Thompson sitting at 103%
- No extreme weather advisories expected

**CHIEF FINANCIAL OFFICER:**

Financial Services			
	January 2026	January 2025	2025
Cash Collected	\$ 350,948	\$ 336,684	\$ 4,963,536
Cash Disbursed	\$ 351,576	\$ 356,737	\$ 5,861,273
ICIP Wastewater Treatment Grant Funds Received		\$ 278,980	

- Department is working through GL reconciliation in support of 2026 budget items and preparation for 2025 audit.
- KPMG in office for a day.
- Year end reporting underway.

**CHIEF ADMINISTRATIVE OFFICER:****Development:**

Development Activity			
Construction Activity:	January	2026 YTD	2025
Total Building Permit Applications:	1	1	21
Total Construction Value:	\$729,000	\$729,000	\$3,291,020
Total Building Permits Finalized:	0	0	15 (since June)
Total Construction Value Finalized:	\$0	\$0	\$989,500

- Continuation of construction on a property that was started 3-4 years ago.
- 2 Stop Work Orders were issued. 1 additional Stop Work order is currently under review.

**Governance:**

- Agreements / Contracts:
  - BCEHS Agreement – complete
  - Chamber – Wayfinding funding agreement – in progress
- Policies / Bylaws:
  - Wastewater Bylaw – Draft Bylaw for final reading on this agenda
  - OCP Refresh Update draft – In progress
  - Solid Waste Bylaw – complete
  - Business Licencing Bylaw – complete

**Administration:**

- Hosted Budget 2026 Workshop for Council on January 26, 2026.
- Continuing in-depth work on Budget 2026.

*\*submitted for information*

**DISTRICT OF BARRIERE**  
**DRAFT - BYLAW NO. 268**

**A BYLAW TO PROVIDE FOR THE USE AND REGULATION OF THE WASTEWATER  
COLLECTION SYSTEM OF THE DISTRICT OF BARRIERE**

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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 “*Wastewater Regulations Bylaw No. 268*”.

**2.     Definitions:**

2.1     In this bylaw, unless the context requires otherwise:

**“Authorized” or “Authorization”** granted by Staff means approved in writing by Staff on the terms and conditions specified in that written approval;

**“Bylaw Notice Enforcement Bylaw”** means the District’s current Bylaw Enforcement Bylaw No. 95, as amended or replaced from time to time.

**“Bylaw Enforcement Officer”** means an RCMP Officer, peace officer, and/or any of the following District of Barriere staff or their designate:

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

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

**“Domestic Wastewater”** shall have the same definition as “domestic sewage” in the *Sewerage System Regulation, BC. Reg. 326/2004*;

**“Effluent”** means the liquid outflow of any facility designed to treat or convey Wastewater;

**“Eligible Property”** means a parcel of land that is serviceable by a municipal wastewater collection system via installed infrastructure adjacent to the parcel of land.

**“Fees and Charges Bylaw”** means the current Fees and Charges Bylaw No.73, as amended or replaced from time to time;

**“Inspection Chamber (IC)”** shall mean the valve on a wastewater service connection located on the street or lane at or near an Owner’s parcel boundary;

**“Master Municipal Construction Documents” or “MMCD”** means the most current construction documents applicable to the Wastewater Collection System;

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

**"Pre-treatment"** means the use of any physical or chemical process to ensure the composition of private Effluent conforms to the minimum requirements of this bylaw;

**"Staff"** means Chief Administrative Officer or designate.

**"Utility Billing Bylaw"** means the District's current Utility Billing Bylaw No. 260, as amended or replaced from time to time.

**"Wastewater"** means the water-borne wastes of the community derived from human, non-domestic, commercial, industrial or institutional sources, but does not include rainwater, groundwater, or drainage of uncontaminated water.

**"Wastewater Service"** means the supply of a Wastewater Service Connection from the District's Wastewater Collection System to any premises;

**"Wastewater Service Connection"** means the pipe or fitting which forms the connection between private property and the Wastewater Collection System;

**"Wastewater Collection System"** means all sewerage works and all appurtenances thereto, including sewer mains, wastewater service connections, pumping stations, treatment plants, lagoons, and sewer outfalls laid within any highway, municipal right-of-way or easement and owned and operated by the District and installed for the purpose of conveying, treating, and disposing of Wastewater.

### **3. General Provisions:**

- 3.1. To the extent that the District has not already established the service of Wastewater collection, the District hereby establishes the service of collecting Wastewater into the Wastewater Collection System from properties in the area defined by Schedule A, by operating, constructing, maintaining, regulating, repairing, and imposing requirements on the Wastewater Collection System.
  - a. Staff is authorized to update the map in Schedule A as the District's Wastewater Collection System is expanded.
- 3.2. The District does not guarantee collection but shall make reasonable effort to collect Wastewater.
- 3.3. The District is not liable for damages caused by failure of the Wastewater Collection System.
- 3.4. A person shall not cause the Wastewater Collection System to fail a Ministry of Environment or any other permit requirement.
- 3.5. A person may discharge Wastewater to the Wastewater Collection System provided they meet the conditions of this bylaw.

- 3.6. Staff is authorized to make orders, deliver notices, approve or refuse to approve applications for service connections and to make other decisions about specific service connections and the Wastewater Collection System, and otherwise administer this Bylaw.

#### **4. Requirement To Connect:**

- 4.1. The Owner of property that produces wastewater and is eligible to connect to a District's Wastewater Collection System, must connect the property's Wastewater discharge to the District's Wastewater Collection System unless:
  - i. Council has approved an exemption under section 4.2 of this bylaw; or
  - ii. At the date of bylaw adoption, the owner has a current District approved exemption due to an accepted Registered Onsite Wastewater Professional (ROWP) report indicating that the property is serviced by a private septic system that has been inspected and the ROWP attests that in their professional opinion, the private septic system is currently, and will continue to be, in good working order for at least five (5) years from the date of inspection.
- 4.2. An Owner of property subject to an exemption under Section 4.1 ii. of this bylaw, remains exempt of this Section for a period of five (5) years from the date of bylaw adoption. At the end of the five (5) year exemption period, property owners subject to this exemption must apply to Council for a further extension, on a year to year basis, up to no more than a five (5) additional years.
- 4.3. If the District expands a Wastewater Collection System Service Area, property owners eligible to connect to such a system shall within 5 years of Wastewater Collection System availability, connect to the District's Wastewater Collection System. Council may, in extenuating circumstances, by resolution, grant a further extension beyond the initial 5 year term, on a year to year basis, up to no more than five (5) additional years.

#### **5. Applications and Permits:**

- 5.1. An Owner may not connect a Wastewater Service Connection to or disconnect a Wastewater Service Connection from the District's Wastewater Collection System without prior authorization from Staff.
- 5.2. An Owner must apply for provision of Wastewater Service using the District's current form and process as may be amended from time to time.
- 5.3. Staff shall process a completed application in a timely manner.
- 5.4. Staff shall not process an application until an applicant pays the applicable fees and charges.

#### **6. Fees and Charges:**

- 6.1. The District shall charge the applicable fees in the Fees and Charges Bylaw for Wastewater Service.
- 6.2. An Owner shall pay the applicable fees and charges in the Fees and Charges Bylaw for Wastewater Service.

- 6.3. The District may charge a fee to any eligible property able to be serviced by a municipal Wastewater Collection System regardless of the existence of the production of Wastewater by that property unless an exemption is granted under section 4.2 of this Bylaw.
- 6.4. An Owner requesting a wastewater service extension in order to connect to a municipal Wastewater Collection System, is responsible for all costs associated with extending the District's Wastewater Collection System to service their property including, but not limited to, the cost of installing a Wastewater Service Connection, and any upgrades to or extensions of other parts of the Wastewater Collection System should the extension request be approved by the District.
- 6.5. An Owner is responsible for all costs associated with meeting the standards of this bylaw.
- 6.6. An Owner is responsible for all costs associated with disconnecting a Wastewater Service Connection.

**7. Wastewater Service Standards:**

- 7.1. Staff shall approve parts and materials used in Wastewater Services, and a Wastewater Service Connection connected to the District's Wastewater Collection System must conform to the Master Municipal Construction Documents as amended from time to time.
- 7.2. An Owner must construct or disconnect a Wastewater Service Connection in compliance with the District's standards.
- 7.3. Staff must approve a person or a business constructing or disconnecting a Wastewater Service.

**8. Wastewater Standards:**

- 8.1. Staff may designate any substance or concentration of substance as harmful to the Wastewater Collection System as consistent with industry practices and/or District treatment capability.
- 8.2. Staff may set the District's Wastewater quality standards, which shall, at a minimum, comply with applicable provincial laws and regulations regarding Wastewater.
- 8.3. An Owner must only discharge Domestic Wastewater to the Wastewater Collection System that meets the District's Wastewater quality standards unless otherwise expressly permitted by an applicable District Bylaw.
- 8.4. An Owner may apply to Staff in writing for permission to discharge Wastewater that does not meet Wastewater quality standards; however, any permission shall include the condition that the Owner shall be liable for any discharges of Wastewater which contravene any provincial or federal law or regulation.

- 8.5. Upon receiving permission from Staff, a person may discharge Wastewater to the Wastewater Collection System that does not meet the Wastewater quality standards, subject to any terms and conditions imposed by Staff, and in such a way that it does not harm the Wastewater Collection System.
- 8.6. Staff may require the pre-treatment of Wastewater that does not meet the Wastewater quality standards, including, but not limited to, the permanent installation of an engineered device capable of intercepting grease, oil, grit, flammable or reactive liquids/gases, or other such harmful substances.
- 8.7. Staff must approve any pre-treatment system connected to the Wastewater Collection System.

**9. Volume:**

- 9.1. Where Wastewater is discharged into the Wastewater Collection System in volumes that Staff determines may exceed the available downstream system capacity, Staff may by written notice require the Owner to take measures to equalize the discharge volumes and strengths.

**10. Maintenance:**

- 10.1. The District shall be responsible for the maintenance of the wastewater collection service from the center of Inspection Chamber (IC) to the District's sewer main. The property Owner shall be responsible for the maintenance of the wastewater collection service, from the center of Inspection Chamber (IC) to their building.
- 10.2. An Owner is responsible for maintaining in good repair a Wastewater Service Connection from their building to the centre of Inspection Chamber.
- 10.3. An Owner must immediately advise the District of any defect in their Wastewater Service Connection.

**11. Disconnection of Service:**

- 11.1. Staff are authorized to temporarily disconnect a Wastewater Service Connection for any reasonable cause including, but not limited to:
  - a. maintaining, repairing, replacing, disinfecting, or otherwise operating the Wastewater Collection System;
  - b. an emergency;
- 11.2. Staff must give notice of not less than two days for any non-emergency or scheduled shut off of the Wastewater Service Connection.
- 11.3. Staff may disconnect a service if:
  - a. it jeopardizes the Wastewater Collection System's quality or performance because of its construction;



- b. a property Owner requests a Disconnection;
  - c. a person contravenes a provision of this bylaw.
- 11.4. Where water supply is to be disconnected, the regulations as set out in the Utility Billing Bylaw will apply, unless an immediate disconnect is required to maintain the integrity of the Waterworks System.

**12. Offences and Penalties:**

- 12.1. A person who contravenes this bylaw is subject to a fine as specified in the District's Bylaw Notice Enforcement Bylaw.
- 12.2. Each day that a contravention of this bylaw continues constitutes a separate offence.
- 12.3. The District may fulfill a requirement of this bylaw at the expense of a person failing to take the required action and recover the costs incurred as a debt.
- 12.4. An Owner must not:
  - a. enter into or undertake any work upon or interfere with any aspect of the Wastewater Collection System unless authorized by Staff;
  - b. discharge into the Wastewater Collection System anything that will:
    - i. cause the Wastewater Collection System to not meet a regulatory requirement;
    - ii. harm the Wastewater Collection System;
    - iii. negatively impact the Wastewater treatment process;
    - iv. cause public or employee health or safety hazards;
- 12.5. A person must not sell, give away or permit use of the Wastewater Collection System for benefit, except to those persons authorized by Staff.
- 12.6. A person must not use the Wastewater Collection System to drain rainwater from their property, remove ground water, or receive septage.
- 12.7. At the Owner's expense, a person must ensure that every inspection chamber and manhole on or adjacent to their property remains accessible for inspection by Staff at all times.

**13. Inspections:**

- 13.1. Staff or a Bylaw Enforcement Officer may enter a property at a reasonable time for the purpose of inspecting and ascertaining whether a person or Owner is observing the regulations and requirements of this bylaw.

- 13.2. Except in the case of an emergency, the District shall take reasonable steps to advise the property Owner of their intent to enter a property.
- 13.3. Staff may, at any time and without notice, take Wastewater samples from a Wastewater Service or otherwise inspect it to determine whether a person or Owner is contravening this bylaw.
- 13.4. A person shall not obstruct or interfere with Staff or a Bylaw Enforcement Officer in the performance of their duties or the exercise of their powers.

**14. Reporting of Accidental Discharges:**

- 14.1. A person responsible for, or aware of, the accidental discharge of prohibited substances into the Wastewater Collection System must promptly report that discharge to the District Office.

**15. Compliances with Other Regulations:**

- 15.1. Notwithstanding the provisions contained within this bylaw, a person is responsible for ascertaining, and ensuring compliance with, all other District bylaws, provincial or federal enactments and legislation, as in effect from time to time.

**16. Fees and Charges:**

- 16.1. The District shall charge the applicable fees in the District's Fees and Charges Bylaw, as amended or replaced from time to time, for Wastewater Service.

**17. Schedules:**

- 17.1. "*Schedule A – Wastewater Service Area*" is attached to this bylaw and will form part of the Bylaw once adopted.

**18. General**

- 18.1. 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.
- 18.2. 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 **12<sup>th</sup>** day of **January, 2026**.

Finally adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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Mayor – Rob Kerslake

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Corporate Officer – Tasha Buchanan



District of Barriere

# REPORT TO COUNCIL

## Request for Decision

<b>Date:</b> January 12, 2026	<b>File:</b> 5c
<b>To:</b> Council	<b>From:</b> Chief Administrative Officer
<b>Re: DRAFT Wastewater Regulations Bylaw No. 268</b>	
<b>Recommendation: THAT Council gives first three readings to Wastewater Regulations Bylaw No. 268.</b>	

### Purpose

For Council to consider adopting a Wastewater Regulations Bylaw to formally regulate the District's wastewater collection systems and codify existing operational practices.

### Background

As part of the District's ongoing review and modernization of its utility-related bylaws, Council has been undertaking a coordinated and comprehensive update to ensure legislative compliance, consistency across utility services, and the codification of current best practices.

At the October 6, 2025 Regular Meeting, Council adopted Utility Billing Bylaw No. 260, which now governs customer accounts and billing processes for all utilities. Following this adoption, staff have been bringing forward individual utility service bylaws to align with the new billing framework and to ensure clarity for both staff and the public.

The District currently operates three wastewater collection systems:

- Siska Wastewater Collection System
- Riverwalk Wastewater Collection System
- Downtown SAWRC Wastewater Collection System

At present, there is no standalone bylaw that comprehensively governs wastewater collection services within the District. Wastewater-related practices have historically been managed through operational procedures, development requirements, and indirect regulatory tools. As the District continues to grow and wastewater service areas expand, a formal bylaw is required to clearly define responsibilities, standards, and authorities related to wastewater services.

*Draft Wastewater Regulations Bylaw No. 268* has been prepared to address this gap. The draft bylaw is designed to codify the District's current regulations, operational practices, and industry standards that are already being applied across all three wastewater systems.

## Overview of the Draft Bylaw

The proposed Wastewater Regulations Bylaw establishes a clear and consistent regulatory framework for the use, connection to, and protection of the District's Wastewater Collection Systems.

Key elements of the draft bylaw include:

- Establishment and regulation of the Wastewater Collection Systems and service areas.
- Requirements for mandatory connection where wastewater services are available subject to a Council approved exemption. **Section 4** of the proposed Bylaw outlines the exemption criteria and addresses those properties that currently have an approved 5yr exemption to connect due to a recent ROWP report being provided to the District:
  - *The Owner of property that produces wastewater and is eligible to connect to a District's Wastewater Collection System, must connect the property's Wastewater discharge to the District's Wastewater Collection System unless:*
    - *Council has approved an exemption under section 4.2 of this bylaw; or*
    - *At the date of bylaw adoption, the owner has a current District approved exemption due to an accepted Registered Onsite Wastewater Professional (ROWP) report indicating that the property is serviced by a private septic system that has been inspected and the ROWP attests that in their professional opinion, the private septic system is currently, and will continue to be, in good working order for at least five (5) years from the date of inspection.*
  - *An Owner of property subject to an exemption under Section 4.1 ii. of this bylaw, remains exempt of this Section for a period of five (5) years from the date of bylaw adoption. At the end of the five (5) year exemption period, property owners subject to this exemption must apply to Council for a further extension, on a year to year basis, up to no more than a five (5) additional years.*
- Application and approval processes for wastewater service connections and disconnections.
- Alignment with the District's Fees and Charges Bylaw and Utility Billing Bylaw for cost recovery.
- Construction and material standards consistent with the Master Municipal Construction Documents (MMCD).
- Wastewater quality standards, including authority for staff to require pre-treatment where necessary to protect infrastructure and treatment processes.
- Clear delineation of maintenance responsibilities between the District and property owners.
- Authority for temporary or permanent disconnection of service to protect system integrity or respond to emergencies.
- Inspection and enforcement provisions consistent with other District bylaws.
- Alignments will be made for this proposed bylaw's offences and penalties with the District's Bylaw Notice Enforcement framework once necessary amendments are made to Bylaw Notice Enforcement Bylaw No. 95. Staff plan on presenting a draft amendment for Council consideration early this spring.

The draft bylaw also provides staff with authority to update the Wastewater Service Area map as infrastructure expands, ensuring the bylaw remains current without requiring frequent amendments.

## Rationale for Adoption

The adoption of Wastewater Regulations Bylaw No. 268 provides several important benefits:

- Codifies existing District practices that are already being applied across all wastewater systems.
- Provides transparency and certainty for property owners regarding connection requirements, responsibilities, and standards.
- Ensures consistency with recently adopted and forthcoming utility-related bylaws.
- Strengthens the District's ability to protect wastewater infrastructure and comply with provincial regulatory requirements.
- Establishes a scalable regulatory framework to support future growth and expansion of wastewater services.

## Summary

Overall, the bylaw reflects how the District currently operates its wastewater utilities and formalizes these practices into an enforceable regulatory document.

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### Benefits or Impact

#### General

The proposed bylaw provides clear guidance to staff, property owners, and developers regarding wastewater services and expectations within the District.

#### Finances

There are no direct financial impacts associated with adopting this bylaw. Costs associated with wastewater services and connections are recovered through existing fees, charges, and utility billing mechanisms.

#### 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

The bylaw aligns with the Community Charter and applicable provincial legislation governing municipal wastewater services.

Risk Impact: Low

Internal Control Process:

The draft bylaw has undergone a thorough internal review and reflects current operational practices, applicable legislation, and industry standards.

## Next Steps / Communication

- If Council grants first three readings, the Wastewater Regulations Bylaw No. 268 will be brought forward for final adoption at a subsequent Council meeting.
  - Staff will continue advancing the related bylaws to ensure full alignment across all District utility services and enforcement.
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## **Attachments**

- Draft Bylaw No. 268 – Wastewater Regulations Bylaw

## **Recommendation**

**THAT Council gives first three readings to Wastewater Regulations Bylaw No. 268.**

## **Alternative Options**

1. Council could amend the bylaw.
2. Council could choose not to implement an updated bylaw at this time. This is not recommended as a utility billing bylaw was established recently, and this bylaw needs to be created to ensure that there is no conflicting language in place and current best practices are codified.

Prepared by:

T. Buchanan, Corporate Officer

Reviewed by:

D. Drexler, Chief Administrative Officer



District of Barriere

# REPORT TO COUNCIL

## Request for Decision

<b>Date:</b> February 2, 2026	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> Corporate Officer
<b>Re: DRAFT Development Approvals Procedures Bylaw No. 269</b>	
<b>Recommendation: THAT Council give first three readings to Draft Development Applications Procedures Bylaw No. 269 that includes the repeal of the current District of Barriere Development Approval Procedures Bylaw No. 0049, 2009, including all Schedules.</b>	

### Purpose

The purpose of this report is to present Draft Development Applications Procedures Bylaw No. 269 to Council for consideration. The proposed bylaw repeals and replaces the District's current Development Approval Procedures Bylaw No. 0049, adopted in 2009, and establishes a modern, comprehensive, and legislatively aligned framework for the processing of development-related applications.

### Background

The current Development Approval Procedures Bylaw No. 0049 was adopted in 2009 and has not undergone a comprehensive update since that time. While incremental legislative changes have occurred at the Provincial level, the existing bylaw relies on outdated terminology, references superseded legislation, and contains application processes and schedules that no longer reflect current best practices in development approvals.

In 2024–2025, the District undertook a comprehensive Development Approvals Procedures Review, completed by TRUE Consulting, with funding support secured through a successful Provincial grant. This review assessed the District's existing development approvals framework, internal processes, application requirements, and public notification practices, and provided detailed recommendations to improve clarity, transparency, efficiency, and legislative compliance. The review was presented to Council for review in September of 2025 and Council directed staff to prepare an updated Bylaw draft for consideration.

As directed by Council, Draft Development Applications Procedures Bylaw No. 269 has been prepared directly in response to the recommendations of the TRUE Consulting review and reflects current provincial legislation, including amendments to the *Local Government Act*, as well as contemporary best practices used by local governments across British Columbia.

### Discussion

#### Summary of the Proposed Bylaw

Draft Bylaw No. 269 is intended to codify the development application process by clearly outlining:

- ✓ The types of development applications accepted by the District (OCP amendments, Zoning Bylaw



- ✓ amendments, Development Permits, Development Variance Permits, and Temporary Use Permits);
- ✓ The application requirements and submission procedures for applicants;
- ✓ How applications are reviewed and processed by District staff and Council;
- ✓ The applicable legislative authority for each application type;
- ✓ Notification and public engagement requirements;
- ✓ Delegated authority to staff where permitted under legislation; and
- ✓ The use and administration of security deposits.

The bylaw improves transparency for applicants and the public while providing staff with clear procedural authority and consistency in processing development applications.

It is important to note that Draft Bylaw No. 269 is procedural in nature and does not regulate the technical standards of subdivision or infrastructure installation. Those technical requirements (including servicing standards, construction specifications, warranty periods, and service agreements) will be addressed through a separate *Subdivision and Development Bylaw*, which is currently under development and is anticipated to be presented to Council for consideration in a future Council meeting, likely in the spring.

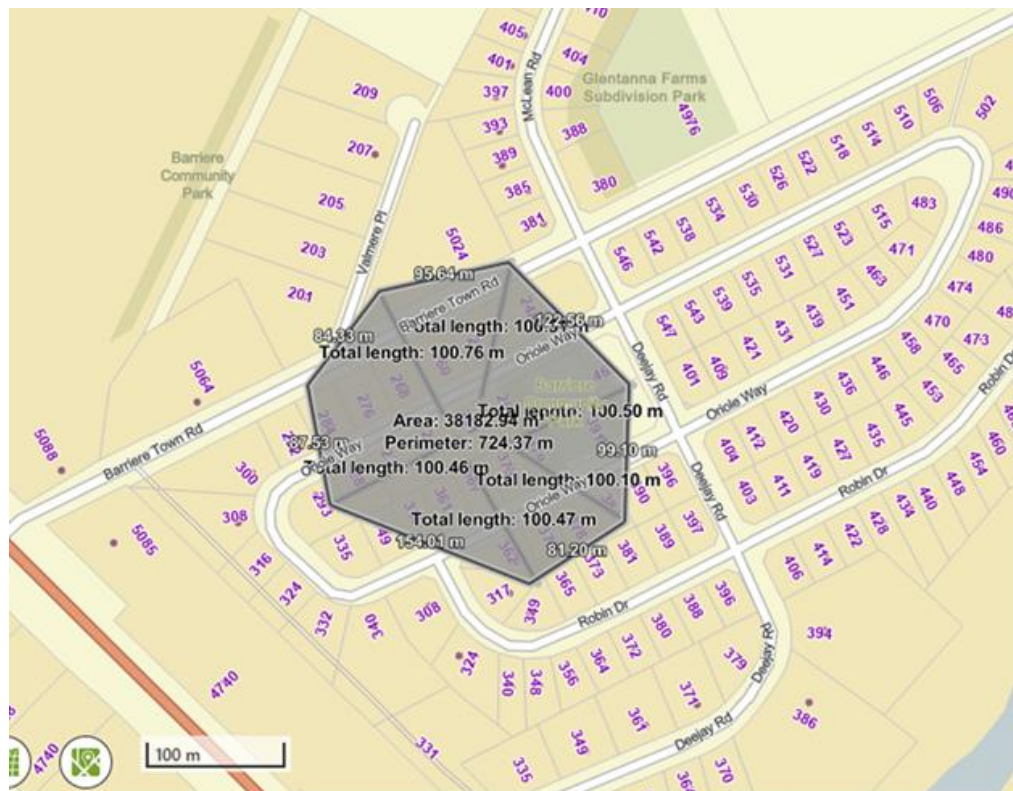
### Key Differences Between Bylaw No. 0049 (2009) and Draft Bylaw No. 269

The table below summarizes the key differences between the current bylaw and the proposed replacement:

Area	Bylaw No. 0049 (2009)	Draft Bylaw No. 269
Legislative Framework	References outdated provisions and terminology	Fully aligned with current <i>Local Government Act</i> provisions
Structure & Clarity	Relies heavily on forms and flowcharts spread across multiple schedules	Consolidated, clearly written procedures with structured schedules by application type
Application Scope	Includes Land Use Contracts (now obsolete)	Removes Land Use Contracts and reflects current planning tools
Application Requirements	Generic application form and limited clarity on required materials	Detailed, application-specific requirements, including professional studies where applicable
Delegation of Authority	No clear delegation provisions	Explicit delegation to CAO/Designate for Development Permits and minor Development Variance Permits, consistent with legislation & best practices
Minor Variance Criteria	Not defined	Clearly defines criteria for what constitutes a “minor” development variance
Public Hearing Rules	Based on pre-2023 legislative framework	Reflects updated provincial legislation regarding when public hearings are required, waived, or prohibited through the new Housing Legislation
Notification Distance	100 metres	Reduced to 40 metres, consistent with current best practices and comparable jurisdictions
Notification Signs	Limited detail	Expanded and modernized sign requirements, timing, and inspection process
Security Deposits	Limited guidance	Clear authority, calculation methodology, and release process for security deposits
Transparency & Predictability	Procedural gaps and ambiguity	Clear timelines, lapse provisions, reconsideration process, and applicant expectations

To further highlight the notification distance change, the following images show the properties within the current notification area of a random property on Oriole Way, vs. the proposed 40m notification area of the same random property:

Current 100m radius:



vs. Proposed 40m radius:



## Benefits or Impact

### General

Adoption of Draft Bylaw No. 269 will modernize the District's development approvals framework, improve transparency for applicants and the public, and ensure that development applications are processed in a consistent, efficient, and legislatively compliant manner. The bylaw reflects current best practices and supports orderly growth and development within the community.

### Finances

There are no direct financial impacts associated with the adoption of Draft Bylaw No. 269. Application fees will continue to be set through the District's Fees and Charges Bylaw. Improved clarity and efficiency in processing applications may result in indirect administrative efficiencies over time. However, by utilizing security deposits for applicable developments, the District can help ensure compliance and reduce the burden of enforcement costs to the taxpayer.

### Strategic Impact

The proposed bylaw supports Council's strategic objectives related to good governance, regulatory clarity, and efficient service delivery. It also aligns with provincial initiatives encouraging modernization of development approvals processes to support housing and economic development. Efficiency/Reduced cost due to notification radius reduction to 40m.

### Risk Assessment

**Compliance:** Adoption of Draft Bylaw No. 269 reduces legislative risk by ensuring alignment with the current Local Government Act and provincial requirements.

**Risk Impact:** Failure to update the bylaw may result in continued reliance on outdated processes, increased administrative risk, and potential procedural challenges.

**Internal Control Process:** The bylaw establishes clear authority, decision-making processes, and procedural safeguards, improving internal controls.

### Next Steps / Communication

Following Council's consideration and readings of Draft Bylaw No. 269:

- The bylaw will be placed on the next Council Meeting Agenda for adoption;
- Staff will update application forms and internal procedures to align with the new bylaw;
- Public-facing materials will be updated to reflect the new development application process; and
- Work will continue on the Subdivision and Development Bylaw, which will be brought forward to Council in a future report.

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## Attachments

- Draft Development Approvals Bylaw No. 269
- Current Development Approvals Bylaw No. 0049, 2008

## Recommendation

**Recommendation:** THAT Council give first three readings to Draft Development Applications Procedures Bylaw No. 269 that includes the repeal of the current District of Barriere Development Approval Procedures Bylaw No. 0049, 2009, including all Schedules.

### **Alternative Options**

1. Council could choose not to adopt the Draft Bylaw as presented.
2. Council could choose to amend the Draft Bylaw prior to subsequent readings.

Prepared by: T. Buchanan, Corporate Officer

Reviewed by:  
D. Drexler, Chief Administrative Officer

**DISTRICT OF BARRIERE**  
**DRAFT - BYLAW NO. 269 – DEVELOPMENT APPLICATIONS PROCEDURES BYLAW**

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**A BYLAW TO ESTABLISH THE PROCEDURES FOR THE PROCESSING OF  
DEVELOPMENT APPLICATIONS**

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**WHEREAS** the District of Barriere has adopted an Official Community Plan and a Zoning Bylaw;

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

**1 CITATION**

- 1.1 This Bylaw may be cited for all purposes as the “*District of Barriere Development Applications Procedures Bylaw No. 269*”.

**2 DEFINITIONS**

- 2.1 In this bylaw:

<b>Applicant</b>	means any landowner who makes Application under the provision of this Bylaw or anyone who is authorized by the owner of the lands to make application
<b>Application</b>	means an application for an official community plan amendment, zoning bylaw amendment, development permit, development variance permit, or temporary use permit
<b>Application Form</b>	means a form provided by the District of Barriere for the purposes of Application for an official community plan amendment, zoning bylaw amendment, development permit, development variance permit, or temporary use permit
<b>CAO</b>	means the Chief Administrative Officer of the District of Barriere, or their designate
<b>Council</b>	means the elected council of the District
<b>District</b>	means the District of Barriere
<b>District Office</b>	means the Municipal office of the District of Barriere located at Box 219, 4936 Barriere Town Rd, Barriere, BC, V0E 1E0

<b>Dwelling Unit</b>	shall have the same meaning as set out in the District's Zoning Bylaw, as amended from time to time
<b>Local Government Act (LGA)</b>	means the <i>Local Government Act [RSBC 2015]</i> , as amended
<b>Neighbourhood Project Introduction Meeting</b>	means a meeting organized by, and at the expense of, an Applicant which gives the Applicant an opportunity to share their development concept with the community and allows members of the public to ask questions and to discuss concerns related to the development proposal but does not constitute notification as outlined in this bylaw
<b>Riparian assessment area</b>	is defined as: a) for a stream, the 30 m strip on both sides of the stream, measured from the high-water mark; b) for a ravine less than 60 m wide, a strip on both sides of the stream measured from the high-water mark to a point that is 30 m beyond the top of the ravine bank; and, c) for a ravine 60 m wide or greater, a strip on both sides of the stream measured from the high-water mark to a point that is 10 m beyond the top of the ravine bank.
<b>Security Deposit</b>	means an unconditional irrevocable letter of credit or deposit of securities in a form allowable under the <i>Local Government Act</i> and satisfactory to the District.
<b>Staff</b>	means District staff including the CAO and those employees and contractors under the direction of the CAO including Corporate Administration, Planning, Public Works and Bylaw Enforcement.
<b>Stream</b>	is defined as including any of the following that provides fish habitat: a) a watercourse, whether it usually contains water or not; b) a pond, lake, river, creek or brook; or c) a ditch, spring, or wetland that is connected by surface flow to something referred to in (a) or (b) above.

### 3 SCOPE & PURPOSE

3.1 This Bylaw establishes procedures in relation to the following:

- a) An Amendment to the Official Community Plan;
- b) An Amendment to the Zoning Bylaw;
- c) A development permit;
- d) A development variance permit;
- e) A temporary use permit.

## 4 APPLICATION

- 4.1 Applications shall be made by the owner(s) of the land or by a person authorized by the owner(s) to act as an agent for the owner(s).
- 4.2 Applications shall be submitted to the District, on an Application Form provided by Staff.
- 4.3 The applicant shall pay to the District the fees as prescribed in the District's Fees and Charges Bylaw, as amended from time to time.
- 4.4 The District may require a site visit or further information to be provided after the application has been submitted.
- 4.5 Applications shall contain all applicable information and generally follow the procedures as prescribed in the following Schedules, which are attached to, and form part of this Bylaw:
  - a) Procedures for Application to amend the **Official Community Plan and/or Zoning Bylaw** are outlined in **Schedule 1** of this Bylaw;
  - b) Procedures for Application for a **Development Permit** are outlined in **Schedule 2** of this Bylaw;
  - c) Procedures for Application for a **Development Variance Permits** (including permits deemed minor under section 5.2 of this Bylaw) are outlined in **Schedule 3** of this Bylaw; and
  - d) Procedures for Application for a **Temporary Use Permit** are outlined in **Schedule 4** of this Bylaw.
- 4.6 Applications will not be considered complete and will not be processed until all the necessary documentation and Application fees have been received.
- 4.7 Where an Application has been refused by Council or their Delegate referred to in Section 5, Staff shall notify the Applicant in writing within fifteen (15) days immediately following the date of refusal.
- 4.8 Applications that are refused by Council will not be reconsidered within six (6) months of refusal, unless Staff, has deemed the Application to be substantially different from that originally submitted.
- 4.9 Applications under this Bylaw shall be considered lapsed and a new Application shall be required, including payment of new Application fees, where:
  - a) The Applicant has not communicated and/or submitted requested outstanding materials or information within six (6) months of the date of receipt of correspondence from the District specifying the Application is incomplete and listing the outstanding information required to complete the Application. The date of receipt of correspondence is deemed to be seven days after it is mailed or emailed.
  - b) Prior to lapse of an Application, upon written request by an Applicant, Council may extend the deadline referred to in section 4.9(a) for a period of six (6) months from the date of request, by resolution.



## 5 DELEGATION

- 5.1 Council hereby delegates to the CAO (the 'Delegate') all the powers, duties, and functions of Council with respect to:
- a) Development permits pursuant to section 490 of the *Local Government Act*, except in the case of new Industrial or Commercial developments;
    - i. the Delegate will report to Council approved Development Permits made under S.51(a) through development updates during scheduled Council Meetings.
  - b) Development variance permits, if the variance is minor, pursuant to Section 498.1 of the *Local Government Act* regarding bylaws governing:
    - i. the siting, size, or dimensions of a building, mobile home, or other structure.
- 5.2 The criteria for determining whether a proposed variance is minor is as follows:
- a) Setback: the proposed variance to the setback from building(s), mobile home(s), or structure(s) to a property line result in a setback that is greater than, or equal to, 1.5 metres.
  - b) Height: the proposed variance to the height of building(s), mobile home(s), or structure(s) is 10% or less in excess of the allowed height as set out in the District's Zoning Bylaw for the applicable use and zone.
  - c) Parcel Coverage: the proposed variance to parcel coverage is 10% or less in excess of the allowed parcel coverage as set out in the District's zoning bylaw in the applicable zone (e.g. if the parcel coverage maximum is 50% a minor variance would be no greater than 55% (50% x 1.1)).
- 5.3 The Delegate must consider the following in deciding whether to issue a development variance permit and must not issue a development variance permit if, in their opinion, the proposed variance would result in any of the following:
- a) Inappropriate development of the site;
  - b) Adverse effects on the natural environment;
  - c) Substantial negative effects on the use and enjoyment of adjacent land;
  - d) Vary permitted uses and densities under the applicable bylaw; or,
  - e) Defeat the intent of the bylaw.
- 5.4 In the Delegate's sole discretion, the Delegate may refer any Application for a development permit or minor development variance permit to Council for decision.
- 5.5 All of the following apply to any decision by the Delegate under section 5.1:
- a) An Applicant that is dissatisfied with the decision made under section 5.1 is entitled to have the decision reconsidered by Council in accordance with this section;
  - b) An Applicant who wishes to have Council reconsider a decision must apply in writing to the Corporate Officer within thirty (30) days after the decision has been communicated by the District in writing to the Applicant, setting out all of the following:
    - i. the reasons why the Applicant wishes Council to reconsider the decision;
    - ii. the new decision the Applicant requests Council to make, with brief reasons to support the new decision; and
    - iii. a copy of any materials the Applicant considers relevant to the reconsideration.



- c) Council must reconsider the decision at a regular meeting of Council held within forty-five (45) days after the date on which the reconsideration request is delivered to the Corporate Officer.
- d) The Delegate must compile a report with a recommendation to be considered by Council.
- e) The Corporate Officer must:
  - i. place each reconsideration request on the agenda of a regular meeting of Council in accordance with section 5.5(c);
  - ii. before each reconsideration by Council, deliver to each Council member the materials that were provided by the Applicant in accordance with section 5.5(b) as well as a copy of the report from the Delegate in accordance with section 5.5(d).
- f) In reconsidering a decision, Council must consider the material that was considered by the Delegate in making the decision;
- g) At a reconsideration of a decision, the Applicant and any other person who is interested in the decision are entitled to be heard by Council;
- h) Council is entitled to adjourn a reconsideration of a decision;
- i) After having reconsidered a decision, Council must either confirm the decision or may set aside the decision and substitute the decision of Council.

5.6 The CAO is hereby delegated authority to execute Security Deposit agreements, including servicing agreements, on behalf of the District.

## 6 PUBLIC HEARING

6.1 A public hearing, in accordance with the *Local Government Act*:

- a) Is mandatory for Official Community Plan bylaws and amendments thereto;
- b) May be waived for a proposed zoning amendment which is consistent with the Official Community Plan;
- c) Is prohibited for a proposed residential zoning amendment if that zoning amendment:
  - i. is consistent with the Official Community Plan;
  - ii. is for residential development, in whole or in part; and
  - iii. where the residential component is at least half the gross floor area of all buildings and structures.

### Notice of Public Hearing

6.2 Notice of public hearing, or notice of no public hearing, must be given in accordance under Section 94 of the *Community Charter* and 466 of the *Local Government Act*.

## 7 NOTIFICATION

### Purpose of Notification Signs

7.1 For OCP and Zoning Bylaw Amendment (when applicable) applications, applicants are required to post a sign on the subject property to provide the general public with the basic facts relating to the application.

## Notification Sign Timing

- 7.2 Where a notification sign(s) is required to be posted in accordance with this bylaw in Section 7.1:
- a) the applicant shall post the notification sign(s) on the subject property within ten (10) days from the date of the first reading of the bylaw; and
  - b) shall be erected and approved as per section 7.4 at least fourteen (14) days prior to the date of a public hearing or public meeting date scheduled by Council; and
  - c) the applicant shall advise District staff once the sign(s) has been erected.
- 7.3 Signs shall remain in place until the bylaw is adopted or Council denies the application and must be removed within seven (7) days of a decision.
- 7.4 District staff will complete a site inspection to verify compliance with the sign requirements. All sign requirements must be complied with before an application can be taken forward to Council for consideration.

## Notification Sign Location & Siting

- 7.5 Signs are to be located adjacent to the street frontages with at least one sign on each street frontage. There shall be a minimum of one sign for every 150m of street frontage. No sign shall interfere with pedestrian or vehicular traffic or obstruct visibility from streets, lanes, walkways or driveways.
- 7.6 All signs must be installed and maintained by the Applicant in a sound, workmanlike manner, capable of withstanding wind and weather. Sign format and installation standards are as follows:
- a) Size: 4 ft. by 8 ft.
  - b) Structure & Materials: Sturdy weather resistant materials properly secured to posts
  - c) Contents: Must contain a legal map of the subject site and surrounding context. A description of the proposal and clearly display the date and time of any proposed public meeting (e.g. public hearing).

*\*Sample Sign for reference only*

THIS PROPERTY IS SUBJECT TO AN APPLICATION FOR:

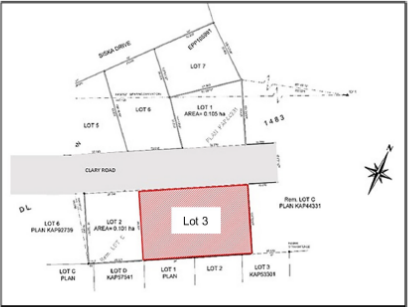
# REZONING

From R (Residential ) to RM (Residential Multi-Family) with site specific exception to limit the maximum number of dwelling units or townhomes to six (6) with a maximum building height of eight (8) metres at Lot 3, Plan EPP111168 DL 1482 and 1483 located on Clary Road and shown hatched on the map on this Notice.

The Council of the District of Barriere will hold a Public Hearing pursuant to the provisions of the Local Government Act in Council Chambers at 4936 Barriere Town Rd. "The Ridge" as well as via zoom audio conference on March 14, 2022 commencing at 7:00 pm, to consider the following amendment to the District of Barriere Zoning Bylaw No. 111, Amendment Bylaw No. 212, Barriere, BC.

For More information please contact the District of Barriere  
250-672-9751

# NOTICE OF PUBLIC HEARING MARCH 14, 2022 - 7pm



## **Development Variance Permit**

- 7.7 At least ten (10) days prior to Council consideration of issuance of a development variance permit, excepting a development variance permit application deemed to be minor as per section 5.2 of this bylaw, District staff must mail or otherwise deliver notice to all owners within 40 metres of the subject property before the consideration of the resolution.

## **Notice of Temporary Use Permit**

- 7.8 Notice of consideration of a temporary use permit must be given in accordance of Section 94 of the *Community Charter*. If the permit alters use or density, notice must be mailed or otherwise delivered to all owners within 40 metres of the subject property at least ten (10) days before the consideration of the resolution.

## **Distance for Notice**

- 7.9 The specified distance for the notices required in the processing of each application in this bylaw shall be forty (40) metres from the property under application.

## **Notices Mailed or Otherwise Delivered**

- 7.10 Where notice requires letters to surrounding property owners, the District will provide the date, time, and location of the public hearing, or the meeting date where Council will consider the Application.

## **Electronic Notification**

- 7.11 For the purposes of notifying the public of proposed official community plan amendments and/or zoning amendments, and for temporary use permits, complete Applications may be listed on the District's website or other form of public notification as notice of proposal.

# **8 PROCESS FOR SECURITY DEPOSIT**

- 8.1 The *Local Government Act* enables the District to require a Security Deposit as a condition of the issuance of a development permit, development variance permit (including those deemed minor under section 5.2 of this Bylaw), and temporary use permit for the following purposes:
- a) To ensure that the performance of conditions associated with the issuance of development permit, development variance permit, or temporary use permit are completed to the District's satisfaction.
  - b) To remedy an unsafe condition that has resulted as a consequence of contravention of a condition in a development permit, development variance permit, or temporary use permit.
  - c) To remedy damages to the natural environment that has resulted as a consequence of contravention of a condition in a development permit, development variance, or temporary use permit remediation.

## **Form of Security Deposit**

- 8.2 A Security Deposit may be required as a condition of issuance in a form allowable under the *Local Government Act*, satisfactory to District Staff.

## Amount of Security Deposit

- 8.3 The amount of a Security Deposit must be specified in the permit and will be calculated as follows:
- a) Up to 125% of an itemized estimate or quote of the cost of work submitted by a landscape architect, qualified environmental professional, engineer, landscaping company or other professional or firm approved by District Staff, or
  - b) Up to 125% of the construction value prescribed by the Building Inspector on the Building Permit related to the cost of work.

## Return of Security Deposit

- 8.4 If a permit is cancelled by the Applicant and no work has occurred related to the Security Deposit, the Security Deposit will be returned in full.
- 8.5 When works are required to be completed, the Applicant may contact staff to request inspection prior to obtaining refund of the Security Deposit. 80% of the Security Deposit shall be returned following initial inspection if the works have been completed to the satisfaction of the District. The remaining 20% of the Security Deposit will be withheld for a period of one (1) year following the completion of works to ensure they are maintained.
- a. The District may require that any inspection to authorize the release of a Security Deposit be carried out by the landscape architect, qualified environmental professional, engineer, or other professional that provided recommendation, to ensure that the performance of conditions associated with the issuance of the development permit, development variance permit, or temporary use permit are completed as approved.

## 9 SCHEDULES

- 9.1 The following Schedules are attached to, and form part of this Bylaw:
- a) Schedule 1: Procedures for Application to amend the Official Community Plan or Zoning Bylaw
  - b) Schedule 2: Procedures for Application for a Development Permit
  - c) Schedule 3: Procedures for Application for a Development Variance Permit
  - d) Schedule 4: Procedures for Application for a Temporary Use Permit

## 10 REPEAL

- 10.1 The "*District of Barriere Development Approval Procedures Bylaw No. 0049, 2009*", and all its amendments, are hereby repealed.

READ A FIRST TIME this	DAY OF _____, 2026
READ A SECOND TIME this	DAY OF _____, 2026
READ A THIRD TIME this	DAY OF _____, 2026
<b>ADOPTED this</b>	<b>DAY OF _____, 2026</b>

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Mayor Rob Kerslake

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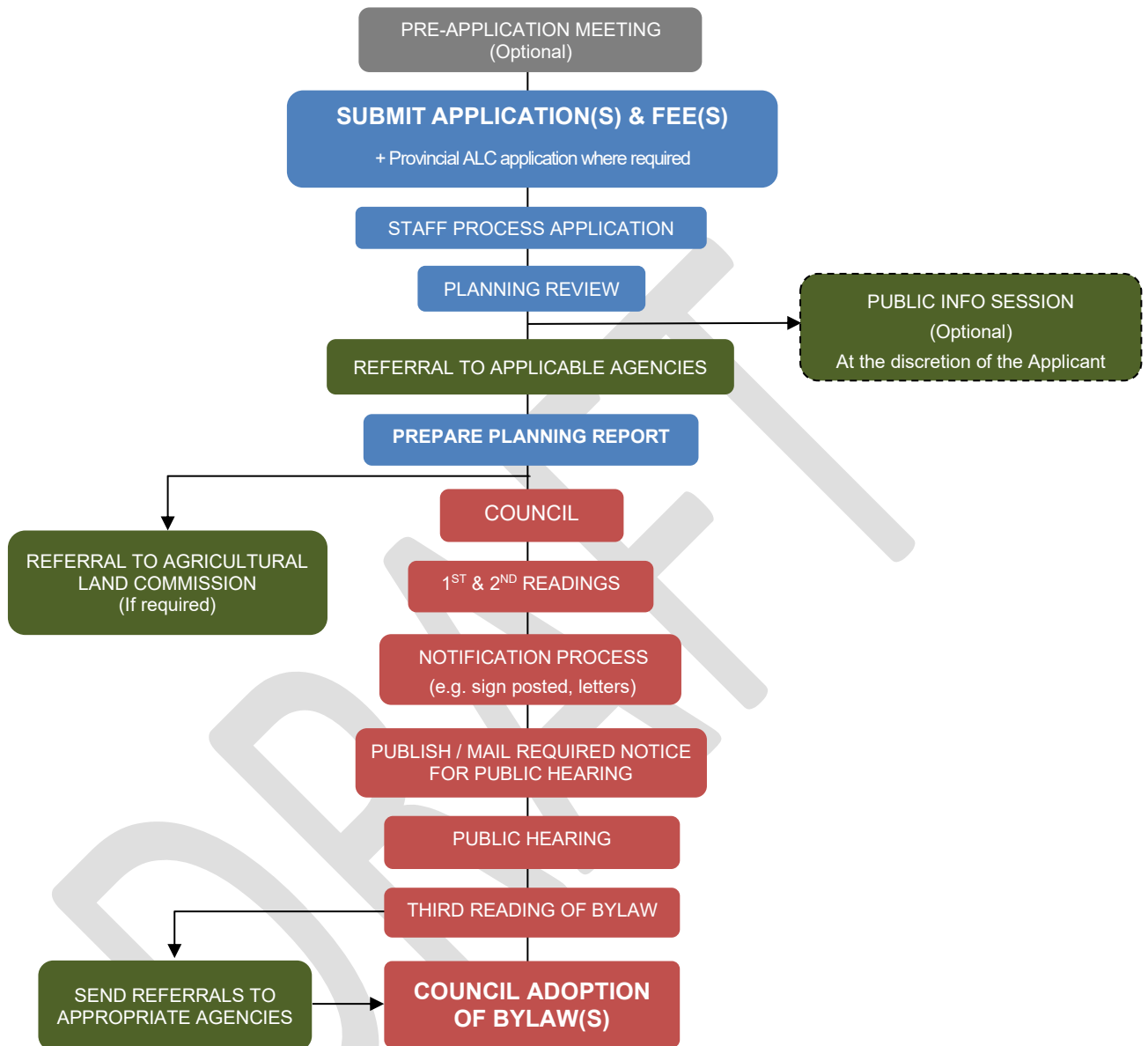
Tasha Buchanan, Corporate Officer

# **SCHEDULES**

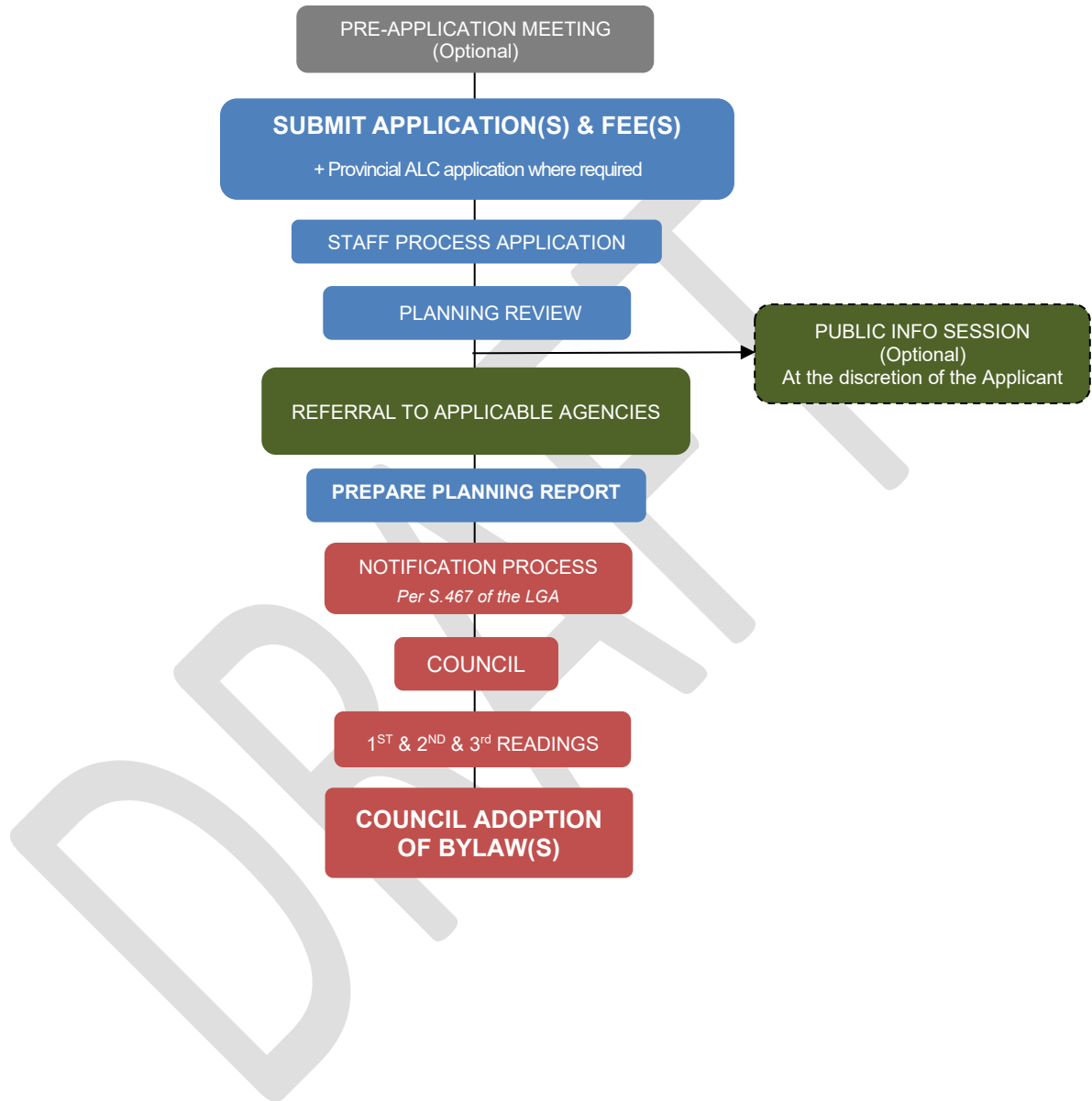
## Schedule 1: Procedures for Application to amend the Official Community Plan and Zoning Bylaw

REQUIRED DOCUMENTATION	NOTES
1. Completed Application Form	The Applicant will provide a completed Application Form as provided by the District, including agent authorization if not the property owner.  Applicant will pay the prescribed Application Fee.
2. Project Proposal	The Applicant will provide detail about their development proposal and what changes to the current regulations are being requested, including any known effects on, or anticipated benefits to, adjacent properties.
3. Site Plan	A Site Plan shall be provided including: <ul style="list-style-type: none"> <li>• location and siting of all proposed and existing development, including dimensions and measurements using the Metric System, from property lines; and</li> <li>• location and detail of existing rights of way, easements, and restrictive covenants.</li> </ul>
4. Site Profile	A completed Site Profile is required for any property where it is reasonably known to have been used, or is currently being used, for commercial or industrial activity per <u>Schedule 2</u> of the <u>Environmental Management Act Contaminated Sites Regulation</u> .
5. Title	A State of Title Certificate dated within 30 days of the Application submission shall be provided by the Applicant.
6. Additional Requirements	Professional reports or other supportive material may be required by the District. Supportive material may include, but is not limited to: <ul style="list-style-type: none"> <li>• traffic impact assessment</li> <li>• geotechnical assessment</li> <li>• land contour and topographic condition</li> <li>• infrastructure impact analysis</li> <li>• environmental assessment</li> <li>• property survey</li> <li>• drainage plan</li> <li>• fire flow assessment</li> <li>• civil engineering</li> <li>• slope assessment</li> <li>• forest fuel management prescription</li> </ul> <p>Required supportive material for development approval must be prepared by a Qualified Professional (QP) and provided at the Applicant's cost. Independent third-party review of supportive material may be initiated by the District at the Applicant's cost. The Applicant may be required to sign an agreement to pay the costs of the District's third-party review at market rates.</p>

# APPROVAL PROCESS FOR OFFICIAL COMMUNITY PLAN AND ZONING BYLAW AMENDMENTS



## APPROVAL PROCESS FOR ZONING BYLAW AMENDMENTS (CONFORMING TO OCP – NO PUBLIC HEARING)





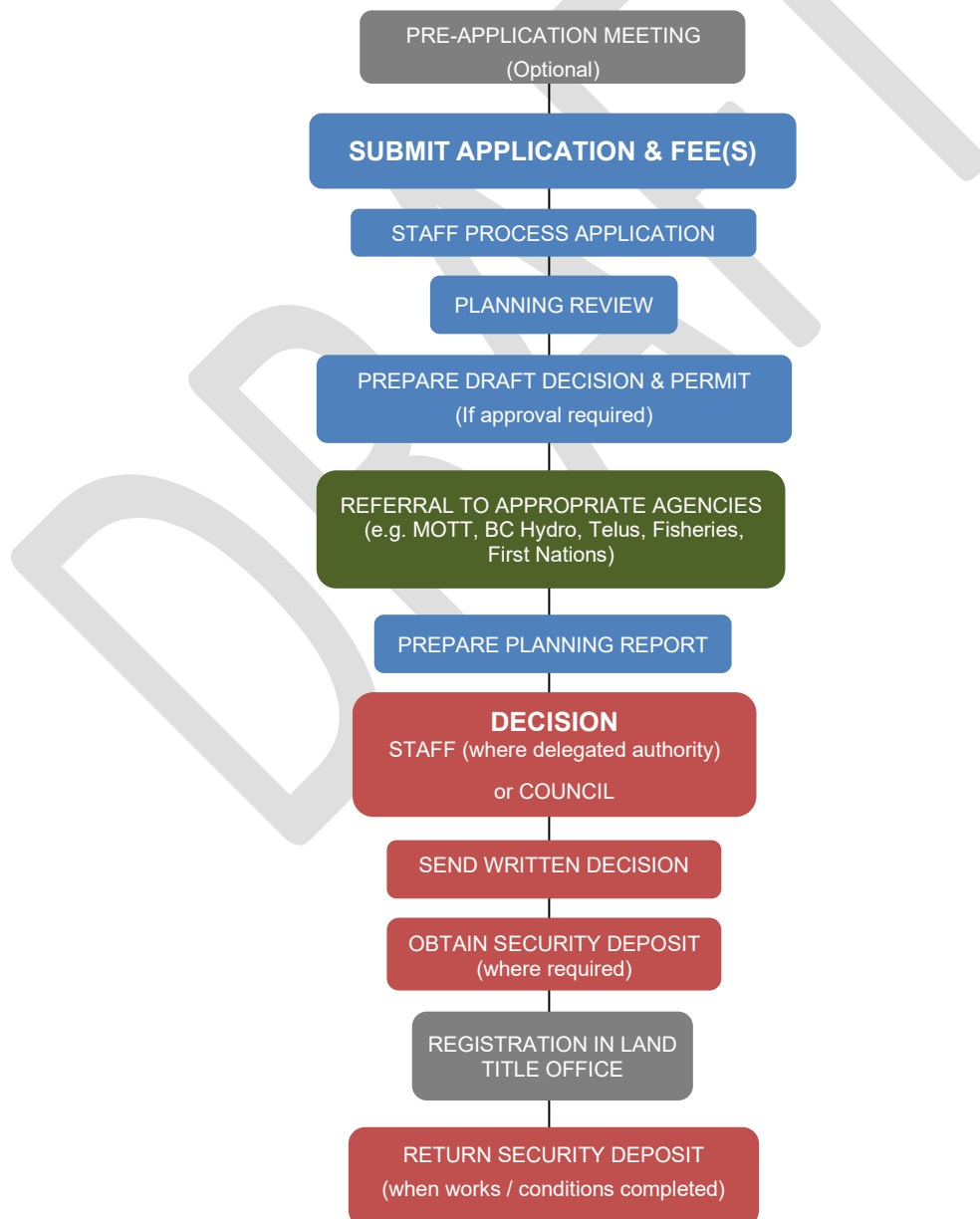
## Schedule 2: Procedures for Application for a Development Permit

REQUIRED DOCUMENTATION	NOTES
1. Completed Application Form	<p>Applicant will provide a completed Application Form as provided by the District, including agent authorization if not the property owner.</p> <p>Applicant will pay the prescribed Application fee.</p>
2. Project Proposal	Applicant will provide detail as to their development proposal.
3. Site Plan	<p>Applicant will provide a detailed site plan for each property under Application, including:</p> <ul style="list-style-type: none"> <li>• location and siting of all proposed and existing development on the property, including dimensions and measurements using the Metric System, from property lines;</li> <li>• location and detail of existing rights of way, easements, and restrictive covenants;</li> <li>• location, siting and dimensions of any proposed screening, landscaping or other improvements;</li> <li>• standard building elevation drawings;</li> <li>• additional site plan requirements may include landscape and streetscape drawings.</li> </ul>
4. Site Profile	A completed site profile is required for any property where it is reasonably known to have been used, or is currently being used, for commercial or industrial activity per Schedule 2 of the <i>Environmental Management Act</i> Contaminated Sites Regulation
5. Title	A state of title certificate dated within 30 days of the Application submission shall be provided.
6. Additional Requirements	<p>Professional reports or other supportive material may be required by the District. Supportive material may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• traffic impact assessments</li> <li>• geotechnical assessments</li> <li>• land contour and topographic condition</li> <li>• infrastructure impact analysis</li> <li>• environmental assessments</li> <li>• property survey</li> <li>• drainage plan</li> <li>• fire flow assessment</li> <li>• civil engineering</li> <li>• slope assessment</li> <li>• forest fuel management prescription</li> </ul> <p>Required supportive material for development approval must be prepared by a Qualified Professional (QP) and provided at the Applicant's cost. Independent third-party review of supportive material may be initiated by the District at the Applicant's cost. The Applicant may be required to sign an agreement to pay the costs of the District's third- party review at market rates.</p>

## APPROVAL PROCESS FOR DEVELOPMENT PERMITS

Unless otherwise exempted from the requirement to obtain a development permit by the official community plan, an owner of land designated as a development permit area in the official community plan must obtain a development permit before subdividing land; constructing, adding to, or altering a Structure as defined in the District's zoning bylaw; or altering land in an area designated for the protection of the natural environment or hazardous area.

Staff will review the completed Application and may recommend conditions including a requirement for a Security Deposit to provide assurance of performance, requirements of the District's Subdivision and Development Servicing Bylaw, as amended, any other applicable Bylaw of the District's in effect at the time of Application, or any applicable provincial legislation.



### Schedule 3: Procedures for Application for a Development Variance Permit

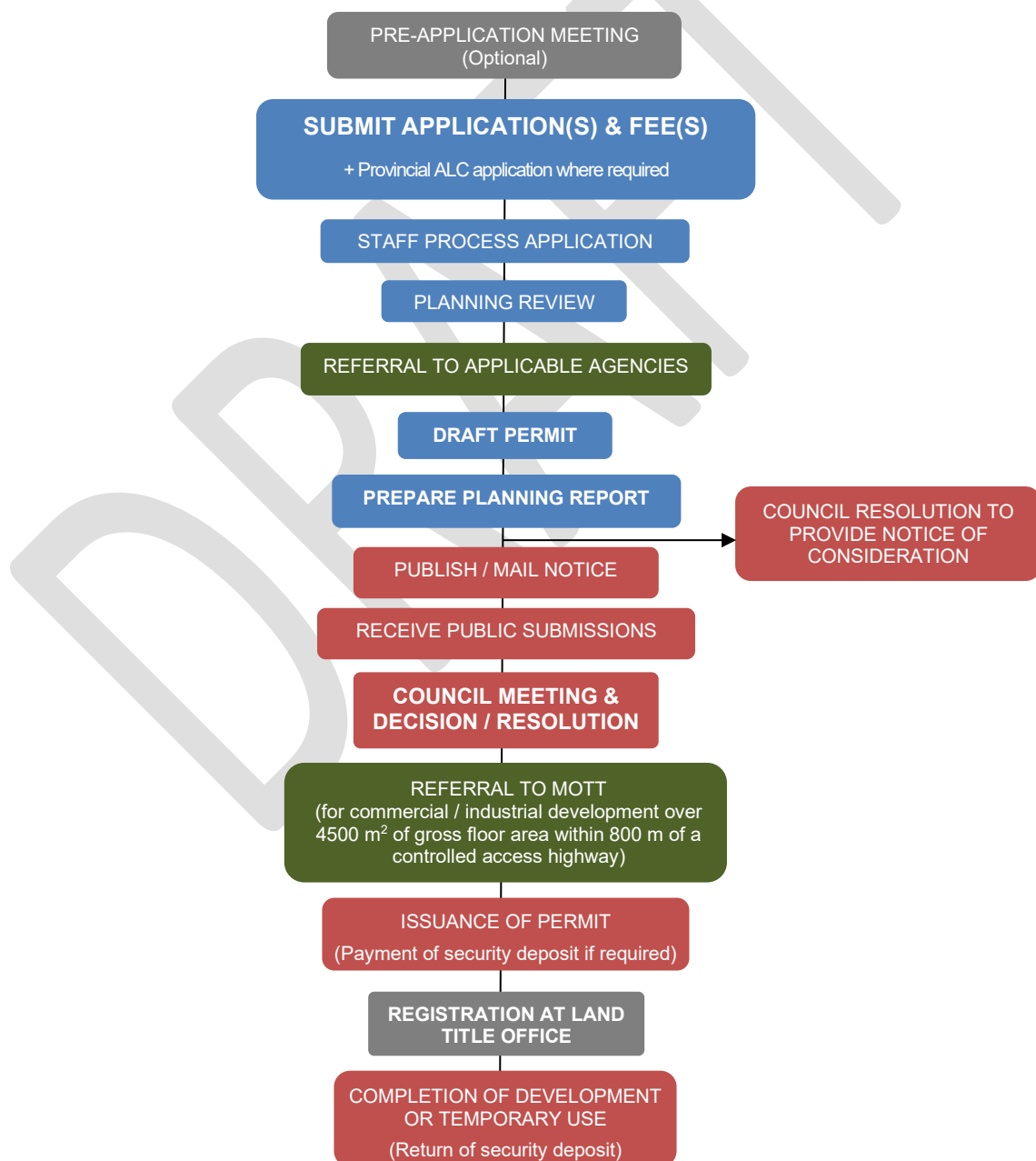
REQUIRED DOCUMENTATION	NOTES
1. Completed Application Form	<p>Applicant will provide a completed Application Form as provided by the District, including agent authorization, if not the property owner.</p> <p>Applicant will pay the prescribed Application fee.</p>
2. Project Proposal	<p>Applicant will provide detail as to their development proposal and what variances to the current regulations are being requested. Applicants should include any known effects on, or anticipated benefits to, adjacent properties.</p> <p>Development variance permit Applications shall be considered only for the District's zoning bylaw, sign bylaw, or subdivision development and servicing bylaw. Common variances include: setback variances; parking variances; oversized signs; height; and site coverage. Each proposed variance Application is considered on a site-specific basis to determine the potential impacts of varying the bylaw regulation. A variance permit may not vary density or use.</p>
3. Site Plan	<p>Applicant will provide a detailed site plan for each property under Application, including:</p> <ul style="list-style-type: none"> <li>• location and siting of all proposed and existing development, including dimensions and measurements using the Metric System, from property lines; and</li> <li>• location and detail of existing rights of way, easements, and restrictive covenants.</li> </ul>
4. Title	<p>A state of title certificate dated within 30 days of the Application submission shall be provided by the Applicant.</p>
5. Site Profile	<p>A completed site profile is required for any property where it is reasonably known to have been used, or is currently being used, for commercial or industrial activity per <u>Schedule 2</u> of the <u>Environmental Management Act Contaminated Sites Regulation</u>.</p>
6. Additional Requirements	<p>Professional reports or other supportive material may be required by the District.</p> <p>Required supportive material for development approval must be prepared by a Qualified Professional (QP) and provided at the Applicant's cost. Independent third-party review of supportive material may be initiated by the District at the Applicant's cost. The Applicant may be required to sign an agreement to pay the costs of the District's third-party review at market rates.</p>

## PROCESS FOR TEMPORARY USE PERMIT APPROVAL FOR APPLICATIONS MADE WITHIN AN OFFICIAL COMMUNITY PLAN AND DEVELOPMENT VARIANCE PERMITS

Staff will review the completed Application and may impose conditions including a requirement for a Security Deposit to provide assurance of performance, requirements of the District's Subdivision and Development Servicing Bylaw, any other applicable Bylaw of the District's in effect at the time of Application, or any applicable provincial legislation. Development variance permits deemed minor under section 5.2 of this bylaw may be decided by the Delegate and are not subject to a notification period.

### For all development variance permits:

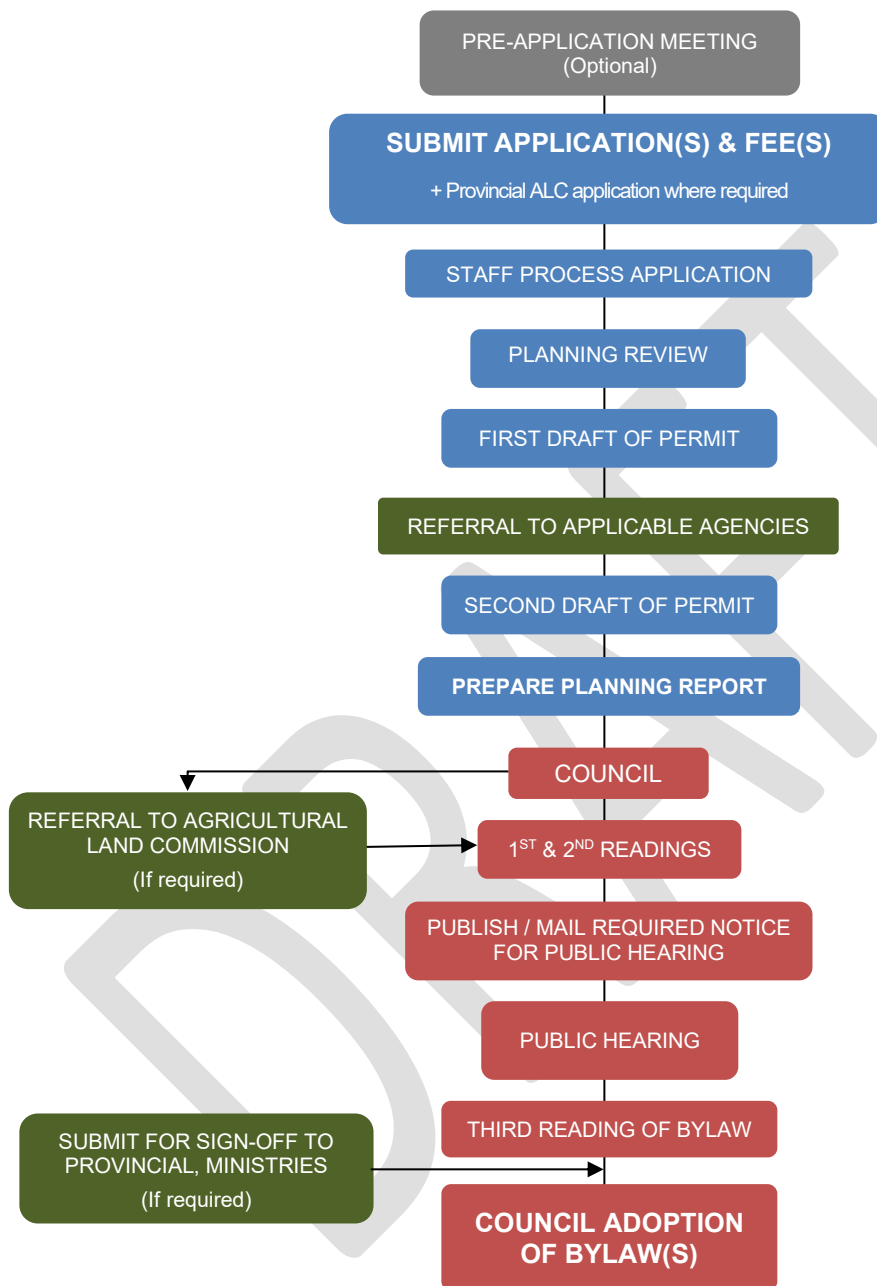
- If applicable, a Security Deposit must be received prior to the issuance of the development variance permit. Staff register a notice of the approved development variance permit in the Land Titles Office.



#### Schedule 4: Procedures for Application for a Temporary Use Permit

REQUIRED DOCUMENTATION	NOTES
1. Completed Application Form	<p>Applicant will provide a completed Application Form as provided by the District, including agent authorization if not the property owner.</p> <p>Applicant will pay the prescribed Application fee.</p>
2. Project Proposal	<p>Applicant will provide details as to their development proposal and the seasonal or temporary nature of the proposal. Applicants should include any anticipated benefits or impacts to the District and surrounding property owners.</p>
3. Site Plan	<p>Applicant will provide a detailed site plan for each property under Application, including:</p> <ul style="list-style-type: none"> <li>location and siting of all proposed and existing development, including dimensions and measurements using the Metric System, from property lines; and</li> <li>location and detail of existing rights of way, easements, and restrictive covenants.</li> </ul>
4. Site Profile	<p>A completed site profile is required for any property where it is reasonably known to have been used, or is currently being used, for commercial or industrial activity per <u>Schedule 2 of the <i>Environmental Management Act Contaminated Sites Regulation</i></u></p>
5. Title	<p>A state of title certificate dated within 30 days of the Application submission shall be provided by the Applicant.</p>
6. Additional Requirements	<p>Professional reports or other supportive material may be required by the District. Supportive material may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>traffic impact assessments</li> <li>geotechnical assessments</li> <li>land contour and topographic condition</li> <li>infrastructure impact analysis</li> <li>environmental assessments</li> <li>property survey</li> <li>drainage plan</li> <li>fire flow assessment</li> <li>civil engineering</li> <li>slope assessment</li> <li>forest fuel management prescription</li> </ul> <p>Required supportive material for development approval must be prepared by a Qualified Professional (QP) and provided at the Applicant's cost. Independent third-party review of supportive material may be initiated by the District at the Applicant's cost. The Applicant may be required to sign an agreement to pay the costs of the District's third- party review at market rates.</p>

**PROCESS FOR TEMPORARY USE PERMIT APPROVAL FOR APPLICATIONS MADE OUTSIDE  
AN OFFICIAL COMMUNITY PLAN**



## **DISTRICT OF BARRIERE**

### **BYLAW NO. 0049**

#### **A BYLAW TO ESTABLISH DEVELOPMENT APPROVAL PROCEDURES**

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WHEREAS pursuant to the Local Government Act Council may, by bylaw, set development approval procedures;

The Council of the District of Barriere, in open meeting assembled, enacts as follows:

#### **1. CITATION**

This bylaw may be cited for all purposes as the “District of Barriere Development Approval Procedures Bylaw No. 0049, 2009”.

#### **2. PURPOSE**

2.1 Applications for the following shall be submitted to the District of Barriere and shall substantially be in the form of application attached hereto as Schedule “A”:

- a) amendments to Official Community Plans;
- b) amendments to Zoning Bylaws;
- c) amendments to Land Use Contracts;
- d) the issuance of Development Variance Permits;
- e) the issuance of Development Permits; or
- f) the issuance of Temporary Commercial or Industrial Use Permits.

#### **3. APPLICATION FORM AND FEES**

3.1 The application form must be fully completed and at the time of application the applicant shall pay to the District an application fee in the amount as set out in Schedule “B”.

#### **4. PROCESSING OF APPLICATIONS**

4.1 Official Community amendments shall be processed substantially as illustrated by the flowchart attached hereto as Schedule “C”.

4.2 Zoning Bylaw amendments shall be processed substantially as illustrated by the flowchart attached hereto as Schedule “C”.

- 4.3 Land Use Contract amendments relating to density or use shall be processed substantially as illustrated by the flowchart attached hereto as Schedule “C”.
  - 4.4 Development Permits shall be processed substantially as illustrated by the flowchart attached hereto as Schedule “D”.
  - 4.5 Development Variance Permits shall be processed substantially as illustrated by the flowchart attached hereto as Schedule “E”.
  - 4.6 Temporary Commercial or Industrial Use Permits shall be processed substantially as illustrated by the flowcharts attached hereto as Schedules “E” and “F”.
5. FORM OF PERMIT
- 5.1 Development Variance Permits shall be substantially in the form of permit attached hereto as Schedule “G”.
  - 5.2 Development Permits shall be substantially in the form of permit attached hereto as Schedule “H”.
  - 5.3 Temporary Commercial or Industrial Use Permits shall be substantially in the form of permit attached hereto as Schedule “I”.
6. DISTANCE FOR NOTICE
- The specified distance for the notices required in the processing of each application in this bylaw shall be one hundred (100) metres from the property under application.
7. NOTIFICATION SIGNS
- Applications for the following:
- a) amendments to the Official Community Plan;
  - b) amendments to the Zoning Bylaw; or
  - c) amendments to Land Use Contracts
- Are required to install a notification sign on the subject property within ten (10) days from the date the completed application is submitted as shown on Schedule J attached to and forming part of this Bylaw.
8. SUNDRY
- 8.1 Schedules “A”, “B”, “C”, “D”, “E”, “F”, “G”, “H”, “I” and “J” attached hereto are incorporated in and form part of this bylaw.



## 9. RIPARIAN AREAS REGULATION

Any application which will authorize or approve development within a riparian assessment area (as defined in Section 9.1) must complete and submit an Assessment Report prepared by a Qualified Environmental Professional (QEP) in conformity with the provisions of the Riparian Areas Regulation (RAR).

9.1 “Riparian assessment area” is defined as:

- a) for a stream, the 30 m strip on both sides of the stream, measured from the high water mark;
- b) for a ravine less than 60 m wide, a strip on both sides of the stream measured from the high water mark to a point that is 30 m beyond the top of the ravine bank; and
- c) for a ravine 60 m wide or greater, a strip on both sides of the stream measured from the high water mark to a point that is 10 m beyond the top of the ravine bank.

9.2 “Stream” is defined as including any of the following that provides fish habitat:

- a) a watercourse, whether it usually contains water or not;
- b) a pond, lake, river, creek or brook; or
- c) a ditch, spring, or wetland that is connected by surface flow to something referred to in Sections 9.2 (a) or (b).

Read for a first time this 1<sup>st</sup> day of June , 2009.

Read for a second time this 1<sup>st</sup> day of June , 2009.

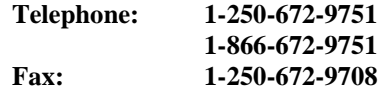
Read for a third time this 1<sup>st</sup> day of June , 2009.

**Reconsidered and adopted this 15<sup>th</sup> day of June , 2009.**

Original signed by Mayor Mike Fennell  
Mayor

Original signed by Wayne Vollrath  
Chief Administrative Officer

## DISTRICT OF BARRIERE



**1.**

PROPERTY'S OWNER'S NAME (PLEASE PRINT)	AUTHORIZED AGENT OF OWNER (PLEASE PRINT)
ADDRESS OF OWNER	ADDRESS OF AGENT
CITY/TOWN/VILLAGE	CITY/TOWN/VILLAGE
POSTAL CODE	POSTAL CODE
TELEPHONE NO.	TELEPHONE NO.
FAX NO.	FAX NO.
EMAIL ADDRESS:	EMAIL ADDRESS:

**2.**

FULL LEGAL DESCRIPTION OF EACH PROPERTY UNDER APPLICATION		APPROXIMATE AREA OF EACH LOT (IN METRIC)
	TOTAL AREA (IN METRIC)	

3. Street address for property: \_\_\_\_\_

**SCHEDULE 'A'**

4. This is an application for:
- \_\_\_ An Official Community Plan Amendment.  
If so, what is the proposed designation? \_\_\_\_\_
  - \_\_\_ Rezoning. If so, what is the proposed Zoning? \_\_\_\_\_
  - \_\_\_ A Land Use Contract Amendment.
  - \_\_\_ A Development Variance Permit. What Section(s) require amending? \_\_\_\_
  - \_\_\_ A Development Permit.
  - \_\_\_ A Temporary Commercial or Industrial Use Permit
5. Existing Zone \_\_\_\_\_  
Existing Official Community Plan Designation \_\_\_\_\_
6. Describe the existing use of the subject property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Describe the existing land use and buildings on all lots adjacent to and surrounding the subject property:
- a) North \_\_\_\_\_
  - b) East \_\_\_\_\_
  - c) South \_\_\_\_\_
  - d) West \_\_\_\_\_
8. Describe the proposed development of the subject property and any variances or amendments to existing plans, bylaws or permits that are necessary to accomplish the proposed development: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Describe the services available to the subject property or the possibility of providing services:
- a) Roads \_\_\_\_\_
  - b) Water \_\_\_\_\_

---

**SCHEDULE 'A'**

- c) Sewage Disposal \_\_\_\_\_
  - d) Others \_\_\_\_\_
10. Is the subject property affected by the Agricultural Land Reserve? Yes \_\_\_\_ No \_\_\_\_
11. Is the subject property affected by Contaminated Sites? Yes \_\_\_\_ No \_\_\_\_  
(if yes, please fill out attached Site Profile.)
12. This application must be fully completed and supported by the following documents:
- a) A State of Title Certificate from the Land Titles Office.
  - b) A fee made payable to the District of Barriere as per Schedule “B” of Bylaw No. 0049, 2009.
  - c) Two Plans to appropriate scale showing the following in metric:
    - i) boundaries and dimensions of subject property;
    - ii) size and location of existing and proposed building(s) on the site(s) including distances to the boundary lines of the property;
    - iii) location and name of road(s) adjacent to the property;
    - iv) north arrow and scale;
    - v) location of bodies of water adjacent to or on the site(s);
    - vi) topographic information in the form of contours or spot elevations;
    - vii) high water mark of any adjacent stream, river or lake;
    - viii) proposed subdivision layout showing the number and approximate location of lots; and
    - ix) any other information as required in order to obtain as much information as possible regarding the proposed development.
  - d) Detailed description of access to the subject property, including:
    - i) traffic site plan;
    - ii) name of the closest major highway;
    - iii) point of intersection with access road; and
    - iv) distances and landmarks.

---

**SCHEDULE 'A'**

13. Any other information or comments: \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I hereby declare the information contained herein is, to the best of my knowledge,  
factual and correct.

\_\_\_\_\_

\_\_\_\_\_  
(Signature of Owner(s)/Agent\*)

\_\_\_\_\_  
(Date)

**\*(If agent is handling application, please supply written authorization from owner.)**

## **SCHEDULE “B”**

### **FEE SCHEDULE**

1. Every application for amendment to an Official Community Plan shall be charged a fee of Seven Hundred Fifty Dollars (\$750.00)
2. Every application for amendment to a Zoning Bylaw shall be charged a fee of Seven Hundred Fifty Dollars (\$750.00). In addition, there shall be a supplementary charge of \$5.00 for each parcel or dwelling unit in excess of 3 parcels or dwelling units as prescribed in the parcel size and/or density provisions of the respective zone.
3. Every application for amendment to a Land Use Contract that requires a public hearing shall be charged a fee of Seven Hundred Fifty Dollars (\$750.00).
4. Every application for amendment to an Official Community Plan in conjunction with an application for amendment to the Zoning Bylaw and/or a Land Use Contract shall be charged a fee of Seven Hundred Fifty Dollars (\$750.00).
5. Every application for a Development Variance Permit or Development Permit shall be charged a fee of Two Hundred Fifty Dollars (\$250.00).
6. Every application for a Temporary Commercial or Industrial Use permit shall be charged a fee of Two Hundred Fifty Dollars (\$250.00).

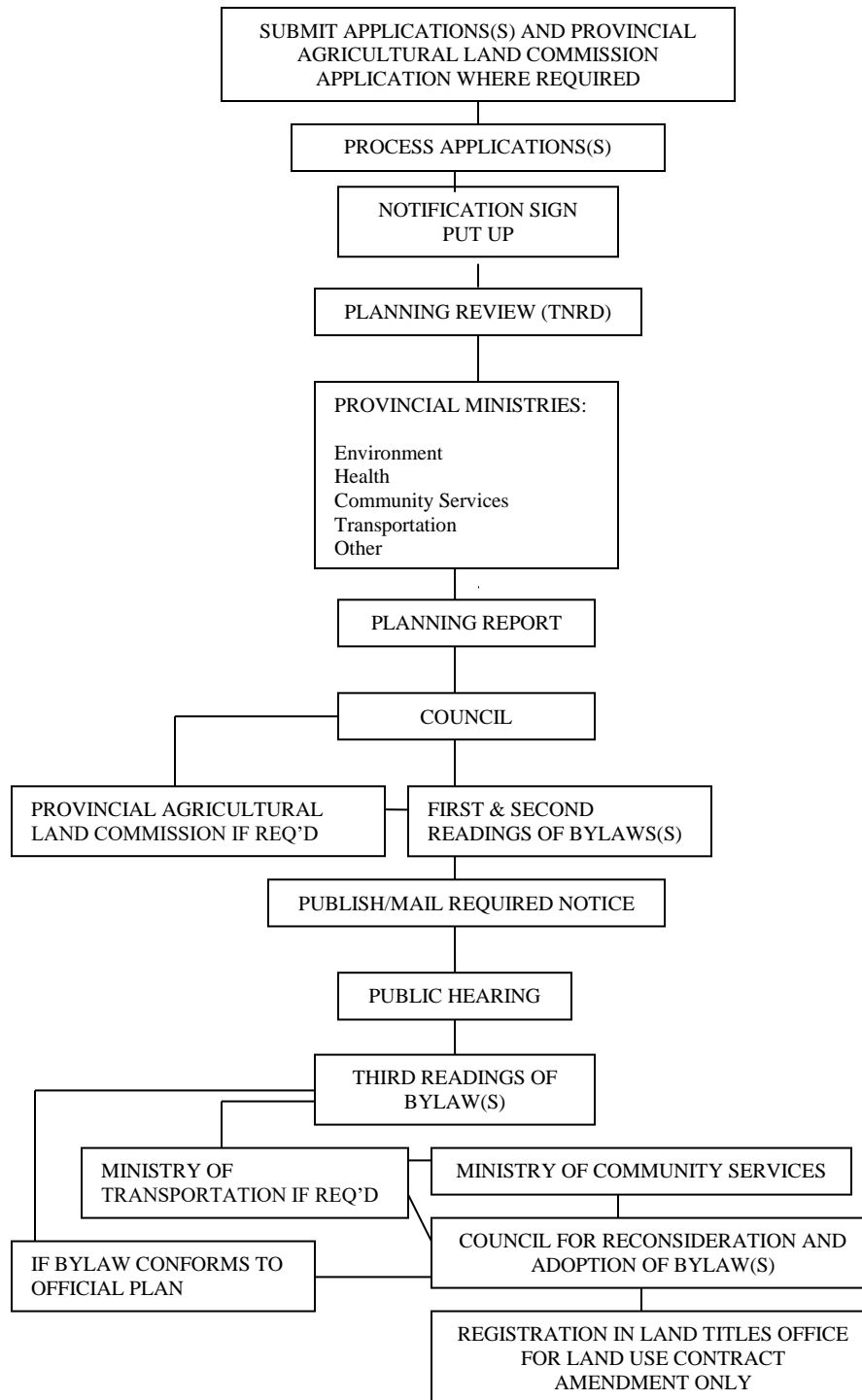
### **FEE PAYMENT AND REFUND PROCEDURE**

1. Every application shall be accompanied by the full payment as determined in accordance with the fee schedule.
2. There shall be no refunds except when any of the following is refused or withdrawn prior to advertising the required notice in a newspaper:
  - a) an application for amendment to an Official Community Plan; or
  - b) an application for amendment to the Zoning Bylaw; or
  - c) an application for amendment to a Land Use Contract involving a public hearing;
  - d) or an application for a Temporary Commercial or Industrial Use Permit.

**The amount of refund in the above situations shall be Three Hundred Seventy Five Dollars (\$375.00) if the original fee was Seven Hundred Fifty Dollars (\$750.00).**

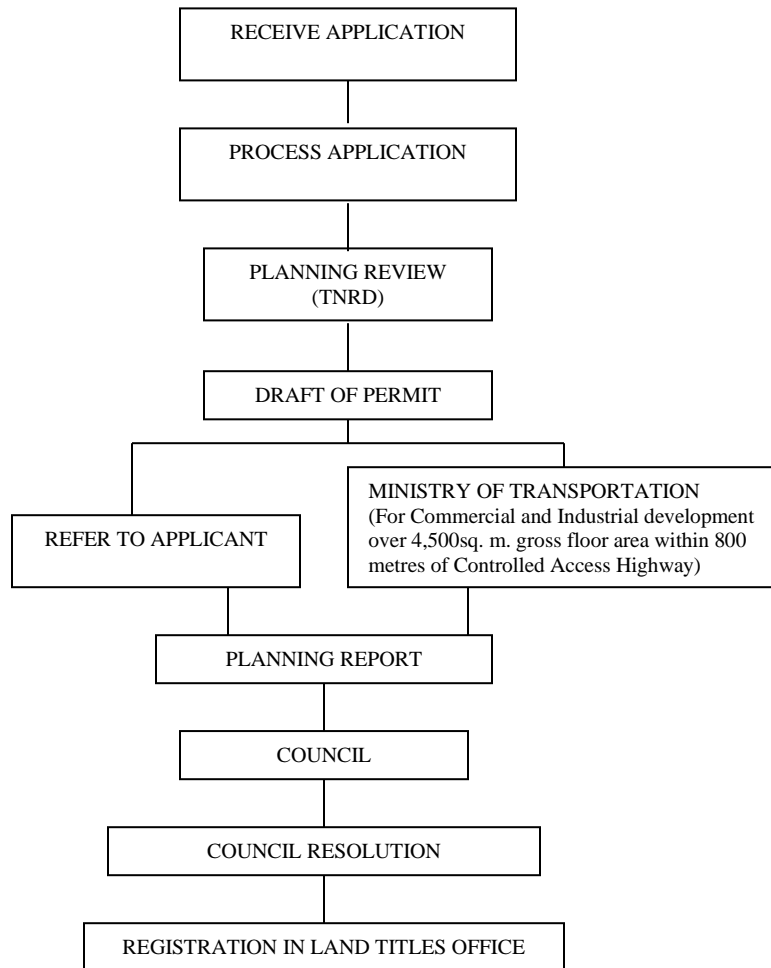
**SCHEDULE “C”**

**APPROVAL PROCESS FOR OFFICIAL COMMUNITY PLAN, ZONING BYLAW AND  
LAND USE CONTRACT AMENDMENTS**



**SCHEDULE “D”**

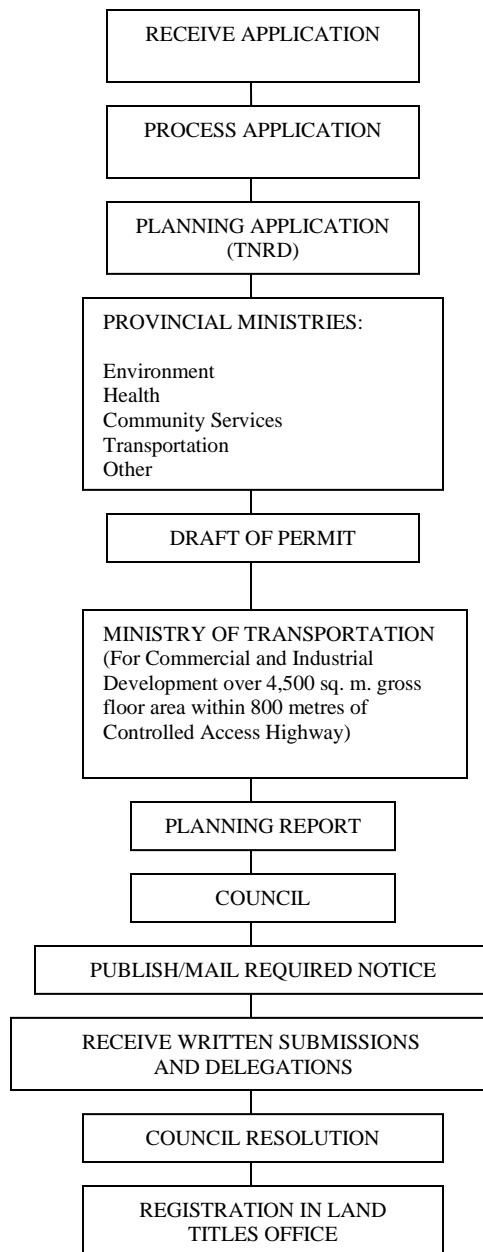
**DEVELOPMENT PERMIT APPROVAL PROCESS**





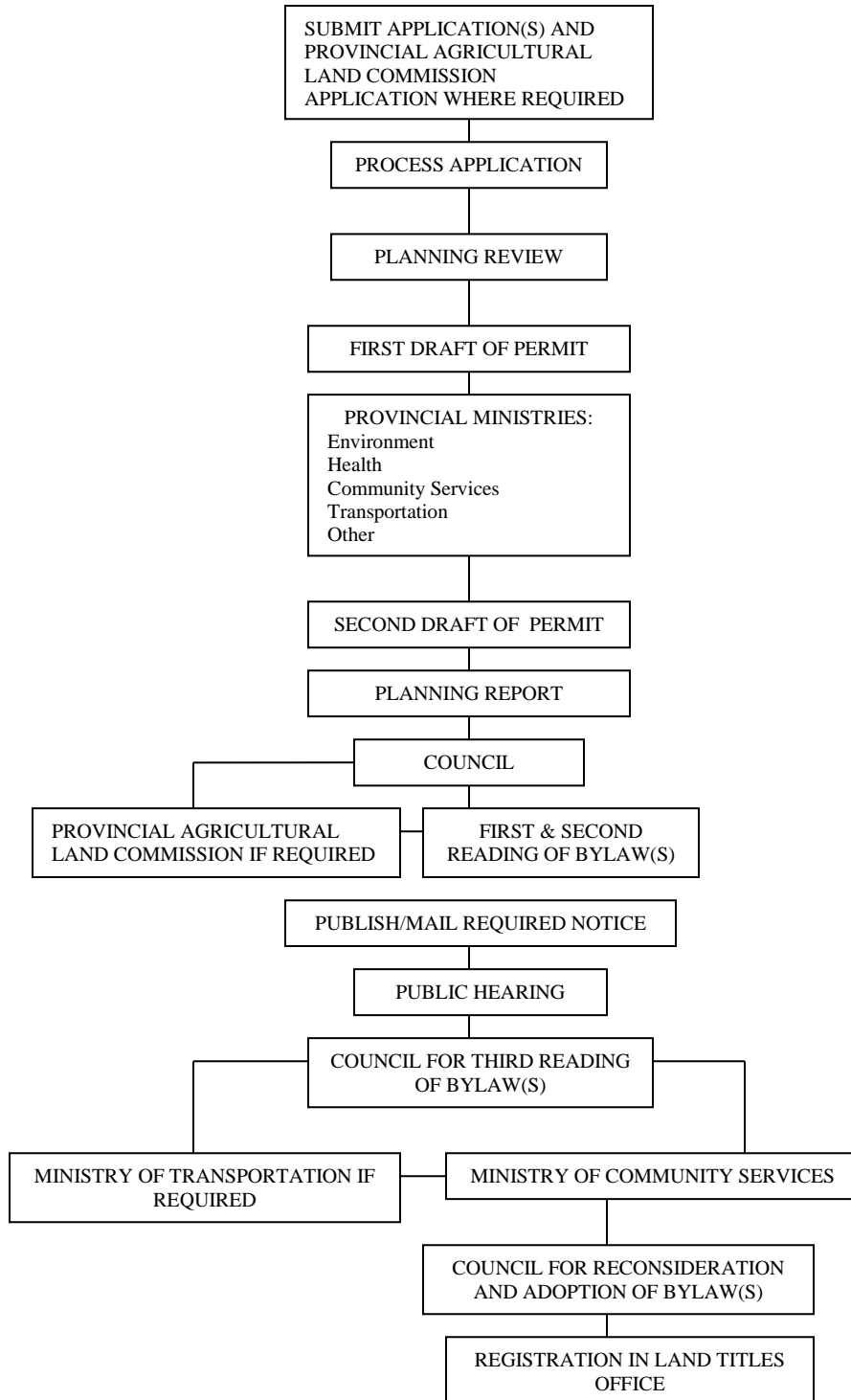
**SCHEDULE “E”**

**TEMPORARY COMMERCIAL OR INDUSTRIAL USE PERMIT  
APPROVAL PROCESS FOR APPLICATIONS MADE WITHIN  
AN OFFICIAL COMMUNITY PLAN AND DEVELOPMENT VARIANCE PERMITS**



**SCHEDULE “F”**

**TEMPORARY COMMERCIAL OR INDUSTRIAL USE  
PERMIT APPROVAL PROCESS FOR APPLICATIONS MADE  
OUTSIDE AN OFFICIAL COMMUNITY PLAN**



**SCHEDULE “G”**

DISTRICT OF BARRIERE  
DEVELOPMENT VARIANCE PERMIT NO. \_\_\_\_\_

Permittee:

Address:

Application No.:

1. This Development Variance Permit is issued subject to compliance with all of the bylaws of the District applicable thereto, except as specifically varied or supplemented by this Development Variance Permit.

2. This Development Variance Permit applies to and only to those lands within the District described below, and any and all building, structures and other development thereon:

*(Legal Description of Property)*

as shown outlined in red on the map attached hereto as Schedule “A”.

3. The Zoning Bylaw of the District is varied as follows:

*(Insert Variations)*

4. The development shall be carried out according to the following time schedule:

*(Set out Time Schedule for Development)*

5. As a condition of the issuance of this Development Variance Permit, the District is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Development Variance Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to carry out the development hereby authorized, according to the terms and conditions of this Development Variance Permit within the time provided, the District may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Permittee, or should the Permittee carry out the development permitted by this Development Variance Permit within the time set out above, the security shall be returned to the Permittee. There is filed accordingly:

a) An Irrevocable Letter of Credit in the amount of \$ \_\_\_\_\_;

b) A Certified Cheque in the amount of \$ \_\_\_\_\_; or

c) A Bank Draft in the amount of \$ \_\_\_\_\_.

6. The land described herein shall be developed strictly in accordance with the terms, conditions and provisions of this Development Variance Permit and any plans and specifications attached to this Development variance Permit shall form a part hereof.

**SCHEDULE “G” con’t**

7. If the Permittee does not commence the development permitted by this Development Variance Permit within six (6) months of the date of the authorization of this Development Variance Permit, this Development Variance Permit shall lapse.
8. Any application to amend this Development Variance Permit shall be considered as a new application.
9. This Development Variance Permit is not a Building Permit.

**Site Plan Approved by the Ministry of Transportation this                      day of                      , 20\_\_.**

\_\_\_\_\_  
**Authorizing resolution passed by the Council this                      day of                      , 20\_\_.**

**Certified Correct:**

\_\_\_\_\_  
**Corporate Administrator**

**SCHEDULE “H”**

DISTRICT OF BARRIERE  
DEVELOPMENT PERMIT NO. \_\_\_\_\_

Permittee:

Address:

Application No:

1. This Development Permit is issued subject to compliance with all the bylaws of the District applicable thereto, except as specifically varied or supplemented by this Development Permit.
2. This Development Permit applies to and only to those lands within the District described below, and any and all buildings, structures and other development thereon:  
*(Legal Description of Property)*  
  
as shown outlined in red on the map attached hereto as Schedule “A”.
3. The development shall be carried out according to the following time schedule:  
*(Set out Time Schedule for Development)*
4. As a condition of the issuance of this Development Permit, the District is holding the security set out below to ensure that development is carried out in accordance with the terms and conditions of this Development Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to carry out the development hereby authorized, according to the terms and conditions of this Development Permit within the time provided, the District may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Permittee, or should the Permittee carry out the development permitted by this Development Permit within the time set out above, the security shall be returned to the Permittee. There is filed accordingly:
  - a) An Irrevocable Letter of Credit in the amount of \$\_\_\_\_\_;
  - b) A Certified Cheque in the amount of \$\_\_\_\_\_; or
  - c) A Bank Draft in the amount of \$\_\_\_\_\_.
5. The land described herein shall be developed strictly in accordance with the terms, conditions and provisions of this Development Permit and any plans and specifications attached to this Development Permit shall form a part hereof.

**SCHEDULE “H” con’t**

6. If the Permittee does not commence the development permitted by this Development Permit within six (6) months of the date of the authorization of this Development Permit, this Development Permit shall lapse.
7. Any application to amend this Development Permit shall be considered as a new application.
8. This Development Permit is not a Building Permit.

**Site Plan Approved by the Ministry of Transportation this                      day of                      , 20\_\_.**

\_\_\_\_\_

**Authorizing resolution passed by the Council this                      day of                      , 20\_\_.**

**Certified Correct:**

\_\_\_\_\_  
**Corporate Administrator**

**SCHEDULE “I”**

DISTRICT OF BARRIERE  
TEMPORARY COMMERCIAL OR INDUSTRIAL USE PERMIT NO. \_\_\_\_\_  
PERMIT FOR TEMPORARY COMMERCIAL OR INDUSTRIAL USE

Permittee:

Address:

Application No.:

1. This Temporary Use permit is issued subject to the compliance with all of the bylaws of the District applicable thereto, except as specifically varied or supplemented by this Permit.
2. This Temporary Use Permit applies to and only to those lands within the District described below, and any and all buildings, structures and other development thereon:  
*(Legal Description of Property)*  
  
as shown outlined in red on the map attached hereto as Schedule “A”.
3. In addition to the existing provisions of the Zoning Bylaw, the following use(s) is/are permitted:  
*(List specific Commercial or Industrial Uses)*
4. The above use(s) is/are subject to the following conditions:  
*(Insert all conditions of use applicable to the subject property(ies))*
5. As a condition of the issuance of this Temporary Use Permit, the Council is holding the security set out below to ensure that the development is carried out in accordance with the terms and conditions of this Permit. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. The condition of the posting of the security is that should the Permittee fail to carry out the development hereby authorized, according to the terms and conditions of this Temporary Use Permit within the time provided, the District may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Permittee, or should the Permittee carry out the development permitted by this Temporary Use Permit within the time set out above, the security shall be returned to the Permittee. There is filed accordingly:
  - a) An Irrevocable Letter of Credit in the amount of \$\_\_\_\_\_;
  - b) A Certified Cheque in the amount of \$\_\_\_\_\_; or
  - c) A Bank Draft in the amount of \$\_\_\_\_\_.

**SCHEDULE “I” con’t**

6. The land described herein shall be developed strictly in accordance with the terms, conditions and provisions of this Temporary Use Permit and any plans and specifications attached to this Temporary use Permit shall form a part hereof.
7. This Temporary Use Permit expires on \_\_\_\_\_.
8. Any application to amend this Temporary Use Permit shall be considered as a new application.
9. This Temporary Use Permit is not a Building Permit.

**Site Plan Approved by the Ministry of Transportation this                      day of                      , 20\_\_.**

\_\_\_\_\_

**Authorizing resolution passed by Council this                      day of                      , 20\_\_.**

**Certified Correct:**

\_\_\_\_\_  
**Corporate Administrator**



## SCHEDULE “J”

### NOTIFICATION SIGNS FOR REZONING OFFICIAL COMMUNITY PLAN AND LAND USE CONTRACT AMENDMENT APPLICATIONS

1. Purpose

For OCP and LUC Amendment rezoning applications, applicants are required to post a sign on the subject property to provide the general public with the basic facts relating to the application.

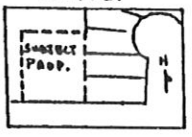
2. Timing

The rezoning sign(s) must be installed by the applicant within ten (10) days of the date that a completed application is submitted to the District. Signs shall remain in place until the bylaw is adopted or Council denies the application. The applicant is to advise the Department once the signs have been erected. Department staff will complete a site inspection to verify compliance with the sign requirements. All sign requirements must be complied with before an application can be taken forward to Council for consideration.

3. Location and Siting Specification

Signs are to be located adjacent to the street frontages with at least one sign on each street frontage. There shall be a minimum of one sign for every 150m of street frontage. No sign shall interfere with pedestrian or vehicular traffic or obstruct visibility from streets, lanes, walkways or driveways.

All signs must be installed and maintained by the applicant in a sound, workmanlike manner, capable of withstanding wind and weather. Sign format and installation standards are as follows:

REZONING APPLICATION	
<div>(PLACE SUBJECT PROPERTY MAP HERE)</div> <div>SAMPLE: </div>	Lot _____, Plan _____
	(Civic Address) _____
	From _____
	To _____
	To Permit _____
For More Information, Contact _____ (Applicant Name, Address, Phone)	
For copies of background material submitted by the applicant and/or the Development Services Department's Report to Council, please contact the Development Services Department at 828-3561.	

2" 2'6" 14" 5 Feet

3" 6" 3" 2" 2" 2" 2" 2" 2" 2" 3" 3" 3" 6" 3"

District of Barriere

# REPORT TO COUNCIL

## Request for Decision

<b>Date:</b> February 2, 2026	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> T. Buchanan, Corporate Officer
<b>Re: DRAFT Alternative Means for Public Notice Bylaw No. 270</b>	
<b>Recommendation: THAT Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings to Alternative Means for Public Notice Bylaw No. 270.</b>	

### Purpose

For Council to consider giving first three readings to the Draft Alternative Means for Public Notice Bylaw No. 270.

### Background

Bill 26, which passed in the BC legislature in November 2021, amended various sections of the Community Charter, including Section 94, "Requirements for public notice". The intent of the amendments to Section 94 was to modernize public notice requirements, which, up to that time, required all local governments' statutory notices to be placed in two consecutive weeks' editions of its local newspaper. Amendments to Section 94 provide local governments with the ability to use methods other than the local newspaper to meet statutory public notice requirements.

The enabling legislation is as follows:

#### **"Bylaw to provide for alternative means of publication**

94.2 (1) A council may, by bylaw, provide for alternative means of publishing a notice instead of publishing the notice in a newspaper in accordance with section 94.1 (1) (a) and (b).

(2) A bylaw adopted under this section must specify at least 2 means of publication by which a notice is to be published, not including posting in the public notice posting places.

(3) Subject to the regulations, a council may specify, in a bylaw adopted under this section, any means of publication, so long as, before adopting the bylaw, the council considers the principles prescribed by regulation under subsection (6) (a).

(4) Section 12 does not apply in relation to a council's authority to adopt a bylaw under this section.

(5) If a bylaw is adopted under this section, the applicable notice referred to in section 94 (1) (a)

(a) must be published by the means specified in that bylaw,

- (b) subject to the regulations and unless this or another Act provides otherwise, must be published at least 7 days before the date of the matter for which notice is required, and
- (c) if a period is prescribed for the purpose of this paragraph and unless this or another Act provides otherwise, must be published in the prescribed period before the date of the matter for which notice is required.

(6) The minister may make regulations as follows:

- (a) prescribing the principles that must be considered before adopting a bylaw under this section;
- (b) prescribing one of the means of publication that must be specified in a bylaw adopted under this section;
- (c) requiring that one or more of the means of publication specified in a bylaw adopted under this section be selected from the prescribed means;
- (d) for the purpose of subsection (5) (b), prescribing a number of days, other than 7 days, before the date of the matter for which notice is required;
- (e) for the purpose of subsection (5) (c), prescribing a period of time.”

Subsequent to amending Section 94 of the Community Charter, the province enacted Public Notice Regulation Reg. 52/2022, which prescribes the principles that must be considered when adopting a public notice bylaw:

**“Principles for effective public notice**

2 (1) Before adopting, under section 94.2 of the Act, a bylaw providing for alternative means of publishing a notice, a council must consider the following principles:

- (a) the means of publication should be reliable;
- (b) the means of publication should be suitable for providing notices;
- (c) the means of publication should be accessible.

(2) Means of publication are reliable if

- (a) they provide factual information, and
- (b) publication takes place at least once a month or, if the means of publication is a website, the website is updated at least once a month.

(3) Means of publication are suitable for providing notices if

- (a) they allow all information in a notice to be displayed legibly,
- (b) they allow a notice to be published by the required date, and
- (c) they allow a person to consult a notice more than once during the period from the date of publication until the date of the matter for which notice is required.

(4) Means of publication are accessible if

- (a) they are directed or made available to a diverse audience or readership, and
- (b) they are easily found.”

## Requirements

The Ministry of Municipal Affairs guidelines state that:

“A bylaw adopted under section 94.2 must:

- specify at least two methods of notice (e.g., newspaper and local government website), not including the public notice posting places; and,
- consider the principles of effective public notice (reliable, suitable and accessible) described by the Public Notice Regulation before adopting a public notice bylaw.”

Currently, the District’s public notice posting places are the notice board located inside the District Office and on the District’s website.

Options for alternative publication suggested in the guidance document, include:

- Print or online newspaper;
- Local government website;
- Local government subscription service;
- Community website or newsletter;
- Local government Facebook page;
- Direct mail out;
- Posting at recreation centres.

## Considerations

In researching other municipalities that have implemented a public notice bylaw, staff have reviewed the various options for alternative publication noted above, and the following considerations are provided with respect to alternative publication methods.

### Print or online newspaper:

The number of print newspapers has been declining in recent years. The Province amended its public notice provisions in the Community Charter in response to feedback from some local governments that they were unable to meet the required advertising provisions due to a lack of print newspaper circulation in their areas. In August, 2023 a number of Lower Mainland municipalities were given only nine days notice that their local newspaper was ceasing print editions. In order to meet statutory notice requirements, those municipalities that didn’t already have a public notice bylaw in place, needed to scramble to adopt one. Barriere’s local newspaper, the Star Journal, has been very reliable and continues to produce print weekly editions. However, depending on the date calculations required by legislation for specific notices, ensuring the timing compliance with the scheduled Council Meeting/Public Hearing, has resulted in having to unnecessarily delay a process in a few cases.

Accordingly, it would be prudent for the District to adopt a public notice bylaw as a precautionary measure.

### For added clarity:

Adopting a public notice bylaw **does not mean** that the local government **must** provide its legislative public notice by the means provided within that bylaw as it can continue to post in two consecutive local newspaper editions. However, it would no longer be a mandatory requirement to do so, and the local government can choose either option provided by Section 94 of the *Community Charter*. Essentially, the adoption of this proposed bylaw does not *remove* public notice options available to the local government; it provides more flexibility which is the intention of the legislation.

Based on feedback received from municipalities that have adopted a Public Notice bylaw as to what alternative communication methods they have chosen to fulfill statutory public notice provisions, none have chosen their local newspaper's on-line version, citing various reasons, in particular, the postings are not under the control of the municipality and therefore the municipality has limited control over issues such as the accessibility and legibility of notices, and for how long the notices are posted. Additionally, the cost to post notices in online newspapers is similar in cost to the paper format.

Local government website:

Local government websites have become increasingly valuable and are often the first point of contact for residents, businesses, and visitors. As municipal websites have been increasingly used as a reputable source of information, most municipalities that have adopted a public notice bylaw are using their website as one of the required two alternate means of publication of notices. The District's website, quite proudly, has an easy to find "Local Notices" section on the front page that is easily sharable by users to their personal social media platforms.

Local Government Subscription service:

The District of Barriere's website regularly utilizes its E-News Subscription service and currently has approximately 340 subscribers to the service.

Local government Facebook page:

The District of Barriere is in the process of slowly converting its "Barriere Recreation" page to a general page to disseminate municipal updates, notices and events.

While some municipalities have chosen their Facebook page as one of their alternative communication methods, the City of Langley and the City of Burnaby are two examples of municipalities who have chosen not to, citing the following reasons:

- "Public notices are not a natural fit for content users, who do not generally subscribe to Facebook in order to receive legal statutory notices, which are often lengthy and text-heavy as notice content is legislated. Facebook only captions a snapshot of lengthy notices in a Facebook Feed and a user must click on the post itself to open and read the full post. It is common for either less social media savvy users or those who generally only read the snapshot and decide they've "got the picture", to not click on the full post, therefore not to receive the entire content and missing important information.
- The formal content of public notices is counter to what tends to be well received on Facebook.
- Members of the public may respond to Facebook notices in comments instead of the prescribed methods provided in the notices (for example, a comment on a Facebook post does not constitute a public hearing submission). Even with comments turned off, shared posts of legal notices to other pages not in control of the local government, can result in those who post in comments to falsely believe they've made a formal comment submission.
- Facebook ads and pushed notices have a cost associated by fees set out by the software provider."

This does not mean that the District couldn't use its Facebook page to advertise that a Public Notice for a "Public Hearing", or other legislative notice, has been published on the District's website and include a direct link to the full posting on the District's website. It just means that the local government wouldn't use Facebook as an *official* posting place in the context of meeting the legislative notice requirement within an alternative public notice bylaw.

Direct Mail-out:

While direct mail is an effective means of reaching residents, tenants and renters may be missed,

the cost to send direct mail to all District residents is much more costly than other alternative means and would take significant staff time to coordinate.

Posting at recreation centres: The Ridge Building is widely known as a community hub for residents and visitors; accordingly, staff believe that a dedicated notice posting board in the hallway outside of Council Chambers would provide a reliable, suitable, and accessible means of providing public notice.

## **Summary**

Given these considerations, staff recommend the District adopt a public notice bylaw (draft attached) that identifies a notice board in the Ridge main hallway and the District's E-News subscription service as the two alternate methods of providing statutory public notices. As the District already defines its website as a "Public Posting Place" in its Council Procedure Bylaw, it can't be used as an alternative posting place within this proposed bylaw.

As indicated previously, this would not preclude the District from utilizing other methods of communication, including the local newspaper and social media, as deemed appropriate. In addition, the District would have the option to post **one** notice in the local newspaper (ensuring that the municipality still supports its local newspaper), and utilize the other two alternative posting places permitted in the draft bylaw.

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## **Benefits or Impact**

### **General**

Adopting an Alternative Means of Public Notice Bylaw modernizes the District's public notice practices, provides more communication opportunities to reach its residents, and safeguards the District from unexpected newspaper publication disruptions. In addition, the adoption of an Alternative Means of Public Notice Bylaw supports the recommendations of the Development Approvals Procedures report and subsequent draft Bylaw included in this meeting's agenda for consideration.

### **Finances**

Legislative Notices are often lengthy and need to be easily read which requires well formatted, well-spaced text which increases the size of the advertising space that must be published. The average legislative notice costs approximately \$350-450 for each publication. Having the option to reduce the frequency of these publications can aid in keeping the cost of Development Applications from experiencing significant increases.

### **Strategic Impact**

Modernizing municipal bylaws has been identified as a priority in the District's 2025 Strategic Plan.

### **Risk Assessment**

**Compliance:** Complies with the relevant sections of the *Local Government Act* and *Community Charter*.

Risk Impact: Low – increases communication options for legislative notices.

#### Next Steps / Communication

- Should Council give first three readings to the attached Bylaw, the draft will be placed on the following Council Meeting agenda for adoption.
- 

#### **Attachments**

- DRAFT Alternative Means for Public Notice Bylaw No. 270

#### **Recommendation**

**THAT Council give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings to Alternative Means for Public Notice Bylaw No. 270.**

#### **Alternative Options**

1. Council could choose not to adopt the draft bylaw at this time.
2. Council could choose to amend the draft bylaw prior to providing 3<sup>rd</sup> reading.

Prepared by:

T. Buchanan, Corporate Officer

Reviewed by:

D. Drexler, Chief Administrative Officer

**DISTRICT OF BARRIERE**  
**DRAFT - BYLAW NO. 270**

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**A Bylaw to provide for alternative means of publishing a notice**

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**WHEREAS** a Council must give notice of certain bylaws, public meetings, elections, public hearings, disposition of land or other notice requirements that are required to be provided through advertising as legislatively required under the *Community Charter* or *Local Government Act*;

**AND WHEREAS**, pursuant to the *Community Charter* section 94.2(1), a Council may, by bylaw, provide for alternative means of publishing a notice instead of publishing the notice in a newspaper in accordance with section 94.1(1)(a) and (b);

**AND WHEREAS**, pursuant to the *Community Charter* section 94.2(2), a bylaw adopted under this section must specify at least two means of publication by which a notice is to be published, not including posting in the public notice posting places;

**AND WHEREAS** Council is satisfied that the advertising methods set out in this bylaw are reasonable and meet the authority provided under Section 94.2 of the *Community Charter* to provide for alternative means of publishing a notice by adopting an Alternative Means of Public Notice Bylaw;

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

**1. CITATION**

1.1 This bylaw may be cited as the “*Alternative Means of Public Notice Bylaw No. 270*.”

**2. DEFINITIONS**

2.1 In this Bylaw, unless the context requires otherwise:

- (a) “ELECTRONIC NEWSLETTER SUBSCRIPTION SERVICE” means the subscription service provided through the District of Barriere website.
- (b) “GENERAL STATUTORY PUBLIC NOTICES” means general advertisements that are required statutorily under the *Community Charter* or *Local Government Act*.
- (c) “LAND USE STATUTORY PUBLIC NOTICES” means land use related advertisements that are required to be statutorily advertised as per the *Community Charter* or *Local Government Act*.
- (d) “PUBLIC NOTICE POSTING PLACE” is as defined in the District of Barriere Council Procedure Bylaw as amended from time to time.

**3. INTERPRETATION**

3.1 In accordance with Section 94.2 of the *Community Charter*, alternative means of publication for the purpose of public notice shall be advertised as follows:



**(a) General Statutory Public Notices:**

- (i) from the date of this bylaw's adoption be advertised as follows:
  - a. In the Public Notice Posting Place;
  - b. The Ridge Building main hallway; and
  - c. Electronic newsletter subscription service.

**(b) Land Use Statutory Public Notices:**

- (i) From the date of this bylaw's adoption be advertised as follows:
  - a. In the Public Notice Posting Place;
  - b. The Ridge Building main hallway; and
  - c. Electronic newsletter subscription service.

**4. SEVERABILITY**

- 4.1 If any provision contained in the bylaw is found by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, the validity, legality or enforceability of the remaining provisions contained herein shall not be, in any way, affected or impaired thereby to the extent that the purpose of the bylaw may be fulfilled in the absence of the impugned provision or provisions of the bylaw.

**Read a FIRST time** this \_\_\_\_day of \_\_\_\_\_, 2026.

**Read a SECOND time** this \_\_day of \_\_\_\_\_, 2026.

**Read a THIRD time** this \_\_\_\_day of \_\_\_\_\_, 2026.

**ADOPTED this** \_\_\_\_\_day of \_\_\_\_\_, 2026.

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Mayor Rob Kerslake

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T. Buchanan, Corporate Officer

District of Barriere

# REPORT TO COUNCIL

## Request for Decision

<b>Date:</b> February 2, 2026	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> Chief Administrative Officer & Corporate Officer
<b>Re: Election Bylaw Updates and 2026 Election Official Appointments</b>	
<b>Recommendations: THAT Council:</b> <ol style="list-style-type: none"><li><b>1. Repeal and replace District of Barriere Election Procedures Bylaw No. 84 by giving 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings to Draft Elections Procedures Bylaw No. 271;</b></li><li><b>2. Give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings to Draft Election Officials Remuneration Bylaw No. 84, Amendment Bylaw No. 272; and</b></li><li><b>3. Appoint Tasha Buchanan as Chief Election Officer for the 2026 General Local Election.</b></li><li><b>4. Appoint Jamie Mosdell as Deputy Chief Election Officer and Daniel Drexler as Deputy Chief Election Officer for the 2026 General Local Election.</b></li></ol>	

### Purpose

The purpose of this report is to seek Council direction and approval to modernize the District's election framework by:

- Updating election procedures to reflect **current best practices and the current legislative framework of the Local Government Act**;
- Amending the remuneration structure for Election Officials to reflect **regional comparability and operational realities**; and
- Appointing qualified election officials to ensure a **well-supported and legislatively compliant 2026 General Local Government Election**.

### Background

#### 1. Election Procedures Bylaw

The District's current *Election Procedures Bylaw No. 84* was adopted in 2011 and has not been comprehensively updated since that time, with the exception of a 2014 amendment to reflect provincial legislative changes that:

- Extended the local government election cycle from three (3) years to four (4) years, and
- Changed General Voting Day from November to October.

Since 2011, the *Local Government Act* has undergone numerous substantive amendments, and election

administration best practices have evolved. Draft *Elections Procedures Bylaw No. 271* has been prepared to repeal and replace the existing bylaw in its entirety and align the District's procedures with current legislation and practice.

### Key Differences Between Bylaw No. 84 and Draft Bylaw No. 271

Topic	Bylaw No. 84 (2011)	Draft Bylaw No. 271 (2026)
Legislative Alignment	Based on pre-2014 Local Government Act	Fully aligned with current Act
Election Cycle	Updated only to reflect 4-year term	Fully current and future-proofed
Registration of Electors	Not explicitly modernized	Confirms registration at time of voting
Voting Opportunities	<ul style="list-style-type: none"> <li>Prescriptive locations and times.</li> <li>Includes Mail-Ballot Voting</li> </ul>	<ul style="list-style-type: none"> <li>Provides authority to CEO to establish additional voting opportunities</li> <li>Does not include Mail-Ballot Voting</li> </ul>
Ballots	Limited direction	Explicit authority for ballot form and format
Scrutineers	Not clearly limited	Clearly limits scrutineers per ballot box
Tie Votes	Not clearly addressed	Explicit process following judicial recount
Drafting Style	Outdated structure	Modern, streamlined, and clearer language

### Mail-Ballot Voting

In the 2025 By-Election and 2022 General Local Election, zero (0) mail-ballots were requested. In 2018 the District had two (2) returned mail-in ballots and in 2014, only (1) returned mail-in ballot.

Due to the extensive time it takes for election staff to create the mail-in ballot packages that consist of:

- ✓ five (5) uniquely printed envelopes each,
- ✓ the necessary recording sheets,
- ✓ separate ballot box,
- ✓ the timing challenges to prepare the packages (waiting until the finalized ballots are produced & delivered),
- ✓ mail-out and receive mail-in ballots back in time before the close of voting,
- ✓ the frequency of Canada Post delays seen lately due to Collective Bargaining, along with
- ✓ the extremely low participation of the voting option,

the option of mail-in voting has been removed from the proposed Bylaw for Council consideration.

Mail-ballot voting is infrequently offered by smaller local governments and removing the option is not outside of the norm.

The new bylaw also includes updated severability and repeal provisions to ensure long-term enforceability and clarity.

## **2. Election Officials Remuneration Amendment – Draft Bylaw No. 272**

The District of Barriere originally adopted a Bylaw for the remuneration of its Election Officials for Municipal Elections (General and Special Elections) shortly after incorporation in 2008 and the remuneration amounts were updated in April of 2022.

The original remuneration from 2008 to 2022 was set as follows:

- a. **Chief Election Officer - \$600** (for the course of the Election which includes 3 Voting Days)
- b. **Deputy CEO - \$500** (for the course of the Election which includes 3 Voting Days)
- c. **Elections Officials - \$250/per day**

In April of 2022, Council repealed and replaced the Election Remuneration Bylaw to reflect the following updated amounts:

- a. **Chief Election Officer: \$800** (total for all 3 days)
- b. **Deputy Chief Election Officer: \$650** (total for all 3 days)
- c. **Election Officials: \$350/per day**
- d. **Counters: \$60** (for General Election Day counting)

Each voting opportunity (2 Advance Poll Days and one General Voting Day) consists of the following (approx.) hours:

- Advanced Voting Days: 12.5 hours
- General Voting Day: 14-15 hours on average. (up to 16.5hr for CEO)

**Discussion:** The attached, draft Bylaw, proposes updating these figures to more accurately reflect comparable remuneration with other local governments, who are also in the process of updating their policies.

For a comparison:

**Clearwater:** *(these are their remuneration figures in 2022 which are currently under review)*

Chief Election Officer: \$625/per day (2 Advanced Poll days and 1 General day = \$1,875 total)

Deputy CEO: \$531/per day (2 Advanced Poll days and 1 General day = \$1,593 total)

Election Officials: \$325 per day

Counters: \$100 (for General Election Day counting)

**Sun Peaks:** *(these are their remuneration figures in 2022 which are currently under review)*

Chief Election Officer: \$1200 *(for the 3 days – or the equivalent hours, approx. 38-40hrs, off in-lieu at the choice of the Official)*

Deputy CEO: \$1100 *(same parameters as above)*

Election Officials: Employee's current hourly wages plus overtime

**TNRD:** Chief Election Officer: \$1375 plus mileage and time-off in lieu for overtime hours

Deputy Chief Election Officer: \$955 (same parameters as above)

Election Officials \$415.09/day

**Cache Creek:** (currently under review)

Chief Election Officer: \$650 per day (1 Advance Poll and 1 General Day = \$1300)

Deputy Chief Election Officer \$650 per day (1 Advance Poll and 1 General Day = \$1,300)

Therefore, the following amendments that are proposed for the District of Barriere while keeping in mind the fiscal responsibility the District is committed to its taxpayers, are as follows:

1. **Chief Election Officer: \$2,000**
2. **Deputy Chief Election Officer: \$1,500** *(excluding CAO if performing Deputy Chief Election Officer duties)*
3. **Election Officials: \$350/per day**
4. **Counters: \$80** (for General Election Day counting)

These proposed increases can be incorporated within the 2026 Election Budget without any increase.

### **3. Appointment of Chief Election Officer and Deputy Chief Election Officers – 2026**

Section 41 of the *Local Government Act* requires that Council appoint a Chief Election Officer and a Deputy Chief Election Officer to conduct the 2026 General Election. Election Day is October 17, 2026.

#### **Chief Election Officer**

Tasha Buchanan, Corporate Officer, has had significant experience working municipal elections in the capacity of Deputy Chief Election Officer from 2008-2018 as well as serving as the municipality's Chief Election Officer for both the 2022 General Local Election and 2025 By-Election. She taken a number of the Election training opportunities provided by the Local Government Management Association and is prepared to once again serve the District as Chief Election Officer in this upcoming Election.

#### **Deputy Chief Election Officer**

As a general standard, the District's Deputy Corporate Officer (DCO) is appointed Deputy Chief Election Officer. This will be the first election for the District's DCO, Jamie Mosdell. Both Mr. Drexler, CAO, and Ms. Buchanan, CO, are fully confident in Ms. Mosdell's capability to support the Chief Election Officer in their duties of this upcoming Election. Election training and mentorship will be provided to the DCO. The DCO gaining experience serving in this capacity will prove valuable to the District by providing sound succession planning.

For this election, it is recommended that Council appoint the CAO as a secondary Deputy Chief Election Officer in order to provide experienced back-up and support to the DCO should the Chief Election Officer be incapacitated at any point of time during the election period.

#### **Summary**

This approach provides operational continuity, mentorship for emerging staff, and experienced back-up support should it be required during the election period.

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### **Benefits or Impact**

#### **General**

- Ensures election administration reflects current legislation and best practices
- Improves clarity, consistency, and operational flexibility
- Supports staff capacity and succession planning

#### **Finances**

- Remuneration changes are included within the draft 2026 Election budget
- No unbudgeted financial impacts anticipated

#### **Strategic Impact**

N/A

#### **Risk Assessment**

Compliance: Low risk. Adoption ensures compliance with the current Local Government Act.

Risk Impact: Failure to update election bylaws may increase procedural risk and administrative uncertainty.

Internal Control Process: Clear authority and procedures strengthen oversight and election integrity.

## Next Steps / Communication

- Adoption of bylaws and appointments will allow staff to proceed with election planning for 2026
  - Updated procedures will be used for future elections and other voting events
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## **Attachments**

- Draft Elections Procedures Bylaw No. 271
- Current Elections Procedures Bylaw No. 84
- Draft Election Officials Remuneration Bylaw No. 213, Amendment Bylaw No. 272
- Current Election Officials Remuneration Bylaw No. 213

## **Recommendations**

### **THAT Council:**

1. **Repeal and replace District of Barriere Election Procedures Bylaw No. 84 by giving 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings to Draft Elections Procedures Bylaw No. 271;**
2. **Give 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> readings to Draft Election Officials Remuneration Bylaw No. 84, Amendment Bylaw No. 272; and**
3. **Appoint Tasha Buchanan as Chief Election Officer for the 2026 General Local Election.**
4. **Appoint Jamie Mosdell as Deputy Chief Election Officer and Daniel Drexler as Deputy Chief Election Officer for the 2026 General Local Election.**

## **Alternative Options**

1. Council could choose not to proceed with the bylaw updates. This is not recommended as it would result in continued reliance on outdated election procedures.
2. Council could choose to make amendments to the proposed bylaw drafts, for example – relating to mail-ballot voting, prior to 2<sup>nd</sup> & 3<sup>rd</sup> readings.
3. Council could choose to make alternate Election Official(s) appointments.
4. Council could defer one or more components of the recommendations to a later date. This is not recommended for the Election Official appointments as election planning is necessary to begin immediately.

Prepared by:

D. Drexler, Chief Administrative Officer  
and T. Buchanan, Corporate Officer

# DISTRICT OF BARRIERE

## DRAFT - BYLAW NO. 271

### A BYLAW TO PROVIDE FOR THE DETERMINATION OF VARIOUS PROCEDURES FOR THE CONDUCT OF LOCAL GOVERNMENT ELECTIONS AND OTHER VOTING AND TO REPEAL BYLAW NO. 84, (District of Barriere Election Procedure Bylaw No. 84)

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In accordance with the *Local Government Act*, the Council may, by bylaw, determine various procedures and requirements to be applied in the administration and conduct of local government elections and other voting.

Council wishes to establish various procedures and requirements under that authority.

The Municipal Council of the District of Barriere, in an open meeting assembled, enacts as follows:

#### 1. **Citation**

- 1.1 This bylaw may be cited as the "*General Local Government Election Bylaw No. 271*".

#### 2. **Definitions**

In this by-law:

- 2.1 "CHIEF ELECTION OFFICER" means the person appointed by the Council of the District of Barriere for the purposes of conducting a local election under Section 58 of the *Local Government Act*.
- 2.2 "ELECTOR" means a resident elector or non-resident property elector of the jurisdiction as defined under the *Local Government Act*.
- 2.3 "GENERAL VOTING DAY" for other voting means the date set under Section 162 of the *Local Government Act*.
- 2.4 "OTHER VOTING" means voting on a matter referred to in Section 158 of the *Local Government Act*.

#### 3. **Access to Nomination Documents**

- 3.1 As authorized under Section 73 of the *Local Government Act*, public access to nomination documents will be provided at the District Office at 4936 Barriere Town Road, during the period from the delivery of the nomination documents until 30 days after the declaration of the election results under Section 136.

#### 4. **Register of Electors**

- 4.1 As authorized under Section 69 of the *Local Government Act*, the District of Barriere shall use the method of registration of Electors to registration at the time of voting.

#### 5. **General Election and Advance Voting Opportunities**

- 5.1 As authorized under Section 106 of the *Local Government Act*, Council authorizes the Chief Election Officer to establish additional general voting opportunities for General Voting day for each election or specified election or Other Voting and to designate the voting places for these voting opportunities.

- 5.2 Advance voting opportunities will be held for an election by voting on the tenth day before general voting day and on the second Saturday before general voting day between the hours of 8:00 a.m. and 8:00 p.m.

**6. Ballots**

- 6.1 Pursuant to Section 114 of the *Local Government Act*, the Chief Election Officer shall establish the form of ballots to be used in the general local election or other voting. Such determination includes the utilization of printed ballot as follows:

- (a) printed ballots shall be in the form prescribed in Section 114 and 115 of the *Local Government Act*;

**7. Order of Names on Ballot**

- 7.1 The order of names of candidates on the ballot will be determined by alphabetical order in accordance with Section 116 of the *Local Government Act*.

**8. Number of Scrutineers at Voting Places**

- 8.1 As authorized under Section 120 (2) (d) of the *Local Government Act*, the number of scrutineers for each candidate that may attend at an election is a maximum of one scrutineer for each ballot box in use.

**9. Resolution of Tie Votes after Judicial Recount**

- 9.1 In the event of a tie vote after judicial recount, the tie vote will be resolved by conducting a lot in accordance with Section 151 of the *Local Government Act*.

**10. General**

- 10.1 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.
- 10.2 If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without the invalid portion.

**11. Repeal**

- 11.1 “*District of Barriere Election Procedures Bylaw No. 84*” all its amendments are hereby repealed.

Read a first, second, and third time by the Municipal Council this \_\_\_\_ day of \_\_\_\_\_, 2026.

Finally Adopted this \_\_\_\_ day of \_\_\_\_\_, 2026

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Mayor Rob Kerslake

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T. Buchanan, Corporate Officer



**DISTRICT OF BARRIERE**  
**DRAFT - BYLAW NO. 272**

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**A BYLAW TO AMEND ELECTION OFFICIALS BYLAW NO. 213**

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WHEREAS Council wishes to establish remuneration rates for municipal officials,

NOW THEREFORE, The Council of the District of Barriere, in open meeting assembled, hereby ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as the "*Election Officials Bylaw No.213, Amendment Bylaw No. 272*".
2. Bylaw No. 213 is hereby amended by replacing its existing Section 4.1:
  - 4.1 Election Officials shall be remunerated as follows:
    - a) Chief Election Officer - \$800.00
    - b) Deputy Chief Election Officer - \$650.00
    - c) Election Officials - \$350.00/day  
Including Advance Poll Staff
    - d) Counters - \$60.00 – General Election Day

*with:*

- 4.1 Election Officials shall be remunerated as follows:
  - a) Chief Election Officer - \$2,000.00
  - b) Deputy Chief Election Officer - \$1,500.00
  - c) Election Officials - \$350.00/day  
Including Advance Poll Staff
  - d) Counters - \$80.00 - General Election Day

Read a first, second, and third time by the Municipal Council this \_\_\_\_ day of \_\_\_\_\_, 2026.

**Finally Adopted this \_\_\_\_ day of \_\_\_\_\_, 2026**

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Mayor Rob Kerslake

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T. Buchanan, Corporate Officer