

**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 April 14, 2025, 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 April 14, 2025, Regular Council Meeting Agenda.

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

- a. That Council adopt the minutes of the March 24, 2025, Regular Council Meeting.
- b. That Council adopt the minutes of the March 31, 2025 SPECIAL Council Meeting.

### **3. PETITIONS AND DELEGATIONS – none scheduled**

### **4. STAFF REPORTS**

- a. Departmental Updates – Department Heads  
\*submitted for information
- b. Resolution of Temporary Encroachment on District Road Allowance at 388 Hall Rd by Way of Formal Agreement – T. Buchanan, Corporate Officer  
**Recommendations:**
  - 1. ***THAT Council rescind the following resolution made on July 2, 2013:***  
***"THAT Council approve an encroachment agreement and issuance of the required building permit for the existing office structure to remain in place until a permanent office is built on the property."***
  - 2. ***THAT the District enter into the written agreement dated April 15, 2025 with Shane Guiding as presented to require the removal of the existing office structure currently encroaching on the District road allowance prior to the expiration date of a valid building permit for its demolition or relocation, along with the other terms and conditions included within the agreement.***
- c. School District #73 Playground on District-owned Lands & DoB Trails on SD73-owned Lands – T. Buchanan, Corporate Officer  
**Recommendations:**
  - 1. ***That Council direct the Mayor and Corporate Officer to sign the lease renewal agreement with School District #73 lease the lands referred to as Lot "A" for one dollar for a five year term to the end of 2028.***

2. ***That Council direct the Mayor and Corporate Officer to sign the lease renewal agreement with School District #73 for part of the lands known as Lot 45, Plan 1746, DL1483, Except southerly 210 feet, KDYD, shown as Schedule 'A' attached to the lease agreement, for one dollar for a five year term to the end of 2028.***

- d. 2024 Year End Financials – D. Drexler, CAO

***Recommendations: THAT Council instructs Staff to undertake the following tasks to balance the 2024 budget:***

1. ***Consolidate all Surplus accounts into a single General Surplus account by transferring:***

- a. ***\$15,238 from Electronic Equipment Surplus to General Surplus***
- b. ***\$52,536 from Fire Surplus to General Surplus***
- c. ***\$37,934 from Roads Surplus to General Surplus***
- d. ***\$9,904 from Parks Surplus to General Surplus***
- e. ***\$18,377 from Cemetery Surplus to General Surplus***
- f. ***\$413,265 from Water Surplus to General Surplus***

2. ***Water Utility transfers:***

- a. ***\$29,296.58 from LCIP Reserve to Water Utility budget.***
- b. ***\$52,599.99 from General Surplus to Water Utility budget.***

3. ***Wastewater Utility transfers:***

- a. ***\$44,535.85 to General Surplus.***

4. ***General Operations***

- a. ***\$45,744.57 from Land Reserve to General Operations budget***
- b. ***\$100,423.13 from General Surplus to General Operations budget.***

5. ***Wastewater Treatment Plant***

- a. ***\$257,224 from Growing Communities Fund to the Wastewater Treatment Capital Project.***

## **5. BYLAWS and POLICIES**

- a. DRAFT 2025 – 2029 Financial Plan Bylaw No. 254 – 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> readings  
w/attached staff report

***Recommendation: THAT Council gives first three readings to the 2025-2029 Financial Plan Bylaw No. 254.***

- b. DRAFT 2025 Tax Rates Bylaw No. 255 – 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> readings  
w/attached staff report

***Recommendation: THAT Council gives first three readings to the 2025 Tax Rates Bylaw No. 255.***

## **6. CORRESPONDENCE**

- a. For Information

- b. For Action

- i. Barriere Emergency Services (BES) 2025 Golf Tournament re: Request Sponsorship

**7. COUNCIL REPORTS**

**8. MAYOR'S REPORT**

**9. PUBLIC INQUIRIES**

**10. NOTICE OF MOTION**

**11. CONVENE INTO CLOSED SESSION**

*Pursuant to Sections 90(1)(c) 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** *(if required)*

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

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

**15. ADJOURNMENT**

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

Held on Monday, March 24, 2025 at 5:30pm in the Council Chambers at Municipal Hall  
4936 Barriere Town Road, Barriere, B.C.

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

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

Regrets: Councillor-Elect Brody Mosdell

Staff:	Daniel Drexler, Chief Administrative Officer	David Alderdice, Finance Manager
	Tasha Buchanan, Corporate Officer	Alexis Hovenkamp, Fire Chief

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

**1. ADOPTION OF AGENDA**

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

CARRIED

**2. ADOPTION OF MINUTES**

- a. Moved by Councillor McInnis  
Seconded by Councillor Kibble  
That Council adopt the minutes of the March 10, 2025, Regular Council Meeting.

CARRIED

**3. OATHS OF OFFICE**

- i. Rob Kerslake – Mayor  
*A copy of Mayor Kerslake’s Oath of Office can be found at the District Office.*
- ii. Brody Mosdell – Councillor  
*Mr. Mosdell was not in attendance due to a family emergency and will take his oath of office at a future Council meeting.*

**4. PRESENTATION TO OUTGOING MAYOR – Mayor Kerslake**

Mayor Kerslake presented a commemorative plaque to Ward Stamer in recognition of his long tenure serving the community on Council since its incorporation in 2007.



*A transcript of Mayor Kerslake's presentation to previous Mayor, Ward Stamer, can be found at the District Office.*

## **5. MAYOR'S INAUGURAL ADDRESS – Mayor Kerslake**

*A transcript of Mayor Kerslake's inaugural address can be found on the District of Barriere's website: [www.barriere.ca](http://www.barriere.ca)*

## **6. PETITIONS AND DELEGATIONS**

- a. Wayne Sim, Wildlife Coordinator, Natural Resource Department – Simpcw First Nation  
re: Bag n' Tag Program

Mr. Sim provided an overview of Simpcw First Nation's request to establish a bag n' tag station within the District of Barriere as a proactive measure against 'Chronic Wasting Disease' which can affect wild deer populations. Mr. Sim will approach the Barriere Esso as a possible location and the District will express its support of the proposed location to Esso management.

**Moved by Councillor Lodge**  
**Seconded by Councillor Armstrong**  
**That Council take a brief recess at 5:56pm**

**CARRIED**

*Mayor Kerslake called the meeting to order at 6:00pm*

## **7. BYLAWS and POLICIES – none scheduled**

## **8. STAFF REPORTS**

- a. TNRD Appointments – T. Buchanan, Corporate Officer
- i) Director to be appointed – Local Government Act

**Moved by Councillor Kibble**  
**Seconded by Councillor Lodge**  
**That Council appoint Mayor Rob Kerslake as the Municipal Director representing the District of Barriere on the Thompson Nicola Regional District Boards.**

**CARRIED**

- ii) Alternate Director(s) to be appointed

**Moved by Councillor Kibble**  
**Seconded by Councillor Lodge**  
**That Council appoint Councillor Scott Kershaw as Alternate Municipal Director for 2025/2026, representing the District of Barriere on the Thompson Nicola Regional District Boards.**

**CARRIED**

b. Department Updates – Department Heads

*\*submitted for information*

An overview of the written report was provided to Council. Councillor Armstrong reported that the North Thompson Activity Centre Society (NTACS) will be donating \$500 towards the 2025 Barriere Block Party.

The possibility of temporarily converting the men's washroom at the bandshell into a "Family Washroom" while the repairs to the women's washroom are being made was discussed. Council voiced no objection to this suggestion.

c. 2025 Budget Process – Draft 1 – D. Drexler, CAO

**Moved by Councillor Lodge**

**Seconded by Councillor McInnis**

**THAT Council instructs Staff to tentatively plan with an application to the UBCM grant funding program for the fall of 2025 depending on the District's financial position at that time.**

**CARRIED**

**Moved by Councillor Lodge**

**Seconded by Councillor McInnis**

**That Council instructs Staff to include a 2.0FTE compliment, with an estimated increase of \$25,000, for the finance department in the 2025-2029 Financial Plan.**

**CARRIED**

**Moved by Mayor Kerslake**

**Seconded by Councillor McInnis**

**THAT Council instructs Staff to include no funding at this time in the Financial Plan; however, pending on the outcome of the current sponsorship campaign, in principle, Council is prepared to fund a portion at that time, with the funding coming from General Surplus.**

**CARRIED** *w/Councillor Lodge opposed.*

**Moved by Councillor Lodge**

**Seconded by Councillor McInnis**

**That the District's annual Voyent Alert subscription in the amount of \$1,700 be cancelled and these costs be removed from the 2025-2029 Financial Plan.**

**CARRIED**

**Moved by Councillor Lodge**

**Seconded by Councillor Armstrong**

**THAT Council approves the draft 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:**

- Include opportunities to offset the 2025 operational and capital expenditures utilizing the COVID-19 safe restart grant for Local Governments**
- find ways to reduce the operational expenditures by roughly \$50,000**
- reduce the Council Requests to \$2,500 from \$45,000**
- increase Property Tax revenue by up to 9% to meet inflationary pressures**
- a 7.5% Water service and a 5% Wastewater service increase**
- where applicable, increase User Fees by 5%**
- as a last resort, consider balancing any shortfall within the Financial Plan with funding from surplus;**

**AND to present Draft 2 of the Financial Plan to the Public at a Special Meeting held on March 31, 2025, at 5:30pm.**

**CARRIED**

## **9. CORRESPONDENCE**

a. For Information

b. For Action

i. North Thompson Fall Fair & Rodeo Association (NTFFRA) re: Request for Garbage Collection Over Fall Fair Weekend

Utilizing one of the expected new garbage bins being obtained by the District this year, was discussed and general agreement was to continue support the request with the expectation that staff will coordinate the service in such a manner to reduce costs as much as possible.

ii. BSS Grad Parade Request for In-Kind Support - BSS Grad Committee

Between staff volunteer support and some in-kind support from the District, the parade will be supported by the District.

## **10. COUNCIL REPORTS**

a. Councillor Armstrong provided a verbal report on the following:

- Attended the viewing of the Simpcw Film in Chu Chua with Councillor Kibble

b. Councillor Kibble provided a verbal report on the following:

- Attended the viewing of the Simpcw Film in Chu Chua with Councillor Armstrong
- The Barriere Museum is seeking a tree faller volunteer

- A member of the public has suggested that the District hire a rat specialist to visit the District to assess the problem.
  - A member of the public has phoned to note that the traffic speed in the town needs to be better enforced.
  - Participated in a Block Party Working Group
- c. Councillor Lodge provided a verbal report on the following:
- Participated in Block Party Working Group
- d. Councillor McInnis provided a verbal report on the following:
- Has stepped down from the Rec Committee

## **11. MAYOR'S REPORT**

Mayor Kerslake provided a verbal report on the following:

- Appointed Councillor Mosdell to the Rec Committee.
- During his campaign, he heard the following issues were a priority to some residents: housing needs, lack of taxi service, permitting golf cart use, affordable rentals, and the increased rat presence.
- Met with BC Ambulance regarding the fate of the Juliet Car service in Barriere which has subsequently been approved until the fall.
- Met with the Parliamentary Secretary at the BBC with the CAO.
- Participated in a number of budget working group sessions and acknowledged the District staff's efforts in this regard.

**12. PUBLIC INQUIRIES** – *none presented.*

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

## **14. CONVENE INTO CLOSED SESSION**

**Moved by Councillor Lodge**

**Seconded by Councillor McInnis**

**That pursuant to Sections 90(1)(c)(e)(i)(k) of the Community Charter, that the public interest requires that persons other than Council Members and required staff be excluded from the meeting and that Council continues the meeting in closed session to discuss confidential matters at 7:35pm.**

**CARRIED**

**15. RECONVENE OPEN MEETING** – *the meeting reconvened at 9:33p.m.*

## **16. NEXT MEETING**

- a. SPECIAL Council Meeting – BUDGET: March 31, 2025 @ 5:30pm
- b. Regular Council Meeting, Monday, April 14, 2025 @ 5:30pm

## **17. ADJOURNMENT**

**Moved by Councillor Kibble that the meeting adjourn at 9:34p.m.**

**CARRIED**

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Mayor Rob Kerslake

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T. Buchanan, Corporate Officer

**DISTRICT OF BARRIERE**  
**MINUTES OF A SPECIAL COUNCIL MEETING - BUDGET**  
Held on Monday, March 31, 2025 at 6:00pm in the Council Chambers at Municipal Hall  
4936 Barriere Town Road, Barriere, B.C.

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

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

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

*Mayor Kerslake called the meeting to order at 6:00pm*

**1. ADOPTION OF AGENDA**

The formal Oath of Office of Councillor Elect, Brody Mosdell, was added to the agenda as item 2.

**Moved by Councillor Lodge**

**Seconded by Councillor Armstrong**

**That Council approve the March 31, 2025 SPECIAL Council Meeting Agenda as amended.**

**CARRIED**

**2. OATH OF OFFICE – Brody Mosdell**

Brody Mosdell verbally made his solemn Oath of Office as Councillor of the District of Barriere and formally signed this Oath, certified by the Corporate Officer.

**3. 2025 BUDGET – Draft 2**

The CAO provided an overview of the written report, including providing a visual of the report to the public for those in attendance and online.

1. Strategies to Balance the Budget – March 24, 2025 – 1 Page
2. Municipal Taxes and Comparison to other Taxing Authorities – 1 page
3. Visual Summary – 5 pages
  - 3.1 Funded version – March 31, 2025
  - 3.2 Unfunded version – March 17, 2025
  - 3.3 Tax Rates – March 31, 2025
4. Revenues – 1 page
5. Expenses – 1 page
6. Operational Variances – 4 pages
  - Includes 1 page update for changes from March 24, 2025, to March 31, 2025
7. Community Support – Grant-in-Aid – 1 page
8. Capital Projects Summary – 1 page
9. Capital Projects Business Cases – 38 pages
10. Debt Servicing – 1 page

11. Reserve Continuity – 1 page
12. Operating Grants and Other Projects – 1 page

It was reported that since the first draft of the 2025 budget, \$68,500 has been removed to reduce expenses as much as possible. It was noted that the margin will remain small for any unexpected repairs, emergencies or other issues.

Interest is now going back into surplus & reserves as required under the Community Charter. A transfer amount of \$10,500 from surplus will be used to balance the budget.

Overall, this budget sees an approximate 6% increase in operating which is an average seen year over year.

*Councillor McInnis left the meeting at 6:42pm*

This 2<sup>nd</sup> draft of the proposed budget displays a \$207.00 surplus, which is a significant change from the \$309,000.00 (approx.) deficit originally reviewed by Council in early March.

**Moved by Councillor Lodge**

**Seconded by Councillor Armstrong**

**That Council approve the Draft 2025 Budget as presented and direct staff to prepare the Financial Plan and Tax Rates Bylaws with these values; AND to present the Bylaws for first three readings at the April 14, 2025, Regular Meeting of Council.**

**CARRIED**

It was noted that the information pamphlet that summarizes the 2025 Budget as well as the overview of the services the local government provides the community through utility fees and annual taxation will be distributed to the public via E-News along with the 'District News' correspondence that is distributed after a Council Meeting.

#### 4. PUBLIC INQUIRIES

- a. Stacey Gartner – asked for clarification on tax implications for the average assessed residential home in Barriere. The CAO answered by reviewing the following graph:

				Revenues		Average Increase or Decrease	
Residential Class	SUMMARY	Tax increase					
		Tax decrease		844	\$	62,485	\$ 74
		Tax zero increase		103	-\$	4,470	-\$ 43
		Increase <\$100		1	\$	-	
		Increase \$100-\$500		665	\$	28,683	\$ 43
Median	\$ 380,500	Increase >\$500-\$1000		171	\$	26,400	\$ 154
Average	\$ 383,209	Increase >\$1000		5	\$	3,877	\$ 775
				3	\$	3,525	\$ 1,175
		# Folios	#	948			

No further questions were presented by the public.

## **5. ADJOURNMENT**

**Moved by Councillor Lodge that the meeting adjourn at 7:22pm**

**CARRIED**

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Mayor Rob Kerslake

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T. Buchanan, Corporate Officer



District of Barriere

# REPORT TO COUNCIL

<b>Date:</b> April 14, 2025	
<b>To:</b> Council	<b>From:</b> Department Heads
<b>Re: Departmental Updates</b>	

## **CORPORATE OFFICER:**

### **General:**

- Participated in a review of updates to the administration of the District's website.
- Coordinated with the artist completing Council's gift to Simpcw commemorating the two organization's MOU signing.
- Procured and assembled six Easter Basket gift baskets that were generously funded by the Barriere Legion Ladies Auxiliary in preparation for next weekend's Community Easter Egg Hunt hosted by the Lions Club.
- At the request of a Barriere Senior Secondary School Science Teacher, provided an education session to the Grade 11 Science class about the District's solid waste & recycling program, including information about the journey that Barriere's waste takes once it leaves someone's home or business.

## **PUBLIC WORKS MANAGER:**

### **Roads:**

- Load Restrictions on all District roads have been rescinded.
- Bulk sweeping has been completed. Commercial sweeper is scheduled to be here after Easter weekend.
- Dixon Creek Road ditching was completed in-house.
- Dixon Creek and Bandshell roads were recently graded by ARGO.
- Barriere River bridge deck and sidewalk washed by Fire Department.

### **Parks:**

- Staff are reducing brush pile accumulation from tree pruning and park cleanup by burning on good venting index days.
- Annual flowers have been started in the greenhouse at SAWRC.
- All ball fields have been aerated.
- Water to KP washrooms and Community Garden is now on.
- Fire Department attempted a controlled burn behind SAWRC to reduce invasive plants and Firesmart the field.

### **Environmental Services:**

- Staff will be purchasing 6 used dumpsters from a Kamloops firm. Working out logistics for pick-up and delivery.

### **Utilities:**

- The water leak identified on the property of Community Forest on Gilbert Drive has been repaired.
- Watermain flushing throughout town is underway and should be completed by April 18<sup>th</sup>.
- Water consumption is hovering around 1000 m3/day.

### **Facilities:**

- Business Centre Unit #4 renovations – drywalling has commenced.

## **FIRE CHIEF:**

### **Fire Department:**

- Calls: Medical Assist, Burning Complaint, Grass Fire (Out of Boundary)
- Training: Bridge Washing, NFPA 1001 (Exterior and Interior)
- 3 members assisted Chu Chua Fire and BCWS with a Prescribed Burn
- Attended the NG-911 System Regional District Stakeholders Meeting
  - New NG911 System set to roll over by March 31st 2027
- 2 Members (Chief and LT) attended Mass Casualty Training in Black Pool with BCHES and other regional FD's
- Control Burn behind Wastewater Treatment Plant will occur on a good venting day – first attempt had little success as moisture was high
- Attended the C2C Forum in Chu Chua

### **FireSmart:**

- Two Members currently at the Wildfire and Resiliency Training Summit in Penticton
- Wildfire Preparedness Day event on May 3rd planning has started
- Joined the FireSmart Luncheon in Clearwater on Tuesday the 8th
- Second Luncheon at Senior Center has been rescheduled to June 14th

### **Weather:**

- Provincial snowpack is below normal, averaging 79% of normal
- April 1st 2025 Snow Basin Indices (North Thompson) 58% of normal
- No anticipated flood hazards
- Low snowpack and seasonal runoff forecasts combined with warm seasonal weather forecasts and lingering impacts from on-going drought are pointing towards elevated drought hazards for this upcoming spring and summer.

## **CHIEF ADMINISTRATIVE OFFICER:**

### **Finance:**

- Public Budget Meeting was held on March 31, 2025 with a few interested community members in the audience.
- Work continued on the Financial Plan and Tax Rates Bylaw, along with reconciliation of the 2024 yearend financials. 3 separate reports are attached to this agenda.

### **Governance:**

- Agreements / Contracts:
  - Community Hall Lease Agreement – working with representatives for the Club on fine tuning the agreement. We should be able to finalize this in May.
- Policies / Bylaws:
  - Finalizing Tax Rates and Financial Plan Bylaws

### **Administration:**

- Continued to work with CN Rail on cost sharing resolution to the Hall Road crossing. The estimate for the wooden planks, installed, is now \$20,000 compared to the initial estimate of roughly \$180,000. The District would still be responsible for roughly \$25,000 in paving.
- TNRD CAO's had a bi-annual check-in last week, which included discussion on budget presentations, and potential options for the TNRD to attend Council meetings to explain the TNRD services in more detail to all members of Council.

District of Barriere

# REPORT TO COUNCIL

## Request for Decision

<b>Date:</b> April 14, 2025	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> T. Buchanan, Corporate Officer
<b>Re:</b> Resolution of temporary encroachment on District road allowance at 388 Hall Rd by way of formal agreement.	
<b>Recommendations:</b> <ol style="list-style-type: none"><li>1. <b>THAT Council rescind the following resolution made on July 2, 2013:</b> <i><b>“THAT Council approve an encroachment agreement and issuance of the required building permit for the existing office structure to remain in place until a permanent office is built on the property.”</b></i></li><li>2. <b>THAT the District enter into the written agreement dated April 15, 2025 with Shane Guiding as presented to require the removal of the existing office structure currently encroaching on the District road allowance prior to the expiration date of a valid building permit for its demolition or relocation, along with the other terms and conditions included within the agreement.</b></li></ol>	

**Purpose:** To rescind a previous resolution of Council worded unintentionally to permit a temporary encroachment on District road allowance without a date of required removal and to enter into a formal, written agreement with the property owner outlining the terms and conditions of the temporary encroachment approval with a firm deadline to resolve the trespass.

**Background:** Shortly after the adoption of the District’s first Official Community Plan which included the creation of Development Permit Areas (DPA), the owner of Act-1 located at 388 Hall Road along Highway 5, was granted the District’s first Development Permit (No. DP-12-01 Guiding). During the active construction phase, an encroachment issue was identified by the District’s Building Inspector at the time which resulted in the property owner making a formal request to Council to permit the unintended encroachment while he got his business established. Council subsequently approved that request. A copy of that original report dated July 2, 2013 is attached.

**Discussion:** The resolution that was made on July 2, 2013 allowed the encroachment *“until a permanent office is built on the property.”* A permanent office has not yet been constructed and therefore, twelve years later, the encroachment still exists. The property owner has recently submitted an application for a building permit to construct a permanent replacement of the current tent structure on the property that serves as the main shop for the vehicle repair business. It has been communicated to the Building Inspector that this structure has already been fully purchased and is delivery ready. Delivery can be made as soon as a building permit is obtained and the concrete foundation poured.

During the routine plan checking during staff's review of the application, the encroachment issue was flagged to be resolved prior to the permit's issuance. In order to adequately resolve this issue, staff are recommending that Council rescind the original July 2, 2013 resolution and enter into a formal, written agreement (draft attached), that provides a firm deadline for the removal of the on-site office that is encroaching on District road allowance along Hall Rd at the front of the property. The property owner has indicated full agreement to such an arrangement.

Building and demolition permits are valid for 2 years from date of issuance as per bylaw. The attached agreement includes terms that the encroachment issue must be resolved in order for a final occupancy certificate to be granted for the new structure and any other works undertaken to meet the compliance requirements of the agreement. Should the property owner breach the terms of this agreement, the result may mean a formal Notice being filed on the property's Title which could then carry further consequences such as the possible denial of a valid business licence to operate, denied insurance coverage and/or rejection of future financing applications made by the business to banking institutions.

The terms of this agreement have been communicated to the property owner and he intends to sign the document (if approved by Council) as of April 15, 2025 so that it may accompany his new building permit application(s).

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## Benefits or Impact

### General

The replacement of a non-permanent shop structure which is not assessed for taxation the same way a permanent commercial structure is, will result in a higher assessed value of the property. In addition, the visual appeal of the permanent structure would be a benefit.

### Finances

Higher, commercially assessed values result in increased tax revenue for the municipality.

### Strategic Impact

Strengthening the community's commercial and industrial base to ease the residential tax burden.

### Risk Assessment

Compliance: Official Community Plan, Building Bylaw No. 128, and Zoning Bylaw No. 111.

Risk Impact: Moderate. Breach of the agreement could result in costly enforcement action for both parties. However, the same is true should no agreement be put into place as the encroachment must be resolved to reduce the District's liability risk of the structure's current location.

### Next Steps / Communication

- Agreement to be signed by staff and property owner. Building Permit process will then recommence.

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## Attachments

- July 2, 2013 Committee of the Whole Report to Council
- Original site layout plan
- Property Report

### **Recommendations:**

1. **THAT Council rescind the following resolution made on July 2, 2013:**  
***“THAT Council approve an encroachment agreement and issuance of the required building permit for the existing office structure to remain in place until a permanent office is built on the property.”***
2. **THAT the District enter into the written agreement dated April 15, 2025 with Shane Guiding as presented to require the removal of the existing office structure currently encroaching on the District road allowance prior to the expiration date of a valid building permit for its demolition or relocation, along with the other terms and conditions included within the agreement.**

### **Alternative Options**

1. Council could choose not to enter into a written agreement with the property owner and continue to permit the encroachment of the on-site office structure until such time as a permanent office is constructed at a future date unknown. This is not recommended as this will continue to leave the District liable for any damages resulting from the location of the current structure on land the District is responsible for.
2. Council could choose to amend the terms of the draft agreement as presented.

Prepared by:

T. Buchanan, Corporate Officer

Reviewed by:

D. Drexler, Chief Administrative Officer

District of Barriere  
**REPORT TO COUNCIL**

<b>Date:</b> July 2, 2013	<b>File:</b> 530.20/Rpts
<b>To:</b> Committee of the Whole	<b>From:</b> Colleen Hannigan, CAO
<b>Re:</b> Request for a temporary encroachment agreement onto District road Allowance (Hall Rd. – Quiding – 388 Hall Rd. – Development Permit 12-01)	

**Background:** On Dec. 17, 2012, Council approved Development Permit 12-01 at 388 Hall Rd. to allow the renovation of the small vacant blue dwelling to an office and to build the service building, both as per the site plan submitted.

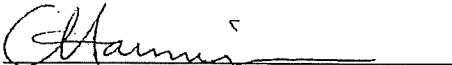
**Discussion:** When the Building Inspector visited the site, it was noted that the proposed office structure was encroaching on to the road allowance in front of the property. The owner has assured us that the present structure is a temporary office location for the first couple of years until he has the business up and running at which time he will build an office on site as shown in the Development Permit.

Because of this encroachment situation, the Building Inspector has issued a permit only for the repair facility and not for the office structure.

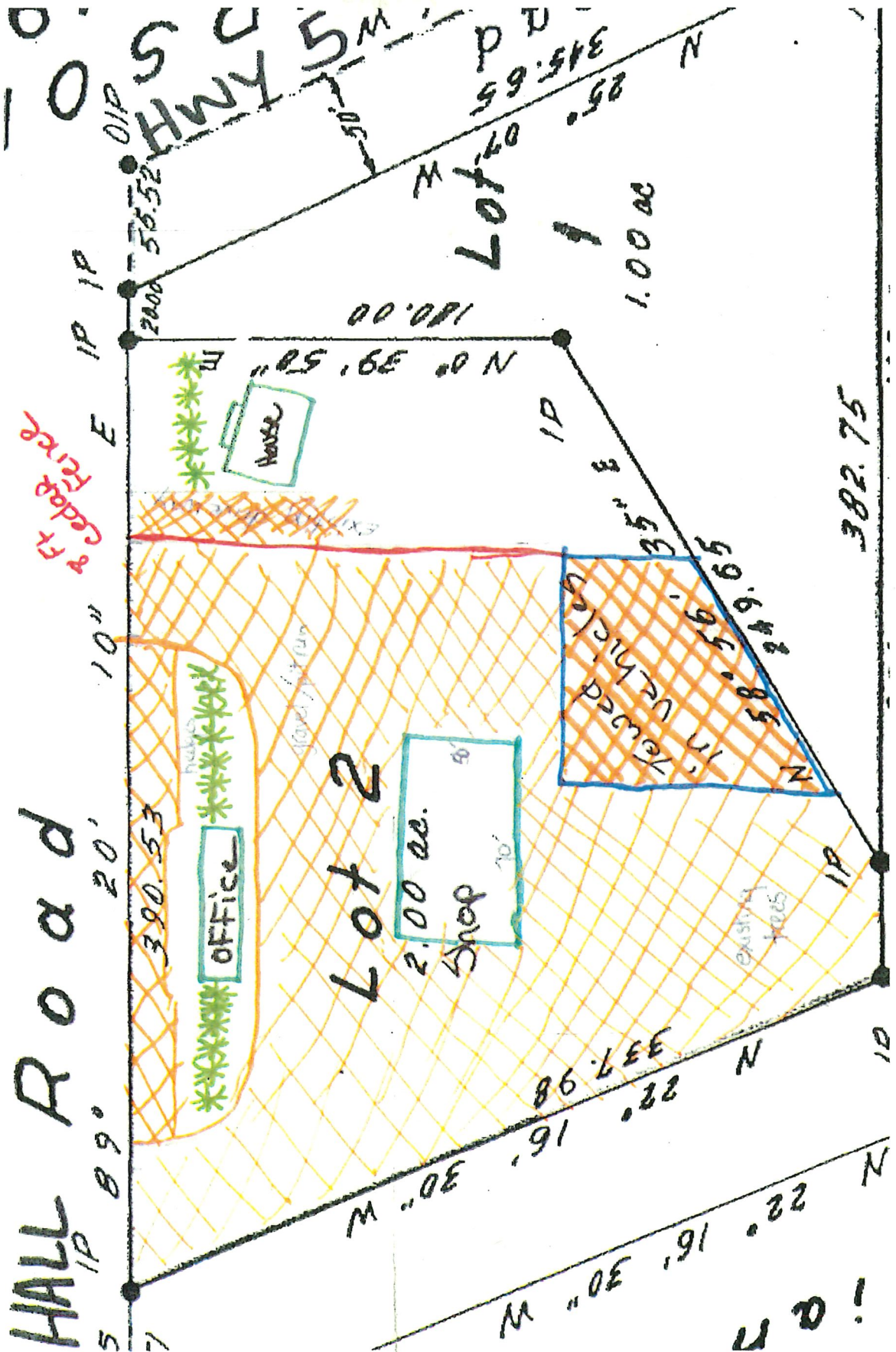
The owner has been informed that this encroachment could put the District at risk should we approve a permit on the structure while encroaching without permission from Council and a proper agreement put in place.

**Recommendations:**

***THAT Council approve an encroachment agreement and issuance of the required building permit for the existing office structure to remain in place until a permanent office is built on the property.***

  
Colleen Hannigan, CAO

SCHEDULE "A"







Property Information Report  
Report Generated: 4/10/2025, 10:10:27 AM |  
Data Generated: 4/9/2025, 12:02:45 AM

Thompson-Nicola Regional District  
300 - 465 Victoria St  
Kamloops, BC V2C 2A9  
T (250) 377-8673 | F (250) 372-5048  
E [gisinfo@tnrd.ca](mailto:gisinfo@tnrd.ca)

## Parcel Description

### Address

388 Hall Rd

### Legal Description

LOT 2 DISTRICT LOT 1325 KAMLOOPS DIVISION YALE DISTRICT  
PLAN 17663

### Plan Number

KAP17663

### Parcel Type (Class)

SUBDIVISION

### Owner Type

PRIVATE

**Lot Size(Calculated)(+/-5%) - Approximate lot size is calculated from a Geographic Information System. The true size of the lot is found on a legal survey plan.**

### Square Meter

8090.76

### Acre

1.999

### Hectare

0.809

### Community

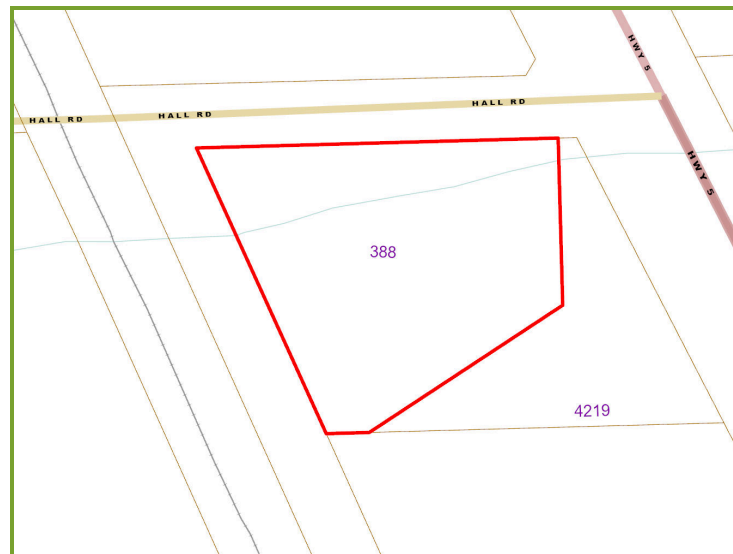
Barriere

### Local Authority

District of Barriere

### School District

Kamloops/Thompson



## Services

Contact the Local Authority for services provided by other jurisdictions

**Water Service** N/A

**Sewer Service** N/A

**Fire Protection** N/A

**Invasive Plants Program** [Link](#)

**Nuisance Mosquito Reduction** [Link](#)

## Future Debt (Loan Authorization)

For enquiries, contact the Local Authority

### Future Debt

Unknown - contact District of Barriere for any future debt.

## Development

For enquiries, contact the Local Authority

### Zoning Bylaw

111

### Site Specific Zoning

N/A

### Zoning

C2

### Development Permit Area

Yellowhead Corridor DPA

### Official Community Plan Name

DISTRICT OF BARRIERE

### OCP Designation

COMMERCIAL



<b>Lake Classification</b> Unclassified	<b>Lake Name</b> Unknown	<b>Lakeshore Development Guidelines (Intersect)</b> Yes
<b>Fringe Area</b> N/A	<b>Floodplain Information</b> Contact Local Authority	<b>Agriculture Land Reserve (Intersect)</b> No
<b>Riparian Area (Source: TRIM)(Intersect)</b> Yes	<b>Post-Wildfire Geohazard Risk Restrictions</b> Unknown	

Development and Building Permits

from July 2009 to Present (For enquiries, contact the Local Authority)

Nothing Found

BC Assessment					
For enquiries, contact BC Assessment Authority					
<b>Folio</b> 345.01245.582	<b>Actual Use</b> 2 ACRES OR MORE (SINGLE FAMILY DWELLING, DUPLEX)		<b>Manual class</b> 1 1/2 STY SFD-AFTER 1930-FAIR		
<b>Folio</b> 345.01245.582	<b>Land Title PID</b> 008-376-603	<b>Assess Year</b> 2024	<b>Land</b> \$121,000.00	<b>Improvement</b> \$169,000.00	<b>Property Class</b> 1-Res
<b>Folio</b> 345.01245.582	<b>Land Title PID</b> 008-376-603	<b>Assess Year</b> 2024	<b>Land</b> \$30,400.00	<b>Improvement</b> \$11,000.00	<b>Property Class</b> 6-Bus/Oth

Disclaimer: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and the Thompson-Nicola Regional District (TNRD) is not responsible for its accuracy, completeness or how current it may be.

THIS AGREEMENT made effective the \_\_\_\_ day of April, 2025.

BETWEEN

**DISTRICT OF BARRIERE,**  
PO Box 219,  
Barriere, British Columbia V0E 1E0  
(the “**District**”)

OF THE FIRST PART

AND:

**Shane Quiding,**  
**388 Hall Rd. Barriere, British Columbia, V0E 1E0**  
(the “**Property Owner**”)

OF THE SECOND PART

**WHEREAS:**

A. The Property Owner owns certain lands more particularly known and described as:

**LOT 2 DISTRICT LOT 1325 KAMLOOPS DIVISION YALE DISTRICT PLAN 17663** (the “**Lands**”); and

- B. The District is requiring the road allowance encroachment of the building being utilized by the Property Owner as a “site office” to be either demolished or re-located inside the Lands’ permissible setback regulations as per the District of Barriere Zoning Bylaw.
- C. The Property Owner acknowledges the encroachment of the site office on the Lands and agrees to rectify the matter per the conditions of this agreement.
- D. The Property Owner acknowledges the encroachment of various vehicles and other materials stored on the Lands along the road allowance adjacent to the CN Railway and agrees to relocate these items onto the Lands and store them in a neat and tidy manner.
- E. A valid building or demolition permit from the District of Barriere expires two years from the date of building or demolition permit approval.

NOW THEREFORE, in consideration of the permits and conditions herein to be observed and performed the Parties agree as follows:

1. **BUILDING INSPECTION DEPARTMENT PERMIT(S)**

- 1.1 The Property Owner hereby agrees to obtain a valid permit from the District of Barriere Building Inspector for either the demolition of the site office currently located on the Lands that is encroaching on the municipal road allowance; the construction of a new site office that meets the setback requirements of the C2 Zone; or a combination of both unless otherwise agreed upon in writing by both parties.

- 1.2 The Property Owner may comply with Section 1.1 by including its requirement(s) within a separate building permit for another structure, subject to that structure complying with any relevant District of Barriere bylaws.
- 1.3 The Property Owner will comply with the requirements of this Section not later than 30 calendar days from April 16, 2025.

2. **PROVISOS**

Provided always and is hereby expressly agreed and declared by and between the parties as follows:

- 2.1 That upon the Property Owner obtaining a valid demolition and/or building permit for the works outlined in Section 1.1, all works will be completed prior to the expiration of the subject permit.
- 2.2 The District agrees to permit the encroachment of the site office until the expiration date of the valid demolition or building permit obtained by the Property Owner as per the provisions of this agreement.
- 2.3. The Property Owner will ensure that all works on the Lands meet compliance of all relevant District of Barriere bylaw requirements including, but not limited to, zoning, building, and development regulations prior to the expiry date of any building and/or demolition permit(s).
- 2.4 For the purposes of this agreement, excluding a valid building permit for a new structure, no application for renewal or extension will be granted for the demolition of the site office without approval from District of Barriere Council.
- 2.5 During any demolition or construction of works undertaken on the Lands, the Property owner agrees that no material or debris will be stored on any road allowance and will be promptly disposed of or kept in a tidy manner in compliance with the District of Barriere's Unsightly Premises Bylaw.
- 2.6 The Property Owner will relocate the various vehicles and other materials stored on the Lands along the road allowance adjacent to the CN Railway onto the Lands and store them in a neat and tidy manner no later than 30 calendar days from April 16, 2025.
- 2.6 The Property Owner agrees that the District will not be held liable for any damage to any structures, improvements, vehicles or other material owned by the Property Owner that are located within the District's road allowance for the duration of the terms of this agreement.
- 2.7 This agreement shall be governed by, and construed in accordance with, the laws of the Province of British Columbia and the laws of Canada, as applicable, and each of the parties submits to the jurisdiction of the Courts of British Columbia with respect to this agreement.

IN WITNESS WHEREOF the Parties hereto have hereunto set their hands on the \_\_\_\_\_ day of April, 2025  
in Barriere, BC.

**District of Barriere** by its authorized signatory(ies):

\_\_\_\_\_  
Daniel Drexler, CAO

Date signed: \_\_\_\_\_

\_\_\_\_\_  
Tasha Buchanan, Corporate Officer

Date signed: \_\_\_\_\_

**Property Owner:**

\_\_\_\_\_  
Shane Quiding

Date signed: \_\_\_\_\_

# District of Barriere

# REQUEST FOR DECISION

<b>Date:</b> April 14, 2025	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> T. Buchanan, Corporate Officer
<b>Re: School District #73 Playground on District-owned lands &amp; DoB Trails on SD73 owned lands</b>	

## Recommendations:

1. That Council direct the Mayor and Corporate Officer to sign the lease renewal agreement with School District #73 lease the lands referred to as Lot "A" for one dollar for a five year term to the end of 2028.
2. That Council direct the Mayor and Corporate Officer to sign the lease renewal agreement with School District #73 for part of the lands known as *Lot 45, Plan 1746, DL1483, Except southerly 210 feet, KDYD*, shown as Schedule 'A' attached to the lease agreement, for one dollar for a five year term to the end of 2028.

**Purpose:** To provide Council with draft renewal agreements for reciprocal property uses between the School District and District of Barriere.

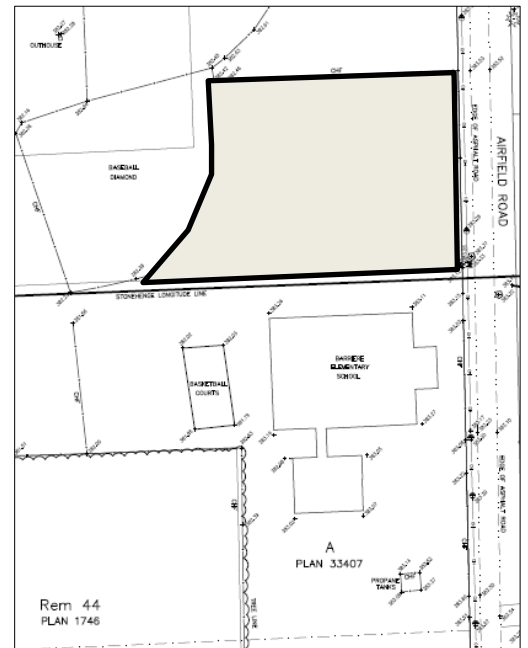
## Barriere Elementary School Playground Lease re: Lot 'A'

**Background:** Since 2013, the District of Barriere has had an agreement in place with School District #73 that resolved the encroachment of playground equipment on to District-owned parkland. Before this arrangement was made, a land swap was originally proposed, however, Council felt the restrictions and associated costs placed by the Board on that solution were prohibitive. This agreement ensures that no monies or legal fees are incurred by either party. There have been no issues or incidents with the arrangement to date.

**Discussion:** The four year term lease for the portion of the property (Barriere Elementary original playground area), shown outlined in bold on the Sketch attached to this report, similar to the lease the District of Barriere has with AG Foods for the Bike Park, the Board takes over the liability and responsibility for the long term inspection and maintenance of the equipment and the lands upon which they sit. Either party is given the opportunity to terminate the agreement with one month's written notice.

- The original agreement was signed and in place for a five year term – January 1, 2014, to December 31, 2018
- The renewed agreement was signed and in place for another five year term – January 1, 2019, to December 31, 2023.

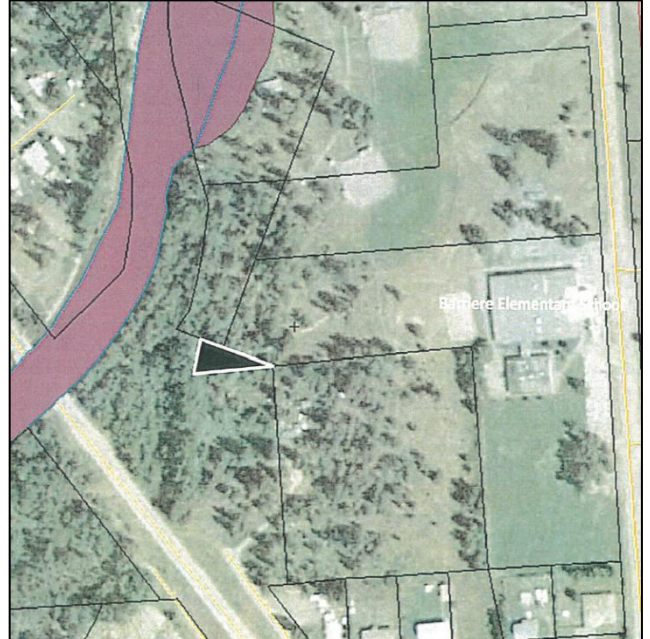
Obviously, the latest agreement has lapsed, which is an oversight of both parties. A draft renewal agreement back dated to January 1, 2024 to December 31, 2028, is being presented to Council for consideration.



## **Trail Linkage Lease with School District #73**

**Background:** When Council approved a Cycling Infrastructure Partnerships Program (CIPP) application for 50/50 trail linkages funding in February of 2014, it was subject to approval from the School District to cross their property near the river. A lease agreement similar to the one in place for the playground and the bike park was then signed and approved by the School District and District of Barriere as there has been a requirement from CIPP staff to have something (such as a lease) in place with this property to legally establish the right to use it for trail purposes.

**Discussion:** Like the Playground Lot 'A' lease agreement, this agreement was originally approved in 2014 and again in 2019. Both were for five year terms. As with the Lot 'A' agreement, the term has expired and must be renewed. The property is shown attached to the Draft Agreement attached (*subject to SD73 approval*) and shown here:



---

### **Benefits or Impact:**

#### General

Confirms the continuation of the current use agreements between the School District and District of Barriere for both property areas used by both the public and students.

#### Finances

Both agreements do not require any additional funding to exchange hands by either party and ensure that both parties are covered by their respective insurers for their use.

#### Strategic Impact

Priority #4: General Governance and Community Engagement

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

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

#### Risk Assessment

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

Risk Impact: Low

#### Internal Control Process:

The agreement specifies that any major changes to the use of either property or any additions/deconstruction of any improvements must be first approved by the respective party. The Corporate Officer is normally the key contact for these agreements.

#### Next Steps / Communication

- Staff will forward the agreement to SD73 for signing.

### **Attachments:**

- Previous signed agreements
- Draft renewal agreements

### **Recommendations:**

1. That Council direct the Mayor and Corporate Officer to sign the lease renewal agreement with School District #73 lease the lands referred to as Lot "A" for one dollar for a five year term to the end of 2028.
2. That Council direct the Mayor and Corporate Officer to sign the lease renewal agreement with School District #73 for part of the lands known as *Lot 45, Plan 1746, DL1483, Except southerly 210 feet, KDYD*, shown as Schedule 'A' attached to the lease agreement, for one dollar for a five year term to the end of 2028.

### **Alternate Options:**

- Council could choose not to renew the agreement. This is not recommended as it may impact the bike trail and prohibit the use of the current playground equipment and field area by Barriere Elementary users.

Prepared by: T. Buchanan, Corporate Officer

Reviewed by: D. Drexler, CAO

THIS LEASE made effective the 1<sup>st</sup> day of January, 2019.

BETWEEN

**DISTRICT OF BARRIERE,**  
PO Box 219,  
Barriere, British Columbia V0E 1E0  
(the "Landlord")

OF THE FIRST PART

AND:

**SCHOOL DISTRICT #73,**  
Barriere, British Columbia, V0E 1E0  
(the "Tenant")

OF THE SECOND PART

**WHEREAS:**

A. The Landlord owns certain lands more particularly known and described as:

LOT 45, PLAN 1746, DISTRICT LOT 1483 EXCEPT Southerly 210 FEET, KAMLOOPS DIVISION YALE DISTRICT (the "Lands"); and

B. The Tenant desires to use that part of the Lands as more particularly described and outlined in bold and cross-hatched in the sketch plan shown in Schedule "A" hereto, for the purposes described herein.

NOW THEREFORE, in consideration of the rents, covenants and conditions herein to be paid, observed and performed the Parties agree as follows:

1. **LEASE**

1.1 The Landlord hereby leases the premises to the Tenant on a month-to-month basis commencing on January 1, 2019, provided that the term of the lease shall extend no further than December 31<sup>st</sup>, 2023 unless otherwise agreed upon in writing by both parties.

2. **BASE RENT**

2.1 The Tenant shall pay rent to the Landlord in the sum of one dollar (\$1) for the term, which is hereby acknowledged.

3. **TENANTS COVENANTS**

The Tenant hereby covenants with the Landlord as follows:

3.1 The Tenant shall neither use nor suffer, nor permit, nor allow the premises, or any portion thereof, to be used for any other purpose than for a school playground with associated playground equipment owned and maintained by the Tenant.



- 3.2 The Tenant shall not directly or indirectly assign, mortgage, sublet or encumber its leasehold interest, or its interest in the premises or any improvements thereon, or permit a licensee or any person or persons to use or occupy any part of the premises without first having obtained the prior written consent of the Landlord.
- 3.3 The Tenant shall, during the term of this lease, at its own expense, promptly observe, perform, execute and comply with all laws, ordinances and regulations of every federal, provincial or municipal authority or agency which have lawful application to the demised land and improvements constructed thereon.
- 3.4 No materials shall be stored on the premises except those which are required by the Tenant in the operation of the school playground. The Tenant shall not bring on the premises any hazardous waste nor will it conduct any activities which would constitute an environmental risk.
- 3.5 During the term of the lease the Tenant shall at the Tenant's cost and expense, insure and keep insured all of the Tenant's fixtures and chattels on the premises.
- 3.6 During the term of this lease the Tenant shall at its sole cost and expense maintain public liability insurance on the premises to protect the Landlord against claims for personal injury, death or property damage occurring upon the premises by the Tenant, such insurance to afford protection to the limit of two million dollars (\$2,000,000). Policies for such insurance shall be for the mutual benefit of the Landlord and the Tenant and the Landlord shall be a named insured.
- 3.7 The Tenant covenants and agrees to indemnify and save harmless the Landlord against any and all claims, suits or causes of action or other proceedings by or on behalf of any person or persons, corporation or corporations, or any Civic, Municipal or governmental authority arising from:
- (a) the conduct and management of all forms of any work or things whatsoever done by the Tenant, its agents, employees or representatives or invitees, on or about the premises during the term of this lease; or
  - (b) any accident, damage, or injury whatsoever, however caused to any person or parties in, on or about the premises during the term of this lease,
- provided, however, that this indemnification shall in no event extend to the direct, primary and proximate results of the negligent or wilful conduct of the Landlord, its agents, employees or representatives.
- 3.8 The Landlord, or any person or persons designated by the Landlord, shall have the right at all reasonable times to enter upon the premises or any part thereof for the purpose of

inspecting the premises or any buildings or other improvements made therein or thereon and for such other purposes as the Landlord may deem necessary.


4. **PROVISOS**

Provided always and is hereby expressly agreed and declared by and between the parties as follows:

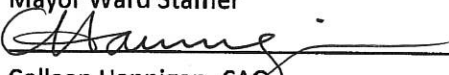
- 4.1 Either party may, in writing presented to the other party, with or without cause, terminate this lease agreement prior to the end of the term with one month's written notice.
- 4.2 At the expiration or sooner termination of this lease, all improvements to the premises shall become the property of the Landlord to be dealt with at their discretion.
- 4.3 Nothing herein contained shall at any time create or be construed as creating a joint venture, partnership or relationship or any relationship between the Parties hereto and their assigns other than that of Landlord and Tenant.
- 4.4 Time is of the essence of this lease and all provisions hereof.
- 4.5 These presents and everything herein contained shall be binding upon the Tenant, its heirs, executors, administrators, successors and assigns and shall enure to the benefit of the Landlord or its successors.
- 4.6 This lease shall be governed by, and construed in accordance with, the laws of the Province of British Columbia and the laws of Canada, as applicable, and each of the parties submits to the jurisdiction of the Courts of British Columbia with respect to this lease.

IN WITNESS WHEREOF the Parties hereto have hereunto set their hands and seals as of the day and year first above written.

**District of Barriere** by its authorized signatory(ies):

  
\_\_\_\_\_

Mayor Ward Stamer

  
\_\_\_\_\_

Colleen Hannigan, CAO

Date signed: Feb 11/2019

Date signed: Feb 8, 2019

**School District #73** by its authorized signatory(ies):

  
\_\_\_\_\_

Kelvin Stretch, CFO/Secretary-Treasurer

Date signed: February 5, 2019

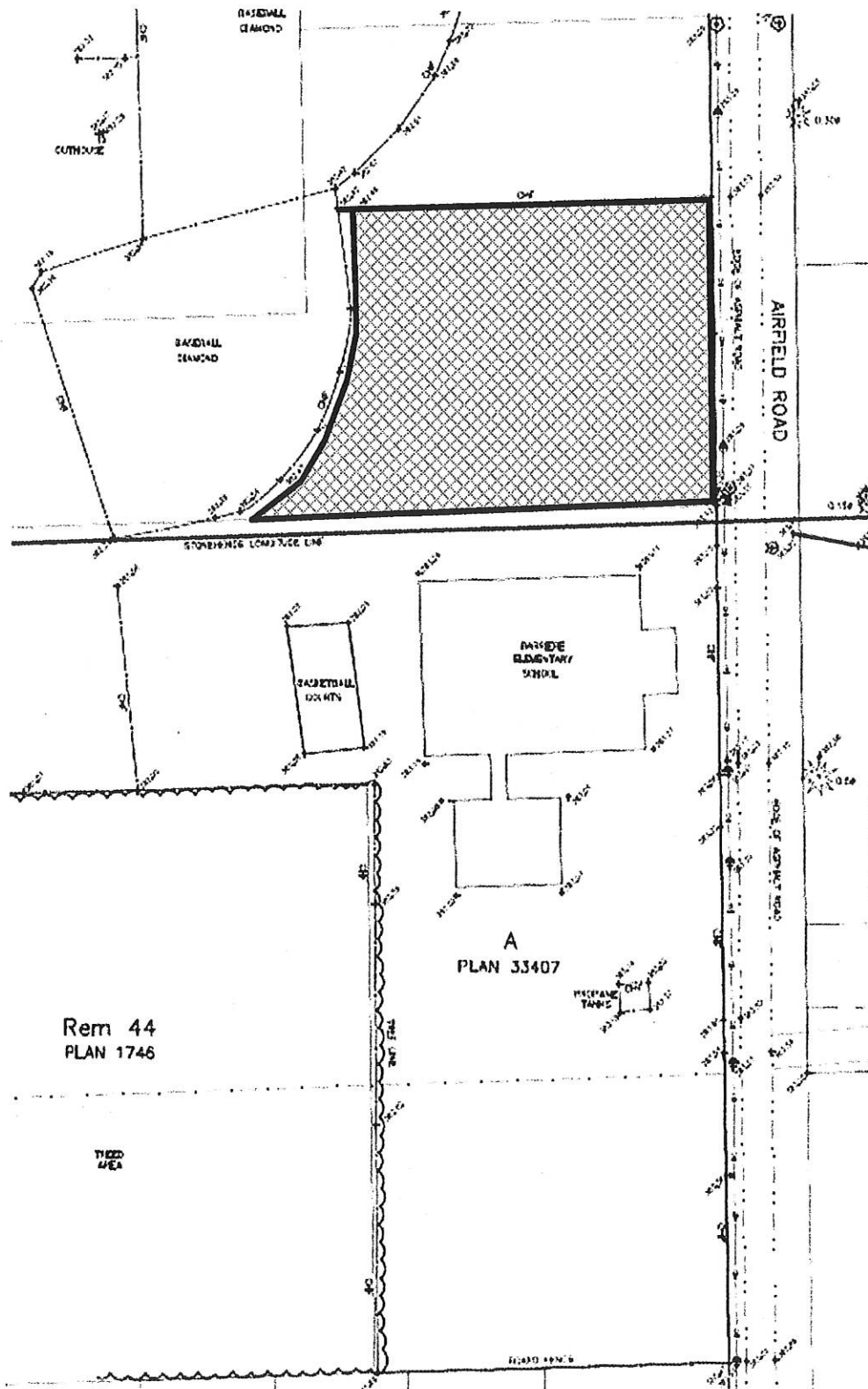
Date signed: \_\_\_\_\_

Authorized Signatory

# SCHEDULE "A"

*elt*  
 6 January 1, 2019

See attached sketch plan depicting the "premises" of the Lease dated October 29<sup>th</sup>, 2013<sup>A</sup>, entered into between the District of Barriere, as Landlord, and School District #73, as Tenant.



THIS LEASE made effective the 1<sup>st</sup> day of January, 2019.

BETWEEN

**SCHOOL DISTRICT #73,**  
1383 – 9<sup>th</sup> Avenue  
Kamloops, BC V2C 3X7  
(the "Landlord")

OF THE FIRST PART

AND:

**DISTRICT OF BARRIERE,**  
PO Box 219,  
Barriere, British Columbia V0E 1E0  
(the "Tenant")

OF THE SECOND PART

**WHEREAS:**

- A. The Landlord owns certain lands more particularly known and described as:
- Barriere Elementary School, Lot "A", District Lot 1483 & 1634, Plan KAP33407, KDYD, PID 003198138.
- B. The Tenant desires to use that part of the Lands as more particularly described and outlined in white with black fill in the sketch plan shown in Schedule "A" hereto, for the purposes described herein ("the premises").

NOW THEREFORE, in consideration of the rents, covenants and conditions herein to be paid, observed and performed the Parties agree as follows:

1. **LEASE**

- 1.1 The Landlord hereby leases the premises to the Tenant on a month-to-month basis commencing on **January 1<sup>st</sup>, 2019**, provided that the term of the lease shall extend no further than **December 31<sup>st</sup>, 2023** unless otherwise agreed upon in writing by both parties.

2. **BASE RENT**

- 2.1 The Tenant shall pay rent to the Landlord in the sum of one dollar (\$1.00) for the term, which is hereby acknowledged.

3. **TENANTS COVENANTS**

The Tenant hereby covenants with the Landlord as follows:

- 3.1 The Tenant shall, at the sole expense of the tenant, use the premises to construct, operate, maintain, replace, reconstruct, repair, alter, protect, improve or remove a Public Pathway as may be reasonable and proper.

- 3.2 The Tenant shall, once it has constructed the Public Pathway, keep the Public Pathway in a proper state of repair.
- 3.2 The Tenant shall neither use nor suffer, nor permit, nor allow the premises, or any portion thereof, to be used for any other purpose than for a public pathway.
- 3.3 The Tenant shall not directly or indirectly assign, mortgage, sublet or encumber its leasehold interest, or its interest in the premises or any improvements thereon, or permit a licensee or any person or persons to use or occupy any part of the premises without first having obtained the prior written consent of the Landlord.
- 3.4 The Tenant shall, during the term of this lease, at its own expense, promptly observe, perform, execute and comply with all laws, ordinances and regulations of every federal, provincial or municipal authority or agency which have lawful application to the premises and improvements constructed thereon.
- 3.5 No materials shall be stored on the premises except those which are required by the Tenant in the operation of the pathway. The Tenant shall not bring on the premises any hazardous waste nor will it conduct any activities which would constitute an environmental risk.
- 3.6 During the term of this lease the Tenant shall at its sole cost and expense maintain public liability insurance on the premises to protect the Landlord against claims for personal injury, death or property damage occurring upon the premises by the Tenant, such insurance to afford protection to the limit of two million dollars (\$2,000,000). Policies for such insurance shall be for the mutual benefit of the Landlord and the Tenant and the Landlord shall be a named insured.
- 3.7 The Tenant covenants and agrees to indemnify and save harmless the Landlord against any and all claims, suits or causes of action or other proceedings by or on behalf of any person or persons, corporation or corporations, or any Civic, Municipal or governmental authority arising from:
- (a) the conduct and management of all forms of any work or things whatsoever done by the Tenant, its agents, employees or representatives or invitees, on or about the premises during the term of this lease; or
  - (b) any accident, damage, or injury whatsoever, however caused to any person or parties in, on or about the premises during the term of this lease,

provided, however, that this indemnification shall in no event extend to the direct, primary and proximate results of the negligent or wilful conduct of the Landlord, its agents, employees or representatives.

- 3.8 The Landlord, or any person or persons designated by the Landlord, shall have the right at all reasonable times to enter upon the premises or any part thereof for the purpose of inspecting the premises or other improvements made therein or thereon and for such other purposes as the Landlord may deem necessary.

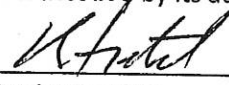
4. **PROVISOS**

Provided always and is hereby expressly agreed and declared by and between the parties as follows:

- 4.1 Either party may, in writing presented to the other party, with or without cause, terminate this lease agreement prior to the end of the term with one month's written notice.
- 4.2 At the expiration or sooner termination of this lease, all improvements to the premises shall become the property of the Landlord to be dealt with at their discretion.
- 4.3 Nothing herein contained shall at any time create or be construed as creating a joint venture, partnership or relationship or any relationship between the Parties hereto and their assigns other than that of Landlord and Tenant.
- 4.4 Time is of the essence of this lease and all provisions hereof.
- 4.5 These presents and everything herein contained shall be binding upon the Tenant, its heirs, executors, administrators, successors and assigns and shall enure to the benefit of the Landlord or its successors.
- 4.6 This lease shall be governed by, and construed in accordance with, the laws of the Province of British Columbia and the laws of Canada, as applicable, and each of the parties submits to the jurisdiction of the Courts of British Columbia with respect to this lease.

IN WITNESS WHEREOF the Parties hereto have hereunto set their hands and seals as of the day and year first above written.

**School District #73** by its authorized signatory(ies):

  
\_\_\_\_\_  
Authorized Signatory

Date signed: February 5, 2019

**District of Barriere** by its authorized signatory(ies):

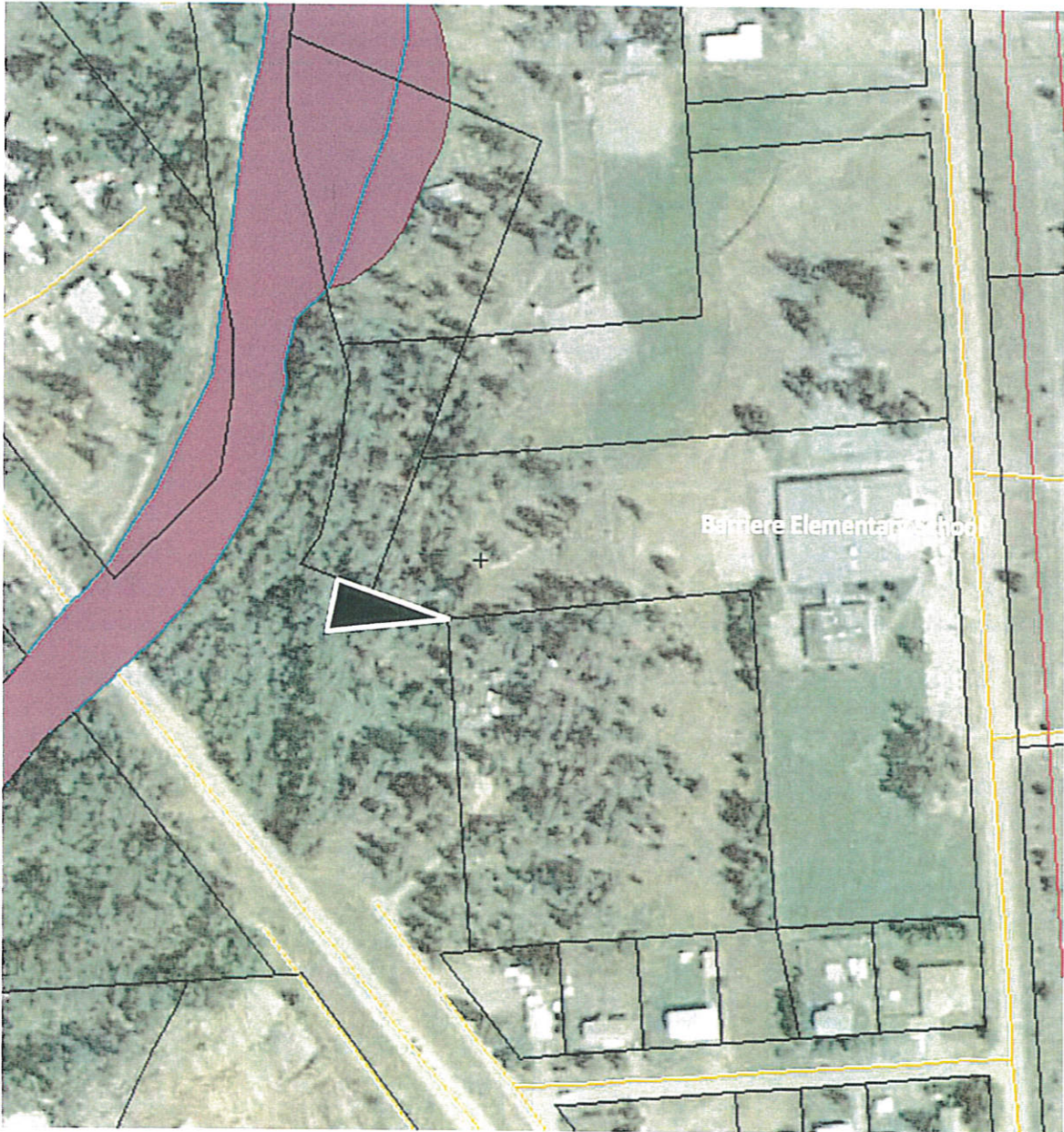
  
\_\_\_\_\_  
Authorized Signatory

Date signed: February 8, 2019



SCHEDULE "A"

See attached sketch plan depicting the "premises" of the Lease dated January 1, 2019, entered into between School District #73, as Landlord, and, the District of Barriere, as Tenant.



THIS LEASE made effective the 1<sup>st</sup> day of January, 2024.

BETWEEN

**DISTRICT OF BARRIERE,**  
PO Box 219,  
Barriere, British Columbia V0E 1E0  
(the “**Landlord**”)

OF THE FIRST PART

AND:

**SCHOOL DISTRICT #73,**  
**Barriere, British Columbia, V0E 1E0**  
(the “**Tenant**”)

OF THE SECOND PART

**WHEREAS:**

A. The Landlord owns certain lands more particularly known and described as:

LOT 45, PLAN 1746, DISTRICT LOT 1483 EXCEPT Southerly 210 FEET, KAMLOOPS DIVISION YALE DISTRICT (the “**Lands**”); and

B. The Tenant desires to use that part of the Lands as more particularly described and outlined in bold and cross-hatched in the sketch plan shown in Schedule “A” hereto, for the purposes described herein.

NOW THEREFORE, in consideration of the rents, covenants and conditions herein to be paid, observed and performed the Parties agree as follows:

1. **LEASE**

1.1 The Landlord hereby leases the premises to the Tenant on a month-to-month basis commencing on January 1, 2024, provided that the term of the lease shall extend no further than December 31<sup>st</sup>, 2028 unless otherwise agreed upon in writing by both parties.

2. **BASE RENT**

2.1 The Tenant shall pay rent to the Landlord in the sum of one dollar (\$1) for the term, which is hereby acknowledged.

3. **TENANTS COVENANTS**

The Tenant hereby covenants with the Landlord as follows:

3.1 The Tenant shall neither use nor suffer, nor permit, nor allow the premises, or any portion thereof, to be used for any other purpose than for a school playground with associated playground equipment owned and maintained by the Tenant.



- 3.2 The Tenant shall not directly or indirectly assign, mortgage, sublet or encumber its leasehold interest, or its interest in the premises or any improvements thereon, or permit a licensee or any person or persons to use or occupy any part of the premises without first having obtained the prior written consent of the Landlord.
- 3.3 The Tenant shall, during the term of this lease, at its own expense, promptly observe, perform, execute and comply with all laws, ordinances and regulations of every federal, provincial or municipal authority or agency which have lawful application to the demised land and improvements constructed thereon.
- 3.4 No materials shall be stored on the premises except those which are required by the Tenant in the operation of the school playground. The Tenant shall not bring on the premises any hazardous waste nor will it conduct any activities which would constitute an environmental risk.
- 3.5 During the term of the lease the Tenant shall at the Tenant's cost and expense, insure and keep insured all of the Tenant's fixtures and chattels on the premises.
- 3.6 During the term of this lease the Tenant shall at its sole cost and expense maintain public liability insurance on the premises to protect the Landlord against claims for personal injury, death or property damage occurring upon the premises by the Tenant, such insurance to afford protection to the limit of two million dollars (\$2,000,000). Policies for such insurance shall be for the mutual benefit of the Landlord and the Tenant and the Landlord shall be a named insured.
- 3.7 The Tenant covenants and agrees to indemnify and save harmless the Landlord against any and all claims, suits or causes of action or other proceedings by or on behalf of any person or persons, corporation or corporations, or any Civic, Municipal or governmental authority arising from:
- (a) the conduct and management of all forms of any work or things whatsoever done by the Tenant, its agents, employees or representatives or invitees, on or about the premises during the term of this lease; or
  - (b) any accident, damage, or injury whatsoever, however caused to any person or parties in, on or about the premises during the term of this lease,

provided, however, that this indemnification shall in no event extend to the direct, primary and proximate results of the negligent or wilful conduct of the Landlord, its agents, employees or representatives.

- 3.8 The Landlord, or any person or persons designated by the Landlord, shall have the right at all reasonable times to enter upon the premises or any part thereof for the purpose of

inspecting the premises or any buildings or other improvements made therein or thereon and for such other purposes as the Landlord may deem necessary.

4. **PROVISOS**

Provided always and is hereby expressly agreed and declared by and between the parties as follows:

- 4.1 Either party may, in writing presented to the other party, with or without cause, terminate this lease agreement prior to the end of the term with one month's written notice.
- 4.2 At the expiration or sooner termination of this lease, all improvements to the premises shall become the property of the Landlord to be dealt with at their discretion.
- 4.3 Nothing herein contained shall at any time create or be construed as creating a joint venture, partnership or relationship or any relationship between the Parties hereto and their assigns other than that of Landlord and Tenant.
- 4.4 Time is of the essence of this lease and all provisions hereof.
- 4.5 These presents and everything herein contained shall be binding upon the Tenant, its heirs, executors, administrators, successors and assigns and shall enure to the benefit of the Landlord or its successors.
- 4.6 This lease shall be governed by, and construed in accordance with, the laws of the Province of British Columbia and the laws of Canada, as applicable, and each of the parties submits to the jurisdiction of the Courts of British Columbia with respect to this lease.

IN WITNESS WHEREOF the Parties hereto have hereunto set their hands and seals as of the day and year first above written.

**District of Barriere** by its authorized signatory(ies):

\_\_\_\_\_  
Mayor Rob Kerslake

Date signed: \_\_\_\_\_

\_\_\_\_\_  
Tasha Buchanan, Corporate Officer

Date signed: \_\_\_\_\_

**School District #73** by its authorized signatory(ies):

\_\_\_\_\_  
Robbie Tallon, Acting CFO/Secretary-Treasurer

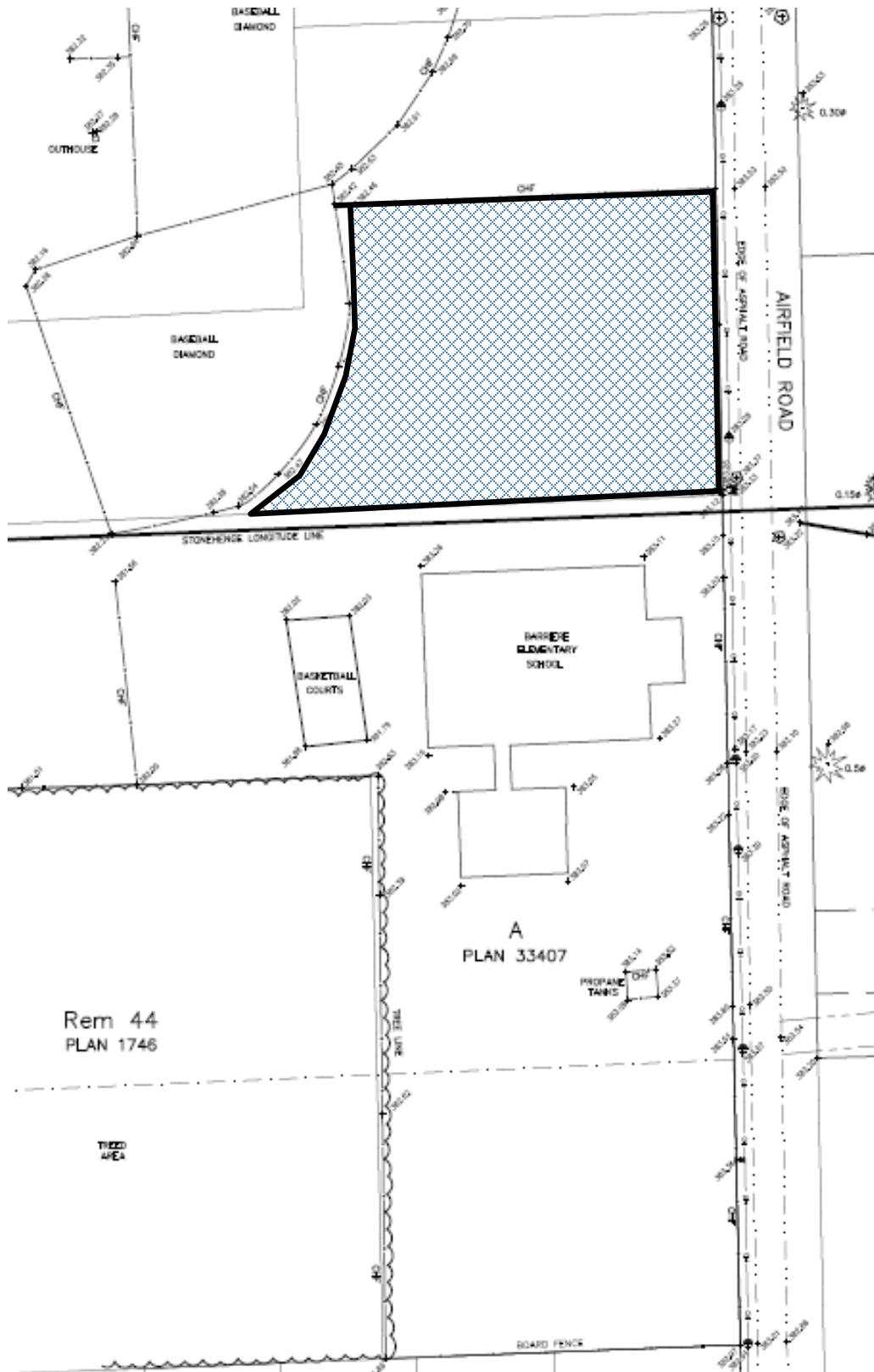
Date signed: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signatory

Date signed: \_\_\_\_\_

## SCHEDULE "A"

See attached sketch plan depicting the "premises" of the Lease dated January 1, 2024, entered into between the District of Barriere, as Landlord, and School District #73, as Tenant.



District of Barriere

# REPORT TO COUNCIL

## Request for Decision

<b>Date:</b> April 14, 2025	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> Chief Administrative Officer
<b>Re: 2024 Yearend Transfers</b>	
<p><b>Recommendation:</b> THAT Council instructs Staff to undertake the following tasks to balance the 2024 budget:</p> <ol style="list-style-type: none"><li>1. Consolidate all Surplus accounts into a single General Surplus account by transferring:<ol style="list-style-type: none"><li>a. \$15,238 from Electronic Equipment Surplus to General Surplus</li><li>b. \$52,536 from Fire Surplus to General Surplus</li><li>c. \$37,934 from Roads Surplus to General Surplus</li><li>d. \$9,904 from Parks Surplus to General Surplus</li><li>e. \$18,377 from Cemetery Surplus to General Surplus</li><li>f. \$413,265 from Water Surplus to General Surplus</li></ol></li><li>2. Water Utility transfers:<ol style="list-style-type: none"><li>a. \$29,296.58 from LCIP Reserve to Water Utility budget.</li><li>b. \$52,599.99 from General Surplus to Water Utility budget.</li></ol></li><li>3. Wastewater Utility transfers:<ol style="list-style-type: none"><li>a. \$44,535.85 to General Surplus.</li></ol></li><li>4. General Operations<ol style="list-style-type: none"><li>a. \$45,744.57 from Land Reserve to General Operations budget</li><li>b. \$100,423.13 from General Surplus to General Operations budget.</li></ol></li><li>5. Wastewater Treatment Plant<ol style="list-style-type: none"><li>a. \$257,224 from Growing Communities Fund to the Wastewater Treatment Capital Project</li></ol></li></ol>	

### Purpose

For Council to consider 2024 yearend transfers to balance the previous years' Financial Plan.

### Background

On March 10, 2025, Council reviewed a Memorandum regarding the 2024 Yearend Financial Summary (A copy is attached for reference). At the time of writing that memorandum, some key elements for the 2024 yearend were still undetermined, for example, the impacts of any grants or some of the larger capital projects' final costs. The delays in having reasonably accurate information were primarily due to the 2023 audit process not being completed until December 2024 and the finance team focusing primarily on that major project until then.

As of April 1, 2025, most of the yearend items have now been entered and we have to “close out” the 2024 budget year before approving a 2025 Financial Plan. This close-out will also help the District in determining any surplus and reserve amounts remaining for the 2025 budget.

In previous discussions with the auditors it was pointed out that the District should be making the adjustments to the Financial Plan through a bylaw amendment compared to resolutions; however, the auditors agreed that it would be satisfactory for the District to close out the 2024 year through resolutions transferring the funds, under the condition that 2025 (and future) yearend processes will be handled through a bylaw amendment.

Overall, based on the information available as of April 1, 2025, the District had a shortfall (deficit) in the operating budget of estimated \$183,528.42 in the 2024 budget year which will need to be accounted for through the transfer of funds from surplus, reserves, or a combination of the two. In addition, the Wastewater Treatment Plant capital project incurred \$257,224 worth of expenses which will need to be addressed as well.

Below is a breakdown of the Water and Wastewater Utilities, the General Operating budget, and the Wastewater Treatment Plant capital project along with reasons why there is a holistic deficit, and potential strategies to balance the various items.

### Water Utility

Revenue	\$1,030,413.21
Expenses	\$1,112,309.78
<b>Total</b>	<b>- \$81,896.57</b>

The Revenues in 2024 were comprised of Service Charges, Reserve Transfers, Gas Tax Transfers, and Land Sales proceeds.

These funds were used to fund the day-to-day operations of the Water Utility, and also the Capital projects within that department, in particular in 2024 this was the completion of the Louis Creek Industrial Park (LCIP) Reservoir.

Council received a report in the fall of 2024 regarding the challenges with funding and subsequently balancing this LCIP Reservoir project due to cost overruns. At that time, it was estimated that the shortfall would be around \$25,000. The District had \$285,106.88 in revenue dedicated to the project; however, incurred expenses in the amount of \$314,402.66. So, there remains to be a deficit of \$29,296.58 for this project. The recommendation would be to utilize the LCIP capital Reserve to balance this portion of the deficit.

On the day-to-day operating side, Staff recognized three key items that contributed further to the shortfall.

1. Revenue shortfall from Fees and Charges – approx. \$18,000
2. Additional costs for Supplies and Services - approx. \$21,000
3. Additional Membership/Licencing Fees - approx. \$14,000

In total, the shortfall for the Water Utility operating budget was \$52,599.99. To balance that shortfall, it is recommended to use accumulated surplus funds.

## Wastewater Utility

Revenue	\$238,402.75
Expenses	\$193,866.90
<b>Total</b>	<b>+ \$44,535.85</b>

Actual revenue from Fees and Charges was \$12,200 below budget; overall, however, the Wastewater Utility shows a surplus of \$44,535.85.

As a note, it is important to recognize that \$91,675 was used from accumulated surplus to balance the 2024 budget at the beginning of 2024. Without these initial surplus transfers, the Wastewater Utility would have shown a deficit of roughly \$47,140 instead of a surplus of \$44,536.

It is recommended that the remaining surplus be transferred to accumulated surplus.

## General Operations

Revenue	\$4,994,053.41
Expenses	\$5,140,221.11
<b>Total</b>	<b>- \$146,167.70</b>

At first look, this is not an ideal scenario when expenses are higher by almost \$150,000 compared to revenues. However, here are a few notes that would explain some of this large variance.

1. Purchase of Old Chamber Building - \$138,537.50 – No revenue source was defined when the agreement was made in 2023. When the purchase proceeded in 2024, no funding source was allocated in the budget, as such, it currently shows as an expense without corresponding revenue.
2. Barriere Business Center (BBC) Renovations - \$152,186.62 – although the project was largely grant funded (80%), there was an expectation that the District would be responsible for 20% of the renovation costs. As with the Old Chamber building, no revenue source was defined, and no source was allocated in the 2024 budget process to support the purchase which occurred in March 2024.
3. Garbage Truck Purchase - roughly \$9,300 above the initial budget
4. Fire Department Call-outs – the District's budget for 2024 relied on potential revenue from sources such as fire department callouts for Provincial wildfire support and highway rescue support. Due to the reduced call outs roughly \$32,000 less in revenue was taken in.

When looking at some of these larger variances, and in particular the Old Chamber building purchase and BBC renovations, totaling almost \$291,000 it becomes clear why there is a shortfall at the end of 2024.

Looking at historical information available on these larger expenses, there seems to have been an intent from Council to fund the projects from surplus as no clear reserve accounts exist currently. However, the Land reserve could be used to offset some of the amount.

It would be recommended to fund \$45,744.57 from the Land Reserve and the remaining shortfall of \$100,423.13 from accumulated surplus.

## Wastewater Treatment Plan Project - ICIP

The District was awarded the Investing in Canada Infrastructure Program (ICIP) in early 2024; however, no budget amounts were allocated in the 2024 budget process or thereafter to reconcile expenses and potential revenues from the Provincial and Federal funders.

The District incurred \$257,224 in expenses towards the project in 2024. Staff submitted quarterly expense reports to the funders for their 73% of the overall costs of the project; however, the first payment of \$123,044 was not received until January 2025 and we are currently expecting the second payment. As a reminder, this is only the funders' portion; the District is expected to fund 27% of the overall costs of the project. So, in this case roughly \$70,000 would be the District's portion for 2024 alone.

Given the above, we have a shortfall of \$257,224 that needs to be addressed for 2024. Historically, any Wastewater deficit was addressed from accumulated surplus; however, as this would result in a very small amount of accumulated surplus remaining, the recommendation would be to utilize the Growing Communities Fund reserve for this.

## Carry Forward Operating Projects

Throughout 2023 and 2024 the District was successful with retaining various Operating Project grants, some of which were projects that the Province decided that they need to have completed without the District having an opportunity to refuse them. For some of these projects, the full amount was provided up front, while others received only 50% funding up-front while the remaining 50% is anticipated once the project is complete. Equally, it took time to start up these projects and so the expenses per project are generally lower than the collected revenue. Subsequently, the District received more funding than was received, which created a surplus of funds in the District's accounts.

The below table tries to highlight the carryforward projects and the amount of funds that are currently sitting in surplus that are allocated to these projects (further information can be found in the attached 2025 Project Funding Allocation document):

Total Projects Value	\$974,453
Total Grant funded	\$971,953
Total DoB funded	\$2,500
Grant Funding Received	\$608,597
Grant Funding Outstanding	\$363,356
Amount Spent by Dec 31, 2024	\$351,376
Remaining Expense Amount	\$623,077
<b>Carry Forward (Grant funding received minus Amount Spent)</b>	<b>\$257,221</b>

The District is calculating with the Carry Forward funds of \$257,221 to be used from accumulated surplus in the 2025 budget year. Any other remaining expenses on these projects would be coming from a corresponding grant revenue.

## Surplus & Reserves

The Auditors have asked us to clean up the way we display our Surplus and Reserve accounts, and subsequently some discussion with Council and direction to Staff is required at this stage to ensure that the District has the appropriate structure in place to meet the community's future needs. The various reserve and surplus transfers that were discussed above will also need to be addressed holistically as there are not enough funds in the General Surplus account to cover the transfers. Below is a chronological summary regarding the remaining funds within the Surplus and Reserve accounts.

As of yearend 2023, the following is recognized in our financial system:

Reserves	\$2,184,692
Surplus	\$2,229,966
<b>Total</b>	<b>\$4,414,658</b>

As part of the 2025 budget process, Council was already presented with an updated structure that would move some of the funds that were held in Surplus into actual reserve accounts as part of the Financial Plan approval. The main items were the Growing Communities Fund of \$1,316,000, the remaining Local Government Climate Action Program (LGCAP) Fund of \$216,476, and the Community Works (former Gas Tax) Fund which had a balance of \$0. All of these items should have individual reserve accounts to appropriately track capital projects against them and to not continuously move them forward as part of carry forward surplus transfers. Council did create a bylaw for the Community Works Fund in 2024; however, the funds still need to be transferred.

A change in this structure will effectively result in this reallocation as of the 2023 yearend:

Reserves	\$3,727,742
Surplus	\$686,916
<b>Total</b>	<b>\$4,414,658</b>

As part of the budget process in 2024 Council utilized funds from accumulated surplus to cover shortfalls in the Wastewater Utility, TNRD taxation revenue, and to fund transfers to reserves. Reserves were also used to fund capital projects. The table below highlights the changes in Surplus and Reserve accounts that Council approved as part of the 2024 budget and throughout the 2024 calendar year:

	Dec 31, 2023 Balance	Funds Used (Debits)	Funds Added (Credits)	Dec 31, 2024 Estimate
Reserves	\$3,727,742	\$496,322	\$387,714	\$3,619,133
Surplus	\$686,916	\$165,513	\$235,605	\$757,007
<b>Total</b>	<b>\$4,414,658</b>	<b>\$661,835</b>	<b>\$623,319</b>	<b>\$4,376,140</b>



To even attempt to balance the 2024 shortfalls by using reserve and surplus accounts, we will need to address the current surplus structure that is in place. Again, the Auditors want us to change this structure anyways so that it aligns with how they represent the audit. To accomplish this, it will require Council approval for staff to make the necessary changes.

The District currently has seven individual surplus accounts. Below is a breakdown for these accounts:

<b>Surplus Account</b>	<b>Dec 31, 2024 estimate</b>
General	\$209,755
Electronic Equipment	\$15,238
Fire	\$52,536
Roads	\$37,934
Parks	\$9,904
Cemetery	\$18,377
Water	\$413,265
<b>Total Surplus</b>	<b>\$757,007</b>

The Auditors would like us to consolidate the individual accounts into a single “General Surplus” account which will provide much needed flexibility yet also provide an easier way to reconcile accounting entries.

As such, Staff’s recommendation would be to close out the Electronic, Fire, Roads, Parks, Cemetery, and Water accounts and move all the remaining funds to the General account. This would also provide the necessary funds within the General Surplus account to balance the 2024 items discussed above.

### Summary

To balance the 2024 yearend, the following fund transfers are required:

1. Consolidate all Surplus accounts into a single General Surplus account
  - a. \$15,238 from Electronic Equipment Surplus to General Surplus
  - b. \$52,536 from Fire Surplus to General Surplus
  - c. \$37,934 from Roads Surplus to General Surplus
  - d. \$9,904 from Parks Surplus to General Surplus
  - e. \$18,377 from Cemetery Surplus to General Surplus
  - f. \$413,265 from Water Surplus to General Surplus
2. Water
  - a. \$29,296.58 from LCIP Reserve to Water Utility budget.
  - b. \$52,599.99 from General Surplus to Water Utility budget.
3. Wastewater
  - a. \$44,535.85 to General Surplus.
4. General Operations
  - a. \$45,744.57 from Land Reserve to General Operations budget
  - b. \$100,423.13 from General Surplus to General Operations budget.
5. Wastewater Treatment Plant
  - a. \$257,224 from Growing Communities Fund to the Wastewater Treatment Capital Project

After these transfers are complete, the following would be the General Surplus and Reserve account balances as of January 1, 2025:

- a. General Surplus: \$648,520
- b. LCIP Reserve: \$234,239
- c. Land Reserve: \$0
- d. Growing Communities Fund: \$1,058,776

For Carry Forward Operating Projects, a further \$257,221 would need to be used from General Surplus as part of the 2025 budget which then would result in roughly \$391,299 remaining.

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## **Benefits or Impact**

### General

Consolidation of Surplus accounts follows a request made by the Auditors, which will also help streamline financial operations and provide the District with an opportunity to adapt quickly moving forward. Year-end transfers are required to balance the 2024 budget.

### Finances

As listed in the report under the Summary section.

For the Wastewater Treatment Plant Capital Project, 73% (\$187,773) of the \$257,224 is expected to be reimbursed to the District in early 2025, and would most likely be categorized as a deferred revenue for the 2024 yearend by the auditors. So, essentially, the District's portion would only be \$69,450 that would be allocated to 2024. We do however have to show a revenue source for the expense in 2024 at this time.

### Strategic Impact

N/A

### Risk Assessment

Compliance: Community Charter

Risk Impact: Medium – a substantial percentage of the District's Surplus funds will be used to balance the 2024 yearend budget. Council currently is considering committing a further \$22,500 from Surplus to balance the 2025 budget.

Internal Control Process:

Staff will follow standard procedures to transfer funds within the accounting software.

### Next Steps / Communication

- If approved as is, no further steps are required.
- 

## **Attachments**

1. March 10, 2025 – Previously Received memorandum to Council.
2. April 14, 2025 – Budget 2025 – Operating Projects Carry Forward
3. April 14, 2025 – Budget 2025 – Reserve Continuity

### **Recommendation**

**THAT Council instructs Staff to undertake the following tasks to balance the 2024 budget:**

- 1. Consolidate all Surplus accounts into a single General Surplus account by transferring:**
  - a. \$15,238 from Electronic Equipment Surplus to General Surplus**
  - b. \$52,536 from Fire Surplus to General Surplus**
  - c. \$37,934 from Roads Surplus to General Surplus**
  - d. \$9,904 from Parks Surplus to General Surplus**
  - e. \$18,377 from Cemetery Surplus to General Surplus**
  - f. \$413,265 from Water Surplus to General Surplus**
- 2. Water Utility transfers:**
  - a. \$29,296.58 from LCIP Reserve to Water Utility budget.**
  - b. \$52,599.99 from General Surplus to Water Utility budget.**
- 3. Wastewater Utility transfers:**
  - a. \$44,535.85 to General Surplus.**
- 4. General Operations**
  - a. \$45,744.57 from Land Reserve to General Operations budget**
  - b. \$100,423.13 from General Surplus to General Operations budget.**
- 5. Wastewater Treatment Plant**
  - a. \$257,224 from Growing Communities Fund to the Wastewater Treatment Capital Project**

### **Alternative Options**

1. Council could choose to allocate funds from other reserves or General Surplus respectively. Although this may be an option, not all transfers may be suitable and allowable based on the Reserve account for example. For example, the District does not have a catch all General Reserve account at this time to address facility repairs for example nor a Wastewater-related reserve account. As such, the Wastewater Treatment Project funds most likely have to come from Surplus or the Growing Communities Fund.
2. Council could choose not to consolidate the Surplus accounts. This is not recommended as the Auditors have requested this change, and the interim CFO supported this change as well in the past.

Prepared by: D. Drexler, Chief Administrative Officer

District of Barriere

# REPORT TO COUNCIL

## Memorandum

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

### Purpose

To provide Council with an update on 2024 Yearend Financials.

### Background

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

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

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

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

### General Notes on Operating and Utilities Budgets

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

## Operating Revenue

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

### Operating Revenue Highlights:

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

Taxes also include other taxing authorities.

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

## Operating Expenses

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

## Operating Expense Highlights

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

## Utilities

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

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

Totals				
		<b>Actuals</b>		
<b>Water</b>		-\$ 191,899		
<b>Wastewater</b>		\$ 44,536		
		<b>-\$ 147,363</b>		

## Utilities Highlights

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

## Auditor Recommendations

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

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

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

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

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

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



### Next Steps

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

### Attachments

- N/A

Prepared by:  
D. Drexler, Chief Administrative Officer

Previously Received

**DISTRICT OF BARRIERE**  
**2025 OPERATING PROJECTS WITH FUNDING ALLOCATION**

OPERATING PROJECT EXPENDITURES - 2024			FUNDING ALLOCATION					
			Remaining Expense Amount	Total Project Value	Total Grant Funding	Grant Funding Received	Grant Funding Outstanding	DoB Funding Required From Surplus
Description	Fund						Amount Spent	
<b>2024 Carry Forward Projects</b>								
Indigenous EMCR	Grant	38,425	40,000	40,000	40,000	-	1,575	-
FireSmart & Resiliency	Grant	93,950	138,295	138,295	69,148	69,147	44,345	-
LGHI Housing Legislation Fund	Grant	113,416	158,596	158,596	158,596	-	45,180	-
LGDAP Development Approval Process	Grant	134,340	139,665	139,665	69,833	69,832	5,325	-
2022 CEPF - Leonie Lake Dam Study	Grant	55,245	150,000	150,000	75,000	75,000	94,755	-
Fire Rescue Training	Grant	2,201	8,857	8,857	5,250	3,607	6,656	-
TNRD Bulk Water Station	Grant	2,500	2,500	-	-	-	-	2,500
E911 - TNRD until 2027	Grant	33,000	45,000	45,000	45,000	-	12,000	-
Flood Mitigation Plan	Grant	150,000	150,000	150,000	75,000	75,000	-	-
Flood Plain Mapping	Grant	-	141,540	141,540	70,770	70,770	141,540	0
<b>Subtotal 2024 Carry Forward Projects</b>		623,077	974,453	971,953	608,597	363,356	351,376	2,500
<b>2025 New Projects</b>								
Wayfinding Strategy	Grant / Surplus	TBD						TBD
Canada Day	Grant	1,000	1,000	1,000		1,000		
Asset Management Investment Plan	Grant / Surplus	TBD						TBD
CEPF - Fire Dept Equip and Training	Grant	27,000	27,000	27,000		27,000		
Community Forest - Regreening (w BC hydro)	Grant	4,661	4,661	4,661		4,661		
BC Hydro - Regreening	Grant	8,000	8,000	8,000		8,000		
EMCR - Indigenous Engagement Year 2	Grant	42,000	42,000	42,000		42,000		
<b>Other Requests</b>								
			-					
<b>Subtotal 2025 New Projects</b>		82,661	82,661	82,661		82,661		-
<b>TOTAL OPERATING PROJECT EXPENDITURES</b>								
		705,738	1,057,114	1,054,614		446,017		2,500

**DISTRICT OF BARRIERE  
RESERVE CONTINUITY  
2025  
WITH PROPOSED CAPITAL FUNDING**

	Projected Balance Dec 31, 2023*	2024 Funding Transfers	2024 YE Balance after Capital Funding	Transfers Into Reserve	Interest Income	2025 Project Funding	Balance Dec 31, 2025
Municipal Hall	321,570	10,000	331,570		4,899		336,469
Land	45,745		45,745		686		46,431
Parkland	65,590		65,590		984		66,574
Highway Rescue	10,612		10,612		84	(10,000)	696
Fire	121,725	40,000	161,725		2,051	(10,000)	153,776
Wildfire Revenue	259,478		259,478		2,655	(165,000)	97,133
First Responders	192		192		3		195
Roads	176,585	30,000	206,585		1,936	(125,000)	83,521
Highway Signage	8,619		8,619		129		8,748
Environmental	192,216	(178,427)	13,789		1,433	(15,000)	222
Parks	126,727	(15,000)	111,727		1,788		113,515
Community Hall	19,617		19,617		294		19,911
Louis Creek Industrial Park	277,142	(13,606)	263,536		4,055		267,591
Gas Tax / Community Works	-	(61,100)	(61,100)	284,000	1,672		224,572
Covid Relief Fund	155,605		155,605		-	(155,605)	-
Water	336,954	100,000	436,954		5,429	(50,000)	392,383
Climate Action Program	227,050		227,050		2,506	(120,000)	109,556
Growing Communities	1,316,000		1,316,000		12,213	(1,003,565)	324,648
Wastewater	-		-		-	-	-
Total Reserves	3,661,427	(88,133)	3,573,294	284,000	42,817	(1,654,170)	2,245,941

**NOTE:**

2,118,377

\* 2023 Audited Balances used to create this calculation. Subject to change.

Added double Community Works due to non-payment in 2024 from 2023 audit delay

**DCC FUND CONTINUITY**

Infrastructure DCC	66,314	(20,475)	45,839		995		46,834
	66,314	(20,475)	45,839	-	995	-	46,834

District of Barriere

# REPORT TO COUNCIL

## Request for Decision

<b>Date:</b> April 14, 2025	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> Chief Administrative Officer
<b>Re: 2025-2029 Financial Plan Bylaw No. 254 – 3 Readings</b>	
<b>Recommendation: THAT Council gives first three readings to the 2025-2029 Financial Plan Bylaw No. 254.</b>	

### Purpose

To give first three readings to the 2025-2029 Five Year Financial Plan Bylaw No. 254.

### Background

Sections 165 and 166 of the Community Charter require a municipality to adopt a five-year financial plan annually, before the annual property tax bylaw is adopted, and to include public consultation as part of the financial planning process. Staff is recommending that the Financial Plan Bylaw being introduced as part of this report be adopted on May 5th, 2025 at the same time as the Tax Rates Bylaw (which is also on this agenda). This will allow sufficient time to meet the regulatory deadline of May 14, 2025, for the adoption of the annual tax rates bylaw.

On March 24, 2025, Council directed staff to implement the following strategies, ranked by priority, to achieve a balanced budget:

1. Include opportunities to offset the 2025 operational and capital expenditures utilizing the COVID-19 safe restart grant for Local Governments
2. Find ways to reduce the operational expenditures by roughly \$50,000
3. Reduce the Council Requests to \$2,500 from \$45,000
4. Increase Property Tax revenue by up to 9% to meet inflationary pressures
5. A 7.5% Water service and a 5% Wastewater service increase
6. Where applicable, increase User Fees by 5%
7. As a last resort, consider balancing any shortfall within the Financial Plan with funding from Surplus and reserves.
8. Cancel the Voyent Alert subscription, valued at \$1,700.

The 2025 budget presented in this proposed bylaw incorporates the above Council Strategies, with the following financial outcomes:

1. \$95,598 increase in Property Tax revenues
2. \$14,070 increase in Use Fees revenues
3. \$27,080 increase in Water and \$5,061 in Wastewater revenues
4. \$21,500 transfer from Surplus to fund current year capital and operating expenditures.
5. \$1,854,170 transfer from reserve to fund current year capital and operating expenditures

### **Public Budget Presentation and Subsequent Changes:**

At the March 31, 2025, Special Meeting and Public Budget Presentation, Council reviewed the consolidated information, and potential rate impacts for the 2025 budget year. Council further directed Staff to proceed with the proposed values and prepare the Financial Plan and Tax Rates Bylaws and present them to Council for first three readings at the April 14, 2025, meeting.

Staff did not include Operational Grants Revenue and Expenses until now as there are some grants which could have provided a skewed picture for the financial plan numbers as for example an additional revenue of \$75,000 is expected through the CEPF grant regarding the Leone Lake Dam, while the remaining expense of only \$55,000 is expected. Effectively, this could have shown a \$20,000 surplus for 2025 when there was actually none. Final reconciliations and estimated expenditures for all carry forward projects are now included.

The following changes are subsequently integrated into the final Financial Plan Bylaw:

1. \$257,221 – Revenue from 2024 Accumulated Surplus Carry Forwards for Operating Grant Projects that have already started.
2. \$363,356 – Additional anticipated Revenue in Government Transfers in the General Fund for 2024 Carry Forward Projects:
  - a. FireSmart & Resiliency - \$69,147
  - b. LG Development Approvals Process - \$69,832
  - c. CEPF – Leone Dam Project - \$75,000
  - d. Fire Rescue Training - \$3,607
  - e. Flood Mitigation Plan - \$75,000
  - f. Flood Plain Mapping - \$70,770
3. \$82,661 – Additional Revenue in Government Transfers in the General Fund for 2025 Projects:
  - a. Canada Day - \$1,000
  - b. LGPS – Fire Dept Training - \$27,000
  - c. Community Forest – Tree Program - \$4,661
  - d. BC hydro – Regreening - \$8,000
  - e. EMCR – Indigenous Engagement – Year 2 - \$42,000
4. \$703,238 – Operating Grant Expenses in relation to the above Operating Projects and the corresponding revenue sources.
5. \$2,500 for the District's portion of the Bulk Water Station Study (\$5,000 grant funded, \$2,500 TNRD. TNRD is managing this project and is anticipated to bill us for it in 2025)
6. \$1,000 additional use of surplus funds to cover a minor shortfall, so total use of surplus funds to balance the budget is now \$22,500. (\$11,000 for IT projects, and \$11,500 to balance operating needs)
7. The District was not successful with the application to the REDIP grant, subsequently the related capital project was removed (\$700,000 in 2025).

The changes listed above produce the following updated consolidated summary view:

### 2025 CONSOLIDATED FINANCIAL PLAN

Operating	
Operating Revenue	3,897,646
Operating Expenditures	(3,615,842)
Operating Surplus	281,804
Transfer to Reserves	(326,817)
Net Operating Surplus	(45,013)
Transfer to Capital	45,013
Net After Capital Transfer	-

Capital	
Debt / Loan	175,000
Capital Grants	2,756,435
Transfer from Operations	(45,013)
Transfer from Reserves/surplus	1,665,170
Transfer from DCCs	-
Net Capital Funding	4,551,592
Capital Expenditures	(4,551,000)
<b>Capital - Surplus/Deficit</b>	<b>592</b>

#### Bush Truck Replacement

Staff have included the purchase and 50% financing of the new Bush Truck based on Council's previous resolution. Financing would begin in the Summer of 2025 of the five-year plan. The amounts included in the Financial Plan are based on a five-year MFA equipment financing amortization, with full year annual debt servicing costs of \$38,457, based on the quoted purchase price of \$350,000.

#### **Summary**

The Financial Plan is presented for first three readings and includes the discussed and requested changes by Council including Community Support, Grant-in-Aid, Council Request (Speed Signs), and strategies to balance the budget.

Other Taxing Authority Revenue and Expenses are not listed in this Bylaw as they are not directly related to the District's 5-year Financial Plan. These transactions will occur separately and balance each other out.

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#### **Benefits or Impact**

##### General

Adoption of a five-year financial plan is an annual requirement of the Community Charter. The 2025-2029 Financial Plan sets out the proposed funding sources, expenditures, and transfers to and from reserve funds for the current and additional four fiscal years.

## Finances

The 2025 budget includes a 9% tax revenue increase, equal to \$95,598. Preliminary calculations indicate that of the 948 taxable residential properties, 769 (81%) will see a reduction or minimal increase of less than \$100 in municipal taxes (with an average of \$43 increase). 17 of 73 (23%) of commercial properties will see a minimal increase of less than \$100 in municipal taxes.

Once the Financial Plan is approved, Transfers from Reserves and Accumulated Surplus accounts would occur based on Schedule B of the Bylaw and the supplementary projects schedule.

## Strategic Impact

Preparation of an annual budget and financial plan allows the District to ensure that adequate provision is made to meet its short and long-term operational and capital financial needs.

Objectives and Policies in the Bylaw have been revised to more accurately reflect current Council Strategies in relation to asset management guidelines and tax burden allocation for example.

## Risk Assessment

Compliance: Community Charter

Risk Impact: The 2025-2029 Five Year Financial Plan must be adopted before the annual property tax bylaw, and on or prior to May 14, 2025. Staff is recommending that Council adopt this bylaw on May 5, 2025, alongside the Tax Rates Bylaw, to ensure the statutory deadlines are met.

Internal Control Process:

A public special budget meeting was held on March 31, 2025, in compliance with the public consultation requirement of Section 166 of the Community Charter.

## Next Steps / Communication

If approved today, this bylaw will be presented at the May 5, 2025, Regular Meeting for adoption.

Staff is planning to proceed with distribution of copies of the attached brochure to the public and various organizations in the community.

Staff intends to move forward with processing of any funding and grant-in-aid requests which have been pre-approved by Council and included in the budget once the Bylaw is adopted.

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## **Attachments**

1. Bylaw 254 – 2025-2029 Financial Plan - Draft
2. Supplementary Schedule of 2025 Capital Projects for Financial Plan Bylaw
3. 2025 – Budget Brochure – April 14, 2025
4. Visual Summary – April 14, 2025
5. REDIP – Regrets Letter

## **Recommendation**

**THAT Council gives first three readings to the 2025-2029 Financial Plan Bylaw No. 254.**

## **Alternative Options**

1. Council could choose to request further changes to the financial plan. However, this would result in delays to its adoption and that of the Tax Rates Bylaw.

Prepared by: D. Drexler, Chief Administrative Officer



**BYLAW NO. 254**  
**2025 - 2029 FINANCIAL PLAN BYLAW**  
**DISTRICT OF BARRIERE**

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**A bylaw of the District of Barriere Respecting the Financial Plan  
for the years 2025 – 2029 inclusive.**

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

1. This bylaw may be cited as “**2025 - 2029 Financial Plan Bylaw No. 254**”.
2. Schedule “A” attached hereto and forming part of this bylaw is hereby adopted as the Statement of Objectives and Policies for the Five Year Financial Plan for the years 2025 to 2029.
3. Schedule “B” attached hereto and forming part of this bylaw is hereby adopted as the Financial Plan schedule of proposed funding sources, expenditures, and transfers between funds for the years 2025 to 2029.
4. This Bylaw repeals “*Financial Plan Bylaw No.242*”.

Read a first, second and third time by the Municipal Council this 14th day of April, 2025.

Adopted this 5th day of May, 2025.

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Rob Kerslake, Mayor

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Tasha Buchanan, Corporate Officer

**Certified Correct:**

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**Corporate Officer**



**Schedule “A”**  
**2025 - 2029 Financial Plan**  
**Statement of Objectives and Policies**

In accordance with Section 165(3.1) of the *Community Charter*, the District of Barriere is required to include in the Five Year Financial Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*,
2. The distribution of property taxes among the property classes, and
3. The use of permissive tax exemptions.

**Funding Sources**

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2025.

**Table 1: Sources of Revenue**

<b>Revenue Source</b>	<b>Amount</b>	<b>% of Total Revenue</b>
Property Value Taxes	\$1,197,298	14.10%
Parcel Taxes	\$ 0	0.00%
User Fees and Charges	\$1,153,729	13.58%
Other Sources	\$4,313,461	50.78%
Proceeds from Borrowing	\$ 175,000	2.06%
Development Cost Charges	\$ 0	0.00%
Reserve Funding	\$1,654,170	19.48%
<b>TOTAL</b>	<b>\$8,493,658</b>	<b>100.0%</b>

- “*Property Value Taxes*” forms the first portion of revenue. As a revenue source, property taxation offers a number of advantages. This source offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, and bylaw enforcement.
- “*User Fees and Charges*” represent the second portion of revenue. This source also offers a stable and reliable source of revenue for services on a user-pay basis.
- “*Other Sources*” includes primarily government operating and capital grants, funding from accumulated surplus, and other revenues.
- “*Proceeds from Borrowing*” represents a modest amount of revenue to cover immediate needs instead of utilizing reserve funding.
- “*Reserve Funding*” represent funding from capital reserves. This source of funding consists primarily of transfers from reserve accounts for projects and/or District share of Grant Projects.

Many services can be measured and charged on a user-pay basis. Services where fees and charges can be easily administered include water and wastewater usage, building permits, business licenses, and solid waste services – these are charged on a user pay basis. User fees attempt to apportion the value of a service to those who use the service.

### **Objective**

- Over the next five years, the District of Barriere will continue to review the proportion of revenue that is received from taxation and user fees and charges over the current levels, while ensuring that long-term needs for capital infrastructure are addressed
- The District will continue growing our revenue sources so that government grants are not the largest source of revenue.

### **Policies**

- The District of Barriere reviews all taxation and user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.
- Ensure that property tax increases remain as stable as possible over time, instead of large fluctuations, while utilizing a balance of inflation and construction price index to determine a reasonable taxation rate increase.
- Where possible, the District will endeavor to supplement revenues from fees and charges, rather than taxation, to lessen the burden on its limited property tax base.
- Utility rates should be increased consistently over time to fund capital reserves.
- As well, the District will actively encourage economic development and residential developments.
- Lastly, the District will encourage the use of alternate revenue streams instead of property taxes.

### **Distribution of Property Tax Rates**

Table 2 outlines the proposed distribution of property taxes among the property classes. The residential property class provides the largest proportion of property tax revenue. This is appropriate as this class also forms the largest portion of the assessment base and consumes the majority of the District of Barriere services. Over time, the District will work to increase the industrial and business uses in the District to lessen the impact on residential properties.

**Table 2: Distribution of Property Tax Rates**

<b>Property Class</b>	<b>Rate Multiple</b>	<b>% of Total Property Taxation</b>	<b>Dollar Value</b>
Residential (1)	1.00	75.88%	\$878,503
Utilities (2)	3.51	0.95%	\$10,976
Social Housing (3)	1.00	0.00%	\$0
Major Industrial (4)	3.41	2.66%	\$30,834
Light Industrial (5)	3.41	2.95%	\$34,215
Business and Other (6)	2.45	17.43%	\$201,833
Managed Forest (7)	3.01	0.00%	\$0
Recreation/Non-Profit (8)	1.00	0.11%	\$1,256
Farmland (9)	1.00	0.02%	\$198
<b>Total</b>		<b>100.00%</b>	<b>\$1,157,791</b>

#### **Objective**

- To ensure property taxes and rates are sufficient for the District's short and long-term needs.
- To ensure equity among property classes by reviewing the ratios of property class allocations annually

#### **Policies**

- The District will look at developing new revenue sources to offset the tax rate for all classes.
- Conduct periodic reviews of taxes paid by individual classes.
- Consider tax shifts or redistributions only where a full comprehensive analysis and impact is undertaken.
- Where a tax shift is required, consider a gradual phase-in to allow the properties in the class to adjust their budgets accordingly.
- In establishing property tax rates, take into consideration:
  - The amount of property taxes levied as compared to other municipalities.
  - The property class conversion ratio as compared to other municipalities.
  - The tax share borne by each property class.
  - The tax ratios of each property classification.

## **Tax Exemptions**

### **Permissive Tax Exemptions**

The District provides tax exemptions for non-profit societies in our community. Non-profit groups provide key services for our community.

### **Revitalization Tax Exemption**

The District has developed two Revitalization Tax Exemption Bylaws that encourage development and revitalization in the community. The Downtown Core and the Yellowhead Corridor are the two areas that are named in the bylaws.

### **Objective**

- Optimize the provision of charitable and not-for-profit services for the benefit of District residents.
- Provide property tax exemptions as permitted under the *Community Charter* in a consistent and fair manner.
- Restrict the provision of exemption to those providing an extension to District services and minimize the impact on District revenues.
- Utilize the revitalization tax exemption program as a means of encouraging commercial investment and increasing the availability of housing in the community.

### **Policies**

- District residents must be primary beneficiaries of the organization's services, and the services provided must be accessible to all members of the public.
- In guiding and approving permissive tax exemptions, Council will take into consideration:
  - Not-for-profit occupiers of District property for the duration of their occupancy.
  - Land and improvements surrounding a statutorily exempt buildings for public worship.

**Schedule “B”**  
**Five Year Financial Plan 2025-2029\*\***

	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Revenues</b>					
Property Taxes	\$ 1,157,798	\$ 1,215,688	\$ 1,276,472	\$ 1,340,296	\$ 1,407,311
Parcel and Frontage Taxes	-	-	-	-	-
Grants in Lieu of Taxes	7,000	7,000	7,000	7,000	7,000
Percentage of Revenue Tax	32,500	32,500	32,500	32,500	32,500
Sales of Services and User Fees	1,153,729	1,211,415	1,271,986	1,335,586	1,402,365
Grants	3,966,953	3,264,480	961,918	961,918	961,918
Development Cost Charges	-	-	-	-	-
Other Revenues	64,880	64,880	64,880	64,880	64,880
<b>Total Revenues</b>	<b>6,382,860</b>	<b>5,795,964</b>	<b>3,614,757</b>	<b>3,742,180</b>	<b>3,875,974</b>
<b>Expenses</b>					
General Government	1,593,538	914,434	941,867	970,123	999,227
Protective Services	277,850	286,186	294,772	303,615	312,723
Transportation Services	545,850	562,226	579,092	596,465	614,359
Environmental & Health Services	178,450	183,804	189,318	194,998	200,848
Public Health Services	6,500	6,695	6,896	7,103	7,316
Planning and Development	14,000	14,420	14,853	15,299	15,758
Parks, Recreation and Cultural Services	372,850	384,037	395,559	407,425	419,648
Water Services	402,425	414,498	426,933	439,741	452,933
Wastewater Services	205,150	211,305	217,644	224,173	230,898
Amortization	654,118	725,043	771,989	830,240	893,443
Debt Interest	3,173	5,425	4,158	2,843	1,477
<b>Total Expenses</b>	<b>4,253,904</b>	<b>3,708,073</b>	<b>3,843,081</b>	<b>3,992,025</b>	<b>4,148,630</b>
<b>Surplus (Deficit) for the year</b>	<b>\$ 2,128,956</b>	<b>\$ 2,087,891</b>	<b>\$ (228,324)</b>	<b>\$ (249,845)</b>	<b>\$ (272,656)</b>
<b>Adjusted for non-cash items</b>					
Amortization	654,118	725,043	771,989	830,240	893,443
<b>Total Cash from Operations</b>	<b>\$ 2,783,074</b>	<b>\$ 2,812,934</b>	<b>\$ 543,665</b>	<b>\$ 580,395</b>	<b>\$ 620,787</b>
<b>Adjusted for Cash Items</b>					
Proceeds from Borrowing	175,000	-	-	-	-
Capital Expenditures	(4,551,000)	(3,417,500)	(2,134,000)	(2,469,000)	(1,220,000)
Debt Principal Repayments	(16,055)	(33,032)	(34,299)	(35,615)	(36,981)
Transfer from Land Sales Reserve	-	-	-	-	-
Transfer from Capital Reserves	1,654,170	837,400	-	-	-
Transfer to Capital Reserves	(326,817)	(171,000)	(171,000)	(171,000)	(171,000)
Transfer to/from Surplus	281,628	(28,802)	1,795,634	2,095,220	807,194
	<b>(2,783,074)</b>	<b>(2,812,934)</b>	<b>(543,665)</b>	<b>(580,395)</b>	<b>(620,787)</b>
<b>Financial Plan Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

\*\*Supplementary Capital Reserve Schedule is attached as a reference for detailed funds transfers.

DISTRICT OF BARRIERE																								
2025 CAPITAL PROJECTS WITH PROPOSED FUNDING SOURCES																								
CAPITAL EXPENDITURES - 2024			FUNDED FROM																					
Description	Fund	Amount	Municipal Hall	Land	Parkland	Highway Rescue	Fire	Wildfire Reserve	First Resonders	Roads	Highway Signage	Environment	Parks	Community Hall	LCIP	Gas Tax / CWF	Water	Climate Action	Growing Community	Wastewater	DCC	GRANTS	DEBT	SURPLUS OTHER
2024 Carry Forward Projects	General General General																							
Subtotal 2024 Carry Forward Projects		-	-	-	-	-	-	-	-	-											-	-	-	-
2025 New Projects																								
Hall Road - CN Rail Crossing	Roads	25,000								25,000														
Road Program	Roads	100,000								100,000														
Garbage Dumpster - large metal bin	Environment	15,000										15,000												
Summers Road / DeeJay Water and Wastewater	Water / Grant	-																						
Wastewater Treatment Plant & Hwy 5 Wastewater	DCC / Grant	3,750,000																	1,003,565		2,746,435			
BBC Energy Retrofit	LGCAP	120,000		-														120,000						
Bush Truck replacement	Fire / Highway	350,000				10,000		165,000														175,000		
Turnout gear	Fire	20,000					10,000															10,000		
IT Equipment (Network, phones, etc)	Surplus	11,000																						11,000
Emergency repairs	Water / Grant	50,000															50,000							
SCADA System	COVID	110,000																						110,000
Other Requests																								
Road Signs - 30km/h	Council	2,500																						
COVID Restart Funding to Operating	Council	45,605																						45,605
Balance Budget from Surplus to Operating	Council	11,500																						11,500
Subtotal 2025 New Projects		4,551,000	-	-	-	10,000	10,000	165,000	-	125,000	-	15,000	-	-	-	-	50,000	120,000	1,003,565	-	-	2,756,435	175,000	178,105
TOTAL CAPITAL EXPENDITURES		4,551,000	-	-	-	10,000	10,000	165,000	-	125,000	-	15,000	-	-	-	-	50,000	120,000	1,003,565	-	-	2,756,435	175,000	178,105

### Proposed Property Tax Rates

	2024-2025			
	2024	2025	Change	% Change
Residential	2.3689	2.4161	0.0472	1.99%
Utilities	8.3147	8.4803	0.1656	1.99%
Major Industry	8.0780	8.2387	0.1607	1.99%
Light Industry	8.0780	8.2387	0.1607	1.99%
Business And Other	5.8037	5.9193	0.1156	1.99%
Rec/Non Profit	2.3689	2.4161	0.0472	1.99%
Farm	2.3689	2.4161	0.0472	1.99%

### Municipal Taxes on a Typical Residential Property

	2024	2025
Assessed Value	\$365,000	\$383,000
Municipal Tax Rate	2.3689	2.4161
Municipal Taxes	\$864.65	\$925.35
<b>Total Municipal Taxes</b>	<b>\$864.65</b>	<b>\$925.35</b>
Change from 2024		\$60.70
% Change from 2024		7.0%

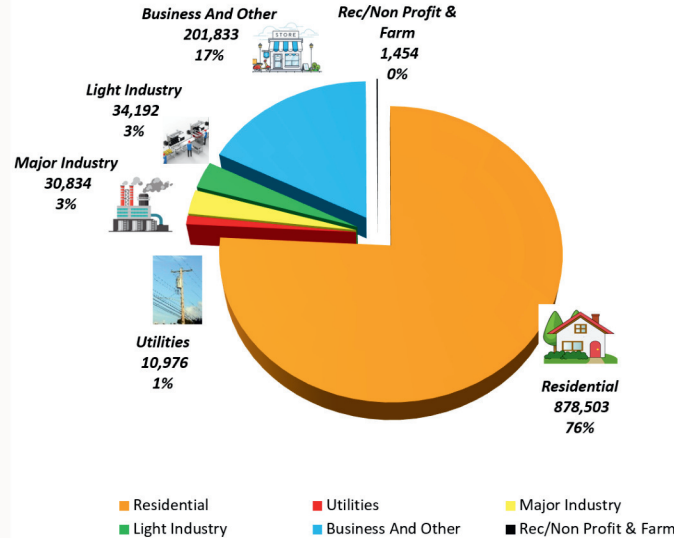
#### Residential

	# Folios	Taxes	Average Increase/Decrease
Decrease in taxes	106	(\$4,511)	(\$43)
Increase <\$100	663	28,432	43
Increase \$100-\$500	170	26,174	154
Increase \$500-\$1000	6	4,590	765
Increase >\$1000	3	3,522	1,174
	948	\$58,207	\$61

#### Commercial

	# Folios	Taxes	Average Increase/Decrease
Decrease in taxes	0	\$0 -	
Increase <\$100	17	960	56
Increase \$100-\$500	43	10,529	245
Increase \$500-\$1000	5	3,154	631
Increase >\$1000	8	17,272	2,159
	73	\$31,915	\$437

## Municipal Tax Revenue By Property Class



## Council Strategies to Balance the Budget

1. Utilize remainder of COVID-19 restart grant
2. Reduce Operational Expenditures by \$50,000 minimum
3. Reduce Council requests to \$2,500
4. Property Tax increase of up to 9%
5. 7.5% Water and 5% Wastewater increase
6. 5% User Fee increases where applicable
7. As last resort, utilize Surplus to offset shortfall
8. Cancel Voyent Alert, valued at \$1,700



## 2025 BUDGET



April 14, 2025

[www.Barriere.ca](http://www.Barriere.ca)



# Revenues & Expenses

## Where the Money Comes From

Property Taxes	1,157,798
Grant in Lieu & Other Taxes	39,500
User Fees & Charges	1,153,729
Government Transfers	3,966,953
Interest, Penalties & Other Recoveries	64,880
Transfers from Reserves - Carryforward P	0
Transfers from Reserves - Current Project	1,654,170
Funded from Debt/Loan	175,000
Funded from Development Cost Charges	0
Transfers from Surplus - Carryforwards	282,221
<b>Total Funding Available</b>	<b>8,494,251</b>

## Where the Money Goes

General Government	887,800
Protective Services	277,850
Transportation	545,850
Environmental & Public Health	184,950
Planning & Development	14,000
Parks & Recreation	232,800
Facilities	140,050
Water Utility Operations	402,425
Wastewater Utility Operations	205,150
Grant Projects - Ops (incl. Carry Forward)	705,738
Debt Servicing	19,229
<b>Operating Expenditures</b>	<b>3,615,842</b>
Capital Projects - Carry Forward	0
Capital Projects - Current Year	4,551,000
<b>Capital Expenditures</b>	<b>4,551,000</b>
<b>Transfer to Reserves</b>	<b>326,817</b>
<b>Total Expenditures</b>	<b>8,493,659</b>
<b>Current Year Net Surplus</b>	<b>592</b>

## Debt Servicing

	2025	2026	2027	2028	2029
<b>General Fund</b>					
Equipment Financing - Bush Truck \$175,000; 5 years; June 2030	19,229	38,457	38,457	38,458	38,458
<b>Total Debt Payments</b>	<b>19,229</b>	<b>38,457</b>	<b>38,457</b>	<b>38,458</b>	<b>38,458</b>

## Reserve Balances

	Beginning *	Ending	2025 Used
Municipal Hall	331,570	336,469	0
Land	45,745	46,431	0
Parkland	65,590	66,574	0
Highway Rescue	10,612	696	10,000
Fire	161,725	153,776	10,000
Wildfire Revenue	259,478	97,133	165,000
First Responders	192	195	0
Roads	206,585	83,521	125,000
Highway Signage	8,619	8,748	0
Environmental	13,789	222	15,000
Parks	111,727	113,515	0
Community Hall	19,617	19,911	0
Louis Creek Industrial Park	263,536	267,591	0
Gas Tax / Community Works	-61099	224,572	0
Covid Relief Fund	155,605	0	155,605
Water	436,954	392,383	50,000
Climate Action Program	227,050	109,556	120,000
Growing Communities	1,316,000	324,648	1,003,565
Wastewater	0	0	0
<b>Total Reserves</b>	<b>3,573,295</b>	<b>2,245,941</b>	<b>1,654,170</b>

\* after deducting 2024 carryforward projects

# Capital Projects

NEW CAPITAL PROJECTS		2025 BUDGET
PUBLIC WORKS	Solid Waste Dumpsters	15,000
FACILITIES	BBC Energy Retrofit	120,000
ROADS	Paving program	100,000
	Hall Road CN Rail Crossing	25,000
FIRE SERVICES	Bush Truck Replacement	350,000
	Turnout Gear	20,000
INFORMATION TECHNOLOGY	Office equipment & technology	11,000
WATER/SEWER	WWTP & Hwy 5 Wastewater	3,750,000
	Summers Road / DeeJay Water	-
	SCADA System	110,000
UTILITIES/PUBLIC WORKS	Emergency repair contingency	50,000
<b>TOTAL NEW CAPITAL PROJECTS</b>		<b>4,551,000</b>

## MUNICIPAL AND OTHER TAXES

	2021	2022	2023	2024	2025
<b>Municipal Property Taxes</b>					
Amount levied	\$ 916,498	\$ 966,391	\$ 1,012,189	\$ 1,062,194	\$1,157,791
Increase from previous year	\$ 39,898	\$ 49,893	\$ 45,798	\$ 50,005	\$ 95,597
% Increase from previous year	4.6%	5.4%	4.7%	4.9%	9.0%
<b>Regional District Requisition</b>					
Amount levied	\$ 280,751	\$ 312,266	\$ 315,452	\$ 329,394	\$ 352,928
Increase from previous year	\$ 5,870	\$ 31,515	\$ 3,186	\$ 13,942	23,534
% Increase from previous year	2.1%	11.2%	1.0%	4.4%	7.1%
Requisition as % of municipal taxes	30.6%	32.3%	31.2%	31.0%	30.5%
<b>Hospital Requisition</b>					
Amount levied	\$ 278,441	\$ 133,787	\$ 135,681	\$ 135,152	\$ 145,282
Increase from previous year	\$ 160,698	\$ (144,654)	\$ 1,894	\$ (529)	\$ 10,130
% Increase from previous year	136.5%	-52.0%	1.4%	-0.4%	7.5%
Requisition as % of municipal taxes	30.4%	13.8%	13.4%	12.7%	12.5%
<b>School Requisition</b>					
Amount levied	\$ 558,640	\$ 614,796	\$ 676,594	\$ 698,918	\$ 698,918
Increase from previous year	\$ 83,419	\$ 56,156	\$ 61,798	\$ 22,324	\$ -
% Increase from previous year	17.6%	10.1%	10.1%	3.3%	0.0%
Requisition as % of municipal taxes	61.0%	63.6%	66.8%	65.8%	60.4%
<b>Police Requisition</b>					
Amount levied	\$ 83,233	\$ 95,748	\$ 111,787	\$ 120,704	\$ 120,704
Increase from previous year	\$ (7,803)	\$ 12,515	\$ 16,039	\$ 8,917	\$ -
% Increase from previous year	-8.6%	15.0%	16.8%	8.0%	0.0%
Requisition as % of municipal taxes	9.1%	9.9%	11.0%	11.4%	10.4%
<b>Total Taxation</b>	\$ 2,131,547	\$ 2,138,519	\$ 2,272,445	\$ 2,363,783	\$2,493,044
<b>Other Taxing Authorities</b>	\$ 1,215,049	\$ 1,172,128	\$ 1,260,256	\$ 1,301,589	\$1,335,253
<b>% Compared to Municipal Taxes</b>	57%	55%	55%	55%	54%



2025 DRAFT BUDGET

April 14, 2025  
REGULAR MEETING

General Fund Revenues	
Property Taxes	1,062,200
Property Taxes - Increase	95,598
Grant in Lieu & Other Taxes	39,500
User Fees & Charges	454,750
User Fees - Increases	14,238
Government Transfers	1,210,518
Interest, Penalties & Other Recoveries	64,880
Other - Surplus	11,500
From Acc Surplus - 2024 Carry Forwards	259,721
	3,212,905



GENERAL FUND		
Operating		
Operating Revenue		3,212,905
Operating Expenditures		(3,008,267)
Net before Transfers		204,638
Transfer to Reserves		(326,817)
Net Available for Capital		(122,179)

General Fund Operating Expenditures		
General Government		887,800
Protective Services		277,850
Transportation		543,350
Environmental & Public Health		184,950
Planning & Development		14,000
Parks & Recreation		232,800
Facilities		140,050
Debt Servicing		19,229
Operating / Grant Project (non capital)		705,738
Community Service Increases		
Council Follow-up Items		2,500
		3,008,267

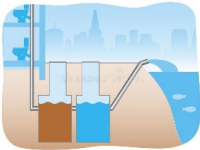
Water Fund Revenues	
Water - Fixed/Capital Charges	509,700
Water - Usage Charges	-
Water - Miscellaneous Charges	-
Water - Late Penalties	-
Water - Increase	27,080
	536,780



WATER FUND		
Operating		
Operating Revenue		536,780
Operating Expenditures		(402,425)
Net Available for Capital		134,355

Water Fund Operating Expenditures		
Water Utility Operations		402,425
Debt Servicing		-
Council Follow-up Items		
		402,425

Wastewater Fund Revenues	
Wastewater - Fixed/Capital Charges	142,900
Wastewater - Usage Charges	-
Wastewater - Miscellaneous Charges	-
Wastewater - Late Penalties	-
Wastewater - Increase	5,061
	147,961



WASTEWATER FUND		
Operating		
Operating Revenue		147,961
Operating Expenditures		(205,150)
Net Available for Capital		(57,189)

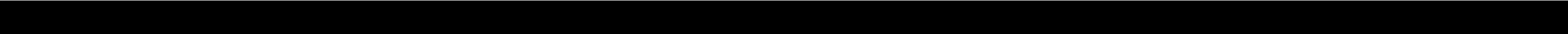
Wastewater Fund Operating Expenditures		
Wastewater Utility Operations		205,150
Debt Servicing		-
Council Follow-up Items		
		205,150

Capital Funding Sources	
Capital Grants	2,756,435
Debt / Loan	175,000
Operating Surplus Available	
General	(122,179)
Water	134,355
Wastewater	(57,189)
From Reserves and DCCs	1,608,565
From Accumulated Surplus	
	4,494,987



CAPITAL EXPENDITURES		
Capital		
Capital Funding		4,494,987
Capital Expenditures		(4,551,000)
Net Capital Surplus/Deficit		(56,013)

Capital Expenditures		
Information Technology		121,000
Emergency Services		370,000
Facilities		120,000
Fleet & Equipment		-
Engineering		50,000
Public Works		140,000
Water		-
Wastewater		3,750,000
		4,551,000



2025 DRAFT BUDGET - CONSOLIDATED

Operating Revenues	
General Fund	2,941,684
Water Fund	536,780
Wastewater Fund	147,961
Other Funding Sources - Surplus	271,221
	3,897,646

Capital Funding Sources	
Debt / Loan	175,000
Capital Grants	2,756,435
Funded from Development Cost Charges	-
Transfer from Reserves - 2024 carryforward projects	-
Transfer from Surplus - 2024 carryforward projects	-
Transfer from Reserves - current	1,654,170
	4,585,605

Other Program Funding Sources	
Capital Grants	-
Transfer from Reserves	-
Transfer from Accumulated Surplus	11,000
	11,000

ACCUMULATED SURPLUS	
Reserves	
Balance - December 31, 2024	3,573,294
2024 Carry Forward Capital Projects	-
Net after funding of Carry Forward Projects	3,573,294
Transfers in from Operating	326,817
Transfer in - 2024 Climate Action funding	-
Transfers in - fleet replacement/future capital	-
Used to fund 2025 Capital Projects	(1,654,170)
	2,245,941

	Beginning *	Ending	2025 Used
Municipal Hall	331,570	336,469	-
Land	45,745	46,431	-
Parkland	65,590	66,574	-
Highway Rescue	10,612	696	10,000
Fire	161,725	153,776	10,000
Wildfire Revenue	259,478	97,133	165,000
First Responders	192	195	-
Roads	206,585	83,521	125,000
Highway Signage	8,619	8,748	-
Environmental	13,789	222	15,000
Parks	111,727	113,515	-
Community Hall	19,617	19,911	-
Louis Creek Industrial Park	263,536	267,591	-
Gas Tax / Community Works	(61,100)	224,572	-
COVID Relief Fund	155,605	-	155,605
Water	436,954	392,383	50,000
Climate Action Program	227,050	109,556	120,000
Growing Communities	1,316,000	324,648	1,003,565
Wastewater	-	-	-
	3,573,294	2,245,941	1,654,170

2025 CONSOLIDATED FINANCIAL PLAN

Operating	
Operating Revenue	3,897,646
Operating Expenditures	(3,615,842)
Operating Surplus	281,804
Transfer to Reserves	(326,817)
Net Operating Surplus	(45,013)
Transfer to Capital	45,013
Net After Capital Transfer	-

Capital	
Debt / Loan	175,000
Capital Grants	2,756,435
Transfer from Operations	(45,013)
Transfer from Reserves/surplus	1,665,170
Transfer from DCCs	-
Net Capital Funding	4,551,592
Capital Expenditures	(4,551,000)
Capital - Surplus/Deficit	592

ACCUMULATED SURPLUS - NON LIQUID	
Investment in Capital Assets	
Beginning Balance	29,187,641
Capital Expenditures	4,551,000
Debt Principal Payments	16,055
Amortization	(654,118)
	33,100,578

ACCUMULATED SURPLUS	
TOTAL	
Operating Surplus	786,896
Investment in Capital Assets	33,100,578
Statutory Reserves	2,245,941
Internally Restricted Funds	-
	36,133,415

Operating Expenditures	
General Fund Operating	3,005,767
Water Fund Operating	402,425
Wastewater Fund Operating	205,150
Fee for Service - pending request	-
Council Follow-up Items	2,500
	3,615,842

Capital Expenditures	
New Projects	
General Fund	1,569,565
Water Fund	50,000
Wastewater Fund	-
Grant Funded	2,756,435
Debt Funded	175,000
Carryforward Projects	
General Fund	-
Water Fund	-
Wastewater Fund	-
Grant Funded	-
	4,551,000

ACCUMULATED SURPLUS	
Operating Surplus	
Beginning Balance	1,232,024
Net Income	2,140,457
Invested in Capital Assets	(3,912,937)
From Reserves - Current Projects	1,654,170
To Reserves - Community Works etc.	(326,817)
To Equipment Reserve	-
	786,896
Less: Internally Restricted	-
Net Operating Surplus	786,896

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

\* after deducting 2024 carryforward projects



April 9, 2025

Application #: B16B32D6  
District of Barriere

Dear Daniel Drexler and David Alderdice,

**Re: Rural Economic Diversification and Infrastructure Program**  
**Application #: B16B32D6 - Highway 5 Utility Infrastructure for Economic Development**

Thank you for your application for funding under the Rural Economic Diversification and Infrastructure Program (REDIP). We would like to advise that, after careful consideration, the above-noted project was not selected for funding.

REDIP received a large number of applications during the intake period and unfortunately the total funding requested significantly exceeded the Program's available funds. As a result, the Program was not able to provide funding to your project.

This decision does not reflect on the importance of this project for your community, but rather the degree to which the program has been oversubscribed. We know significant effort goes into developing proposed projects and we appreciate the time you took to prepare your application.

Program staff are available to review your application and provide further details regarding the funding decision. If you would like to book a virtual follow up meeting, please contact the Program Office by phone at 250-356-7950 or by email at [ruraldevelopment@gov.bc.ca](mailto:ruraldevelopment@gov.bc.ca).

The 2024-25 REDIP intake marked the third year of the program. Future funding opportunities may be announced via the REDIP website at <http://www.gov.bc.ca/REDIP>. To stay informed, we encourage you to subscribe for email updates on the REDIP website.

Please note that JEDI Regional Economic Operations staff are also available to offer support for economic development in your community. The Regional Manager for your area is Myles Bruns and their contact information is: 250-312-7322, [Myles.Bruns@gov.bc.ca](mailto:Myles.Bruns@gov.bc.ca).

Thank you for your interest in REDIP.

Best regards,

Matthew Scott-Moncrieff, Director  
Rural Programs Branch  
Ministry of Jobs, Economic Development and Innovation

District of Barriere

# REPORT TO COUNCIL

## Request for Decision

<b>Date:</b> April 14, 2025	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> Chief Administrative Officer
<b>Re: 2025 Tax Rates Bylaw No. 255</b>	
<b>Recommendation: THAT Council gives first three readings to the 2025 Tax Rates Bylaw No. 255</b>	

### Purpose

To give first three readings to the 2025 Tax Rates Bylaw No. 255.

### Background

Section 197 of the Community Charter requires the District to adopt an annual property value tax bylaw to establish the tax rates for the collection of municipal revenue as provided in the Financial Plan, as well as the amounts to be collected on behalf of other local governments or public bodies.

The 2025 annual tax rates bylaw must be adopted on or before May 14, 2025.

The amount of 2025 property tax revenue included in the Five Year Financial Plan is \$1,157,791, an increase of \$95,597 (9%) over 2024.

The District's residential assessments have increased approximately \$3.313 million from 2024 due to non-market change, while commercial assessments have increased about \$2.36 million.

Positive non-market change is generally attributable to new construction and building additions or major renovations. The amount of revenue gained due to the non-market change in residential and commercial assessments is approximately \$22,000. The other property classes have a relatively minor decreases in non-market change, at around \$12,000 in assessment value, with a very small loss in tax revenue attributable to those classes.

There has been a 3.93% increase in the market change of residential properties since last year, and 7.3-8.4% increases for the utilities, business, and light industrial classes. Major industry saw an increase of roughly 4.2% in assessed value.

On March 31, 2025, staff presented the proposed taxation revenues at a Special Meeting and Council instructed staff to continue with preparing the Financial Plan Bylaw and Tax Rates Bylaw with the rates and values from the meeting included, and to present the Bylaw at the April 14, 2025, Regular Meeting of Council for first three readings.

The below table shows the tax rates changes from 2024 to 2025 based on the overall taxation amount.

<b>Proposed Property Tax Rates</b>				
	<b>2024</b>	<b>2025</b>	<b>2024-2025 Change</b>	<b>% Change</b>
Residential	2.3689	2.4161	0.0472	1.99%
Utilities	8.3147	8.4803	0.1656	1.99%
Major Industry	8.0780	8.2387	0.1607	1.99%
Light Industry	8.0780	8.2387	0.1607	1.99%
Business And Other	5.8037	5.9193	0.1156	1.99%
Rec/Non Profit	2.3689	2.4161	0.0472	1.99%
Farm	2.3689	2.4161	0.0472	1.99%

As in previous years, the 2025 tax rates included in Schedule A of the bylaw (Attachment 1) were calculated to maintain the same Multiple structure formula for all classes for calculating tax rates. This effectively shifted the burden slightly (by roughly 1.3%) towards the business sector compared to the residential sector due to the 8% in additional construction and 8% in additional assessment values in the business sector. As part of the budget deliberations, Council has indicated that Council would like to look at alternate structures of burden through a more holistic review in future years when comparing to similar municipalities with a similar assessment base.

Supporting data for the tax rate calculation is provided here:

<b>Class</b>	<b>Folio Count</b>	<b>Net Taxable Value</b>	<b>Tax Rate</b>	<b>Multiples</b>	<b>Tax Revenue</b>	<b>% Of Revenue</b>
1 - Residential	988	\$363,611,200	2.41605	1.00	\$878,503	75.88%
2 - Utilities	14	\$1,294,325	8.48034	3.51	\$10,976	0.95%
3 – Supportive Housing	0	\$0	2.41605	1.00	\$0	0.00%
4 – Industrial	3	\$3,742,600	8.23873	3.41	\$30,834	2.66%
5 – Light Industrial	4	\$4,150,100	8.23873	3.41	\$34,192	2.95%
6 – Business	109	\$34,097,300	5.91932	2.45	\$201,833	17.43%
7 – Managed Forest	0	\$0	7.27231	3.01	\$0	0.00%
8 – Rec/Non-Profit	18	\$519,800	2.41605	1.00	\$1,256	0.11%
9 – Farm	13	\$81,813	2.41605	1.00	\$198	0.02%
		<u>\$407,497,138</u>			<u>\$1,157,791</u>	<u>100.00%</u>

According to BC Assessment, the typical assessed value of a single-family residential property in Barriere has increased approximately 5%, from \$365,000 in 2024 to \$383,000 in 2025. The table below shows the impact of the new proposed rate on an average property using these values.

<b>Municipal Taxes on a Typical Residential Property</b>		
	<b>2024</b>	<b>2025</b>
Assessed Value	\$365,000	\$383,000
Municipal Tax Rate	2.3689	2.4161
Municipal Taxes	\$864.65	\$925.35
<b>Total Municipal Taxes</b>	<b>\$864.65</b>	<b>\$925.35</b>
Change from 2024		\$60.70
% Change from 2024		7.0%

The tax rates for the regional and hospital districts are determined by the amount levied by those authorities and are based on legislated provincial class multiples. The requisition for the Regional District has increased by 7.1%, from \$329,394 in 2024 to \$352,928 this year. The Hospital District requisition has increased by 7.5%, from \$135,152 to \$145,282. Copies of the Regional District and Hospital requisition are attached to this report.

## Summary

The Tax Rates Bylaw No. 255 is presented for first three readings and includes the rates necessary to meet our obligations to the Regional District and the Hospital board, and also the rates needed to meet the District's needs as set out in the Financial Plan Bylaw.

## Benefits or Impact

### General

Adoption of an annual property Tax Rates Bylaw on or before May 14 is a requirement of the Community Charter. The Five-Year Financial Plan determines the amount of revenue to be raised by property value taxes and used in the calculation of tax rates.

The policies regarding property taxation are included in the annual financial plan, and the intent is to update Asset Management related policies over the next year which would subsequently be included as well. The following statements are examples of those policies related to setting tax rates:

- Conduct periodic reviews of taxes paid by individual classes.
- Consider tax shifts or redistributions only where a full comprehensive analysis and impact is undertaken.
- Where a tax shift is required, consider a gradual phase-in to allow the properties in the class to adjust their budgets accordingly.
- In establishing property tax rates, take into consideration:
  - The amount of property taxes levied as compared to other municipalities.
  - The property class conversion ratio as compared to other municipalities.
  - The tax share borne by each property class.
  - The tax ratios of each property classification.

## Finances

The amount of revenue proposed to be collected through property taxation for 2025 is \$1,157,791.

## Strategic Impact

Property taxation is one of the main sources of revenue for the municipality, without which the District could not operate. The Tax Rates Bylaw provides the authority for the District to collect its annual municipal taxes as well as those of other taxing authorities.

## Risk Assessment

Compliance: Section 197 of the Community Charter requires the City to adopt an annual tax rates bylaw on or before May 14.

Risk Impact: Low, if the annual tax rates bylaw is adopted on May 5 as planned.

## Internal Control Process:

Test calculations, which will include the all taxing authorities (municipal, regional hospital, regional district, school, police, BC Assessment, etc.), will be performed prior to issuance of the tax notices in May.

## Next Steps / Communication

A copy of the bylaw will be provided to the Ministry of Municipal Affairs prior to May 15th, as required.

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## **Attachments**

1. Bylaw 255 – 2025 Taxes Rates Bylaw - Draft
2. Thompson Nikola Regional District Requisition and Thompson Regional Hospital District Requisitions for 2025

## **Recommendation**

**THAT Council gives first three readings to the 2025 Tax Rates Bylaw No. 255**

## **Alternative Options**

1. Staff is not recommending any other options, as adoption of the tax rates bylaw is required on or before to May 14th, 2025.

Prepared by:

D. Drexler, Chief Administrative Officer





**BYLAW NO. 255**  
**2025 PROPERTY TAX RATES BYLAW**  
DISTRICT OF BARRIERE

---

**A bylaw to impose rates on all taxable land and improvements for the year ending  
December 31, 2025.**

---

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

1. This bylaw may be cited as “**2025 Property Tax Rates Bylaw No. 255**”.
2. The following rates are hereby imposed and levied for the year 2025:
  - a) For general purposes of the municipality on the value of land and improvements taxable for general municipal purposes, rates appearing in the column “A” titled “General Municipal” of Schedule “A” attached to and forming part of this Bylaw.
  - b) For hospital purposes on the value of land and improvements taxable for hospital purposes, rates appearing in the column “B” titled “Regional Hospital” of Schedule “A” attached to and forming part of this Bylaw.
  - c) For Regional District purposes on the value of land and improvements taxable for hospital purposes, rates appearing in the column “C” titled “Regional District” of Schedule “A” attached to and forming part of this Bylaw.
3. The minimum amount of taxation upon a parcel of real property shall be One Dollar (\$1.00).
4. This Bylaw repeals “*Tax Rates 2024 Bylaw No.243*”.

Read a first, second, and third time by the Municipal Council this 14th day of April, 2025.

Adopted this 5th day of May, 2025.

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Rob Kerslake, Mayor

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Tasha Buchanan, Corporate Officer



**Schedule “A”  
District of Barriere 2025 Tax Rates**

<b>Property Class</b>	<b>Description</b>	<b>“A” General Municipal</b>	<b>“B” Regional Hospital</b>	<b>“C” Regional District</b>
01	Residential	2.41605	0.30348	0.73724
02	Utility	8.48033	1.06219	2.58033
03	Supportive Housing	2.41605	0.30348	0.73724
04	Major Industry	8.23873	1.03487	2.51398
05	Light Industry	8.23873	1.03487	2.51398
06	Business & Other	5.91932	0.74353	1.80623
07	Managed Forest Land	7.27231	0.91045	2.21171
08	Recreational/Non-Profit	2.41605	0.30348	0.73724
09	Farm	2.41605	0.30348	0.73724

**Certified Correct:**

---

Corporate Officer



# THOMPSON-NICOLA

REGIONAL DISTRICT

The Region of BC's Best

300-465 Victoria Street

Kamloops, BC V2C 2A9

Tel: 250-377-8673

Toll Free in BC: 1-877-377-8673

Email: admin@tnrd.ca

Department: Finance

April 2, 2025

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

Attention: Nora Johnson, Interim Finance  
Officer

Dear Ms. Young: \_\_\_\_\_  
Subject: 2025 Thompson-Nicola Regional District Requisition

Please find enclosed a copy of the 2025 Requisition for the Thompson-Nicola Regional District.

In summary, the payment due from your municipality is as follows:

TNRD Requisition (see recap)	\$352,928
------------------------------	-----------

Under Section 385(1) of the Local Government Act, the payment is due on or before August 1, 2025. If it would be more convenient for you, please feel free to issue a post-dated cheque.

If you have any questions, please call at your convenience.

Yours truly,

Carla Fox, CPA, CMA  
Chief Financial Officer

encl.

MUNICIPALITIES: Ashcroft | Barriere | Cache Creek | Chase | Clearwater | Clinton  
Kamloops | Logan Lake | Lytton | Merritt | Sun Peaks

ELECTORAL AREAS: "A" "B" "E" "I" "J" "L" "M" "N" "O" "P"



**THOMPSON-NICOLA**  
REGIONAL DISTRICT

## Thompson-Nicola Regional District

Tax Rate per \$100,000 Assessment

FINAL 2025

### Municipal - Regional and Local Area Services

BCA Version (Multiple Items)

Budget Version Final

			2025	2025		2024	
			Values				
Region	Service Category	Service	Cost Per \$100,000	Total \$ Requisition	% Change	Total \$ Requisition	\$ Change
District of Barriere	General Services	Environmental Planning & Zoning	1.24	5,956	15.99%	5,135	821
		Film Commission	0.47	2,271	11.59%	2,035	236
		Fraser Basin	0.05	225	100.77%	112	113
		General Government Services	8.31	39,798	0.56%	39,576	222
		Regional Parks	0.07	316	10.61%	286	30
		Search and Rescue (All Members)	0.23	1,085	-1.33%	1,100	-15
		Thompson-Nicola Regional District Library System	13.43	64,288	14.04%	56,372	7,916
	General Services Total		\$ 23.81	\$ 113,940	8.91%	\$ 104,616	9,324
	Local Services	Crime Stoppers Program	0.10	472	0.51%	470	2
		E911	3.83	18,341	2.55%	17,885	456
		Emergency Preparedness	1.26	6,045	-37.02%	9,599	-3,554
		Mosquito Control: North (O & P)	7.71	36,911	11.84%	33,002	3,909
		SWM: Residual Management	35.45	169,663	10.09%	154,108	15,555
		Valley Connector	0.92	4,412	-35.04%	6,792	-2,380
	Local Services Total		\$ 49.27	\$ 235,846	6.31%	\$ 221,856	13,989



**THOMPSON-NICOLA**  
REGIONAL DISTRICT

## Thompson-Nicola Regional District

Tax Rate per \$100,000 Assessment

FINAL 2025

Municipal - Regional and Local Area Services

BCA Version (Multiple Items)

Budget Version Final

			2025	2025	2024		
			Values				
			Cost Per				
Region	Service Category	Service	\$100,000	Total \$ Requisition	% Change	Total \$ Requisition	\$ Change
District of Barriere	Electoral Area Services	Search & Rescue (Specific Members)	0.66	3,143	-3.09%	3,243	-100
	Electoral Area Services Total		\$ 0.66	\$ 3,143	-3.09%	\$ 3,243	-100
District of Barriere Total			\$ 73.74	\$ 352,928	7.04%	\$ 329,715	23,213



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REGIONAL DISTRICT

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Department: Finance

April 2, 2025

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

Attention: Nora Johnson, Interim Finance Officer

Dear Ms. Young:

Subject: 2025 Thompson Regional Hospital District Requisition

Please find enclosed a copy of the 2025 Requisition for the Thompson Regional Hospital

District. In summary, the payment due from your municipality is as follows:

TRHD Requisition (see recap)	\$145,282
------------------------------	-----------

Under Section 385(1) of the Local Government Act, the payment is due on or before August 1, 2025. If it would be more convenient for you, please feel free to issue a post-dated cheque.

If you have any questions, please call at your convenience.

Yours truly,

Carla Fox, CPA, CMA  
Chief Financial Officer

encl.

MUNICIPALITIES: Ashcroft | Barriere | Cache Creek | Chase | Clearwater | Clinton  
Kamloops | Logan Lake | Lytton | Merritt | Sun Peaks

ELECTORAL AREAS: "A" "B" "E" "I" "J" "L" "M" "N" "O" "P"

**2024 Tax Requisition  
Apportionment of Costs  
Thompson Regional Hospital District  
Section 20 Tax Requisition**

2025 Tax Requisition					
Apportionment of Costs					
Thompson Regional Hospital District					
Total Requisition:		\$	18,076,880		
2025					
Participant		2025 Converted Assmt	% Share	Net Requisition	Tax Rate /\$1,000 Assessment
<u>Municipalities:</u>					
Kamloops		3,516,118,044	59.040	\$ 10,672,574	0.3751
Barriere		47,863,804	0.804	145,282	0.3577
Clearwater		76,849,999	1.290	233,265	0.3998
Merritt		234,610,698	3.939	712,121	0.4050
Logan Lake		100,501,500	1.688	305,055	0.4912
Ashcroft		46,419,437	0.779	140,898	0.4035
Cache Creek		24,020,289	0.403	72,909	0.4080
Chase		77,219,271	1.297	234,386	0.3585
Clinton		12,778,610	0.215	38,787	0.3822
Lytton		5,791,406	0.097	17,579	0.5222
Lillooet		66,647,961	1.119	202,298	0.3737
Sun Peaks		179,073,703	3.007	543,548	0.3321
		4,387,894,722	73.678	\$ 13,318,702	0.3771
<u>Rural Areas:</u>					
Kamloops Rural ( 724)		625,455,848	10.502	\$ 1,898,464	0.3861
Kamloops Rural ( 726)		200,320,924	3.364	608,040	0.7239
Williams Lake Rural (727)		39,304	0.001	119	0.3029
Lillooet Rural ( 729)		65,022,124	1.092	197,364	0.3757
Ashcroft Rural (730)		141,048,604	2.368	428,129	0.4733
Merritt Rural (731)		263,325,475	4.422	799,279	0.4981
Salmon Arm Rural ( 789)		272,386,444	4.574	826,782	0.3221
		1,567,598,723	26.322	\$ 4,758,177	0.4189
Total		5,955,493,446	100.000	\$ 18,076,879	0.3873

# 2025 Annual BES Golf Tournament

Greetings,

On August 16<sup>th</sup>, 2025 the Annual Barriere 911 Emergency Services Golf Tournament will once again be taking place at the Chinook Cove Golf Course. We are proud to carry on this tradition and support local youth in the North Thompson with over \$ 57,000.00 in donations and bursaries. Over the twelve years we have funded numerous youth groups and organizations from Clearwater down through Kamloops and two \$500.00 BES Bursaries at the Barriere Secondary School. We have provided funding and/or supplies to all applicants who applied for funding.

All groups used the donation to enhance programs in place or start new programs to provide area youth with diverse opportunities to allow all to participate. Our goal is to have all youth having fun, healthy and safe choices.

We are aware that your business receives many requests for sponsorship throughout the year, however we also know that you realize that an event such as this cannot function without support.

We are looking for **sponsorship in any form**, such as cash, merchandise or services for our prizes and silent auction. All sponsors will receive recognition in the welcome package for all teams, on each of the dinner tables and in the local newspapers. In addition to this, you will receive one of the following depending on the level of sponsorship. **(You can also add a welcome package stuffer)**

**( We supply a sign if you don't have your own, all sponsors listed on our website- [www. besgolf.com](http://www.besgolf.com) )**

**Par Level** – Value up to **\$100.00** – listed on website, dinner table and in welcome package

**Birdie Level** - **\$100.00 - \$200.00 value** Par level plus a hole sponsorship sign.

**Eagle Level** - **\$200.00 - \$500.00 value** Birdie level plus a sponsorship sign at the putting green located at the clubhouse where all players will be registering and socializing prior to and after the round. This will allow you more exposure to all players and others attending the event that are not golfing.

**Albatross Level** - **\$500.00 or more** Eagle Level plus will also allow you to put up signage at the putting green and during the dinner, prizes and silent auction to follow, which will give you full exposure throughout the event. This level of sponsorship will provide a **two person discounted entry (\$25.00 per player reduced from two entry fees)** into the tournament to form part of a team.

**\*\*\* Cheques can be made payable to: BES Golf Tournament \*\*\***

We want to thank you for your consideration and look forward to your participation in this great event. For more information please contact any of our coordinators at the numbers below.

Sincerely,

BES Golf Tournament Committee

Contact one of our team –

**Jake: 250-318-5118**

**Theresa: 250-318-9286**

**Darin: 250-299-1130**







# Building Capacity

2025 Work Calendar – British Columbia





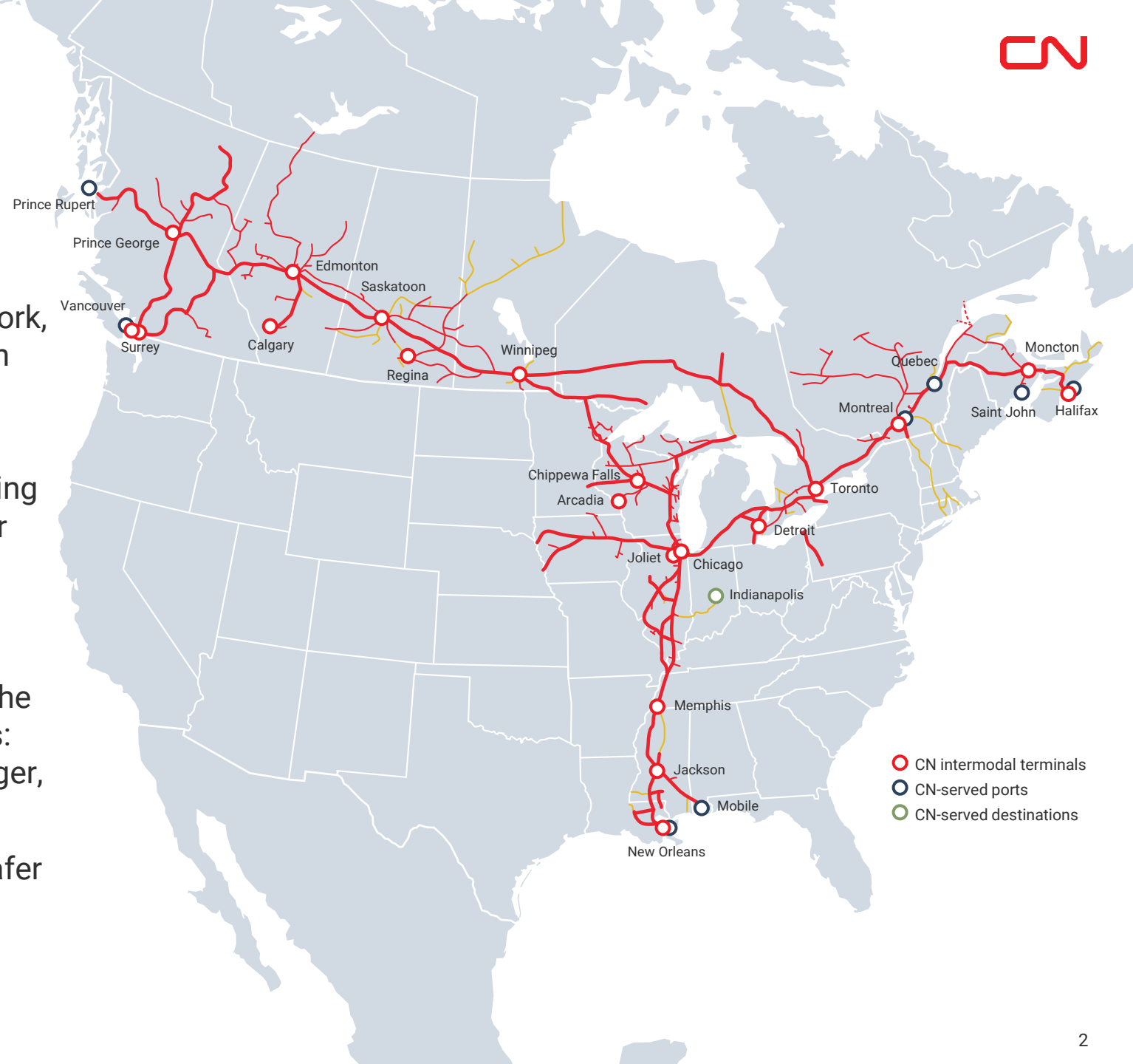
# Building capacity for our customers

CN is committed to safe, reliable, and efficient service. This regional calendar outlines planned work, such as laying new ties and rail, scheduled through December 2025.

These upgrades are part of our broader capital investment program and are essential to maintaining high service levels while supporting the growth our customers continue to forecast.

We know planned work can cause short-term impacts, including delays. That's why clear communication is key, so customers understand the reason behind the work and the long-term benefits: enhanced safety, improved efficiency, and a stronger, more resilient network.

In 2025, CN will continue to invest in a stronger, safer network, built to grow with our customers.





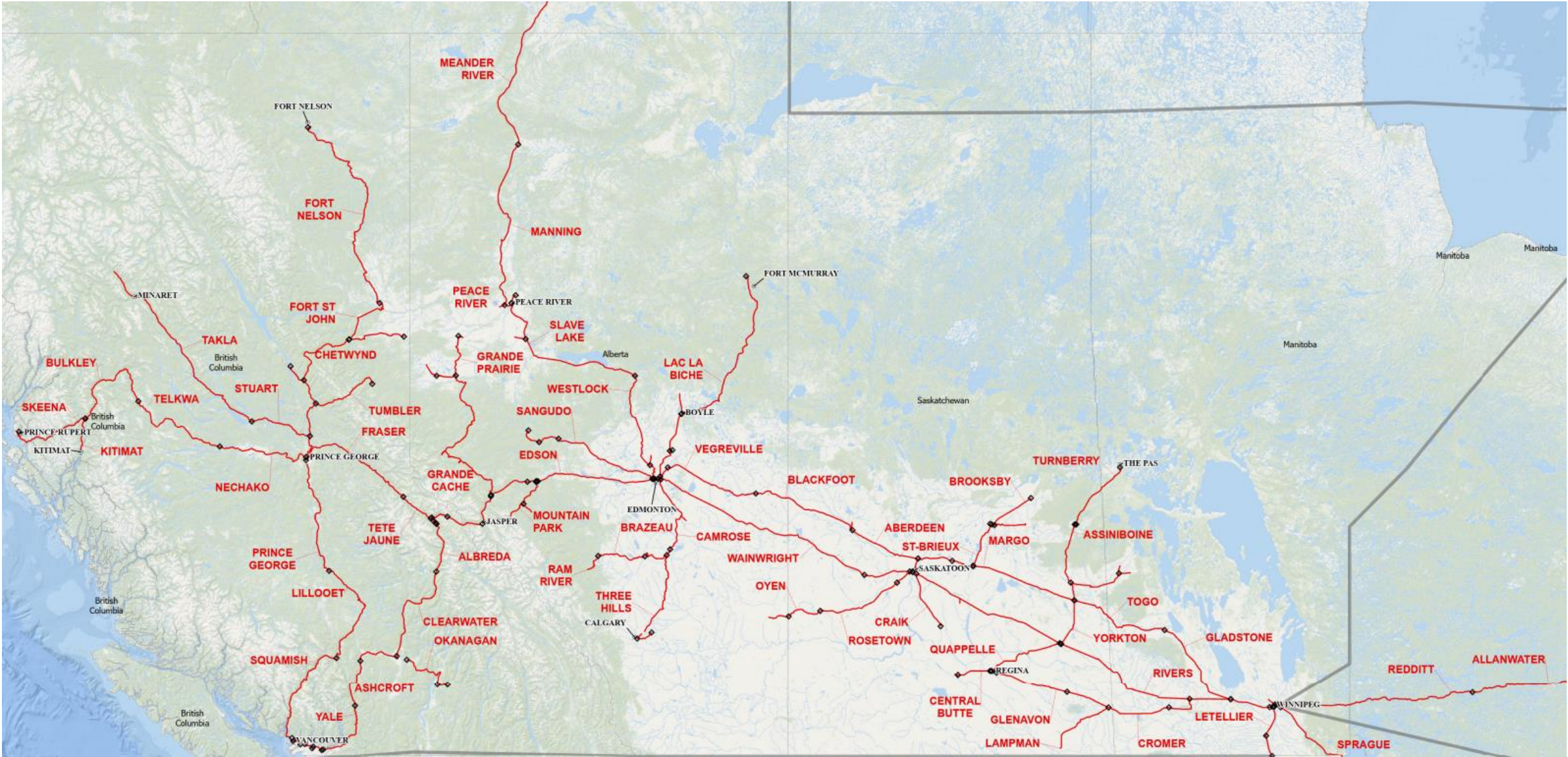
# British Columbia

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# Western region map



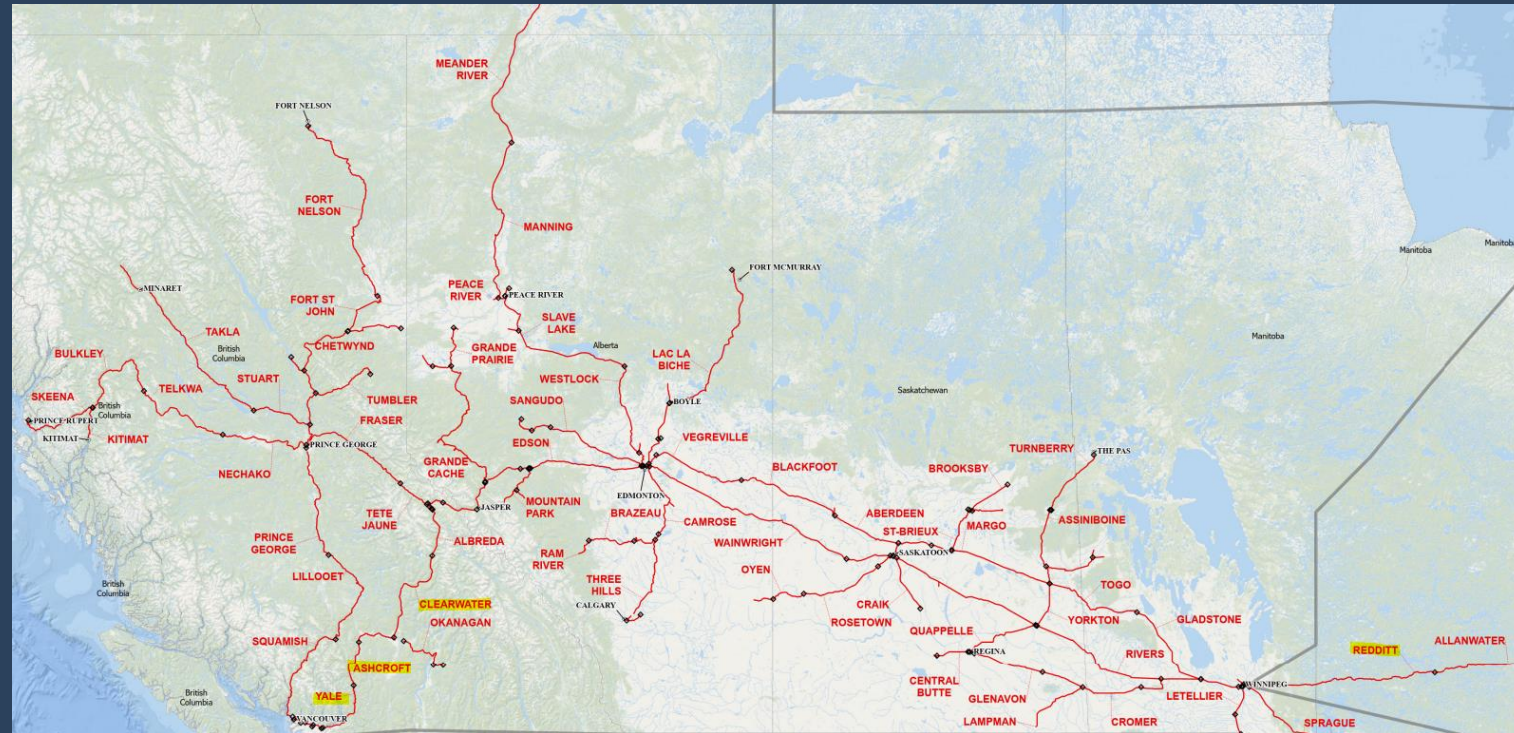


# West – January to April (Q1)

Expected Durations of 6 - 8hr Work Blocks.



Location	Start Date	End Date
ASHCROFT (Kamloops to Boston Bar)	10-Jan-25	5-Feb-25
YALE (Boston Bar to Douglas Island)	6-Feb-25	11-Mar-25
YALE (Boston Bar to Douglas Island)	11-Mar-25	11-Mar-25
YALE (Boston Bar to Douglas Island)	11-Mar-25	11-Mar-25
CLEARWATER (Blue River to Kamloops)	18-Mar-25	8-Apr-25



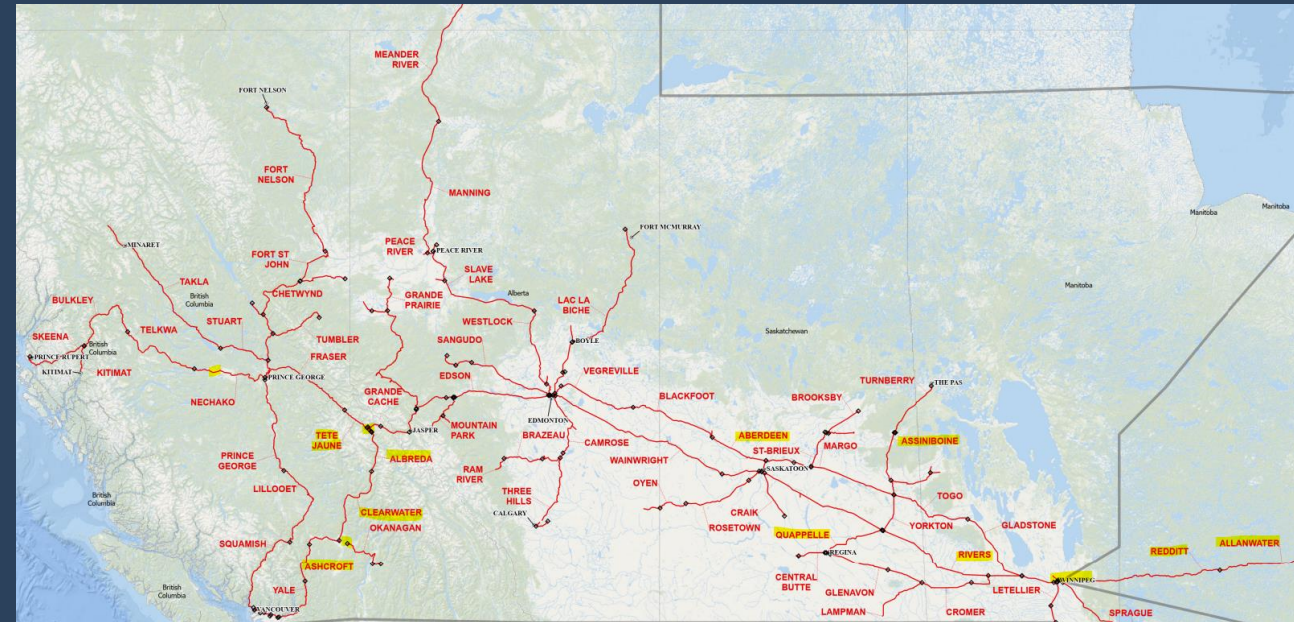
Can't find a location on the map? Visit [cnebusiness.geomapguide.ca](http://cnebusiness.geomapguide.ca) for the full directory.

# West – April to May (Q2)

Expected Durations of 6 - 8hr Work Blocks.



Location	Start Date	End Date
CLEARWATER (Blue River to Kamloops)	1-Apr-25	8-Apr-25
ALBRED A (Jasper to Blue River)	15-Apr-25	30-Apr-25
KAMLOOPS YD	15-Apr-25	4-May-25
ALBRED A (Jasper to Blue River)	1-May-25	2-May-25
ROBSON (Redpass to McCabe)	3-May-25	6-May-25
ASHCROFT (Kamloops to Boston Bar)	5-May-25	6-May-25



Can't find a location on the map? Visit [cnebusiness.geomapguide.ca](https://cnebusiness.geomapguide.ca) for the full directory.

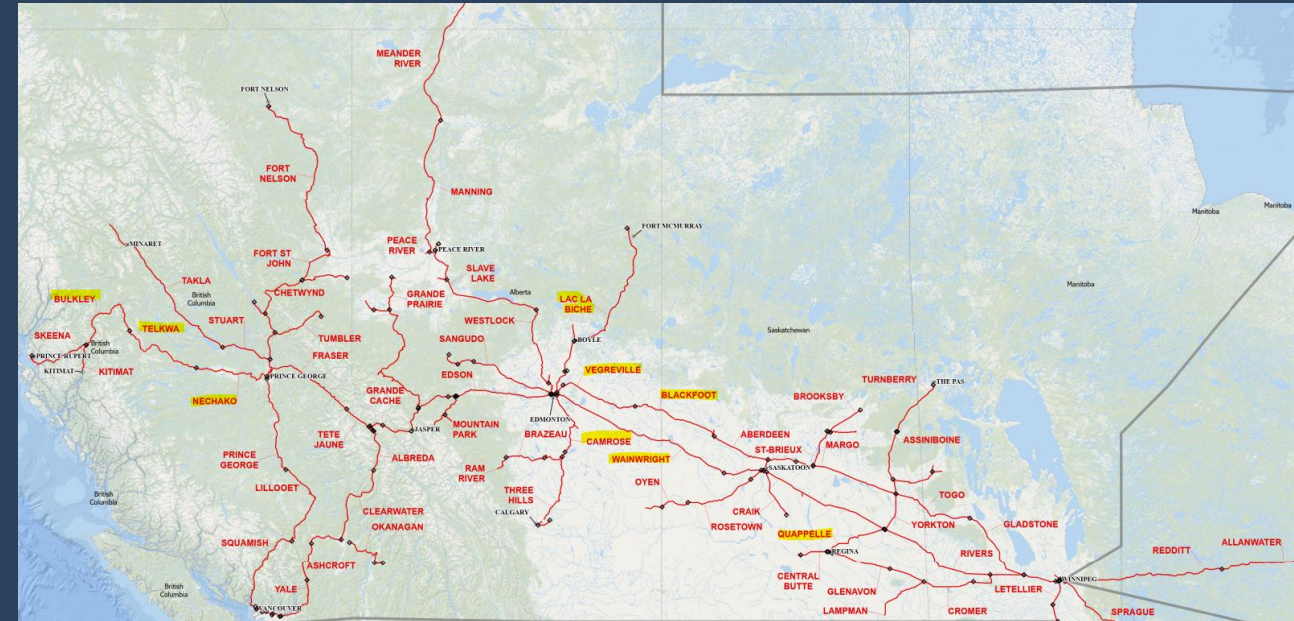


# West – May to June (Q2 - continued)



Expected Durations of 6 - 8hr Work Blocks.

Location	Start Date	End Date
TETE JAUNE (Taverna to McBride)	13-May-25	15-May-25
FRASER (McBride to Prince George)	15-May-25	19-May-25
FRASER (McBride to Prince George)	16-May-25	29-May-25
NECHAKO (Prince George to Nechako)	30-May-25	24-Jun-25
FRASER (McBride to Prince George)	24-Jun-25	29-Jul-25
TELKWA (Endako to Smithers)	25-Jun-25	29-Jun-25
NEW WESTMINSTER (Still Creek to Fraser River Bridge)	27-Jun-25	30-Jun-25
BULKLEY (Smithers to Terrace)	30-Jun-25	15-Jul-25



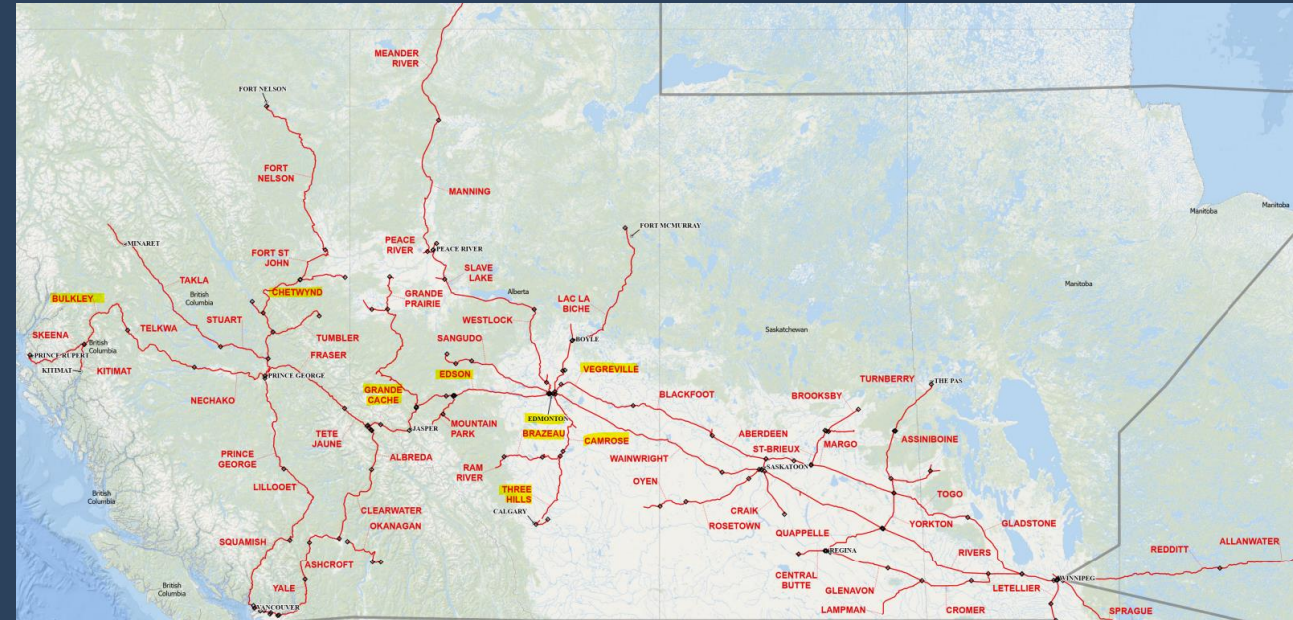
Can't find a location on the map? Visit [cnebusiness.geomapguide.ca](http://cnebusiness.geomapguide.ca) for the full directory.

# West – July to September (Q3)

Expected Durations of 6 - 8hr Work Blocks.



Location	Start Date	End Date
BULKLEY (Smithers to Terrace)	30-Jun-25	15-Jul-25
PRINCE GEORGE YD N	6-Aug-25	12-Aug-25
CHETWYND (PG South to Chetwynd)	16-Sep-25	21-Oct-25



Can't find a location on the map? Visit [cnebusiness.geomapguide.ca](https://cnebusiness.geomapguide.ca) for the full directory.



# West – October to December (Q4)



Expected Durations of 6 - 8hr Work Blocks.

## Location

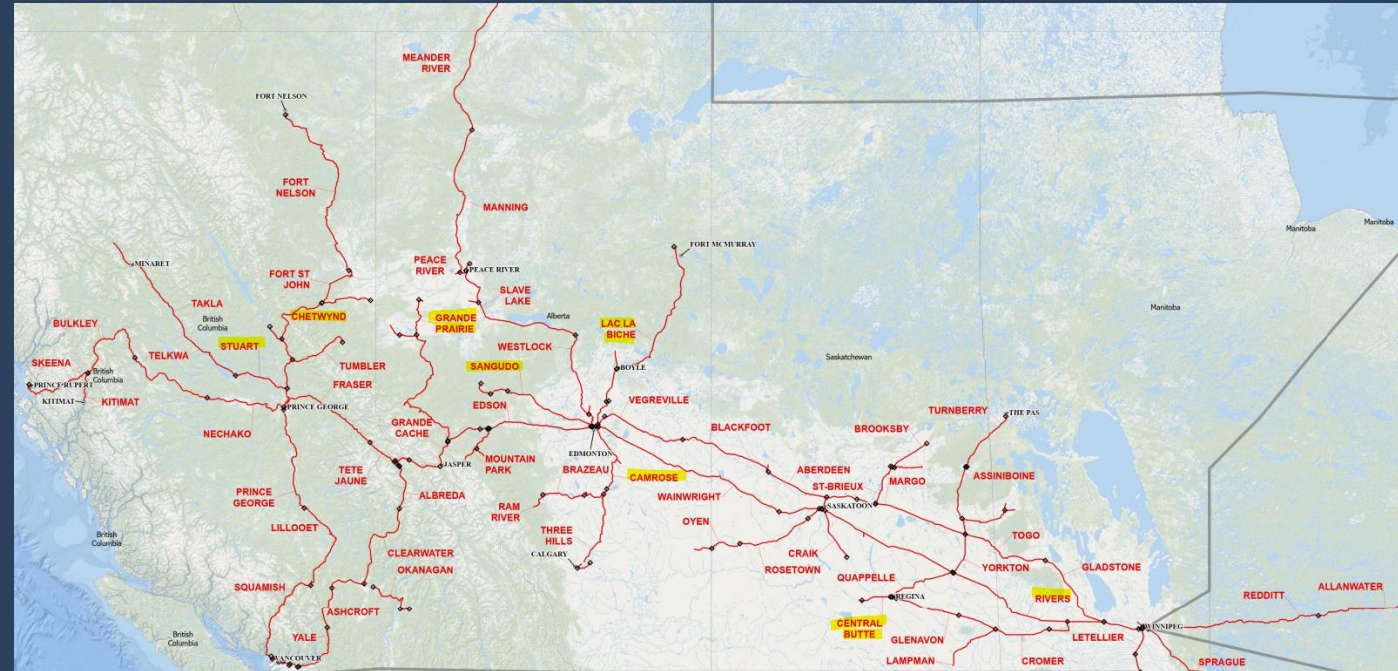
## Start Date

## End Date

CHETWYND (PG South to Chetwynd) 28-Oct-25

MACKENZIE (Kennedy to Mackenzie) 30-Oct-25

STUART (Alward to Fort St James) 31-Oct-25



Can't find a location on the map? Visit [cnebusiness.geomapguide.ca](https://cnebusiness.geomapguide.ca) for the full directory.



Explore additional geographic and business data at  
[cn.ca/en/our-services/maps-and-network](https://cn.ca/en/our-services/maps-and-network)

GeoMap link: [cnebusiness.geomapguide.ca/](https://cnebusiness.geomapguide.ca/)





Philip Perras  
4510 Bedwell Harbour Rd  
Pender Island, BC  
V0N 2M1  
philip\_perras@hotmail.com

Dear Mayor and Council,

On April 1st, ten South Island municipalities—Colwood, Duncan, Ladysmith, Langford, Metchosin, North Cowichan, North Saanich, Sidney, Sooke, and View Royal—took a courageous and unified stand by refusing to fund E-Comm under the current unfair arrangement imposed by the province. I thank and applaud them for taking this action in order to protect their constituents. This act of civil disobedience was not reckless—it was necessary, principled, and done on behalf of every municipality in this province.

These ten municipalities are not simply reacting to unfair funding — they are reacting to the collapse of accountability. E-Comm is supposed to be an independent public service, yet it operates without transparency, oversight, or effective municipal representation. Now, an “independent review” is being promised—ironically, to review an organization that was, again, already supposed to be independent. If that doesn’t demonstrate a systemic failure of accountability, what does?

The ten municipalities have refused to fund E-Comm not just because the costs are unjustly distributed, but because the structure itself is unacceptable. Reform must come first. Without it, municipalities are being asked to prop up a failing governance model with taxpayer dollars and political silence. Now, all municipalities in British Columbia must be prepared to stand behind them.

What we’re seeing across BC is not isolated. It is a growing pattern: the slow death of independent oversight.

E-Comm is only one example. After the 2024 election, the province approved multi-year BC Hydro rate hikes — but not through the independent BC Utilities Commission. That’s the regulator tasked with protecting the public interest, and it was simply overridden by the NDP cabinet. The rate increases disproportionately impact seniors and low-income residents — and the public never had a chance to weigh in.

This was not an isolated incident. It’s part of a broader trend of provincial power grabs, where oversight is being sidelined, local governance is being strong-armed, and public services have become tools of control rather than accountability.

I believe that the introduction of Bill 7 cemented this concern. Introduced in March 2025, just months after the NDP narrowly retained power, the bill sought to grant cabinet sweeping emergency powers — bypassing the legislature entirely. Even after Section 4 was reportedly withdrawn, the underlying goal

remains: consolidate power quietly, away from public view, and bypass local voices.

Meanwhile, the institutions we rely on are becoming symbols of isolation and avoidance.

Consider BC Hydro once again. Could it somehow be another example of the province exploiting crises to consolidate power? For one thing, their Victoria district office is "earthquake resistant" — but on closer inspection, it is also accountability resistant. Locked doors during business hours (according to google reviews). No benches. No bulletin board. No ledges of any kind. Nothing inviting whatsoever. Instead, they placed a "mailbox" for complaints that looks like it will literally shock anybody who comes near it.

This is the public-facing symbol of what governance has become in British Columbia — uninviting customer service, locked lobbies, and backroom decision-making resistant to accountability.

These ten municipalities have refused to fund dysfunction, and every municipality in BC should be ready to take action to support them. Not with outrage. Not with noise. But with unity, on behalf of their constituents.

If retaliation comes — whether in the form of withheld grants, political pressure, or punitive treatment — then perhaps municipalities across the province should consider delaying their power bill payments to BC Hydro for one billing cycle.

Not a refusal — a reflection. A pause. A symbolic outage to mirror the real outage: the blackout of democratic accountability in this province.

Because when E-Comm isn't independent, when the BCUC is overridden, when public services lock the doors on the public, and when Bill 7 threatens the very role of the legislature, especially at a time when the government barely got elected at all — municipalities are the last source of accountability left.

Support the ten. Prepare to stand together. And if the province insists on flexing power against the communities it serves, then let us remind them — we still have the power to respond.

Respectfully,

Philip Perras

Concerned Resident of British Columbia

## Tasha Buchanan

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**Subject:** Film Commission updates April 2025

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**Subject:** Film Commission updates April 2025

Good Afternoon,

Just passing along this info that was just shared with our TNRD Board of Directors.

Have a lovely weekend!



### Terri Hadwin (she/her)

Thompson-Nicola Film Commissioner

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

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

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

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

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

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**From:** Terri Hadwin

**Sent:** April 4, 2025 3:04 PM

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

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

**Subject:** Film Commission updates April 2025

Good Afternoon and Happy Friday,

Here is a brief update on some of the recent Film Commission activities:

- Local productions wrapped in March:
  - My Secret Santa (Sun Peaks / Kamloops)
  - 13<sup>th</sup> Wife (Ashcroft)
- New productions added to the interactive Movie Map.
  - [Sierra Truck Ad](#)
  - TVO Kids "[All Round Champion](#)" (filmed partially at Shumway Lake)
  - [Incandescence](#) (National Film Board) (filmed partially at Monte Lake)
  - [Travels With Agatha Christie and Sir David Suchet](#) (Britbox) (filmed partially on the Rocky Mountain Rail with footage near Lytton)
  - [Great Alaskan and Canadian Railroad Journeys](#) (Knowledge Network) – episode 4 Vancouver Island to Kamloops.
- Learn About Film

- We hosted over 50 eager filmmakers from within the TNRD and as far away as Abbotsford and the Cariboo on March 7/8 for two successful days of learning about filmmaking
- Although there were many highlights, one special one was that we were privileged to see one of the episodes of the new Knowledge Network 5 part docuseries, [Wildfire](#), and hear how the series came together from Showrunner Kevin Eastwood. Some of this series was filmed in the TNRD.
- F.I.N.E. – Our monthly film networking event for March celebrated International Women’s Day with a talk by [Women in the Director’s Chair](#) founder, Dr. Carol Whiteman.
- [W7EYLE \(MOON’S WIFE\)](#), written and directed by local filmmaker Amanda Wandler, was shown at the [Crazy8s Film Society](#) gala screening in Vancouver, featuring Secwépemc actress, Grace Dove.
- A recent film production that used our egenerators for 4 weeks, saved the planet approximately 132 kg of Co2 emissions.
- Partially filmed in TNRD, “Die Alone,” received a nomination of *Performance in a Leading Role, Drama* Carrie-Anne Moss at the [Canadian Screen Awards](#).
- Upcoming events:
  - April 11 - [Get Fast showing in Cache Creek](#)
  - April 11 – 13 [Celebration of 70 years of the Paramount Theatre](#), by the Kamloops Film Society
  - April - September - [Kamloops Museum and Archives exhibit](#), “Wide Angle: The Landscape of film in Kamloops. The landscape of Kamloops in Film” – part of the celebrations for the 70<sup>th</sup> anniversary of the Paramount Theatre and the 50<sup>th</sup> anniversary of the Kamloops Film society.
  - April 14-17, Attending Creative Industries Week in Victoria.
  - April 20 FINE hosted by Kamloops Afro Film Society “What You Don’t Know About Your Story”
  - April 28 – 30, Upcoming Familiarization tour for location managers, partially supported by Tourism Kamloops and Cariboo Chilcotin Coast Tourism Association.

Feel free to reach out if you have follow up inquiries. Thank you for your ongoing support of Film Industry growth in the Thompson-Nicola.



The Region of BC’s Best

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March 20<sup>th</sup>, 2025

Mayor and Council  
Municipalities of BC  
via email

Dear Mayor and Council,

**RE: Cannabis Taxation Sharing & Municipal-Owned Cannabis Retail Stores**

The Village of Daajing Giids is sharing with you the attached letter from David Hume the Assistant Deputy Minister & Liquor and Cannabis Regulation Branch as we believe it is important to ensure that all municipal leaders are informed about this ongoing dialogue and are able to consider the implications and opportunities for your municipality.

The letter arose from the Village of Daajing Giids' 2023 Union of BC Municipalities (UBCM) advocacy efforts with regard to Cannabis Taxation Revenue sharing with municipalities. The Village requested a general update on this topic from the Minister of Finance based on a recommendation from the 2021 Local Government Financial Resiliency report "seeking targeted consumption tax that provides local government a share of provincial cannabis taxation revenue". With minimal update on taxation revenue sharing from the Province, the question of municipally-owned cannabis stores as a source of revenue for local governments was briefly discussed with then Minister of Public Safety & Solicitor General Mike Farnworth.

The attached letter outlines the province's position and provides clarity on issues related to municipal eligibility for cannabis retail store licenses. We encourage you to review the document and consider not only the revenue possibilities but also the opportunity to ensure responsible distribution and community oversight for your municipality.

Sincerely,



Her Worship,  
**Mayor Lisa Pineault**

Village of Daajing Giids  
PO Box 580, 903A Oceanview Drive V0T1S0  
Email: [mayor@daajinggiids.ca](mailto:mayor@daajinggiids.ca) | Web: <https://daajinggiids.ca/>

**VIA EMAIL**

Ref: 674406

February 5, 2025

Her Worship Lisa Pineault  
Village of Daajing Giids  
903A Oceanview Drive  
Daajing Giids, B.C. V0T 1S0  
Email: [Office@daajinggiids.ca](mailto:Office@daajinggiids.ca)

Dear Mayor Pineault:

I am writing to follow up with you on a letter sent from former Minister, Mike Farnworth, on February 5, 2024, regarding municipality-owned cannabis retail stores. As the General Manager (GM) of the Liquor and Cannabis Regulation Branch (LCRB), I oversee the province's liquor and cannabis regulations, including the administration of cannabis licences and authorizations. Through sound policy and regulation, the LCRB's mission is to enable vibrant liquor and cannabis industries, while ensuring public health and safety.

I would like to thank the delegation from the Village of Daajing Giids for your interest in the cannabis industry and for seeking clarification on whether a municipality is eligible to hold a Cannabis Retail Store (CRS) licence. I appreciate your patience while we reviewed this matter.

The *Cannabis Control and Licensing Act* authorizes the GM to issue a CRS licence to an individual, partnership, corporation or Indigenous nation. In B.C., the legal definition of a corporation includes a municipality or other incorporated bodies. Therefore, the GM is authorized to issue a CRS licence to a municipality if the municipality meets all licensing requirements.

If you are interested in applying for a CRS licence, you can submit an application through the LCRB's licensing portal: <https://justice.gov.bc.ca/lcrb/>.

More information on how to apply is on the LCRB's "Apply for a cannabis Retail Store licence" webpage: <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/cannabis-licences/apply-cannabis-licence/apply-for-a-cannabis-retail-store-licence>.



Her Worship Lisa Pineault  
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If you have more questions about the application process, please reach out to Karina Isdahl, Licensing Manager at [Karina.Isdahl@gov.bc.ca](mailto:Karina.Isdahl@gov.bc.ca).

Sincerely,

A handwritten signature in black ink, appearing to be 'DH' followed by a long, wavy horizontal line.

David Hume  
Assistant Deputy Minister and General Manager  
Liquor and Cannabis Regulation Branch  
Ministry of Public Safety and Solicitor General  
[www.gov.bc.ca/lcrb](http://www.gov.bc.ca/lcrb)

pc: Janet Donald, Executive Director, LCRB (Janet.Donald@gov.bc.ca)  
Pamala Renwick, Executive Director and Deputy General Manager of Licensing  
(Pamala.Renwick@gov.bc.ca)