

District of Barriere

# REPORT TO COUNCIL

## Request for Decision

<b>Date:</b> July 21, 2025	<b>File:</b> 530.20/Rpts
<b>To:</b> Council	<b>From:</b> Chief Administrative Officer
<b>Re: Strategic Planning topics</b>	
<b>Recommendation:</b> THAT Council instructs Staff to include, in addition to the “ATV/Side by Side on District Roads” item, the following items for discussion at the Strategic Planning Update workshop to be held later this year: <ol style="list-style-type: none"><li>1. Dog/Animal Control Options;</li><li>2. Dumpster rental program.</li></ol>	

### Purpose

For Council to consider Strategic Planning topics or prioritizing current projects.

### Background

As Council is aware, Staff is currently working on various critical capital and strategic projects as per Council’s Strategic Plan and 2025 budget. For example, for capital projects, the team is working on:

- Wastewater Treatment Plant
- Water / Wastewater SCADA
- Louis Creek Watermain
- Highway 5 utilities extension
- 30km/h speed zone
- CN Rail crossing
- Grant Application for Fire Hall
- Memorial Wall at Cemetery

On the operational side, based on Council strategic plan and from legislated priorities, the team is currently focused on these items (and many more):

- Roads Crew business case
- Facilities Review
- OCP Refresh
- Development Approvals Processes
- Long range Asset Management plans
- Financial reporting and audit
- Fire Hall grant application
- Leonie Lake Dam Study
- Crown Land – Simpcw partnership
- Flood Mitigation Plan
- Utility Bylaws reviews
- Long Range Wastewater Plan grant
- And many more

In recent months, Council has also received delegations and held discussions about other potential new projects. Below is a summary of these delegations and outstanding items.

1. ATV/Side by Side discussion – this was presented on June 9, 2025. Council at that time provided a resolution to further discuss this at the Strategic Planning session later this year.
2. Dog/Animal Control Options – this was presented on May 26, 2025. Council at that time discussed to bring it back at a later date. No formal resolution regarding this topic had been provided.  
Due to the potential complexity of this topic, Staff is recommending allowing the team some time to brainstorm potential options and to provide potential avenues to Council as part of the Strategic Planning session in October/November 2025.
3. Dumpster Rental program – the staff highlight report on June 23, 2025, included a note that 5 used dumpsters had been procured to support our demand (this was also previously outlined through the budget process).  
Council at that meeting passed a resolution requesting staff to investigate the feasibility to rent the dumpsters out to individuals (not just businesses) and to provide a report back to Council. Due to the current workload, if Council is amenable to this, Staff would like to brainstorm this item over the coming months and include it as part of the Strategic Planning session later this year.

### Summary

In summary, it would be recommended to move non-critical items to a strategic planning session as discussion topics and to allow staff to continue to focus on current major infrastructure projects and other operational commitments over the summer months.

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### Benefits or Impact

#### General

Aligning staffing resources to strategic priorities.

#### Finances

N/A

#### Strategic Impact

Staff is currently working on several high impact strategic goals of Council. If Council would like to add new strategic projects to the list, Strategic Planning would be the most appropriate way to do so. If Council deems a new project urgent enough, Council should determine which project should be delayed or removed from the current plan to free up staffing resources.

## Risk Assessment

Compliance: Council's Strategic Plan 2025-2026

Risk Impact: Medium – If Council chooses to prioritize new potential projects, it will delay some other ones that are intended to have a potential larger impact to the organization and community.

Internal Control Process:

Staff would add the projects to a list of discussion topics at the Strategic Planning.

It would be beneficial if Council could check their calendars for potential strategic planning dates in October or November.

## Next Steps / Communication

- Set date for strategic planning update. Recommendation would be early November.
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## **Attachments**

- Strategic Plan progress to the end of June 2025

## **Recommendation**

**THAT Council instructs Staff to include, in addition to the “ATV/Side by Side on District Roads” item, the following items for discussion at the Strategic Planning Update workshop to be held later this year:**

- 1. Dog/Animal Control Options;**
- 2. Dumpster rental program.**

## **Alternative Options**

1. Council could choose to prioritize other projects as deemed necessary by Council. This will require resources to be pulled away from other key projects that are being worked on and delay those or increase budget costs to maintain the timelines.

Prepared by:

D. Drexler, Chief Administrative Officer













# District of Barriere Projects












July 2, 2025

## In Progress

	Program Type		Capacity Requirements					Project Delivery			
	Initiated by	Capital Program?	Estimated costs	Staff hours	Staff days	2025 Budget	Future Budgets	Sponsor	Start	Completion	Percent complete
<b>Priority #1: Implement an Organizational Asset Management Program</b>											
<b>Goal 1. – Assess Current Practices and State of Our Assets</b>											
a.Complete review of Current Practices and make recommendations on how to address any gaps by the end of 2025.	Council			80	10.7			CAO			<div><div></div></div> 25 %
b.Provide a review of our Assets and long-term annual investment needs for Council and Public Information by the end of 2025.	Council			40	5.3			CAO			<div><div></div></div> 0 %
<b>Goal 2. Develop Asset Management Policies</b>											
a.Tangible Capital Assets Policy	Council			40	5.3			CAO			<div><div></div></div> 10 %
b.Asset Management Policy	Council				0.0			CAO			<div><div></div></div> 100 %
c.Asset Management Framework/Strategy	Council				0.0			CAO			<div><div></div></div> 100 %
d.Asset Management Investment Plan (AMIP)	Council		\$ 50,000	80	10.7	\$ -		CAO			<div><div></div></div> 0 %
e.Asset Management Financial Investment Policy	Council			120	16.0			CAO			<div><div></div></div> 0 %
<b>Goal 3. – Communication of Asset Management Program to Public</b>											
a.Present a budget for enhanced communication on Asset Management as part of the 2025 budget.	Council				0.0			CAO			<div><div></div></div> 100 %
b.Information is readily available to the public through various channels.	Council			60	8.0			CAO			<div><div></div></div> 0 %
c.At least one Open House on Asset Management has been held before the end of 2026.	Council			100	13.3			CAO			<div><div></div></div> 0 %
d.Reasonable efforts have been made to educate the public on the purpose of Asset Management.	Council			20	2.7			CAO			<div><div></div></div> 0 %
<b>Priority #2: Fiscally Responsible Operations</b>											
<b>Goal 1. – Develop a District Facilities Roadmap</b>											
a.Present a short-term facilities strategy for Council consideration that aligns with the needs of the organization and are financially achievable in 2025/26.	Council			160	21.3			PW			<div><div></div></div> 33 %

b.Begin implementation of approved short-term components.	Council				0.0			PW			0 %
c.Include long term facilities needs in Asset Management plans.	Council			40	5.3			PW			<div style="width: 40%;"></div> 40 %
Goal 2. – Develop a Strategy to mitigate cost increases and downloading pressures.											
a.Present an updated Procedure Bylaw that focuses on efficiencies for Council consideration.	Council				0.0			CAO			<div style="width: 100%;"></div> 100 %
b.Collect Statistics for visitations to Town Hall and present in 2026.	Council			40	5.3			CAO			<div style="width: 25%;"></div> 25 %
c.Present a business case for a fulltime roads department for Council consideration.	Council			160	21.3			PW			<div style="width: 50%;"></div> 50 %
d.Business cases to align current and future operational needs to increase efficiencies and capacity is presented for Council consideration.	Council				0.0			CAO			<div style="width: 50%;"></div> 50 %
Goal 3. – Financial Confidence and Oversight are Rebuilt											
a.The annual budgets are presented on a Program Based Budget (not line by line), highlighting variances in all programs.	Council				0.0			CAO/CFO			<div style="width: 100%;"></div> 100 %
b.An effective mechanism for quarterly budget reporting is established and quarterly high-level financial updates are presented to Council.	Council			60	8.0			CAO			<div style="width: 25%;"></div> 25 %
c.Financial Policies are presented for Council consideration.	Council			160	21.3			CAO			<div style="width: 20%;"></div> 20 %
d.The 2026 audit is on time.	Council				0.0			CFO			<div style="width: 0%;"></div> 0 %
e.Financial software options are considered once the Thompson Nicola Regional District (TNRD) has made a decision on their products and potential sharing of resources.	Council				0.0			CAO			<div style="width: 0%;"></div> 0 %
Priority #3: Create Opportunities for Community Growth											
Goal 1. – Complete Wastewater Treatment Plant (WWTP) Project and SCADA System											
a.The new WWTP is operational by end of 2026.	Council		\$ 5,000,000	400	53.3	\$ 1,600,000	\$ 3,400,000	PW			<div style="width: 20%;"></div> 20 %
b.Include a budget for the SCADA system in the 2025 annual budget for Council consideration.	Council		\$ 110,000		0.0	\$ 110,000		PW			<div style="width: 100%;"></div> 100 %
c.If SCADA budget is approved, all Water and Wastewater systems are connected to a centralized system (SCADA) by summer 2026.	Council			120	16.0			PW			<div style="width: 75%;"></div> 75 %

<b>Goal 2. – Support Developments to Increase our Tax Base</b>											
a.Development is enabled as much as possible for the 3 large parcels north of the Highway Bridge along the Highway 5 Corridor. Ideally both, water and wastewater, are available.	Council			240	32.0			CAO/PW			 15 %
a.If REDIP grant is not receive, provide Council with options to fund the project (or part of the project) without any grant support	Council			80	10.7			CAO/PW			 60 %
b.Council is presented with options for land swaps or right of way agreements with property owners if the project proceeds	Council			120	16.0			PW/CO			 5 %
b.Active Transportation and Utility Right of Way corridors are established where feasible.	Council			120	16.0			PW/CO			 15 %
c.Continuously review grant opportunities that would allow infrastructure expansion to underutilized areas, to allow for growth or to reduce operating costs.	Council				0.0			PW/CO			 10 %
<b>Goal 3. – Complete critical Utility Bylaw and Utility Master Plan revisions</b>											
a.Present a Wastewater Bylaw for Council consideration in 2025.	Staff			240	32.0			PW/CO			 5 %
b.Present a Water Bylaw update for Council consideration in 2025.	Council			120	16.0			CAO/CO			 15 %
c.Wastewater Master plan update is started by end of 2026, funding dependent.	Council			400	53.3			CAO/PW			0 %
d.Water Master Plan update is started by end of 2026, funding dependent.	Council			400	53.3			CAO/PW			0 %
<b>Priority #4: General Governance and Community Engagement</b>											
<b>Goal 1. – Increase Partnership with Simpcw First Nation</b>											
a.Present a final version of the MOU and Protocol agreement for Council consideration.	Simpcw				0.0			CAO			 100 %
b.Present an application for the Crown Land Tenure to both Councils for consideration.	Council			120	16.0			CAO/CO			 20 %
c.If opportunities arise, present them to Council for consideration.	Council				0.0			CAO/CO			 10 %
<b>Goal 2. – Bylaws and legislated reports are complete</b>											
a.The Housing Needs Assessment is complete.	Province				0.0			CO			 100 %
b.The OCP is updated and presented to Council for consideration by end of 2025.	Province			240	32.0			CAO/CO			 50 %

c.The Zoning Bylaw is updated and presented to Council for consideration by end of 2026.	Province			400	53.3			CO			0 %
d.Development Approvals Bylaw is updated and presented to Council for consideration by end of 2025.	Staff			240	32.0			CO			25 %
e.Development Cost Charges Bylaw is updated and presented to Council for consideration by end of 2025.	Staff			400	53.3			CO			0 %
f.Parks Bylaw is updated and presented to Council for consideration by end of 2025.	Council			80	10.7			CAO/CO			33 %
g.Fire Bylaw is updated and presented to Council for consideration by end of 2025.	Staff			80	10.7			CAO/FC			33 %
h.Accessibility requirements are met.	Province			200	26.7			CO			0 %
Goal 3. – Enhanced Engagement with the Community and our Partners											
a.An agreement with CN rail is complete regarding the Hall Road crossing and presented to Council for consideration in 2025.	CN Rail			0	0.0			CAO			90 %
b.Communications regarding District projects are enhanced on the platforms that our citizens are wanting to be engaged on.	Council			120	16.0			CAO/CO			10 %
c.Support our local community partners and enable them to provide a benefit to the community on behalf of the District	Council			120	16.0			CAO/CO			50 %
d.Establish a mechanism to solicit input from the Youth in our community.	Council			120	16.0			CO			10 %
Other Projects											
Louis Creek Watermain Expansion	Developer		\$ 250,000	200	26.7			CAO / PW			30 %
Cemetery Memorial Wall	Citizen			100	13.3			PW			5 %
Fire Hall Grant Application	Staff			400	53.3			Fire / PW / CAO			5 %
Leonie Lake Dam Study	Council			400	53.3			PW			65 %
Capacity Required:			\$ 5,410,000	6620	883						
Capacity Available:				878	117						
Capacity Deficit				5743	766						