

District of Barriere
REPORT TO COUNCIL

Date: August 12, 2024	
To: Council	From: Department Heads
Re: Departmental Updates	

CORPORATE OFFICER:

- Conducted monthly safety meeting with staff including a review of safe work procedure update & new adoption schedule.
- Responded to new (3) new bylaw calls and followed up on three (3) open files. All either are now resolved or have made significant progress to resolution.
- Continue to work with CAO on the status of current or recently completed projects, including some historical projects.
- Participated in a phone meeting with CAO and Front Counter BC regarding the District's Crown Land Application status.
- Met with our newly appointed Deputy Fire Chief to familiarize her with administrative procedures and policies.

Recreation

- Next Recreation Committee Meeting is Wednesday, August 14th at 9:30am
- Friday, August 16th – Music in the Park, 7-9pm “Jan & Megan”
- Friday, August 23rd – Interior Savings Moonlight Movie Night: “Elemental”
- Friday, August 30th – Music in the Park, 7-9pm “Tanner Dawson”
- Saturday & Sunday, September 7th & 8th – Annual World Wide Paint Out at the Bandshell

PUBLIC WORKS MANAGER:

Parks

- Parks irrigation remains set at two watering days per week to conserve water except for Fadear Park which is now three days per week.
- At least two, apparently unhoused, people have moved to Community Park by the river. Staff continue to monitor and will be reviewing/revising the District's Parks bylaw if necessary.

Roads

- Welcome to Barriere archway letters were repainted white and are highly visible from the highway.
- In-house dust control was completed on District gravel parking/traffic areas. More District areas will be completed as staffing permits.
- Dunn Lake Road overlay repairs are scheduled for week of August 19th.
- MOTI have agreed to repair two large cracks observed after completion of the paving project for Simpcw on Dunn Lake Road. No timeline as of yet.
- Numerous corner shoulders were recently paved.
- A planned lane closure is anticipated for the Highway No. 5 Badger CVSE Pullout Construction Project. Closures are planned to be extended from August 12 to September 15 from Monday to Saturday with no closures Sundays. Closure will affect the southbound lane on Highway No. 5 to



allow for construction activities. Traffic in both directions will have steady flow as southbound traffic will be diverted to one of the northbound lanes.

Utilities

- Water consumption has been as high as 2500 m³/day. Bradford PW1 started operating as demand has increased. We still have capacity and well levels have remained steady.
- Recent trip to Leonie Lake Dam showed the lake is still full, but water levels are dropping. Outfall valve is basically closed.
- Community water patrol started July 11th has resulted in only nine watering infractions thus far. Warnings issued and bylaw will follow up with any repeat offenders.
- Staff successfully repaired a water main leak at 4666 Barriere Town Road. Staff noted that the main was originally installed incorrectly as there was a small gap at the pipe coupling that was exposed. Additionally, the water service is galvanized pipe and in poor condition.
- Construction at the Water Wheel Development at 4740 Barriere Town Road has commenced with the installation of the sanitary forcemain casing pipe under the Barriere River.

Emergency Preparedness

- Recently purchased additional EOC supplies and equipment through funding from UMBC. The new equipment will help build the District's capacity to support its own EOC. Existing EOC dedicated laptops were updated in the event of an emergency.
- Area fire danger rating is high with potential increase in wildfire activity due to anticipated thunderstorms with the possibility for high winds over the next week.
- Currently, our region is at Drought Level 3 (severely dry) which has possible adverse impacts to socio-economic or ecosystem values. General response measures are water conservation and possible escalation of local water restrictions.

CHIEF ADMINISTRATIVE OFFICER:

Financial Services:

Tax Trial Balance:

- The Outstanding charges of roughly \$266K for this year's taxes are reduced to \$171K
- The Arrears from last years taxes are reduced from \$118K to \$101K
- The Delinquent charges are reduced from \$58K to \$48K
- In total we now have \$320K outstanding, which was \$442K after the tax deadline.
- For more details see attached Tax Trial Balance as of August 7, 2024

Surplus and Reserves:

- Operating Surplus across all surpluses is at: \$2.5Mil
- The aggregate of all Capital Reserves is at: \$2.4Mil
- In total roughly \$4.9Mil are held in surplus or reserve accounts.
- See attached summary for details.

Other Taxing Authorities:

- We will be submitting almost \$500,000 to the TNRD, Hospital Board, BC Assessment, and Municipal Finance Authority (MFA) over the next few weeks.
- Our initial payment to the Province for schools and policing will also be submitted in the amount of roughly \$200,000.
- The Province does allow some flexibility and we will need to do a final payment closer to the end of the year.
- Homeowner grants that are still being claimed will be used to offset some of those final amounts owing.

Audit:

As previously noted in our updates to Council, we've now received a formal letter from the Ministry indicating that we are out of compliance regarding several report filings, including some that are from the 2022 yearend processes that we weren't aware of. The Ministry requires an upload of the files by August 9.

Our interim CFO has already uploaded some files that we've completed but hadn't submitted through the appropriate channels; however, the key one (audited financials) is not yet complete.

Our interim CFO and our auditor met a few weeks ago in person to review a roadmap and estimate timelines to complete the audit and finalize the required submissions. Based on this discussion, we had at least 2-3 weeks of work in-house remaining to reconcile the various accounts (which is almost complete). The auditors require most likely 2-3 weeks to perform the audit. We would then recommend for Council to meet at once for a special meeting to review and consider approving the financial statements as soon as the auditors are confident with the package. Given the current timeline estimate, Council would most likely discussing the audited financials by mid-September. If any additional unforeseen items come up, then it could be late September.

We've discussed our challenges with the Ministry of Municipal Affairs explaining the timeline and various circumstances that led to the delayed filings. We've also submitted some other files that were outstanding from prior years. The Ministry appreciated us for giving them a heads up and they understood our situation, advising though that Council will receive a letter regarding the current non-compliance. We advised that we will keep updating them in case the timelines change due to unforeseen circumstances as part of the audit process.

Economic Development:

- ETSI-BC has grant funding opportunities available around economic development. Grant intakes will be available starting September 10.
- The TNRD and BY Hydro are considering a fast EV charger project for 4 chargers at the Library facility.

Infrastructure Projects:

- Met with the Simpcw Natural Resource Manager, and am awaiting a service agreement for a site monitor during the excavation stages next year for the Wastewater Treatment Facility. However, due to staff holidays, this service agreement draft had been delayed. Awaiting confirmation of a rough timeline for this.
- Considerable time was spent to collect information on the LCIP Reservoir project to ensure that all the financials are aligned, and Council is informed of the financial position on this project. (see separate report at this meeting)

Technology:

- Configured basic security cameras with Public Works to install at Septage Receiving Station and Bandshell
- Supported the Fire department with enhancing their office network and protection for critical gear from power outages

Organization:

- Setting up GovDeals auction and Canoe Procurement to allow the District to sell assets through an online auction
- Connected with SD73 maintenance staff to discuss workorder process

DISTRICT OF BARRIERE

Tax Trial Balance (Full Listing)

Trial Balance As Of 2024-08-07

Roll #	Title Holder	Tax Levy	Accum. Penalty	Interest	Outstanding	Current	Arrears	Delinquent
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	Tax Levy	2,360,467.31	Local Improvement Levy	0.00
	Additional Tax Levy	0.00	Accrued Interest YTD	10,400.19
			Outstanding Penalty	0.00
Sub Ledger			General Ledger	
	Current	171,351.18		
	Arrears	100,564.00	10-1-00-000-00	0.00
	Delinquent	48,228.07	10-3-00-211-00	371,725.75
			10-3-00-212-00	(26,592.15)
			10-3-00-213-00	(18,275.57)
			Totals	326,858.03
	Outstanding	320,143.25		
			Total GL	326,858.03
			Total SL	320,143.25
			Proof	6,714.78

*** End of Report ***

DISTRICT OF BARRIERE

2024 YTD SURPLUS & RESERVES

General Ledger	Description	2024 YTD Actual
SURPLUS		
10-4-00-900-00	Surplus (General)	(1,938,674.56)
10-4-00-900-02	Surplus (Electronic Equip)	(15,237.53)
10-4-00-910-00	Surplus (Fire)	(77,568.85)
10-4-00-915-00	Surplus (Roads)	(37,934.08)
10-4-00-920-00	Surplus (Parks)	(9,904.23)
10-4-00-925-00	Surplus (Cemetery)	(18,376.66)
12-4-00-900-00	Surplus (Water)	(413,264.75)
* TOTAL SURPLUS		(2,510,960.66)
RESERVES		
20-4-00-600-00	Reserve (Municipal Hall)	(327,130.30)
20-4-00-610-00	Reserve (Land)	(45,112.99)
20-4-00-611-00	Parkland Reserve	(65,590.00)
20-4-21-800-00	Reserve Highway Rescue	(10,612.19)
20-4-23-800-00	Reserve(Fire)	(160,044.45)
20-4-23-800-01	Reserve-Wildfire Revenue	(246,573.76)
20-4-23-850-00	Reserve (1st Responders)	(191.86)
20-4-32-600-00	Reserve (Roads)	(204,147.27)
20-4-32-600-01	Reserve (Highway Signage)	(8,500.45)
20-4-43-600-00	Reserve (Environmental)	0.00
20-4-72-600-00	Reserve (Parks)	(111,452.15)
20-4-74-600-00	Reserve (Community Hall)	(19,617.03)
20-4-75-600-00	Reserve (Louis Creek Industrial Park)	(370,369.49)
10-4-00-905-00	Reserve (Gas Tax)	(303,216.85)
22-4-41-800-00	Reserve Fund (Water)	(432,301.56)
22-4-41-850-00	Infrastructure Development Cost Charges	(45,838.79)
* TOTAL RESERVES		(2,350,699.14)

*** End of Report ***