

FORT FRASER LOCAL COMMUNITY COMMISSION

April 13, 2026

11:00 AM

Via Zoom

Call to Order

Agenda

- Motion to approve the agenda as proposed

Minutes

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- Motion to accept the minutes of February 9, 2026

Business Arising from the Minutes

Reports

- John Illes, Chief Financial Officer – 2026 Actuals to Budget Page 6-10
- John Illes, Chief Financial Officer – Street Light Addition Page 11-12

Verbal Reports

- Janette Derksen, Waste Diversion Supervisor – Fort Fraser Utilities
- John Illes, Chief Financial Officer/Alex Eriksen, Director of Environmental Services - 595 Corporation Street – Revert to Crown (Water Turn Off)
- Area “D” Director Report– Mark Parker

New Business

Next Meeting Date – June, 2026

Adjournment

**FORT FRASER LOCAL COMMUNITY COMMISSION MEETING MINUTES
Monday, February 9, 2026
Via Zoom**

Present Commissioner Frederick Webster, Chair
Commissioner Don Webster
Commissioner Linda Cochran
Commissioner Steve Cochran
Area “D” Director Mark Parker
Curtis Helgesen, CAO, RDBN
John Illes, Chief Financial Officer, RDBN
Cheryl Anderson, Director of Corporate Services, RDBN
Janette Derksen, Waste Diversion Supervisor, RDBN
Alex Eriksen, Director of Environmental Services

Call To Order Chair Frederick Webster called the meeting to order at 1:05 pm.

Agenda

FFLCC 26-01-1 Moved by Don Webster/Seconded by Steve Cochran

That the Agenda for the meeting of February 9, 2026 be approved.

Carried Unanimously

Minutes

FFLCC 26-01-2 Moved by Don Webster/Seconded by Steve Cochran

That the minutes of December 15, 2025 be approved.

Carried Unanimously

Business Arising from the Minutes

None

Reports

Preliminary 2026 Budget and Actuals

John Illes, CFO, provided an overview of the 2026 preliminary budget and actuals:

Fort Fraser Water and Sewer

- Slight decrease in frontage tax.
- 1.7% increase in user fees (CPI)
- 5% late fee penalty this year

Fort Fraser Water

- slight decrease in taxation
- 1.7% increase in connection fees.

Fort Fraser Local Community

- slight increase in taxes, mostly due to the upcoming election
- street lighting – a small taxation increase due to a decrease in surplus in 2025 as compared to 2024
- one house reverted to crown so will lose taxation and user fees related to that house

John Illes talked about the assessment shift due to the closure of mills.

FFLCC 26-01-3 Moved by Don Webster/Seconded by Linda Cochran

**That the 2026 Budget and Actuals report from John Illes,
Chief Financial Officer, be received.**

Carried Unanimously

Janette Derksen – Fort Fraser Utility Update

Janette Derksen, Waste Diversion Supervisor provided the following update:

- working on pump 1 replacement –securing a crane truck (hopefully complete in February)
- sewer and water – analytical data has been coming back good - samples are all on target

- chlorine has been good – no feedback from residents recently
- working on scope for RFP for SCADA system
 - possibly securing new company for sewer flushing (RFQ)

FFLCC 26-01-4 Moved by Steve Cochran/Seconded by Don Webster

That the verbal report from Janette Derksen, Waste Diversion Supervisor, be received.

Carried Unanimously

**Fort Fraser Drinking Water
Disinfection Program Update**

Janette Derksen advised that Northern Health did some sampling in January, and staff also did some testing. Northern Health is satisfied with the current levels, so treatment will remain status quo. Testing is being done weekly by staff.

Updates will be published on the RDBN website.

Janette Derksen provided a demonstration in regard to the amount of chlorine being added to the system.

FFLCC 26-01-5 Moved by Don Webster/Seconded by Linda Cochran

That the Fort Fraser Drinking Water Disinfection Program report from Janette Derksen, Waste Diversion Supervisor, be received.

Carried Unanimously

Area D Director Report

Mark Parker provided the following update:

- RDBN is continuing to work on its budget
- loss of 3 sawmills has impacted budget
- still working on demolition of burnt house in Fort Fraser –currently an estate

FFLCC 26-01-6 **Moved by Don Webster/Seconded by Linda Cochran**

That the Area D Director's verbal report be received.

Carried Unanimously

Next Meeting Date – April - TBD

ADJOURNMENT

FFLCC 26-01-7 **Moved by Don Webster/Seconded by Linda Cochran**

That the meeting be adjourned at 1:35 pm.

Carried Unanimously

Fred Webster, Chair
FFLCC

Cheryl Anderson
Director of Corporate Services



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Fort Fraser Local Community Commission

FROM: John Illes, Chief Financial Officer

DATE: April 13, 2026

SUBJECT: 2026 Actuals to Budget

RECOMMENDATION

Receipt

BACKGROUND

The attached reports are the actual expenditures to March 31st of this year. The expenditures and revenue to date are limited – capital projects are still waiting for spring to begin, and the majority of the income will happen in the beginning of May (for the utility billing process) and the beginning of August (for taxation revenue).

No staff concerns are noted from the finance department's review of the statement.

Attachment: Local Community Budget (1501)
Fort Fraser Sewer Budget (6101)
Fort Fraser Water Budget (6201)
Street Lighting Budget (9103)

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
LOCAL COMMUNITY - FORT FRASER**

Portion of Electoral Area "D"
Code 0000005 756-AA26

	1501		Five Year Financial Plan:				2027 Budget	2028 Budget	2029 Budget	2030 Budget
	Per \$1,000 2023 Actual	2024 Actual	0.429 2025 Budget	0.429 2025 Actual	0.449 2026 Budget	2026 Actual				
REVENUE:										
400002 Taxation	3,966	4,050	7,443	7,443	7,788		14,421	9,578	9,737	9,900
443001 Province of BC - Administration Grant	5,500	5,500	5,000	5,000	5,000		5,000	5,000	5,000	5,000
499999 Prior Year's Surplus	8,321	8,037	7,079	7,079	7,934		-	2,000	4,000	6,000
TOTAL REVENUE:	17,787	17,587	19,522	19,522	20,722	-	19,421	16,578	18,737	20,900
EXPENDITURE:										
600101 Commissioners Remuneration	7,036	6,950	7,668	7,290	7,668	1,740	7,821	7,978	8,137	8,300
600201 Comissioners Travel	1,195	330	750	387	750		5,750	750	750	750
601101 Employee Benefits	13	-	-	-	-		-	-	-	-
601109 Employer Health Tax	143	139	150	148	150	34	150	150	150	150
601401 Staff Travel	-	-	-	-	-		-	-	-	-
609001 Supplies	81	-	-	125	200		200	200	200	200
609011 Meeting Expenses	300	240	500	384	500		500	500	500	500
610001 Election Expenses (Carry forward)	-	-	7,200	-	8,000		2,000	4,000	6,000	8,000
651010 Administration Service Charge	981	2,848	3,254	3,254	3,454		3,000	3,000	3,000	3,000
TOTAL EXPENDITURE:	9,749	10,508	19,522	11,588	20,722	1,774	19,421	16,578	18,737	20,900
Revenues minus Expenditures	8,037	7,079	-	7,934	-	(1,774)	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO

FORT FRASER SEWER SYSTEM 6101

15845
metres

Five Year Financial Plan:

	2023 Actual	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2026 Actual	2027 Budget	2028 Budget	2029 Budget	2030 Budget
REVENUE:										
400003 Frontage Tax	45,153	49,791	54,015	50,392	49,796		58,933	67,959	73,789	77,824
442101 Other Grant Revenue										
450001 Connection Fees				200						
450002 User Fees (2022 \$156.00 2023 \$166.00)	30,041	30,937	31,741	30,969	31,495	(176)	32,125	32,768	33,423	34,092
499999 Prior Year's Surplus	26,506	8,192	11,684	11,684	35,711		-	-	-	-
TOTAL REVENUE.....	101,700	88,920	97,441	93,245	117,002	(176)	91,059	100,727	107,213	111,916
EXPENDITURE:										
602001 Utilities	956	6,508	5,000	6,803	7,000	332	7,000	7,210	7,426	7,649
603008 R & M System	9,393	5,260	7,000	17,278	7,000	1,891	10,000	10,300	10,609	10,927
605301 Environmental Monitoring	513	1,237	1,000	1,527	2,500	377	2,500	2,500	2,500	2,500
606001 Communications - (split 1/2 office phone/fax with water)			250		250		250	250	250	250
606003 Advertising	103		250		250		250	250	250	250
608001 Property Insurance	1,280	261	750	802	1,000	410	1,000	1,000	1,000	1,000
608002 Liability Insurance	1,000		1,000		1,000	1,000	1,000	1,000	1,000	1,000
608004 Permits/Fees	1,630	341	10,375	341	1,000	100	1,000	100	1,000	100
609001 Supplies	428	1,213	250	683	1,000					
651010 Administration Fees	3,882	3,293	3,127	3,127	3,508		3,508	3,508	3,508	3,508
651012 Admin Service Charge to Enviro	12,500	12,500	12,500	12,500	12,500		12,500	12,500	12,500	12,500
780604 Lease Retirement Expense		1,785	1,839	1,850	1,894		1,951	2,009	2,069	2,131
799999 Prior Year's Deficit										
TOTAL EXPENDITURE.....	31,686	32,398	43,341	44,910	38,902	4,109	40,959	40,627	42,113	41,816
Revenues minus Expenditures	70,014	56,523	54,100	48,335	78,100	(4,285)	50,100	60,100	65,100	70,100
RESERVE BUDGET										
Transfer from Reserves										
420099 Transfer from Capital or NCPG Reserve or Gas Tax Reserve	232,554		86,000	86,000	122,000		50,000			
Transfer to Reserves										
781001 Contribution to Capital Reserve	60,000	-	-	-				10,000	15,000	20,000
781004 Contribute to Insurance Reserve	100	100	100	100	100		100	100	100	100
781009 Contribute to Major Equipment Reserve										
Net Reserves										
CAPITAL BUDGET										
780001 New Capital Items	232,554	44,739	140,000	98,524	200,000	636	100,000	50,000	50,000	50,000
490001 Use of Capital Items	13,650	13,650	13,650	13,650	13,650		13,650	13,650	13,650	13,650
780101 Amortization	13,650	13,650	13,650	13,650	13,650		13,650	13,650	13,650	13,650
Revenues minus Expenditures and Transfers	9,914	11,684	0	35,711	0	-4,921	0	0	0	0

REGIONAL DISTRICT OF BULKLEY-NECHAKO

FORT FRASER WATER SYSTEM **6201** **18,532 metres**
 Parcel Tax Bylaw 1243,1593,1789 \$78,125

Five Year Financial Plan:

	2023 Actual	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2026 Actual	2027 Budget	2028 Budget	2029 Budget	2030 Budget
REVENUE:										
400003 Frontage Tax	61,448	62,347	63,234	63,234	61,980		60,533	65,417	69,518	69,238
450001 Connection Fees				100		25				
450002 User Fees (2022 \$281.00 2023 \$300)	49,805	51,641	52,984	51,686	52,565	-318	53,616	54,688	55,782	56,898
499999 Prior Year's Surplus	41,043	16,290	28,170	28,170	48,379					
TOTAL REVENUE.....	152,296	130,278	144,388	143,190	162,924	(293)	114,149	120,106	125,300	126,136
EXPENDITURE:										
602001 Utilities	4,175	4,067	5,000	4,547	5,000	799	5,500	5,501	5,502	5,503
603005 Connection Expenses										
603008 R & M System	4,202	7,783	20,000	4,709	20,000		20,600	21,218	21,218	21,855
605301 Monitoring	800	1,410	500	12,990	5,000	622	5,000	5,150	5,150	5,150
606001 Communications - (control line & 1/2 phone/fax)	2,572	2,451	2,000	3,612	3,500	994	3,500	3,500	3,500	3,500
606003 Advertising	151		250	40	250		250	250	250	250
607001 Legal Expense				845						
608001 Property Insurance	1,608	4,130	4,000	5,821	6,500	3,557	6,250	6,438	6,631	6,830
608002 Liability Insurance	1,000	757	1,000		1,000	1,000	1,000	1,000	1,000	1,000
608004 Permits, Licenses & Fees	1,060		650	924	1,000	200	1,000	1,000	1,000	1,000
609001 Supplies		1,125	500	3,043	3,000	257	3,000	3,000	3,000	3,000
651010 Administration Service Charge	3,801	2,735	2,838	2,838	5,399		5,399	5,399	5,399	5,399
651012 Admin charge to Enviro Services	12,500	12,500	12,500	12,500	12,500		12,500	12,500	12,500	12,500
679999 Miscellaneous Expense	1,860									
799999 Prior Year's Deficit										
TOTAL EXPENDITURE.....	33,728	36,958	49,238	51,870	63,149	7,429	63,999	64,956	65,150	65,986
Revenues minus Expenditures	118,568	93,320	95,150	91,321	99,775	(7,722)	50,150	55,150	60,150	60,150
RESERVE BUDGET										
Transfer from Reserves										
420099 Transfer from Gas Tax Reserve					46,375					
443006 Transfer from RBA					134,000					
Transfer to Reserves										
781001 Contribution to Capital Reserve	85,000	65,000	20,000	20,000			50,000	55,000	60,000	60,000
781004 Contribute to Insurance Reserve	150	150	150	150	150		150	150	150	150
Net Reserves										
CAPITAL BUDGET										
780001 New Capital Items	17,128	0	75,000	22,791	280,000					
490001 Use of Capital Items	95,000	95,000	95,000	95,000	95,000		95,000	95,000	95,000	95,000
780101 Amorization	95,000	95,000	95,000	95,000	95,000		95,000	95,000	95,000	95,000
Revenues minus Expenditures and Transfers	16,290	28,170	0	48,379	0	-7,722	0	0	0	0

**REGIONAL DISTRICT OF BULKLEY-NECHAKO
FORT FRASER STREET LIGHTING**

9103

Five Year Financial Plan:

LETTERS PATENT NO LIMIT
SPECIFIED PORTION OF AREA D

	2023 Actual	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2026 Actual	2027 Budget	2028 Budget	2029 Budget	2030 Budget
REVENUE:										
400002 Taxation	9,986	12,038	8,958	8,958	10,635		11,100	11,100	11,100	11,100
460001 Ministry of Highways Cost Recovery	451	462	400	794	400	270	400	400	400	400
499999 Prior Year's Surplus	1,013		1,642	1,642	465					
TOTAL REVENUE	11,450	12,500	11,000	11,394	11,500	270	11,500	11,500	11,500	11,500
EXPENDITURE:										
602001 Utilities - Hydro	11,195	10,114	10,500	10,429	11,000	1,778	11,000	11,000	11,000	11,000
779999 Misc. Expense	0	-	-	-	-		-	-	-	-
651010 Administration Service Charge	500	500	500	500	500		500	500	500	500
799999 Prior Year Deficit	0	245								
TOTAL EXPENDITURE	11,695	10,858	11,000	10,929	11,500	1,778	11,500	11,500	11,500	11,500
Revenues minus Expenditures	(245)	1,642	-	465	-	(1,508)	-	-	-	-



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Fort Fraser Local Community Commission

FROM: John Illes, Chief Financial Officer

DATE: April 13, 2026

SUBJECT: Street Light Addition

RECOMMENDATION

That the Commission recommend to the Board that BC Hydro install one additional streetlight between the 6th Ave and Alexandra and the 6th Ave and Royal Street intersections.

BACKGROUND

The electoral area director has been receiving requests for an additional streetlight to be placed between the 6th Ave and Alexandra and the 6th Ave and Royal Street intersections. The edge of this street is described as darker than the better lit areas.

The Fort Fraser Street Lighting Service currently has 41 active streetlights. The cost of a streetlight per month is approximately \$22.75 (or \$275 per year). Installing a streetlight raises the yearly service cost by roughly 2.4%.

The installation cost of a street light ranges between \$7,000 and \$12,000 depending upon the difficulty of installation. The costs depend on the serviceability of the existing pole and if it needs to be replaced and if any brush needs to be removed around the proposed location for installation access. The costs of installation can be covered by either the Community Works Fund (Gas Tax) or the Northwest revenue sharing fund.

