

FORT FRASER LOCAL COMMUNITY COMMISSION

June 27, 2025

Via Zoom

.....

Call to Order

Agenda

- Motion to approve the agenda as proposed

Minutes

- Motion to accept the minutes of April 17, 2025

Business Arising from the Minutes

Reports

- John Illes, Chief Financial Officer
 - 2025 2nd Quarter Actuals
 - Fort Fraser Water and Sewer Utility Bill Invoices
- Environmental Services – Verbal Update
 - Maintenance and Repair Project Updates
- Area “D” Director Report– Mark Parker

New Business

Next Meeting Date

Adjournment

FORT FRASER LOCAL COMMUNITY COMMISSION MEETING MINUTES
Thursday, April 17, 2025
Fort Fraser Community Hall

Present Commissioner Frederick Webster, Chair
Commissioner Don Webster
Commissioner Linda Cochran
Commissioner Steve Cochran
Area “D” Director Mark Parker
Alex Eriksen, Director of Environmental Services, RDBN
Cheryl Anderson, Director of Corporate Services, RDBN
Sgt. Aaron Semmler, RCMP, Detachment Commander – left at
2:23 p.m.

Call To Order Fred Webster called the meeting to order at 2:02 p.m.

Agenda

FFLCC 25-02-1 Moved by Don Webster/Seconded by Linda Cochran

That the Agenda for the meeting of February 3, 2025 be
approved.

Carried Unanimously

Minutes

FFLCC 25-02-2 Moved by Steve Cochran/Seconded by Linda Cochran

That the minutes of February 3, 2025 be approved.

Carried Unanimously

Sgt. Aaron Semmler, RCMP, Detachment Commander

Sergeant Semmler provided an overview of statistics. He indicated that numbers were consistent from 2020-2024 with a bit of an increase during the pipeline construction.

In 2024, there were 85 files opened, 20 of which were Criminal Code.

He reported that some issues in Fort Fraser are being addressed, and there was recently a middle of the night operation that resulted in getting some meth off the streets.

Linda Cochran commended the RCMP for the good work they do.

Sergeant Semmler indicated that the complement consists of himself and 4 constables. He added that they do not have 24 hour policing, and it is difficult to do proactive policing

Mark Parker asked about the challenges in policing an unincorporated community such as Fort Fraser.

Sergeant Semmler commented that it would be easier if there was the ability to work with someone such as a Bylaw Enforcement Officer. He added that cameras are beneficial.

Mark Parker noted that the Board will be considering a bylaw notice enforcement bylaw and policy at its next meeting, and if approved, a copy can be provided.

Sergeant Semmler encouraged the Commissioners to contact him anytime if there are any issues and added that he would be happy to attend future meetings.

Business Arising from the Minutes

Discussion took place regarding the recent request for the addition of a streetlight. The Commissioners assessed the area and concluded that there is no need for a light. The property owner has been advised of the cost to install an additional light.

Reports

FFLCC 25-03-3

Moved by Don Webster/Seconded by Linda Cochran

That the 2025 1st Quarter Actuals report from John Illes, Chief Financial Officer, be received.

Carried Unanimously

Discussion took place regarding the collection of utility bills. Options will be presented at a future meeting.

Director of Environmental Services Update

Alex Eriksen reported that no work has been done this year in regard to capital projects. He stated that the primary pump has a faulty sensor and will be repaired or replaced. He added that it is more critical to replace the secondary pump because it is undersized.

Mr. Eriksen advised that they will be flushing the hydrants and shocking the system at the same time.

Mr. Eriksen added that the manhole grouting and sealing will be done as a separate contract, and they should be able to hire a local person.

The consultant will manage the priorities and the RFQ for the sewer repairs. Janette Derksen and Cole Minger are working with the consultant.

Mr. Eriksen reported that everything is going well with the lagoon. The nozzles will be cleaned out in addition to the aerator and cattails being pulled out.

The Commission asked about a timeline for the repairs. Mr. Eriksen advised that he doesn't currently have a timeline but will provide more information at the next meeting.

FFLCC 25-03-4 **Moved by Linda Cochran/Seconded by Don Webster**

That the Environmental Services Update be received.

Carried Unanimously

Area D Director

Mark Parker reported that the RDBN budget for 2025 has been finalized. He commented on the additional revenue from industry, as well as the RBA agreement. He advised that a meeting has been confirmed with the Honourable Josie Osborne, Minister of Health on May 5th to discuss ER closures in the hospital district due to staffing shortages. He added that the RDBN is preparing for the upcoming wildfire season.

FFLCC 25-03-5 **Moved by Linda Cochran/Seconded by Don Webster**

That the Area D Director report be received.

Carried Unanimously

New Business

Discussion took place regarding access to the septage receiving facility. Alex Eriksen advised that there is a Bluetooth lock at the facility that tracks access. He will ensure that it is working property.

Next Meeting Date

The next meeting is tentatively scheduled for June 2nd, however, the Commission indicated that this day will not work. New dates will be proposed.

ADJOURNMENT

FFLCC 25-03-6 **Moved by Don Webster/Seconded by Linda Cochran**

That the meeting be adjourned at 3:01 p.m.

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: June 27, 2025

SUBJECT: 2025 2nd Quarter Actuals

RECOMMENDATION

Receipt

BACKGROUND

Fort Fraser Sewer and Water budgets and Fort Fraser Local Community

The actuals to (nearly) June 30th are presented in the attachments. The reportable items are generally limited to the commissioners' monthly remuneration for Fort Fraser Local Community and Hydro and Heating invoices for Fort Fraser Sewer and Water.

The current plan for the mailing of the annual water and sewer utility bills is the second week of May.

Attachments: Fort Fraser Sewer Budget
Fort Fraser Water Budget
Local Community Budget
Fort Fraser Street Lighting

REGIONAL DISTRICT OF BULKLEY-NECHAKO

FORT FRASER SEWER SYSTEM 6101

15845 metres

Five Year Financial Plan:

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Budget	2028 Budget	2029 Budget
REVENUE:										
400003 Frontage Tax	45,474	45,153	49,791	49,791	54,015		55,870	55,579	55,286	54,991
442101 Other Grant Revenue										
450001 Connection Fees										
450002 User Fees (2022 \$156.00 2023 \$166.00)	28,222	30,041	31,062	30,937	31,741		32,376	33,024	33,684	34,358
499999 Prior Year's Surplus	33,105	26,506	9,914	8,192	11,684	11,684	0	0	0	0
TOTAL REVENUE.....	106,802	101,700	90,768	88,920	97,441	11,684	88,246	88,603	88,970	89,349
EXPENDITURE:										
602001 Utilities	5,107	956	5,000	6,508	5,000	2,429	5,000	5,000	5,000	5,000
603008 R & M System	6,649	9,393	10,000	5,260	7,000	200	10,000	10,300	10,609	10,927
605301 Environmental Monitoring	975	513	1,000	1,237	1,000	760	1,000	1,000	1,000	1,000
606001 Communications - (split 1/2 office phone/fax with water)	47		250		250		250	250	250	250
606003 Advertising		103	250		250		250	250	250	250
608001 Property Insurance	1,965	1,280	2,000	261	750	391	750	750	750	750
608002 Liability Insurance	1,000	1,000	1,000		1,000		1,000	1,000	1,000	1,000
608004 Permits/Fees	341	1,630	10,375	341	10,375		375	375	375	375
609001 Supplies		428		1,213	250	159				
651010 Administration Fees	4,047	3,882	3,293	3,293	3,127		3,127	3,127	3,127	3,127
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		1,894	1,951	2,009	2,069
799999 Prior Year's Deficit										
TOTAL EXPENDITURE.....	32,631	31,686	45,668	32,398	43,341	3,939	36,146	36,503	36,870	37,249
Revenues minus Expenditures	74,171	70,014	45,100	56,523	54,100	7,745	52,100	52,100	52,100	52,100
RESERVE BUDGET										
Transfer from Reserves										
420099 Transfer from Capital or NCPG Reserve or Gas Tax Reserve		232,554	30,000		86,000					
Transfer to Reserves										
781001 Contribution to Capital Reserve	42,500	60,000	0	0	0		42,000	42,000	42,000	42,000
781004 Contribute to Insurance Reserve	83	100	100	100	100		100	100	100	100
781009 Contribute to Major Equipment Reserve										
Net Reserves										
CAPITAL BUDGET										
780001 New Capital Items	5,082	232,554	75,000	44,739	140,000		10,000	10,000	10,000	10,000
490001 Use of Capital Items	13,651	13,650	13,650	13,650	13,650		13,650	13,650	13,650	13,650
780101 Amortization	13,651	13,650	13,650	13,650	13,650		13,650	13,650	13,650	13,650
Revenues minus Expenditures and Transfers	26,506	9,914	0	11,684	0	7,745	0	0	0	0

REGIONAL DISTRICT OF BULKLEY-NECHAKO

FORT FRASER WATER SYSTEM
Parcel Tax Bylaw 1243,1593,1789 \$78,125

6201

18,532
metres

Five Year Financial Plan:

	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Budget	2028 Budget	2029 Budget
REVENUE:										
400003 Frontage Tax	63,196	61,448	62,347	62,347	63,234		66,445	65,982	66,016	65,547
450001 Connection Fees										
450002 User Fees (2022 \$281.00 2023 \$300)	46,656	49,805	51,498	51,641	52,984		54,043	55,124	56,227	57,351
499999 Prior Year's Surplus	4,788	41,043	16,290	16,290	28,170	28,170				
TOTAL REVENUE.....	114,641	152,296	130,135	130,278	144,388	28,170	120,488	121,106	122,243	122,898
EXPENDITURE:										
602001 Utilities	3,477	4,175	5,000	4,067	5,000	1,522	5,500	5,500	6,000	6,000
603005 Connection Expenses										
603008 R & M System	231	4,202	20,000	7,783	20,000		20,600	21,218	21,855	22,510
605301 Monitoring	369	800	500	1,410	500		500	500	500	500
606001 Communications - (control line & 1/2 phone/fax)	380	2,572	250	2,451	2,000	1,031	2,000	2,000	2,000	2,000
606003 Advertising	47	151	250		250		250	250	250	250
608001 Property Insurance	199	1,608	1,600	4,130	4,000	2,264	4,000	4,000	4,000	4,000
608002 Liability Insurance	1,000	1,000	1,000	757	1,000		1,000	1,000	1,000	1,000
608004 Permits, Licenses & Fees	630	1,060	650		650	442	650	650	650	650
609001 Supplies	165		500	1,125	500		500	500	500	500
651010 Administration Service Charge	4,461	3,801	2,735	2,735	2,838		2,838	2,838	2,838	2,838
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.....	23,458	33,728	44,985	36,958	49,238	5,260	50,338	50,956	52,093	52,748
Revenues minus Expenditures	91,183	118,568	85,150	93,320	95,150	22,910	70,150	70,150	70,150	70,150
RESERVE BUDGET										
Transfer from Reserves										
420099 Transfer from Capital or NCPG Reserve or Gas Tax Reserve	332,306									
Transfer to Reserves										
781001 Contribution to Capital Reserve	50,000	85,000	65,000	65,000	20,000		70,000	70,000	70,000	70,000
781004 Contribute to Insurance Reserve	140	150	150	150	150		150	150	150	150
Net Reserves										
CAPITAL BUDGET										
780001 New Capital Items	332,306	17,128	20,000	0	75,000					
490001 Use of Capital Items	95,352	95,000	95,000	95,000	95,000		95,000	95,000	95,000	95,000
780101 Amoritization	95,352	95,000	95,000	95,000	95,000		95,000	95,000	95,000	95,000
Revenues minus Expenditures and Transfers	41,043	16,290	0	28,170	0	22,910	0	0	0	0

REGIONAL DISTRICT OF BULKLEY-NECHAKO

LOCAL COMMUNITY - FORT FRASER

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

1501

Five Year Financial Plan:

	Per \$1,000		0.233	0.233	0.429		0.428	0.811	0.590	0.599
	2022	2023	2024	2024	2025	2025	2026	2027	2028	2029
	Actual	Actual	Budget	Actual	Budget	Actual	Budget	Budget	Budget	Budget
REVENUE:										
400002 Taxation	3,255	3,966	4,050	4,050	7,443		7,421	14,078	10,237	10,400
443001 Province of BC - Administration Grant	5,000	5,500	5,000	5,500	5,000		5,000	5,000	5,000	5,000
499999 Prior Year's Surplus	8,288	8,321	8,037	8,037	7,079	7,079	8,000	1,000	2,500	5,000
TOTAL REVENUE:.....	16,543	17,787	17,087	17,587	19,522	7,079	20,421	20,078	17,737	20,400
EXPENDITURE:										
600101 Commissioners Remuneration	4,878	7,036	6,639	6,950	7,668	2,860	7,821	7,978	8,137	8,300
600201 Comissioners Travel	923	1,195	750	330	750		750	5,750	750	750
601101 Employee Benefits	0	13	0		0		0	0	0	0
601109 Employer Health Tax	99	143	150	139	150	56	150	150	150	150
601401 Staff Travel	0	0	0	0	0		0	0	0	0
609001 Supplies		81	200	0	200		200	200	200	200
609011 Meeting Expenses	180	300	500	240	500		500	500	500	500
610001 Election Expenses (Carry forward)	1,207	-	6,000	-	7,000		8,000	2,500	5,000	7,500
651010 Administration Service Charge	936	981	2,848	2,848	3,254		3,000	3,000	3,000	3,000
TOTAL EXPENDITURE:.....	8,223	9,749	17,087	10,508	19,522	2,916	20,421	20,078	17,737	20,400
Revenues minus Expenditures	8,321	8,037	-	7,079	-	4,163	-	-	-	-

REGIONAL DISTRICT OF BULKLEY-NECHAKO
FORT FRASER STREET LIGHTING 9103

LETTERS PATENT NO LIMIT
SPECIFIED PORTION OF AREA D

	Five Year Financial Plan:									
	2022 Actual	2023 Actual	2024 Budget	2024 Actual	2025 Budget	2025 Actual	2026 Budget	2027 Budget	2028 Budget	2029 Budget
REVENUE:										
400002 Taxation	10,005	9,986	12,038	12,038	8,958		10,600	10,600	10,600	10,600
460001 Ministry of Highways Cost Recovery	350	451	350	462	400	266	400	400	400	400
499999 Prior Year's Surplus		1,013			1,642	1,642				
TOTAL REVENUE.....	10,354	11,450	12,388	12,500	11,000	1,908	11,000	11,000	11,000	11,000
EXPENDITURE:										
602001 Utilities - Hydro	8,697	11,195	11,643	10,114	10,500	4,204	10,500	10,500	10,500	10,500
779999 Misc. Expense	0	-	-	-	-		-	-	-	-
651010 Administration Service Charge	500	500	500	500	500		500	500	500	500
799999 Prior Year Deficit	145	0	245	245						
TOTAL EXPENDITURE.....	9,341	11,695	12,388	10,858	11,000	4,204	11,000	11,000	11,000	11,000
Revenues minus Expenditures	1,013	(245)	-	1,642	-	(2,296)	-	-	-	-

Updated There are 41 street lights at \$919.65 per month