

FORT FRASER LOCAL COMMUNITY COMMISSION

April 17, 2025

Fort Fraser Community Hall – 2 pm

.....

Call to Order

Agenda

- Motion to approve the agenda as proposed

Minutes

- Motion to accept the minutes of February 3, 2025

Business Arising from the Minutes

Delegation

- RCMP – Sgt. Aaron Semmler, Detachment Commander

Reports

- John Illes, Chief Financial Officer – Quarterly Report
- Alex Eriksen, Director of Environmental Services – Verbal Update
- Area “D” Director Report– Mark Parker

New Business

Next Meeting Date – Monday, June 2, 2025

Adjournment

FORT FRASER LOCAL COMMUNITY COMMISSION MEETING MINUTES
Monday, February 3, 2025
Via Zoom

Present Commissioner Frederick Webster, Chair
 Commissioner Don Webster
 Commissioner Linda Cochran
 Commissioner Steve Cochran
 Area "D" Director Mark Parker
 John Illes, Chief Financial Officer, RDBN
 Alex Eriksen, Director of Environmental Services, RDBN
 Cheryl Anderson, Director of Corporate Services, RDBN

Call To Order Fred Webster called the meeting to order at 3:33 pm.

Agenda

FFLCC 25-01-1 Moved by Don Webster/Linda Cochran

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

Carried Unanimously

Minutes

FFLCC 25-01-2 Moved by Linda Cochran/Seconded by Don Webster

That the minutes of December 9, 2024 be approved.

Carried Unanimously

Reports**FFLCC 25-01-3****Moved by Don Webster/Seconded by Steve Cochran****That the 2025 Budget and Actuals report from John Illes, Chief Financial Officer, be received.****Carried Unanimously**

John Illes advised that the Consumer Price Index (CPI) increase for 2025 is 2.6%.

The Fort Fraser Sewer budget includes \$140,000 for manhole repairs of which \$85,000 will be funded from gas tax reserves and the remaining from taxation. There will not be contributions to reserves in 2025.

Alex Eriksen advised that \$65,000 allocated in the water budget is for the remote monitoring system. He added that the pump replacement is going to cost more than expected, so it will likely not take place in 2025 as the budget does not include the additional costs.

John Illes indicated that if the pump replacement needs to be expedited, this could be achieved by doing a budget amendment utilizing reserves.

John Illes stated that the cost to add a streetlight is approximately \$8,000 which would double the budget for one year. The Commissioners agreed to assess the area where the light was requested and report back.

Director of Environmental Services Update

Alex Eriksen provided an update on the numbers from the water treatment lagoon. When the aerator had broken down, the December reading was 130,000 and March was 240,000 coliform count. The current coliform count is 5,700. He added that this is a good number for winter.

Area D Director

Mark Parker advised that the Regional District is working on the 2025 budget. He added that some communities realized increased assessments. He noted that taxation will hold steady.

Mark Parker reported that he attended the compressor station open house in Vanderhoof for the pipeline along Electoral Area D. He added that the compressor station will double the capacity of the pipeline. The footprint for the compressor station is 16 hectares. There are 4 stations proposed between Fraser Lake and Houston.

Mark advised that FPX Nickel is in the permitting process.

FFLCC 25-01-4 **Moved by Linda Cochran/Seconded by Don Webster**

That the verbal reports be received.

Carried Unanimously

New Business

RCMP are tentatively scheduled to attend an in-person meeting at the Fort Fraser Hall in April.

Discussion took place regarding compensation for clean out around the fire hydrants.

Mark Parker advised that he would contact Yvan Laramée at the Fire Department for more information.

Next Meeting Date

The next meeting is tentatively scheduled to take place in Fort Fraser on April 7. An earlier time slot would accommodate work schedules.

ADJOURNMENT

FFLCC 25-01-5 **Moved by Don/Seconded by Linda**

That the meeting be adjourned at 4:05 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 17, 2025

SUBJECT: 2025 1st Quarter Actuals

RECOMMENDATION

Receipt

BACKGROUND

Fort Fraser Sewer and Water budgets and Fort Fraser Local Community

The actuals to March 31st 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

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		8,000	1,000	2,500	5,000
TOTAL REVENUE:.....	16,543	17,787	17,087	17,587	19,522	-	20,421	20,078	17,737	20,400
EXPENDITURE:										
600101 Commissioners Remuneration	4,878	7,036	6,639	6,950	7,668	1,716	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	33	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	1,749	20,421	20,078	17,737	20,400
Revenues minus Expenditures	8,321	8,037	-	7,079	-	(1,749)	-	-	-	-

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		0	0	0	0
TOTAL REVENUE.....	106,802	101,700	90,768	88,920	97,441	-	88,246	88,603	88,970	89,349
EXPENDITURE:										
602001 Utilities	5,107	956	5,000	6,508	5,000	442	5,000	5,000	5,000	5,000
603008 R & M System	6,649	9,393	10,000	5,260	7,000		10,000	10,300	10,609	10,927
605301 Environmental Monitoring	975	513	1,000	1,237	1,000	384	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					
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	1,218	36,146	36,503	36,870	37,249
Revenues minus Expenditures	74,171	70,014	45,100	56,523	54,100	(1,218)	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	(1,218)	0	0	0	0

REGIONAL DISTRICT OF BULKLEY-NECHAKO

FORT FRASER WATER SYSTEM		6201	18,532 metres	Five Year Financial Plan:								
Parcel Tax	Bylaw 1243,1593,1789 \$78,125		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					
TOTAL REVENUE.....			114,641	152,296	130,135	130,278	144,388	-	120,488	121,106	122,243	122,898
EXPENDITURE:												
602001	Utilities		3,477	4,175	5,000	4,067	5,000	824	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	619	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	150	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	3,857	50,338	50,956	52,093	52,748
Revenues minus Expenditures			91,183	118,568	85,150	93,320	95,150	(3,857)	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	Amortization		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	(3,857)	0	0	0	0