

**FORT FRASER LOCAL COMMUNITY COMMISSION**  
**Annual General Meeting**  
**February 3, 2025**  
**3:30 PM via Zoom**

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Call to Order

Agenda

- Motion to approve the agenda as proposed

Minutes

- Motion to accept the minutes of December 9, 2024

Business Arising from the Minutes

Reports

- John Illes, Chief Financial Officer – Preliminary 2025 Budget and Actuals
- Alex Eriksen, Director of Environmental Services – Update
- Area “D” Director Report– Mark Parker

New Business

- RCMP Update – April 7, 2025 meeting (tentative)

Next Meeting Date – Monday, April 7, 2025

Adjournment

**FORT FRASER LOCAL COMMUNITY COMMISSION MEETING MINUTES**  
**Monday, December 9, 2024**  
**Via Zoom**

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**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  
Alex Eriksen, Director of Environmental Services, RDBN  
Cheryl Anderson, Director of Corporate Services, RDBN  
Janette Derksen, Waste Diversion Supervisor, RDBN  
Cole Minger, Environmental Services Operations Supervisor,  
RDBN

**Call To Order** Curtis Helgesen, CAO called the meeting to order at 11:01 am.

**Election of Chair** CAO Helgesen called for nominations for the position of Chair for 2025.

**FFLCC 24-05-1** **Moved by Don Webster/Seconded by Linda Cochran**

**That Fred Webster be nominated for the position of Chair for 2025.**

CAO Helgesen called for nominations a second time.

CAO Helgesen called for nominations a third time.

There being no further nominations, CAO Helgesen declared Fred Webster Chairperson of the Fort Fraser Local Community Commission for 2025.

**Election of Vice Chair** CAO Helgesen called for nominations for the position of Vice Chair.

**FFLCC 24-05-2**

**Moved by Linda Cochran/Seconded by Steve Cochran**

**That Don Webster be nominated for the position of Vice Chair.**

CAO Helgesen called for nominations a second time.

CAO Helgesen called for nominations a third time.

There being no further nominations, CAO Helgesen declared Don Webster Vice Chairperson of the Fort Fraser Local Community Commission for 2025.

**Agenda**

**FFLCC 24-05-3**

**Moved by Don Webster/Seconded Steve Cochran**

**That the Agenda for the meeting of December 9, 2024 be approved.**

**Carried Unanimously**

**Minutes**

**FFLCC 24-05-4**

**Moved by Linda Cochran/Seconded by Don Webster**

**That the minutes of December 9, 2024 be approved.**

**Carried Unanimously**

**Reports**

**Preliminary 2025 Budget and Actuals**

John Illes, CFO, stated that for the 2025 Fort Fraser Sewer budget, frontage taxes Were kept similar to 2024. He added that approximately \$140,000 from reserves Would be used in 2025 for large capital projects. There is currently \$468,000 in reserves. Approximately \$30,000 is added to reserves every year. There will be sufficient funding for replacement in about 40 years when the system is

estimated to be replaced.

The Fort Fraser Water budget reserve balance is currently \$442,000 and should be in a good position for replacement in 50-75 years. Frontage tax will be kept similar to 2024. The 2025 repairs and maintenance budget includes \$20,000, there is a capital budget of \$65,000, and \$40,000 will be put into reserves.

Director Parker noted that, moving forward, the Commission should not be relying on grants because they are not guaranteed. Some grant programs have changed and money must be utilized in the year it was granted.

John Illes added that the user fees are based on the Consumer Price Index (CPI) which is currently estimated at 2.5%.

The 2025 Local Community budget is similar to 2024. John explained how the election in 2026 may impact the budget.

Discussion took place regarding the street lighting service. The budget will remain the same for next year. Discussion took place regarding the new lights and how they are not as bright as the old lights.

Director Parker indicated that he has received a request for a streetlight on 6<sup>th</sup> Street. John Illes advised that there is a one-time cost of approximately \$10,000. BC Hydro does the maintenance.

**FFLCC 24-05-5**      **Moved by Don Webster/Seconded by Linda Cochran**

**That the Preliminary 2025 Budget and Actuals report from John Illes, Chief Financial Officer, be received.**

**Carried Unanimously**

### **Fort Fraser 2025 Capital Plan and Budget**

Alex Eriksen advised that the Sewer Condition Assessment will be prioritized in 2025 including a feasibility study. The sewer repair budget is \$140,000 which

includes a feasibility study and contingency. The scope includes priority manhole repairs and will also inform the next phase of repairs.

Alex Eriksen stated that the new aeration system is running and he is not aware of any odour complaints. He added that coliform numbers are down, and it is functioning the way it is supposed to. The system will be evaluated over the winter.

Alex Eriksen reported that regular maintenance is planned for the water system in 2025 including a condition assessment of the tower. The budget includes a new secondary pump. The current secondary pump has been offline because the sensor is not working.

Alex Eriksen noted that the budget will include a Supervisory Control and Data Acquisition (SCADA) system for remote monitoring. Staff are waiting for quotes.

Alex Eriksen added that they will be conducting a condition assessment of the tower to determine the condition of interior. There are not any concerns.

Janette Derksen noted that the sewer condition assessment that was completed in 2018/2019 was focussed on collection. The upcoming assessment will be looking more closely at treatment.

**FFLCC 24-05-6**      **Moved by Don Webster/Seconded by Linda Cochran**

**That the Commission recommend that the Board of Directors  
approve the Fort Fraser 2025 Capital Plan and Budget.**

**Carried Unanimously**

**Area D Director**

Director Parker advised that the RDBN has begun its budget process. He stated that the Board will be discussing money received as part of the Resource Benefits Alliance agreement. He spoke about pipeline activity in the region and the benefit to the RDBN. He noted that he is the RDBN Chairperson for 2025.

Discussion took place regarding mill closures and the cumulative impacts.

Director Parker reported that the Regional District and the Nechako First Nations recently renewed its Memorandum of Understanding to rehabilitate the Nechako River.

### **2025 Meeting Schedule**

**FFLCC 24-05-7**      **Moved by Don Webster/Seconded by Linda Cochran**

**That the 2025 Meeting Schedule be received.**

**Carried Unanimously**

Commissioner Webster requested that some meetings in 2025 be held in-person in Fort Fraser.

### **New Business**

Discussion took place regarding the Street Lighting budget. John Illes commented that expansion of the service would result in a significant tax increase unless grant funding was utilized.

Director Parker advised that he would contact RCMP to attend an upcoming meeting.

### **ADJOURNMENT**

**FFLCC 24-05-8**      **Moved by Don/Seconded by Linda**

**That the meeting be adjourned at 11:54 am**

**Carried Unanimously**

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Fred Webster, Chair  
FFLCC

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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: February 3, 2025**

**SUBJECT: 2025 Budget and Actuals**

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### **RECOMMENDATION**

Receipt

### **BACKGROUND**

#### **Fort Fraser Sewer and Water budgets**

The 2024 Actuals column contains the actuals up until January 30, 2025 and are unlikely to further change.

- The 2025 Budget has a target taxation similar to this year's amount. The 2024 CPI was 2.6% and the utility bills will be adjusted upwards by this amount.

#### **Fort Fraser Local Community**

The expenses to the end of the year have now been finalized.

Commissioners' wages have been increased by the 2.6% CP for 2025.

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

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	2026 Budget	2027 Budget	2028 Budget	2029 Budget
REVENUE:									
400003 Frontage Tax	45,474	45,153	49,791	49,791	50,120	53,976	53,628	53,277	52,921
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	14,740	0	0	0	0
TOTAL REVENUE.....	106,802	101,700	90,768	88,920	96,602	86,352	86,652	86,961	87,279
EXPENDITURE:									
602001 Utilities	5,107	956	5,000	5,237	5,000	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	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	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
799999 Prior Year's Deficit									
TOTAL EXPENDITURE.....	32,631	31,686	45,668	29,341	41,502	34,252	34,552	34,861	35,179
Revenues minus Expenditures	74,171	70,014	45,100	59,579	55,100	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		85,000				
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	14,740	0	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	2026 Budget	2027 Budget	2028 Budget	2029 Budget
REVENUE:									
400003 Frontage Tax	63,196	61,448	62,347	62,347	63,134	66,345	65,882	65,916	65,447
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	144,288	120,388	121,006	122,143	122,798
EXPENDITURE:									
602001 Utilities	3,477	4,175	5,000	4,067	5,000	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	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	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	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	2,738	2,738	2,738	2,738	2,738
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	49,138	50,238	50,856	51,993	52,648
Revenues minus Expenditures	91,183	118,568	85,150	93,320	95,150	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	30,000	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	65,000				
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	0	0	0	0

# REGIONAL DISTRICT OF BULKLEY-NECHAKO

## LOCAL COMMUNITY - FORT FRASER

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

	<b>1501</b>		<b>Five Year Financial Plan:</b>						
	Per \$1,000		0.233	0.233	0.429	0.428	0.811	0.590	0.599
	2022	2023	2024	2024	2025	2026	2027	2028	2029
	Actual	Actual	Budget	Actual	Budget	Budget	Budget	Budget	Budget
<b>REVENUE:</b>									
400002 Taxation	3,255	3,966	4,050	4,050	<b>7,443</b>	7,421	14,078	10,237	10,400
443001 Province of BC - Administration Grant	5,000	5,500	5,000	5,500	<b>5,000</b>	5,000	5,000	5,000	5,000
499999 Prior Year's Surplus	8,288	8,321	8,037	8,037	<b>7,079</b>	8,000	1,000	2,500	5,000
<b>TOTAL REVENUE:</b> .....	<b>16,543</b>	<b>17,787</b>	<b>17,087</b>	<b>17,587</b>	<b>19,522</b>	20,421	20,078	17,737	20,400
<b>EXPENDITURE:</b>									
600101 Commissioners Remuneration	4,878	7,036	6,639	6,950	<b>7,668</b>	7,821	7,978	8,137	8,300
600201 Comissioners Travel	923	1,195	750	330	<b>750</b>	750	5,750	750	750
601101 Employee Benefits	0	13	0		<b>0</b>	0	0	0	0
601109 Employer Health Tax	99	143	150	139	<b>150</b>	150	150	150	150
601401 Staff Travel	0	0	0	0	<b>0</b>	0	0	0	0
609001 Supplies		81	200	0	<b>200</b>	200	200	200	200
609011 Meeting Expenses	180	300	500	240	<b>500</b>	500	500	500	500
610001 Election Expenses (Carry forward)	1,207	-	6,000	-	<b>7,000</b>	8,000	2,500	5,000	7,500
651010 Administration Service Charge	936	981	2,848	2,848	<b>3,254</b>	3,000	3,000	3,000	3,000
<b>TOTAL EXPENDITURE:</b> .....	<b>8,223</b>	<b>9,749</b>	<b>17,087</b>	<b>10,508</b>	<b>19,522</b>	20,421	20,078	17,737	20,400
<b>Revenues minus Expenditures</b>	<b>8,321</b>	<b>8,037</b>	<b>-</b>	<b>7,079</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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	2026 Budget	2027 Budget	2028 Budget	2029 Budget
<b>REVENUE:</b>									
400002 Taxation	10,005	9,986	12,038	12,038	9,458	11,100	11,100	11,100	11,100
460001 Ministry of Highways Cost Recovery	350	451	350	462	400	400	400	400	400
499999 Prior Year's Surplus		1,013			1,642				
<b>TOTAL REVENUE.....</b>	<b>10,354</b>	<b>11,450</b>	<b>12,388</b>	<b>12,500</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>
<b>EXPENDITURE:</b>									
602001 Utilities - Hydro	8,697	11,195	11,643	10,114	11,000	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	145	0	245	245					
<b>TOTAL EXPENDITURE.....</b>	<b>9,341</b>	<b>11,695</b>	<b>12,388</b>	<b>10,858</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>	<b>11,500</b>
<b>Revenues minus Expenditures</b>	<b>1,013</b>	<b>(245)</b>	<b>-</b>	<b>1,642</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

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