

FORT FRASER LOCAL COMMUNITY COMMISSION

October 20, 2025

Via Zoom

Meeting ID: 742 150 9814

Passcode: 583669

.....

Call to Order

Agenda

- Motion to approve the agenda as proposed

Minutes

- Motion to accept the minutes of August 7, 2025

Business Arising from the Minutes

Reports

- John Illes, CFO
 - 2025 3rd Quarter Actuals
 - Fort Fraser Water and Sewer Utility Bill Invoices
- Alex Eriksen, Director of Environmental Services - Environmental Services – Verbal Update
 - Drinking Water Chlorination
- Area “D” Director Report– Mark Parker

New Business

- Open House/Town Hall Meeting Date

Next Meeting Date

Adjournment

FORT FRASER LOCAL COMMUNITY COMMISSION MEETING MINUTES
Thursday, August 7, 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
Janette Derksen, Waste Diversion Supervisor, RDBN
Cole Minger, Environmental Services Operations Supervisor
Cheryl Anderson, Director of Corporate Services, RDBN
Kathy Thon
Don Thon
Yvan Laramée, Fort Fraser Fire Chief
Mike Raymond
Tiffany Raymond
Gwen Copeman
Robert Hughes
Robert Gatacre
Rhonda Lindquist
Michelle Gatacre
Pam Sholty
Claudette Mack
Joe Tito

Call To Order Fred Webster called the meeting to order at 2:00 p.m.

Agenda

FFLCC 25-04-1 Moved by Don Webster/Seconded by Linda Cochran

That the Agenda for the meeting of August 7, 2025 be approved.

Carried Unanimously

Minutes

That the minutes of June 27, 2025 be approved.

Carried Unanimously

Business Arising from the Minutes

None.

Environmental Services Update

Janette Derksen, Waste Diversion Supervisor, provided the following update:

- Annual sewer line flushing
 - Everything flowing well
 - Summer student on staff
 - RFQ - sewer repairs
 - High priority areas - replacement and refurbishment
 - New isolation valves in a couple of spots
 - New aeration system is working well - blowers are in and aerating lagoons
 - Need to bury some pipes before winter
 - Removal of cattails
 - RFP for Scada system at the pump house
- July 25th - annual inspection of water system by Northern Health
 - Emergency Response plan needs to be updated
 - Annual reporting behind
 - Overall good inspection
- July 28th sewer lagoon inspection - monitored by Province and Federal Govt
 - encouraged by new blower system
 - Encouraged timely annual reporting
 - Overall satisfied with lagoon facility
- drinking water chlorination
 - Have always been encouraged to chlorinate the water
 - Held off because of the great water
 - Put in chlorination system in spring when doing flushing of the hydrants
 - Monitoring residuals every week
 - Have been trying to lower the dose due to feedback
 - Had to increase dose to remove organics

- Organics and chlorine combined creates smell and taste
- Need to maintain current levels

FFLCC 25-04-3 Moved by Steve Cochran/Seconded by Linda Cochran

That the Environmental Services Update be received.

Carried Unanimously

Members of the public voiced the following concerns regarding chlorination:

- Water is often brown – unable to drink it
- Doesn't improve after letting it run
- Several health issues noted
- Expensive to buy water
- Can a better filtration system be installed
- Can multiple stations be installed to level out chlorination?
- Water should be chlorinated before it reaches the pumphouse
- Dead grass where hose ran in an attempt to clear the water
- Can a meeting be held with Northern Health representation?

Commissioners indicated that water chlorination will be a priority. Answers will be sought from Northern Health.

Area D Director

Mark Parker reported that there were a few fires over the weekend that resulted in evacuation orders/alerts.

He added that the Board is preparing to meet with several Ministers at the upcoming Union of B.C. Municipalities Convention.

He commented that the house in Fort Fraser that recently burned will be demolished in the near future.

FFLCC 25-04-4 Moved by Steve Cochran/Seconded by Linda Cochran

That the Area D Director's report be received.

Carried Unanimously

New Business

None.

Next Meeting Date

To be determined.

ADJOURNMENT

FFLCC 25-04-5 **Moved by Don Webster /Seconded by Steve Cochran**

That the meeting be adjourned at 2:46 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: October 20, 2025

SUBJECT: 2025 3rd Quarter Actuals

RECOMMENDATION

Receipt

BACKGROUND

Fort Fraser Sewer and Water budgets and Fort Fraser Local Community

The actuals to September 30th are presented in the attachments. The reportable items are generally limited to the commissioners' monthly remuneration for Fort Fraser Local Community and Hydro invoices for Fort Fraser Lighting.

Staff have not identified any financial concerns.

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	50,392	55,870	55,579	55,286	54,991
442101 Other Grant Revenue										
450001 Connection Fees						200				
450002 User Fees (2022 \$156.00 2023 \$166.00)	28,222	30,041	31,062	30,937	31,741	31,317	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	93,593	88,246	88,603	88,970	89,349
EXPENDITURE:										
602001 Utilities	5,107	956	5,000	6,508	5,000	3,932	5,000	5,000	5,000	5,000
603008 R & M System	6,649	9,393	10,000	5,260	7,000	1,799	10,000	10,300	10,609	10,927
605301 Environmental Monitoring	975	513	1,000	1,237	1,000	1,149	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	341	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	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	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	23,398	36,146	36,503	36,870	37,249
Revenues minus Expenditures	74,171	70,014	45,100	56,523	54,100	70,195	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	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	1,544	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	68,551	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	63,234	66,445	65,982	66,016	65,547
450001 Connection Fees						100				
450002 User Fees (2022 \$281.00 2023 \$300)	46,656	49,805	51,498	51,641	52,984	52,314	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	143,818	120,488	121,106	122,243	122,898
EXPENDITURE:										
602001 Utilities	3,477	4,175	5,000	4,067	5,000	3,099	5,500	5,500	6,000	6,000
603005 Connection Expenses										
603008 R & M System	231	4,202	20,000	7,783	20,000	4,709	20,600	21,218	21,855	22,510
605301 Monitoring	369	800	500	1,410	500	1,022	500	500	500	500
606001 Communications - (control line & 1/2 phone/fax)	380	2,572	250	2,451	2,000	2,222	2,000	2,000	2,000	2,000
606003 Advertising	47	151	250		250	40	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	922	1,000	1,000	1,000	1,000
608004 Permits, Licenses & Fees	630	1,060	650		650	309	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	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	12,500
679999 Miscellaneous Expense		1,860								
799999 Prior Year's Deficit										
TOTAL EXPENDITURE.....	23,458	33,728	44,985	36,958	49,238	29,925	50,338	50,956	52,093	52,748
Revenues minus Expenditures	91,183	118,568	85,150	93,320	95,150	113,893	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	20,000	70,000	70,000	70,000	70,000
781004 Contribute to Insurance Reserve	140	150	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	93,743	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
2022
Actual

2023
Actual

0.233
2024
Budget

0.233
2024
Actual

0.429
2025
Budget

2025
Actual

0.428
2026
Budget

0.811
2027
Budget

0.590
2028
Budget

0.599
2029
Budget

REVENUE:

400002 Taxation	3,255	3,966	4,050	4,050	7,443	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	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	19,522	20,421	20,078	17,737	20,400

EXPENDITURE:

600101 Commissioners Remuneration	4,878	7,036	6,639	6,950	7,668	5,290	7,821	7,978	8,137	8,300
600201 Comissioners Travel	923	1,195	750	330	750	44	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	105	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	3,254	3,000	3,000	3,000	3,000
TOTAL EXPENDITURE:.....	8,223	9,749	17,087	10,508	19,522	8,693	20,421	20,078	17,737	20,400

Revenues minus Expenditures

8,321	8,037	-	7,079	-	10,829	-	-	-	-
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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	8,958	10,600	10,600	10,600	10,600
460001 Ministry of Highways Cost Recovery	350	451	350	462	400	532	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	11,132	11,000	11,000	11,000	11,000
EXPENDITURE:										
602001 Utilities - Hydro	8,697	11,195	11,643	10,114	10,500	6,872	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	500
799999 Prior Year Deficit	145	0	245	245						
TOTAL EXPENDITURE.....	9,341	11,695	12,388	10,858	11,000	7,372	11,000	11,000	11,000	11,000
Revenues minus Expenditures	1,013	(245)	-	1,642	-	3,760	-	-	-	-



REGIONAL DISTRICT OF BULKLEY-NECHAKO

MEMORANDUM

TO: Fort Fraser Local Community Commission

FROM: John Illes, Chief Financial Officer

DATE: October 20, 2025

SUBJECT: Fort Fraser Water and Sewer Utility Bill Invoices

RECOMMENDATION

That the Commission direct staff to implement the due date as the "First Business Day in July" and the late due date as the "First Business Day in October" with a penalty amount of 5% for missing the due date and an additional penalty amount of 5% for missing the late due date.

BACKGROUND

Staff are bringing back this topic from the June 27 Commission Meeting to receive a clear recommendation to move forward.

Currently, there is no specified due date for these invoices; however, the invoices are sent to the province for collection (on the rural property taxes) on January 2nd of each year.

Staff are proposing that the invoice due date as the "First Business Day in July" and the late due date as the "First Business Day in October". A 5% penalty would be applied if not paid by the invoice due date. An additional 5% penalty would be applied if not paid by the late due date.

These changes will require a bylaw update and if the Commission is favourable with making the change, a bylaw will be brought forward to the Regional District Board.