



VILLAGE OF FRASER LAKE  
REGULAR MEETING OF COUNCIL  
AGENDA

Date: January 22, 2025  
Time: 5:30 PM  
Location: 210 Carrier Crescent, Fraser Lake, B.C.  
Municipal Chambers

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Pages

1. **Adoption of the Agenda**  
Recommendation:  
THAT Council adopt the agenda as presented.
2. **Delegations**
  1. Fraser Lake and District Chamber of Commerce
3. **Adoption of Minutes**
  1. January 8, 2025 4  
Recommendation:  
THAT Council approve the January 8, 2025 Regular Meeting of Council minutes as presented.
4. **Business Arising from the Minutes**
5. **Councillor Reports**  
Recommendation:  
THAT all Council reports be received for information.
  1. Councillor Fennema
  2. Councillor Jenkinson
  3. Councillor LePoidevin
  4. Councillor Webb
  5. Mayor Storey
6. **Accounts Payable** 11  
Recommendation:  
THAT the Village of Fraser Lake Cheque Register for January 1 - 12, 2025 for \$209,764.90 be received for information.
7. **Correspondence List**  
Recommendation:  
THAT all correspondence be received as information.
  1. Coastal GasLink 13
  2. Independent Contractors and Businesses Association 14

3.	<b>Fraser Lake and District Chamber of Commerce - Funding Increase Request</b>	16
	Recommendation: <b>THAT</b> Council direct staff to present a Budget 2025 line item for the Fraser Lake and District Chamber of Commerce for \$5,000.00.	
4.	<b>Regional District of Bulkley Nechako - Municipalities and Regional District Meetings</b>	17
5.	<b>Regional District of Bulkley Nechako - ESS Agreement Termination</b>	18
6.	<b>Fraser Lake Public Library - Budget 2025 Request</b>	19
	Recommendation: <b>THAT</b> Council direct staff to present a Budget 2025 line item for the Fraser Lake Public Library for \$66,243.90.	
8.	<b><u>Staff Reports</u></b>	
1.	<b>Office of the Chief Administrative Officer</b>	
a.	CAO Fourth Quarter Report	21
	Recommendation: <b>THAT</b> Council receive the 2024 4 <sup>th</sup> Quarter Office of the CAO Strategic Initiatives Report for information.	
b.	Designated Water Line, Active Transportation, and Storm Water Management Design Options	
c.	Family Day Celebration	24
	Recommendation: <b>THAT</b> Council direct staff to allocate \$1,250 from the 2025 Recreation budget for Family Day celebrations, including the procurement of food for the event.	
2.	<b>Economic Development Officer</b>	
a.	Economic Development and Deputy Corporate Fourth Quarter Report	26
	Recommendation: <b>THAT</b> the Economic Development Officer and Deputy Corporate Officer's Quarterly Report be received for information.	
b.	Rebrand Resolution Cleanup	31
	Recommendation: <b>THAT</b> Resolution 2024-07-261 be rescinded.	
	Recommendation: <b>THAT</b> the Village of Fraser Lake supports the Fraser Lake Rebranding Plan for 2025 with \$10,000 from Northern Development Initiative Trust's Marketing Initiatives Program and \$10,000 from the Rural Economic Diversification and Infrastructure Program – Forest Impact Transition fund.	
3.	<b>Director of Finance</b>	

a.	Finance Fourth Quarter Report Recommendation: <b>THAT</b> the Finance Department Fourth Quarter 2024 Report be received for information.	33
b.	2025 Budget and 5 Year Financial Plan Schedule Recommendation: <b>THAT</b> Council approve the 2025 - 2029 Five Year Financial Plan schedule as presented.	48
c.	Addition to Reserves Recommendation: <b>THAT</b> the Village of Fraser Lake adds \$81,000 to the water reserve for 2024. Recommendation: <b>THAT</b> the Village of Fraser Lake adds \$149,000 to the Land Acquisition Reserve for 2024.	50
4.	<b>Director of Public Works</b>	
a.	Public Works Fourth Quarter Report Recommendation: <b>THAT</b> Council receive the 2024 4th Quarter Report from the Public Works Department.	52
5.	<b>Fire Chief/Bylaw Officer</b>	
a.	Fraser Lake Fire Rescue Fourth Quarter Report Recommendation: <b>THAT</b> Council receive the 4 <sup>th</sup> Quarter Report of 2024 from the Village of Fraser Lake Volunteer Fire Department for information.	55
9.	<b><u>Reading List</u></b>	
10.	<b><u>New Business</u></b>	
11.	<b><u>Bylaws</u></b>	
1.	<b>Land Acquisition Reserve Bylaw 863</b> Recommendation: <b>THAT</b> Council give fourth and final reading to Land Acquisition Reserve Bylaw 863, 2025.	57
12.	<b><u>In Camera</u></b>	
13.	<b><u>Rise with Report</u></b>	
14.	<b><u>Adjournment</u></b> Recommendation: <b>THAT</b> The meeting be adjourned.	

**Minutes of the Regular Council Meeting  
in the Municipal Hall**

**Wednesday, January 8, 2025, 5:30 pm  
210 Carrier Crescent, Fraser Lake, B.C.  
Municipal Chambers**

Members Present: Sarrah Storey  
Jolene Webb  
Craig LePoidevin  
Joe Jenkinson  
Staff Present: Ethan Fredeen  
Jesse Gervais  
Members Absent: Audrey Fennema

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**1. Adoption of the Agenda**

Council unanimously agreed to move consideration of Bylaw 863 to after item 12. Rise with Report.

**Resolution Number: 2025-01-001**

**THAT** Council adopt the agenda as amended.

**CARRIED**

**2. Delegations**

**a. Amber Garnett, President, Village of Fraser Lake Chamber of Commerce**

Chamber will be conducting a business walk on January 30, 2025. Council and staff are invited.

The business walk will be 9:00-1:00. There will be three teams. Home businesses and market vendors will be able to attend at the Professional Building.

Council asked how many active businesses there are; The Chamber responded that there are many in Fraser Lake, and many more in both Fort Fraser and Endako.

**3. Adoption of Minutes**

**a. December 11, 2024**

**Resolution Number: 2025-01-002**

**THAT** the December 11, 2024 Regular Meeting of Council minutes be adopted as presented.

**CARRIED**

**b. December 20, 2024**

**Resolution Number: 2025-01-003**

**THAT** the December 20, 2024 Special Meeting of Council minutes be adopted as presented.

**CARRIED**

**4. Business Arising from the Minutes**

**5. Councillor Reports**

**Resolution Number: 2025-01-004**

**THAT** Councillor Reports be received for information.

**CARRIED**

**a. Councillor Jenkinson**

Nothing to report.

**b. Councillor LePoidevin**

Nothing to report

**c. Councillor Webb**

Attended the Village Christmas Party.

Attended the meeting with the Minister of Forests.

**d. Mayor Storey**

The first Tea with the Mayor took place on December 17. Council is considering moving the event to other venues.

Met with Minister of Forests Parmar today. Ministry staff from Vanderhoof and Burns Lake attended as well. Took Minister Parmar on a tour to White Swan Park, Fraser Lake Forest Consulting, and the Airport Property. Proud of the positive experience and learning the Village was able to provide.

**6. Accounts Payable**

Council asked if the aeration project is complete; staff responded that the project should be complete this spring.

**Resolution Number: 2025-01-005**

**THAT** the Village of Fraser Lake Cheque Register for the dates of December 6 - 31 for the amount of \$648,380.47 be received for information.

**CARRIED**

**7. Correspondence List**

**Resolution Number: 2025-01-006**

**THAT** Council receive all correspondence for information.

**CARRIED**

**a. Eco Co-op Project Update**

**b. Fraser Lake Curling Club**

Council discussed providing financial support for the mesh sheets on the curling rink. Council would like to consider up to \$5,000, pending the approval of other grants the Curling Club has applied for, in the 2025 Budget.

**Resolution Number: 2025-01-007**

**THAT** Council directs staff to bring forward in Budget 2025 a \$5,000 line item for curling rink mesh sheets for consideration.

**CARRIED**

**c. UBCM - Community Works Fund**

Council asked how much was allocated through the Community Works Fund in 2024; staff will report back with the number.

**8. Staff Reports**

**a. Office of the Chief Administrative Officer**

**1. Community Forest Committee Terms of Reference**

Council asked about the structures of committees in other jurisdictions.

Council asked about the quorum for the committee. Staff responded that recruitment can be challenging, and that six is a feasible number. Council would like quorum included in the Terms of Reference.

Council recommended two industry professionals for appointment to the committee.

Council would like to invite Director Parker of the RDBN to be on the committee as well.

Council asked how frequently the committee would be meeting; staff responded that the anticipated meetings would be roughly once every two months for a term of one year.

The Committee should be dissolved after a year as the Community Forest should be moving to a new governance structure as recommended by the Committee within that time frame.

**Resolution Number: 2025-01-008**

**THAT** Council rescind the following resolution:

**Resolution Number: 2024-10-391**

**THAT** the Village allocate \$5,000 from the Community Forest Reserve to cover costs associated with planning for the Fraser Lake Community Forest and establishment and operations of the Fraser Lake Community Forest Advisory Committee.

**CARRIED**

**Resolution Number: 2025-01-009**

**THAT** Council direct staff to allocate \$5,000.00 from the Community Forest Reserve to cover the costs associated with support for the Village of Fraser Lake Community Forest Advisory Committee with the BC Community Forest Association in 2025.

**CARRIED**

**Resolution Number: 2025-01-010**

**THAT** Council direct staff to put out a call for nominations for the Community Forest Advisory Committee and draft a letter of request for membership with Nadleh Whut'en and Stellat'en First Nation Chief & Council.

**CARRIED**

**Resolution Number: 2025-01-011**

**THAT** Mayor Storey and Councilor Webb be appointed to the Fraser Lake Community Forest Advisory Committee.

**CARRIED**

**b. Economic Development Officer**

1. Brand Guidelines 2025

Council would like to provide some kind of acknowledgement to businesses in community with the new branding.

Council is happy with the professional look of the updated brand packaging.

**Resolution Number: 2025-01-012**

**THAT** Council adopt the Fraser Lake Brand Guidelines 2025.

**CARRIED**

2. Waterfront Development Feasibility

Council is pleased with the pace of work.

Council would like to see some engineering and design work on the appropriate placement for breakwaters.

Staff will provide Council with copies of the 2009 plan.

Council would like to see something more similar to the Festival Plaza in Fort St. John in place of the current picnic space.

Council will have further discussions on the Waterfront Development Plan after reviewing the 2009 Plan in a Committee of the Whole.

**Resolution Number: 2025-01-013**

**THAT** Council direct staff to subdivide White Swan Park into two lots along the existing zoning division line, and;

**THAT** Council direct staff to request removal or alteration of the covenants from the province on the portion of the White Swan Park lot currently zoned as Village Reserve to support further development opportunities.

**CARRIED**

**Resolution Number: 2025-01-014**

**THAT** Council direct staff to conduct deep subsurface geotechnical assessments on the portion of White Swan Park currently zoned as Village Reserve.

**CARRIED**

3. 2025 Advertising Budget Costs

**Resolution Number: 2025-01-015**

**THAT** Council direct staff to bring forward a request for a Budget increase for the Highway Sign Lease to \$7,000 for 2025 and 2026.

**CARRIED**

**Resolution Number: 2025-01-016**

**THAT** Council direct staff to bring forward a Budget 2025 request for \$8,000 for a resident attraction video campaign.

**CARRIED**

**Resolution Number: 2025-01-017**

**THAT** the Village of Fraser Lake supports an application to Northern Development Initiative Trust's Marketing Initiatives Program for a 2025 Resident Attraction Video for \$8,000, with the Village's \$8,000 share being allocated from General Revenues.

**CARRIED**

9. Reading List

10. New Business

11. In Camera

**Resolution Number: 2025-01-018**

**THAT** Council move to an in-camera meeting pursuant to Section 90(1)(e), acquisition and disposition of land and 90(2)(b) negotiations with the Province, of the Community Charter.

**CARRIED**

12. Rise with Report

**Resolution Number: 2025-01-022**

**THAT** Council direct staff to apply for a Crown Land Grant for the property on the east side of Mouse Mountain.

**CARRIED**

**Resolution Number: 2025-01-024**

**THAT** Council approve the expense of \$42,099.00 to the Regional District of Kitimat-Stikine for the 2013-2024 Resource Benefit Alliance Operating Funds from the Northwest Regional Funding Reserve.

**CARRIED**

**Resolution Number: 2024-06-230**

**THAT** the Village of Fraser Lake approve the signing of the Northwest B.C. Regional Funding Agreement.

**CARRIED**

**Resolution Number: 2024-06-231**

**THAT** the Village of Fraser Lake move forward with a 5-year consulting services agreement with Poole Consulting Services for the amount of \$4034.00 per year.

**CARRIED**

**13. Bylaws**

**a. 863 Land Acquisition Reserve Bylaw**

**Resolution Number: 2024-01-027**

**THAT** Council give first, second, and third reading to Land Acquisition Reserve Bylaw 863, 2025.

**CARRIED**

**14. Adjournment**

**Resolution Number: 2024-01-028**

**THAT** The meeting be adjourned.

**CARRIED**

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Sarrah Storey, Mayor

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Ethan Fredeen, Corporate Officer



Village of Fraser Lake Cheque Register  
Jan 1 – Jan 12, 2025

SUPPLIER NAME	CHEQUE NO.	SERVICE	AMOUNT
FOUR RIVERS CO-OPERATIVE	01359-0001	FLEET FUEL DEC 2024	4,851.50
MIZA ARCHITECTS INC.	01359-0002	COMM HALL PHASE TWO DEC 2024	5,083.36
P & H SUPPLIES	01359-0003	3BY3BY.125 STEEL TUBING	2,348.42
RD FRASER FORT GEORGE	01359-0004	CELL PHONE/EMAIL UPGRADE/SHIPPING	1,007.09
SPOTLESS UNIFORM LTD.	01359-0005	MAT RENTAL DECEMBER	333.53
URBAN SYSTEMS	01359-0006	WATER/SEWER PROJECTS DEC 2024	44,944.10
WESTERN INDUSTRIAL CONTRACTORS	01359-0007	COMM HALL DEC PROGRESS	109,329.76
BC HYDRO	01360-0001	HYDRO	5,161.49
PACIFIC NORTHERN GAS	01360-0002	NATURAL	1,946.41
WCB	01361-0001	4TH QUARTER PAYMENT	11,363.42
BURNS LAKE AUTOMOTIVE SUPPLY	32245	MISC FLEET/SMALL TOOLS SUPPLIES	2,391.98
FL BUILDING SUPPLIES	32246	MISC REPAIR/SHOP SUPPLIES	1,133.68
MILLS OFFICE PRODUCTIVITY	32247	COPY PAPER/PAGE PROTECTORS	420.64
MINISTER OF FINANCE (TRANSPORT	32248	STREETLIGHTS OCT-DEC 2024	158.95
NEW FRASER LAKE RESTAURANT	32249	COUNCIL DINNER NOV 13, 2024	80.85
ROYAL CANADIAN LEGION FL #274	32250	STAFF/COUNCIL CHRISTMAS DINNER	1,489.00
YELLOWHEAD ROAD AND BRIDGE	32251	WINTER SAND NOV/DEC 2024	2,522.53
YETI REFRIGERATION INC.	32252	ARENA SYSTEM CALL OUT	642.29
FL VOLUNTEER FIRE DEPARTMENT	32253	4TH QUARTER PAYMENT	14,555.90
			=====
		PAYABLE TOTAL :	209,764.90
			=====

**Employee Bank Deposit - Summary**



PA4110(S)

Date : Dec 16, 2024

Page : 1

Time : 1:16 pm

Employee : All

Department : All

Category : All

Period : 25      Month : 12      Year : 2024

S.I.N. : All

Bank Code	Bank Name	Number of Deposits	Deposit Amount
0003	ROYAL BANK OF CANADA	4	5239.49
0004	TORONTO DOMINION	1	2579.19
0010	CANADIAN IMPERIAL BANK OF COMMERCE	5	12349.76
0809	BC CREDIT UNIONS	4	9833.22
<b>Grand Total :</b>		<b>14</b>	<b>30001.66</b>

450 – 1<sup>st</sup> Street S.W.  
Calgary, AB, T2P 5H1  
Canada

Tel: 403.920.5279

Email: [sian\\_weaver@tcenergy.com](mailto:sian_weaver@tcenergy.com)

Web: <https://www.coastalgaslink.com/>

**CGL4703-CGP-GEN-SE-LTR-7097**

January 8, 2025

Ethan Fredeen  
Chief Administrative Officer  
Village of Fraser Lake  
210 Carrier Crescent  
Fraser Lake, B.C. V0J 1S0

Email: [cao@fraserlake.ca](mailto:cao@fraserlake.ca)

Dear Mr. Fredeen,

**Re: Coastal GasLink Socio-economic Effects Management Plan, Final Report Engagement for Phase 1**

Coastal GasLink is pleased to continue its ongoing commitment to implement the Socio-economic Effects Management Plan (SEEMP), which is Condition #24 of Environmental Assessment Certificate #E14-03.

Phase 1 of Coastal GasLink achieved mechanical completion in November 2023. This phase included the construction of approximately 670 kilometers of pipeline and of the facilities that will be required to support the pipeline and deliver Canadian natural gas to liquified natural gas (LNG) facilities in Kitimat, B.C.

Phase 1 has continued during 2024 with the final clean-up of the pipeline right-of-way and ancillary sites being completed. As a result, Coastal GasLink would like to schedule a discussion with you on your experiences with the SEEMP development and implementation processes spanning from 2015-2024 including:

- Engagement
- Adaptive management
- Reporting

Your feedback will inform the SEEMP Final Report for Coastal GasLink Phase 1.

Please contact me at 403-920-5279 or by email at [sian\\_weaver@tcenergy.com](mailto:sian_weaver@tcenergy.com) to schedule a discussion. I look forward to hearing from you.

Sincerely,



Sian Weaver  
Manager, Socio-economics

January 7, 2025

**RE: Protecting Taxpayers from Overspending on Local Government Construction**

Dear Mayor and Council:

The Independent Contractors and Businesses Association (ICBA) is Canada’s largest construction association and a leading industry organization in British Columbia, with more than 4,500 member and client companies. ICBA’s B.C. corporate members account for approximately 85% of the province’s construction sector – representing more than 190,000 jobs. Construction itself is one of the biggest B.C. industries, directly generating almost 8% of GDP. ICBA also owns and manages a rapidly growing employee health and dental benefits business which currently supports more than 300,000 Canadians.

Apart from advocating for the interests of construction companies and contractors, ICBA is a principled voice for free enterprise and the benefits of a competitive, market-based economy. Unlike many other business associations, ICBA receives no funding from governments at any level. We believe that competition and choice for consumers and taxpayers is by far the best way to deliver value-for-money and create the conditions for a thriving economy.

ICBA is writing to you and other B.C. local government bodies to share our views on the topic of public sector procurement. At a time when large numbers of British Columbians are facing affordability challenges, many small and mid-sized businesses are struggling to survive, and the B.C. government is running record budget deficits, we believe it is **important for municipal leaders to commit to open, fair and transparent procurement practices** across all domains of local and regional government activity. This includes the regular purchase of goods and services to operate local government as well as procurement that is tied to capital spending and the development and maintenance of infrastructure assets.

When municipalities pay for goods, services and capital projects, they do so on behalf of all taxpayers in the community. **Municipal policymakers have an obligation to adopt prudent fiscal policies and to ensure the best possible value-for-money when expending taxpayer dollars. Competitive procurement policies are a vital part of delivering on this fundamental obligation.**

Across Canada, local government expenses amounted to \$220 billion in 2022, with the main components of expenditures consisting of purchases of goods and services, employee compensation, subsidies and grants, interest payments on debt, and the depreciation of fixed capital (Statistics Canada, Table 10-10-0015-01). In the same year, total local government revenues were \$225 billion, of which the largest shares were grants/payments from other levels of government and revenues derived from taxes on property.

In the past few years, the B.C. government has undertaken a significant fraction of its capital projects under the “Community Benefits Agreement” (CBA) framework adopted in 2018. Under this policy, a provincial Crown Corporation (British Columbia Infrastructure Benefits Inc. – BCIB) contracts for the employees required to build certain public sector infrastructure and other capital projects. It does so through an agreement with a group of 19 trade unions that are part of the broader Building Trades Union (BTU) alliance. All employees working on CBA projects must be (or become) members of an affiliated BTU.

This very unusual arrangement dilutes the important relationship that exists between an employer and its employees across the rest of the B.C. private sector.

**The province's CBA policy has the effect of restricting bidding on projects covered by the scheme.** This is especially problematic given that about 85% of the people working in the B.C. construction industry are not BTU members nor employed by contractors which are covered by BTU collective agreements. **Fewer bidders means less pressure to ensure competitive costs and excellence in project delivery.** Many ICBA members will not bid on public sector projects covered CBAs because of the extra bureaucracy and administrative complexity involved and also because they do not wish to give up control and management oversight of their own workforce – as is the normal practice in Canadian business.

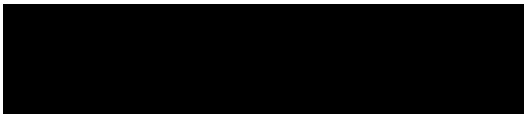
As demonstrated by academic research, **restricted bidding translates into higher costs for taxpayers** and the users of infrastructure services established via CBA-type arrangements.<sup>1</sup> Cost over-runs and unexpected delays are a common theme with CBA projects.<sup>2</sup> The net result is hundreds of millions of dollars of additional costs imposed on the B.C. taxpayers and delays in project delivery.

It is sometimes argued that restrictive tendering policies like CBAs are necessary to support local hires, apprenticeships, and pensions. In a labour shortage like B.C. construction is facing, our companies do everything they can to hire and keep local workers. ICBA is the single largest sponsor of trades apprentices in British Columbia, and open shop contractors train 82% of all apprentices in the province. When it comes to financial security, ICBA contractors and their employees utilize RRSPs, bonus programs, and profit-sharing initiatives, providing flexible and effective solutions tailored to their workforce, rather than being restricted to union-controlled pension plans.

For local governments, the lesson from B.C.'s failed experiment with CBAs is clear. **Municipal and regional government projects should be developed and managed using open, competitive procurement.** Restrictive tendering should be avoided in all areas of local government activity – capital projects, but also the day-to-day procurement of goods and services. Municipalities should not discriminate against B.C. businesses and their employees based on factors such as particular union affiliations.

If you have any questions or wish to engage ICBA in a conversation on this, or any, construction issue, please feel free to contact me directly at [chris@icba.ca](mailto:chris@icba.ca).

Sincerely,  
INDEPENDENT CONTRACTORS AND BUSINESSES ASSOCIATION



**Chris Gardner**  
President and CEO, ICBA

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<sup>1</sup> Brian Dijkema and Morley Gunderson, Restrictive Tendering: Protection for Whom? January 2017, CARDUS.

<sup>2</sup> Renze Nauta, "Benefits for Whom? Assessing British Columbia's Community Benefits Agreements," CARDUS September 2024.

Fraser Lake & District Chamber of Commerce  
PO Box 430  
210 Carrier Cres.  
Fraser Lake, BC  
V0J1S0



**RE: Budget Consideration**

January 13, 2025

To Council and Staff of Fraser Lake Village,

Upon the recommendation of Dave Christie the Regional Manager, Bulkley Nechako / North Central, Regional Economic Operations Branch, Ministry of Jobs, Economic Development, and Innovation (JEDI) and the support of Shelley Funk the Fraser Lake & District Chamber of Commerce Interim Manager plus it's President Amber Garnett a submission is being made to increase the villages budget for the Chamber by 25%, \$1000.00

The Chamber has revitalized as a group and intend to support our local businesses. As the Chamber is a volunteer-based group this increase will help aid in our future projects such the Business Walk, Business Fair, and in events that engage our community like the Bike Rodeo, Halloween and the holiday season. The Fraser Lake & District Chamber of Commerce have wonderful indicatives for 2025 and with the increase we can budget accordingly.

Please consider our request as the Chamber looks forward to working with our local businesses in 2025. Contact either Shelley Funk, Chamber Manager Interim by phone at 250 567 2124 email at [manager@vanderhoofchamber.com](mailto:manager@vanderhoofchamber.com) or Amber Garnett, Chamber President by phone at 250 699 2343 email at [fraserlakedistrictchamber@gmail.com](mailto:fraserlakedistrictchamber@gmail.com) for inquiries.

Sincerely,

Amber Garnett  
President  
Fraser Lake & District Chamber of Commerce  
2506992343  
[theklassencabin@gmail.com](mailto:theklassencabin@gmail.com)

## 2025 Meeting Schedule for the Regional District of Bulkley-Nechako & Municipalities

January							February							March							April						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
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12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

May							June							July							August						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
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25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30
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September							October							November							December						
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21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													

**Regional District Board/Committee Meetings**

RDBN Board/Committee Meetings (SNRHD)

**Municipal Council Meetings**

- Town of Smithers
- District of Houston
- Village of Granisle
- District of Fort St. James
- Village of Burns Lake
- Village of Telkwa
- Village of Fraser Lake
- District of Vanderhoof ( incl. October 14th)

**Conventions**

- Future Fuels Forum Jan 13-14, 2025 (Prince George, B.C.)**
- BC Natural Resources Forum - January 14-16, 2025 (Prince George, B.C.)**
- Minerals Roundup January 20-23, 2025 (Vancouver, B.C.)**
- Electoral Area Directors Forum February 6-7, 2025 (Richmond, B.C.)**
- NCLGA Conference - May 12-15, 2025 (Prince Rupert, B.C.)**
- Keeping it Rural Conference - June 10-12, 2025 (Kelowna, B.C.)**
- Federation of Canadian Municipalities Conference - May 29- June 1, 2025 (Ottawa, ONT)**
- Board/Staff Event - August 21, 2025**
- Union of BC Municipalities Convention - September 21-26, 2025 (Victoria, B.C.)**
- Stat Holiday Office Closure
- Staff Appreciation Day



"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

January 8, 2025

RECEIVED

JAN 14 2025

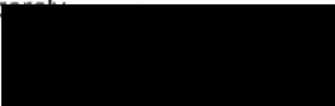
Ethan Fredeen, CAO  
Village of Fraser Lake  
PO Box 430, 210 Carrier Cres.  
Fraser Lake, BC  
Via email: [cao@fraserlake.ca](mailto:cao@fraserlake.ca)

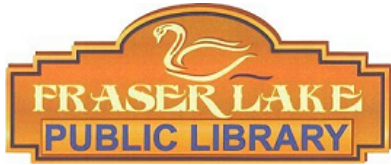
### **Emergency Support Services Service Agreement Termination Notice**

The Regional District of Bulkley-Nechako (RDBN), at its December 12<sup>th</sup> Board meeting passed a motion to end the current Emergency Support Services (ESS) Service Agreement signed in 2019. Section 24 of the ESS agreement requires 30 days notice for ending the existing agreement.

The RDBN appreciates the collaboration in modernizing the regional ESS program and the years of partnership since the implementation of the original agreement. We look forward to continuing our work together in the future.

Sincerely,

  
Curtis Helgesen  
Chief Administrative Officer



228 Endako Avenue  
Fraser Lake, BC, V0J 1S0

librarian@fraserlakelibrary.com  
<https://fraserlake.bc.libraries.coop/>

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## Village of Fraser Lake

Mayor and Council  
210 Carrier Crescent, Fraser Lake, BC, V0J

December 27, 2024

Dear Mayor and Council,

2024 has been a busy and exciting year at the Fraser Lake Public Library! Staff have worked hard to introduce new programs and services to better serve and enrich our community. Please see the attached document for an overview of what has been accomplished throughout the year. We are proud of our achievements and have even more planned for the coming year.

In order to maintain and expand our services, sustained funding is crucial. As you may be aware, the consumer price index has risen by 1.9% this year, making all of our materials more expensive. Therefore, we are requesting a 2% increase in our budget, which would raise the Village of Fraser Lake's contribution to the library by \$1,298.90, bringing the total contribution to \$66,243.90. This increase will help ensure that our programs and services continue to thrive without compromise.

Thank you so much for your consideration. We appreciate the Village of Fraser Lake's ongoing support and partnership. If you have any questions or would like to learn more about what we've been doing at the library, please don't hesitate to contact our Director at 250-699-8888 or by email at [librarian@fraserlakelibrary.com](mailto:librarian@fraserlakelibrary.com).

Sincerely,

**Evelyn Daniels**

Board Chair

# 2024 Highlights at the Fraser Lake Public Library



**5,213  
visits!**



**7,443  
physical  
items were  
checked out.**

**2,809  
eBooks &  
audiobooks  
were borrowed.**

**289 people used our public  
access computers.  
115 people received computer  
help.**

**171 programs  
were held.  
1,394 people  
attended.**



**22  
community  
events were  
attended.  
1,401 people  
visited our  
booths.**



**Library of Things was  
launched!**



**Hosted a Banned  
Books Trivia  
Night to celebrate  
Freedom to Read  
Week. This event  
was featured on  
Daybreak North.**

**75 people  
attended the Leif  
David Magic  
Show!**



**58 children  
received lunches  
over the summer.**



**Snacks are  
available during  
open hours.**

**146 Trick or  
Treaters visited  
the library. 80  
kids were given a  
book to keep.**





**Date:** January 22<sup>nd</sup>, 2025, Regular Council Meeting  
**To:** Mayor & Council  
**From:** Ethan Fredeen, Chief Administrative Officer  
**Subject:** 4<sup>th</sup> Quarter 2024 Office of the CAO Report

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**PURPOSE**

For Mayor & Council to receive a quarterly update on the Strategic Initiatives and Capital Projects for the 4th quarter of 2024.

**BACKGROUND**

On July 10th, 2024, the Village of Fraser Lake adopted the 2024 – 2027 Strategic Plan. Which provided the guiding priorities for the Village's ongoing work plan. This report serves as an update of the Village's work that aligns itself with the goals and the priorities of the Village of Fraser Lake elected officials.

To further support the Village of Fraser Lake, staff have developed an operational plan that encompasses all of the perspectives of staff over how projects that have been in their work plan could better support the Village's goals as a community.

**DISCUSSION & COMMENTS**

**Organizational Health**

In 2024, Council adopted a comprehensive Service Review, analyzing current and historical processes under the present administration. The recommendations, now implemented, focus on enhancing employee retention strategies.

Additionally, Council has directed a restructuring of the Village's Community Forest model to better reflect community aspirations. A committee will be established to facilitate thorough consultations with residents, neighboring First Nations, and Council members.

The Village was able to hire a Casual Community Bus Driver that has now been able to support the operations of the Community Bus in the absence of the Community Bus Driver. Further, the Village was able to hire an Emergency Casual Equipment Operator in the case of capacity constraints within the Public Works department. Finally, the Village hired a new Arena Operator / General Maintenance employee.

**Infrastructure**

The Village has taken significant steps to advance infrastructure upgrades:

- *Aeration Upgrade:* Consultants prepared and submitted an RFQ in the first quarter of 2025, prioritizing opportunities for local contractors to support the replacement of compressors.
- *Water Reservoir Project:* Completed in late 2024, this project included:
  - Removal of an existing culvert along the reservoir access road;
  - Excavation and disposal of outdated PVC watermains; and
  - Integration of a new watermain connecting Mouse Mountain to the reservoir.
- *Designated Water Line:* Efforts have focused on addressing stormwater outflow issues near Park Drive and White Swan Park. Staff have also been tasked with gathering quotes for a new SCADA system, ensuring long-term efficiency in water distribution.
- *Water Main Break Response:* After a significant water main break on October 19, 2024, staff promptly repaired the issue and procured additional resources to address potential future breaks in the area, which features varying saddle valve sizes.

### **Sustainability & Livability**

Progress continues on the Community Hall Phase 2 project, with several key milestones achieved, including:

- Installation of under-slab insulation, a vapor barrier, and the concrete slab;
- Structural steel and framing for walls, roof joists, and plywood;
- Installation of an industrial kitchen vent; and
- Roofing for the new facility.

Substantial completion of the arena is anticipated by March 31, 2025, though minor aspects may extend beyond this date. Adjustments to contractor schedules may be necessary to accommodate the Village's current work plan, potentially prolonging the project but minimizing disruptions caused by previous delays.

In addition, Council approved a Forestry Employment Program Grant application to establish a cross-country ski facility at the Village's airport property.

Finally, Council has demonstrated a commitment in supporting local organizations through the Grant In Aid. The Village of Fraser Lake in the fourth quarter supported:

- **Curling Club** - \$1,000.00 towards the mesh sheets.
- **Eco Co-Op** - \$1,000.00 towards the November Public Engagement session with stakeholders.
- **FLESS Heros** - \$1,000.00 towards the SDg1 Pride Prom for 2025.

### **Beautification**

Council has approved funding for a new billboard to be installed along Highway 97 between Hixon and the City of Prince George. Additionally, Council has directed staff to remove two existing billboards: one near Rose Lake and the other by the Cluculz Gas Bar.



Council also approved the groundwork for implementing the Village's new brand, which was adopted in the first quarter of 2025. This new branding is reflected in this report and throughout the current agenda package.

Staff have presented an amendment to the Tree Plan, originally adopted in the third quarter of 2024, enabling the Village to proceed with available grant funding opportunities.

**FINANCE**

N/A

**2024 – 2027 STRATEGIC PLAN**

This report is a reflection of the advancement of the Village's Strategic Plan.

**ALTERNATIVE OPTIONS**

N/A

**DEPARTMENTAL APPROVAL**

N/A

**ATTACHMENTS**

N/A

**RECOMMENDATIONS**

**THAT** Council receive the 2024 4<sup>th</sup> Quarter Office of the CAO Strategic Initiatives Report for information.

Prepared and Submitted by:	Ethan Fredeen, Chief Administrative Officer
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Date: January 22<sup>nd</sup>, 2025 Regular Council Meeting  
To: Mayor & Council  
From: Ethan Fredeen, Chief Administrative Officer  
Subject: Family Day Celebration

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### **PURPOSE**

For Council to consider the budget allocation to the 2025 Family Day celebrations.

### **BACKGROUND**

The Village of Fraser Lake staff are gearing up for the Family Day celebrations on Monday, February 17th, 2025. In 2024, the event took place at White Swan Park, featuring a cleared ice area for skating and hockey. Council served hot dogs, burgers, and hot chocolate, all provided free of charge to attendees. West Fraser generously supplied wood for a small fire near the lake.

The Village was awarded a \$1,000 grant from the British Columbia Recreation and Parks Association for Family Day 2024.

### **DISCUSSION & COMMENTS**

As we enter the latter half of January, the British Columbia Recreation and Parks Association has yet to release the grant the Village of Fraser Lake typically relies on for funding. Without this support, the Village must decide whether to proceed with the Family Day event without grant funding.

Internal discussions among staff suggest that the overall event cost be increased from previous budgets to accommodate for higher food costs and anticipated turnout. Staff are seeking Council's approval to allocate \$1,250 from the recreation budget to support the event.

Additionally, staff have been collaborating with the Historical Society, which plans to partner with the Village by opening the Fraser Lake Museum for tours of their exhibits on the same day. This collaboration aims to enhance the event experience and encourage greater community participation.

Event planning has focused on hosting the activities at the C.H. Foote Memorial Arena for the following reasons:

- **Safety Compliance:** BC Tech Safety regulations require a Refrigeration Operator Certificate (or equivalent) holder to be present at the arena for a minimum of seven hours daily, including statutory holidays.
- **Weather Uncertainty:** The freeze-thaw cycle of the 2024-2025 winter season has created unpredictable ice conditions on Fraser Lake, making planning for outdoor ice activities unreliable.
- **Proximity to the Museum:** Holding the event at the arena ensures close proximity to the museum, encouraging attendance at both venues.



Council's direction is requested to move forward with these plans and the proposed budget allocation.

**FINANCE**

The estimated budget for this event is approximately \$1,250, to be drawn from the 2025 Recreation Budget.

**2024 – 2027 STRATEGIC PLAN**

**Sustainability & Livability** – This event encourages Fraser Lake residents to enjoy activities within their own community over the long weekend, reducing the need to travel to neighboring areas.

**ALTERNATIVE OPTIONS**

Council may wish to allocate the same budget as Family Day 2024.

Council may opt not to allocate a specific budget for the event but instead keep the facilities open for public use during this time.

**DEPARTMENTAL APPROVAL**

Reviewed and Approved by:	Laura McMaster, Director of Finance
	Jesse Gervais, Economic Development Officer and Deputy Corporate Officer

**ATTACHMENTS**

N/A

**RECOMMENDATIONS**

**THAT** Council direct staff to allocate \$1,250 from the 2025 Recreation budget for Family Day celebrations, including the procurement of food for the event.

Prepared and Submitted by:	Ethan Fredeen, Chief Administrative Officer
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**Date:** January 22<sup>nd</sup>, 2025 Regular Council Meeting  
**To:** Mayor & Council  
**From:** Jesse Gervais, Economic Development Officer and Deputy Corporate Officer  
**Subject:** Economic Development Quarterly Report

**PURPOSE**

Senior staff within the Village provide quarterly reports to Council for updates on works underway and progress during the fourth quarter of 2024.

**BACKGROUND**

**GRANTS**

<b>Grant Title</b>	<b>Project Title</b>	<b>Application Progress</b>	<b>Grant Amount</b>	<b>Fourth Quarter Updates</b>
<b>NDIT Marketing Initiatives</b>	Fraser Lake Rebranding	Successful	\$10,000	Council has approved the Brand Guidelines. Staff will begin phased implementation of the new branding. Print materials will be done for the spring, and pending Budget 2025 approval, the new billboard will be in place by May.
<b>NDIT Community Shuttle Program</b>	Fraser Lake Community Bus	Application submitted, awaiting approval	\$80,000	Application will fund operations from 2025-2027. Council has previously discussed advocacy to the Minister of Transportation for funding to continue beyond 2027.
<b>JEDI Forest Employment Program</b>	Mouse Mountain FireSmart	Successful	\$100,000	Project completed in December 2024. Remainder of funds received in January 2025.

<b>UBCM Community Emergency Preparedness Fund</b>	Fire Department Breathing Apparatuses	Application submitted, awaiting approval	\$40,000	
<b>UBCM Community to Community</b>	Stella'ten Agreement	Application submitted, awaiting approval	\$20,000	
<b>NDIT Business Façade Improvement Program</b>	Fraser Lake Business Façade and Sign Program	Successful	\$20,000	Staff relaunching program for 2025 in partnership with Chamber of Commerce
<b>REDIP-FIT</b>	Fraser Lake Economic Development Enhancement Project	Amendment request approved	\$200,000	Amendment to contract and budget requested for reallocation of funds from contractors for economic development planning to more specific initiatives including marketing, feasibility studies, geotechnical studies, and more.
<b>REDIP</b>	Wastewater Disposal Station	Application submitted, awaiting approval	\$1,000,000	
<b>CleanBC BC Hydro</b>	Arena Heat Reclaim	Successful	\$51,000	Staff were able to secure an extension on this project to March 15 <sup>th</sup> , 2025.
<b>RDBN</b>	White Swan Soil Testing	Successful	\$10,000	Projects completed December 2024. Some money carried over for further deep subsurface geotechnical evaluations.
<b>Forest Employment Program</b>	Airport Cross-country Trail	Submitted, awaiting approval	\$320,000	Application delayed by Forests staff, issue has since been resolved. Awaiting final approval from JEDI. Grant amount may be

				increased pending available funds.
<b>College of New Caledonia</b>	Airport Cross-country Trail equipment	Awaiting FEP approval prior to presenting to Council	\$40,000	Planned application for equipment shed, groomer, and rental equipment distributed by Library.
<b>Community Emergency Preparedness Fund</b>	Regional Emergency Tabletop Exercise	Application due Feb 28, 2025	\$40,000	Another \$40,000 is already available. Nadleh Whut'en, Stella'ten, and RDBN have all agreed to partner on exercise.
<b>BC Hydro Regreening</b>	Fraser Lake Tree Planting Plan	Submitted, awaiting approval	\$7,500	
<b>Tree Canada/CN</b>	Fraser Lake Tree Planting Plan	Application submitted, awaiting approval	\$10,000	
<b>Local Government Climate Action Program</b>	Fraser Lake Tree Planting Plan	Pre-approved	\$86,500	
<b>Local Government Climate Action Program</b>	Countertop compost units	Pre-approved	\$30,000	Pending Budget 2025 approval
<b>Canada Summer Jobs</b>	Student jobs	Application submitted, awaiting approval	6 positions	5 public works positions, one visitor's centre position
<b>Heritage Canada – Celebrate Canada</b>	Mouse Mountain Days	Application submitted, awaiting approval	\$5,000	Application was unsuccessful in 2024.

**PLANS**

<b>Plan Title</b>	<b>Budget</b>	<b>Council Adoption</b>	<b>Progress</b>
Sign Plan	2024: \$0 2025: \$53,000 2026: \$24,000 2027: \$25,000	November 11, 2024	Public Works staff have removed signs as indicated in plan. Some third-party signs removed already, more to be removed in spring once snow melts. Staff bringing forward Budget 2025 requests for Welcome signs, office sign, and Professional Building signs.

Advertising Strategy	Captured elsewhere	December 11, 2024	External Advertising Policy 1.1 approved December 11, 2024. Projects will be brought for consideration in Budget 2025 deliberations. Other ads will remain operational.
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**BYLAWS**

<b>Bylaw Title</b>	<b>Date passed</b>	<b>Notes</b>
857, Northwest Funding Reserve	October 9, 2024	
858, Winter Parking Amendment	October 9, 2024	
859, Tree Bylaw Enforcement	October 9, 2024	
860, Sign Bylaw Enforcement	October 9, 2024	
861, Borrowing in Anticipation of Revenue 2025	November 13, 2024	
862, Fire Services Bylaw	October 23, 2024	
863, Land Acquisition Reserve Bylaw	First, Second and Third Reading December 20 <sup>th</sup> , 2024	Fourth reading in January 2025.

**COMMUNITY AND INTERGOVERNMENTAL RELATIONS**

***Local Relations***

**Community Foundation**

- Fall 2024 intake closed, funds awarded.
- All funds are now managed directly by Community Foundation
- Spring 2025 intake opens March 15.

**Stellat'en First Nation**

- Economic Development staff meeting and communicating regularly
- Multiple partnerships underway or in discussion
- Mouse Mountain FireSmart Prescription project completed December 2024
- Awaiting results of UBCM C2C application to retain legal professionals for MOU development
- Planning underway for joint emergency response tabletop exercise
- Discussions on Mouse Mountain Sponsored Crown Grant (SCG) and White Swan Park covenant removal underway



**Nadleh Whut'en First Nation**

- Planning underway for joint emergency response tabletop exercise
- Discussions on Mouse Mountain Sponsored Crown Grant and White Swan Park covenant removal underway

**DISCUSSION & COMMENTS**

N/A

**FINANCE**

N/A

**2024 – 2027 STRATEGIC PLAN**

N/A

**ALTERNATIVE OPTIONS**

N/A

**DEPARTMENTAL APPROVAL**

N/A

**ATTACHMENTS**

N/A

**RECOMMENDATIONS**

**THAT** The Economic Development Officer and Deputy Corporate Officer's Quarterly Report be received for information.

<b>Prepared and Submitted by:</b>	Jesse Gervais, Economic Development Officer & Deputy Corporate Officer
<b>CAO Approval:</b>	Ethan Fredeen, Chief Administrative Officer



**Date:** January 22, 2025, Regular Council Meeting  
**To:** Mayor & Council  
**From:** Jesse Gervais, Economic Development Officer and Deputy Corporate Officer  
**Subject:** Rebrand Resolution Cleanup

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**PURPOSE**

To amend the resolutions for the Fraser Lake Rebranding Plan for clarity.

**BACKGROUND**

On July 30, 2024, Council passed resolution 2024-07-261:

**THAT** the Village of Fraser Lake supports the application to Northern Development Initiative Trust Marketing Initiatives Fund for the Village of Fraser Lake Rebranding Project; and

**THAT** the remainder of the costs included in the grant application be allocated from the REDIP-FIT grant.

The Village was successful in its application to NDI's Marketing Initiatives Program for the Rebranding Plan.

**DISCUSSION & COMMENTS**

The Department of Finance is cleaning up resolutions from 2024 for the audit and requires amounts and expenditure years to be specified in resolutions.

Staff recommend rescinding resolution 2024-04-261 in favour of the resolution below.

**FINANCE**

N/A

**2024 – 2027 STRATEGIC PLAN**

N/A

**ALTERNATIVE OPTIONS**

N/A

**DEPARTMENTAL APPROVAL**

Reviewed and Approved by:	Laura McMaster, Director of Finance
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**ATTACHMENTS**

**Appendix A:**

**Appendix B:**

**RECOMMENDATIONS**

**THAT** Resolution 2024-07-261 be rescinded.

**THAT** the Village of Fraser Lake supports the Fraser Lake Rebranding Plan for 2025 with \$10,000 from Northern Development Initiative Trust's Marketing Initiatives Program and \$10,000 from the Rural Economic Diversification and Infrastructure Program – Forest Impact Transition fund.

<b>Prepared and Submitted by:</b>	Jesse Gervais, Economic Development Officer and Deputy Corporate Officer
<b>CAO Approval:</b>	Ethan Fredeen, Chief Administrative Officer



**Date:** January 22<sup>nd</sup>, 2025 Regular Council Meeting  
**To:** Mayor & Council  
**From:** Laura McMaster, Director of Finance  
**Subject:** 4<sup>th</sup> Quarter 2024 Finance Department Report

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**PURPOSE**

To provide an update on the Village of Fraser Lake's Finance Department during the fourth quarter of 2024.

**BACKGROUND**

The Finance Department will provide Council with financial updates quarterly.

**DISCUSSION & COMMENTS**

The Finance Department's duties during the first fourth quarter included, but were not limited to:

- Sending utility and property tax reminder letters to property owners
- Meeting with managers to discuss 2025 budget needs
- Setting up vendors for EFT payments
- Preparing for year end
- Attending monthly taxation webinars
- Providing support to other departments as needed
- Monitoring, recording and reporting on grant money received

In the 4th quarter of 2024, the Village of Fraser Lake received the following funds from grants:

<b>NAME</b>	<b>AGENCY</b>	<b>AMOUNT</b>
Refrigeration Safety Awareness	Province of British Columbia	\$1,590.00
Mouse Mtn Fuel Management	Province of British Columbia	\$10,000.00
Small Community Grant	Province of British Columbia	\$40,000.00
Community Works Fund	UBCM	\$53,675.00
<b>TOTAL:</b>		<b>\$105,265.00</b>

**FINANCE**

N/A

**2024 – 2027 STRATEGIC PLAN**

N/A

**ALTERNATIVE OPTIONS**



N/A

**DEPARTMENTAL APPROVAL**

N/A

**ATTACHMENTS**

**Appendix A:** Provisional Budget Variance Report showing up-to-date revenue and expenses

**Appendix B:** 2024 Project Budget and Expenses

**RECOMMENDATIONS**

**THAT** the Finance Department fourth Quarter 2024 Report be received for information.

Prepared and Submitted by:	Laura McMaster, Director of Finance
CAO Approval:	Ethan Fredeen, Chief Administrative Officer

	PROJECT/GRANT NAME	ACCOUNT NAME	COST CODE	EXPENSE ACCOUNT #	BUDGETED AMOUNT	ACTUAL SPENT
1	AIRPORT RUNWAY UPGRADE	AIRPORT PROJECTS	A0016	01-02-290-27900	\$ 33,000.00	\$ 30,700.00
2	ARENA - EAST DOOR REPLACEMENT (3)	ARENA PROJECTS	A0003	01-02-290-27100	\$ 25,000.00	\$ 17,510.18
3	ARENA-BOILER ROOM (this project got combined into the Heat Reclaim Project)	ARENA PROJECTS	A0018	01-02-290-27100	\$ 20,000.00	
4	ARENA-ICE PLANT COMPRESSOR	ARENA PROJECTS	A0017	01-02-290-27100	\$ 118,000.00	\$ 124,595.79
5	BEAR PROOF ADAPTERS 350	GENERAL PROJECTS	G0012	01-02-290-29100	\$ 43,000.00	\$ 12,964.04
6	BUSINESS FAÇADE	BUSINESS FAÇADE GRANT	N/A	01-02-272-28498	\$ 15,000.00	\$ 5,000.00
7	CEMETERY- LEVEL	CEMETERY PROJECTS	CEM03	01-02-290-26100	\$ 8,200.00	\$ 6,827.53
8	COMM HALL-COMMERCIAL KITCHEN (not completed)	CURLING PROJECTS	CO004	01-02-290-27120	\$ 259,000.00	\$ 129,579.69
9	COMMUNITY HALL PHASE II (not completed)	CURLING PROJECTS	CO002	01-02-290-27120	\$ 3,479,712.00	\$ 1,352,930.81
10	COMPLEX-HEAT RECLAIM (not completed)	COMPLEX PROJECTS	B0008	01-02-290-27110	\$ 236,214.00	\$ 75,580.84
11	CURLING RINK-HEATERS & INSTALL	CURLING RINK PROJECTS	CO003	01-02-290-27120	\$ 10,400.00	\$ 15,300.00
12	FIRE HYDRANTS	GENERAL PROJECTS	F0011	01-02-290-29100	\$ 15,000.00	\$ 13,325.96
13	PARKS - BALLPARK - BLEACHERS	PARKS & REC CAPITAL PROJECT	P0030	01-02-290-27130	\$ 6,600.00	\$ 4,412.24
14	PARKS -PRESSURE WASH & OIL WHARF (not completed)	PARKS & REC CAPITAL PROJECT	P0018	01-02-290-27130	\$ 37,000.00	\$ -
15	PARKS-FLAG POLES - PAINT/REPAIR (no cost, supplies were already purchased)	PARKS & REC CAPITAL PROJECT	P0033	01-02-290-27130	\$ 1,500.00	\$ -
16	PARKS-SOCCER NET WHEELS (not needed)	PARKS & REC CAPITAL PROJECT	P0032	01-02-290-27130	\$ 1,500.00	\$ -
17	PARKS-WHITE BRICK BLDG - PAINT	PARKS & REC CAPITAL PROJECT	P0031	01-02-290-27130	\$ 15,000.00	\$ 12,550.00
18	PARKS-WHITE SWAN PARK SAND	PARKS & REC CAPITAL PROJECT	P0034	01-02-290-27130	\$ 2,500.00	\$ 2,374.50
19	PUBLIC WORKS-BOBCAT - SAND SPREADER	HEAVY EQUIP FLEET PROJECTS	PW007	01-02-290-29340	\$ 8,500.00	\$ 8,025.00
20	PUBLIC WORKS-BOBCAT - SUMMER TRACKS	HEAVY EQUIP FLEET PROJECTS	PW006	01-02-290-29340	\$ 8,000.00	\$ 7,579.71
21	PUBLIC WORKS-COMMERCIAL LAWNMOWER	PARKS & REC CAPITAL PROJECT	P0036	01-02-290-27130	\$ 22,500.00	\$ 16,428.84
22	PUBLIC WORKS-KENWORTH TRUCK BOX (project cancelled)	GENERAL PROJECTS	PW008	01-02-290-29100	\$ 37,300.00	\$ -
23	STRATEGIC PLANNING	GENERAL ADMINISTRATION	N/A	01-02-140-21160	\$ 10,000.00	\$ 11,601.00
24	STREETS-REPAIR TO MCMILLAN AVE	GENERAL PROJECTS	G0011	01-02-290-29100	\$ 5,911.00	\$ 3,053.84
25	WASTEWATER - 4" HOSE - DESLUDGE LAGOON	SEWER CONTR TO CAPITAL MAT	S0008	03-02-660-62160	\$ 3,000.00	\$ 2,558.75
26	WASTEWATER AERATION PUMPS (project not complete)	SEWER CONTR TO CAPITAL MAT	S0006	03-02-660-62160	\$ 822,000.00	\$ 484,689.28
27	WASTEWATER LAGOON DESLUDGING	SEWER CONTR TO CAPITAL MAT	S0008	03-02-660-62160	\$ 328,336.00	\$ 308,343.51
28	WATER - DESIGNATED WATER LINE (project not complete)	WATER CONT TO CAPITAL MAT	W0015	02-02-560-52160	\$ 10,268,733.00	\$ 126,529.61
29	WATER MODELLING (project not complete)	GENERAL PROJECTS	B0011	01-02-290-29100	\$ 50,000.00	\$ 12,817.55
30	WATER TOWER REPLACEMENT	WATER CONT TO CAPITAL MAT	W0016	02-02-560-52160	\$ 3,588,065.00	\$ 906,149.46
31	WATER-CURB STOP	WATER CONT TO CAPITAL MAT	W0013	02-02-560-52160	\$ 28,000.00	\$ 4,104.22
32	WATER-PLANT SCADA SOFTWARE (Not completed)	WATER CONT TO CAPITAL MAT	W0014	02-02-560-52160	\$ 150,000.00	\$ -
					\$ 19,656,971.00	\$ 3,695,532.35

VILLAGE OF FRASER LAKE  
**Provisional Budget Report**

**APPENDIX B**



GL5220

Page : 1

Date : Jan 12, 2025

Time : 9:04 pm

Account Code : ??-01-???-?????  
 To ??-02-???-?????  
 Fiscal Year : 2025

Account Code	Account Description	CC1	2024 FINAL BUDGET	2024 ACTUAL VALUE
<b>01 General Fund</b>				
<b>REVENUE</b>				
<b>TAXES</b>				
01-01-110-11110	TAXES -RESIDENTIAL		-561,916	-561,917
01-01-110-11120	TAXES - UTILITIES		-408,594	-408,594
01-01-110-11130	TAXES- COMMERCIAL		-206,767	-206,767
01-01-110-11140	TAXES- INDUSTRIAL		-1,140,505	-1,140,506
01-01-110-11150	TAXES -RECREATIONAL		-1,969	-1,970
01-01-110-11170	PARCEL TAX		0	-2,150
<b>Total TAXES</b>			<b>-2,319,751</b>	<b>-2,321,904</b>
<b>GRANT IN LIEU OF TAXES</b>				
01-01-115-11200	GRANTS IN LIEU -PNG		-23,540	-23,540
01-01-115-11210	GRANTS IN LIEU -TELUS		-2,814	-2,536
01-01-115-11220	GRANTS IN LIEU - B.C. H		-35,115	-37,298
01-01-115-11230	GRANTS IN LIEU- FEDEF		-21,000	-26,014
<b>Total GRANT IN LIEU OF TAXES</b>			<b>-82,469</b>	<b>-89,388</b>
<b>FEES &amp; SERVICES</b>				
01-01-120-12100	RENTALS - ARENA		-19,000	-31,117
01-01-120-12150	PUCK BOARD REVENUE		-2,160	-2,160
01-01-120-12200	RENTALS - CURLING RINI		-5,800	-8,237
01-01-120-12300	RENTALS- COMPLEX		-1,000	-1,043
01-01-120-12600	BUSINESS LICENCES		-8,000	-7,463
01-01-120-12700	BUILDING PERMITS		-800	-195
01-01-120-12900	WHITE SWAN PARK REVI		0	-3,139
01-01-120-13400	VILLAGE BUS REVENUE		-49,000	-16,667
01-01-120-14200	COURTROOM LEASE		-747	0
01-01-120-14600	PNG FRANCHISE FEE		-18,000	0
01-01-120-14700	ARENA CONCESSION FE		-300	-100
01-01-120-16455	YARD CLEAN UP		0	-290
<b>Total FEES &amp; SERVICES</b>			<b>-104,807</b>	<b>-70,411</b>
<b>MISC REVENUE</b>				
01-01-140-16500	MISC. REVENUE		-200	-459
01-01-140-16505	MISC REV GST EXEMPT		-500	-2,694
01-01-140-16510	SALE OF ASSETS		0	-1,200
01-01-140-16540	TAX CERTIFICATE REVEN		-300	-620
01-01-140-16600	MIN. OF EDUCATION ADM		-2,400	-2,466
01-01-140-16605	CLIMATE ACTION REBATI		-137,953	-137,953
01-01-140-16700	COMPRESSOR REPLACE		-700	-1,312
01-01-140-16800	PHOTOCOPIES		-20	-24
01-01-140-16950	AIRPORT LOGGING		0	-1,196
<b>Total MISC REVENUE</b>			<b>-142,073</b>	<b>-147,924</b>
<b>INTEREST &amp; PENALTIES</b>				
01-01-155-15100	INTEREST ON CURRENT		-52,000	-201,500
01-01-155-15200	INTEREST ON TAXES		-1,000	-3,043
01-01-155-15300	PENALTIES ON TAXES		-4,500	-8,129

VILLAGE OF FRASER LAKE  
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**APPENDIX B**



Account Code : ??-01-???-?????  
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Account Code	Account Description	CC1	2024 FINAL BUDGET	2024 ACTUAL VALUE
01-01-155-15500	INTEREST ON RESERVE		-12,000	-969,093
	<b>Total INTEREST &amp; PENALTIES</b>		<b>-69,500</b>	<b>-1,181,765</b>
	<b>RESCUE TRUCK</b>			
01-01-181-16400	RESCUE TRUCK PEP PAY		-5,000	-6,358
01-01-181-17790	FIRE PROTECTION AGRE		0	-17,000
	<b>Total RESCUE TRUCK</b>		<b>-5,000</b>	<b>-23,358</b>
	<b>SOLID WASTE</b>			
01-01-210-13300	SOLID WASTE RATES		-78,646	-77,632
	<b>Total SOLID WASTE</b>		<b>-78,646</b>	<b>-77,632</b>
	<b>CEMETERY</b>			
01-01-215-16100	CEMETERY REVENUE		-1,200	-5,902
	<b>Total CEMETERY</b>		<b>-1,200</b>	<b>-5,902</b>
	<b>COMMUNITY DEVELOPMENT</b>			
01-01-225-17755	DONATIONS MMT DAYS		0	-5,160
	<b>Total COMMUNITY DEVELOPMENT</b>		<b>0</b>	<b>-5,160</b>
	<b>LIBRARY</b>			
01-01-240-16750	LIBRARY INSURANCE		-1,500	-1,483
	<b>Total LIBRARY</b>		<b>-1,500</b>	<b>-1,483</b>
	<b>TRAILER RENT</b>			
01-01-250-16300	TRAILER PAD RENTAL		-2,700	-9,000
	<b>Total TRAILER RENT</b>		<b>-2,700</b>	<b>-9,000</b>
	<b>PROFESSIONAL BUILDING REVENUE</b>			
01-01-256-31110	PROFESSIONAL BUILDIN		-19,400	-26,890
	<b>Total PROFESSIONAL BUILDING RE</b>		<b>-19,400</b>	<b>-26,890</b>
	<b>FEDERAL GRANTS</b>			
01-01-260-17100	FED. GRANTS - CANADA		-5,000	0
01-01-260-17150	NEW DEAL CWF REVENL		-102,000	-107,352
	<b>Total FEDERAL GRANTS</b>		<b>-107,000</b>	<b>-107,352</b>
	<b>PROVINCIAL SMALL COMMUNITY</b>			
01-01-265-17600	PROV. GRANT UNCOND.		-375,000	-423,500
	<b>Total PROVINCIAL SMALL COMMUNT</b>		<b>-375,000</b>	<b>-423,500</b>
	<b>PROVINCIAL GRANTS</b>			
01-01-270-17690	NDI CONDITIONAL GRAN		-51,000	-31,940
01-01-270-17695	FAMILY DAY GRANT		-1,000	-1,000
01-01-270-17700	PROV. GRANT CONDITIO		0	-25,000
01-01-270-17800	NORTHWEST REGIONAL		0	-1,344,745
	<b>Total PROVINCIAL GRANTS</b>		<b>-52,000</b>	<b>-1,402,685</b>
	<b>DONATIONS/ GRANTS IN GENERAL</b>			
01-01-271-17740	MISC. CONDITIONAL GR.		-1,135,452	-576,535
01-01-271-17780	COMMUNITY FOUNDATIC		-5,000	-16,722
	<b>Total DONATIONS/ GRANTS IN GEN</b>		<b>-1,140,452</b>	<b>-593,257</b>
	<b>EDO GRANT</b>			
01-01-272-17775	EDO NDI GRANT		-50,000	0

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Time : 9:04 pm

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Account Code	Account Description	CC1	2024 FINAL BUDGET	2024 ACTUAL VALUE
<b>Total EDO GRANT</b>			<b>-50,000</b>	<b>0</b>
<b>INTERN GRANT</b>				
01-01-273-17777	INTERN NDIT GRANT		0	-36,350
<b>Total INTERN GRANT</b>			<b>0</b>	<b>-36,350</b>
<b>OTHER GOVERNMENT TAXES</b>				
01-01-295-19100	COLL. FOR OTHER GOV'T		-382,268	-395,063
01-01-295-19200	COLL. FOR OTHER GOV'T		-183,404	-183,404
01-01-295-19300	COLL. FOR OTHER GOV'T		-265,329	-265,329
01-01-295-19400	COLL. FOR OTHER GOV'T		-43	-45
01-01-295-19500	COLL. FOR OTHER GOV'T		-19,192	-19,766
01-01-295-19600	COLL. FOR OTHER GOV'T		-65,576	-71,414
<b>Total OTHER GOVERNMENT TAXES</b>			<b>-915,812</b>	<b>-935,021</b>
<b>TRANSFERS</b>				
01-01-300-18150	TRANS FR AIRPORT RES		-3,300	0
01-01-300-18200	TRANS FROM CERF RESI		-56,245	0
01-01-300-18750	TRANS FR NORTH CAP &		-84,800	0
01-01-300-18900	TRANS FROM SEWER RE		-114,414	0
01-01-300-18910	TRANS FROM CLIMATE A		-93,960	-5
<b>Total TRANSFERS</b>			<b>-352,719</b>	<b>-5</b>
<b>Total REVENUE</b>			<b>-5,820,029</b>	<b>-7,458,987</b>
<b>EXPENSE</b>				
<b>COUNCIL</b>				
01-02-105-21100	COUNCIL COMPUTERS		2,600	0
01-02-105-21110	COUNCILLOR WEBB EXP		6,000	4,312
01-02-105-21111	COUNCIL INDEMNITIES		70,000	71,874
01-02-105-21120	COUNCILLOR FENNEMA I		6,000	8,636
01-02-105-21130	COUNCILLOR LEPOIDEVI		6,000	4,560
01-02-105-21140	COUNCILLOR JENKINSOI		6,000	4,274
01-02-105-21150	MAYOR STOREY EXP.		22,000	16,849
<b>Total COUNCIL</b>			<b>118,600</b>	<b>110,505</b>
<b>YARD CLEANING</b>				
01-02-120-16455	YARD CLEAN UP EXPENS		0	290
<b>Total YARD CLEANING</b>			<b>0</b>	<b>290</b>
<b>VILLAGE GRANTS TO OTHERS</b>				
01-02-125-21380	GRANTS- ORGANIZATION		4,000	3,300
01-02-125-21382	DONATION- PUCK BOARD		1,080	1,080
01-02-125-21383	COMMUNITY FOUND. GF		5,000	16,722
01-02-125-21384	GRANT TO CHAMBER OF		4,000	4,000
<b>Total VILLAGE GRANTS TO OTHERS</b>			<b>14,080</b>	<b>25,102</b>
<b>HST</b>				
01-02-130-21435	GST 100% MUNICIPAL RE		0	293,916
01-02-130-21440	GST INVOICED		0	-15,513
01-02-130-21455	GST INPUT CREDIT		0	4,381
01-02-130-21460	GST REFUND		0	-237,524

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Account Code	Account Description	CC1	2024 FINAL BUDGET	2024 ACTUAL VALUE
<b>Total HST</b>			<b>0</b>	<b>45,260</b>
<b>MISC EXPENSES</b>				
01-02-140-21160	GENERAL ADMINISTRATI		17,500	54,751
01-02-140-21165	PYROTECHNICS COURSI		520	102
01-02-140-21170	LOVE FRASER LAKE EXP		0	-215
01-02-140-21300	LEGISLATIVE DISCRETIO		6,000	4,519
01-02-140-21305	PROMOTIONAL ITEMS		1,100	0
01-02-140-21310	DUES AND REGISTRATIO		4,400	3,153
01-02-140-21320	AUDIT FEES		55,000	56,400
01-02-140-21340	LEGAL FEES		12,500	4,595
01-02-140-21350	COMPUTERS / IT		60,000	37,616
01-02-140-21355	SOFTWARE LICENSING		37,000	37,128
01-02-140-21365	PROFESSIONAL FEES-CC		40,000	40,489
01-02-140-21370	ELECTIONS / REFEREND		5,400	0
01-02-140-21390	PROFESSIONAL FEES -E		38,600	9,300
01-02-140-21400	ADVERTISING		4,000	1,087
01-02-140-21410	SCHOLARSHIP		1,000	0
01-02-140-21720	AUDIT TRANS WATER AN		-3,213	0
01-02-140-21910	ANIMAL CONTROL ENFOI		1,000	105
01-02-140-21960	REG DIS. BUILD. INSPEC.		25,512	25,512
01-02-140-21970	CONTINGENCY		31,090	0
01-02-140-21990	SOUTHSIDE LOGGING E)		5,000	9,800
<b>Total MISC EXPENSES</b>			<b>342,409</b>	<b>284,342</b>
<b>INSURANCE</b>				
01-02-145-21200	INS. GENERAL ACCIDENT		85,000	92,940
01-02-145-21205	INS. FOR LIBRARY CONT		1,500	1,483
01-02-145-21210	INS. LIABILITY		10,800	10,773
01-02-145-21220	INS. FIRE FIGHTERS		4,100	3,908
01-02-145-21240	VANDALISM R/M MATERI/		2,100	311
01-02-145-21241	VANDALISM R/M LABOUR		1,100	0
<b>Total INSURANCE</b>			<b>104,600</b>	<b>109,415</b>
<b>BANK SERVICE CHARGES</b>				
01-02-155-21480	BANK SERVICE CHARGE		500	302
01-02-155-21490	DEBIT MACHINE SERVI		1,700	1,236
<b>Total BANK SERVICE CHARGES</b>			<b>2,200</b>	<b>1,538</b>
<b>OFFICE BUILDING</b>				
01-02-160-21600	OFFICE R/M MATERIALS		11,200	8,061
01-02-160-21601	OFFICE R/M LABOUR		6,500	7,142
01-02-160-21610	OFFICE FAX PHONE		3,800	3,537
01-02-160-21620	OFFICE HEAT AND HYDR		8,300	6,909
01-02-160-21630	OFFICE INTERNET/EMAIL		13,000	9,537
<b>Total OFFICE BUILDING</b>			<b>42,800</b>	<b>35,186</b>
<b>OFFICE SUPPLIES</b>				
01-02-165-21640	OFFICE PHOTOCOPIER L		3,200	3,082
01-02-165-21650	POSTAGE AND SUPPLY		21,200	13,419

VILLAGE OF FRASER LAKE  
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Account Code	Account Description	CC1	2024 FINAL BUDGET	2024 ACTUAL VALUE
01-02-165-21720	TRANS POSTAGE & SUPP		-765	0
<b>Total OFFICE SUPPLIES</b>			<b>23,635</b>	<b>16,501</b>
<b>STAFF WAGES</b>				
01-02-170-21701	WAGES - DIR OF CORP A		120,500	121,550
01-02-170-21711	WAGES FINANCIAL ADMII		59,130	57,743
01-02-170-21720	OFFICE WAGES TRANS V		-40,937	0
01-02-170-21721	TEMP OFFICE ASSIT. WA		5,000	0
01-02-170-21740	TRAV/ DUES DIRCT OF C		10,000	11,351
01-02-170-21741	WAGES-DIR OF PUBLIC V		109,000	96,079
01-02-170-21745	RECRUITMENT EXPENSE		1,000	806
01-02-170-21751	WAGES-DIRECTOR OF FI		97,400	95,979
01-02-170-21760	TRAVEL/DUES FIN & ASS		13,000	11,024
01-02-170-21761	WAGES - NDIT INTERN		19,500	14,091
01-02-170-21762	TRAV/DUES NDIT INTERN		3,000	0
<b>Total STAFF WAGES</b>			<b>396,593</b>	<b>408,623</b>
<b>EMPLOYEE BENEFITS</b>				
01-02-175-21720	EMPLOYEE COST TRANS		-30,347	0
01-02-175-21750	EMPLOYEE APRECIATION		6,500	4,132
01-02-175-21770	EMPLOYER CPP/ EI/ SUF		68,000	75,239
01-02-175-21775	EPMLLOYER PAID PENSIC		78,030	74,151
01-02-175-21780	MED./ EXTENDED HEALTH		108,000	97,559
01-02-175-21785	COUNCIL EXT HEALTH/ D		4,000	3,931
01-02-175-21790	WCB		47,000	40,729
01-02-175-21800	WORK BOOTS		1,600	1,000
01-02-175-21821	STAT PAY		23,000	22,252
01-02-175-21831	SICK PAY		30,000	14,382
01-02-175-21841	HOLIDAY PAY		40,500	34,112
<b>Total EMPLOYEE BENEFITS</b>			<b>376,283</b>	<b>367,487</b>
<b>FIRE DEPARTMENT</b>				
01-02-180-21731	WAGES FIRE CHIEF		90,100	89,816
01-02-180-22110	FIRE CHIEF TRAV/COURS		4,000	1,787
01-02-180-22120	FIRE FIGHTING FORCE		22,000	30,641
01-02-180-22121	FIRE - BOOKKEEPER WA		1,400	683
01-02-180-22130	FIRE ALARM SYSTEM		2,700	1,045
01-02-180-22140	FIRE INVESTIGATE & PRI		1,300	124
01-02-180-22145	FIRE FIGHTERS ON CALL		1,000	780
01-02-180-22150	FIRE TRAINING		25,500	25,994
01-02-180-22155	FIRE TRAINING COURSE:		2,500	24,934
01-02-180-22160	FIRE HALL R/M MATERIAL		4,200	780
01-02-180-22161	FIRE HALL R/M LABOUR		8,900	3,082
01-02-180-22170	FIRE HYDRANT REPLACE		1,600	0
01-02-180-22171	FIRE HYDRANT REPLACE		1,300	0
01-02-180-22175	FIRE FIGHTING EQUIP. RI		18,000	6,463
01-02-180-22180	FIRE DEPT EQUIP./SUPPI		15,000	13,827
01-02-180-22181	FIRE HYDRANT R/M LABC		1,300	5,354

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Account Code	Account Description	CC1	2024	2024
			FINAL BUDGET	ACTUAL VALUE
01-02-180-22182	FIRE HYDRANT R/M MATI		5,000	10,455
01-02-180-22210	FIRE HALL HEAT & HYDR		7,750	6,257
01-02-180-29301	FIRE DEPT FLEET R/M LA		1,300	38
01-02-180-29310	FIRE DEPT FLEET R/M M/		21,500	19,130
01-02-180-29314	FIRE DEPT FLEET FUEL		11,000	6,563
01-02-180-29315	FIRE DEPT FLEET INSUR		6,800	5,485
<b>Total FIRE DEPARTMENT</b>			<b>254,150</b>	<b>253,238</b>
<b>RESCUE TRUCK</b>				
01-02-181-22185	RESCUE SERVICE SUPPI		0	11,937
<b>Total RESCUE TRUCK</b>			<b>0</b>	<b>11,937</b>
<b>MEP</b>				
01-02-182-21470	MUNICIPAL EMERGENCY	E0001	2,000	520
01-02-182-21471	MEP LABOUR		1,000	0
01-02-182-21475	ESS SUPPORT		3,000	0
<b>Total MEP</b>			<b>6,000</b>	<b>520</b>
<b>VEHICLES WORKS DEPARTMENT</b>				
01-02-185-21720	VEHICLE MAT & LABOUR		-3,387	0
01-02-185-23105	CO-OP FUEL REBATE		-1,000	-1,726
01-02-185-29320	ADMIN DEPT R/M FLEET I		4,200	174
01-02-185-29321	ADMIN DEPT FLEET R/M I		1,200	144
01-02-185-29324	ADMIN DEPT FLEET FUEI		2,600	1,040
01-02-185-29325	ADMIN DEPT FLEET INSL		3,000	1,893
01-02-185-29330	WORKS DEPT FLEET R/M		12,000	4,493
01-02-185-29331	WORKS DEPT FLEET R/M		4,300	9,136
01-02-185-29334	WORKS DEPT FLEET FUE		15,600	11,748
01-02-185-29335	WORKS DEPT FLEET INS		6,200	4,211
01-02-185-29340	HEAVY EQUIP R/M MATEI		24,100	23,561
01-02-185-29341	HEAVY EQUIP FLEET R/M		12,000	9,273
01-02-185-29344	HEAVY EQUIP FLEET FUE		24,300	15,272
01-02-185-29345	HEAVY EQUIP FLEET INS		8,400	5,909
01-02-185-29350	PARKS EQUIP FLEET R/M		6,000	1,713
01-02-185-29351	PARKS EQUIP FLEET R/M		1,000	0
01-02-185-29354	PARKS EQUIP FLEET FUE		5,400	4,211
01-02-185-29355	PARKS EQUIP FLEET INS		230	209
<b>Total VEHICLES WORKS DEPARTMEN</b>			<b>126,143</b>	<b>91,261</b>
<b>SMALL TOOLS</b>				
01-02-190-23400	SMALL TOOLS AND EQUII	T0009	4,000	2,482
<b>Total SMALL TOOLS</b>			<b>4,000</b>	<b>2,482</b>
<b>STREETS</b>				
01-02-195-23600	STREET LIGHTING		40,000	36,300
01-02-195-23610	SNOW REMOVAL MATERI		10,000	6,703
01-02-195-23611	SNOW REMOVAL LABOUI		30,000	19,684
01-02-195-23620	ROADS AND STREET MA'		49,000	27,816
01-02-195-23621	ROADS AND STREETS LA		8,000	14,440
01-02-195-23630	SIDEWALKS MATERIAL		1,600	1,365



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Account Code	Account Description	CC1	2024 FINAL BUDGET	2024 ACTUAL VALUE
01-02-195-23631	SIDEWALKS LABOUR		1,500	1,892
01-02-195-23640	DRAINAGE DITCHES MAT		2,650	0
01-02-195-23641	DRAINAGE DITCHES LAB		7,000	2,056
01-02-195-23650	STORM SEWER MATERIA		1,200	0
01-02-195-23651	STORM SEWER LABOUR		3,300	0
01-02-195-23660	STREET SIGN MATERIAL'		1,600	0
01-02-195-23661	STREET SIGN LABOUR		2,500	110
01-02-195-23670	ROAD PAVING/PATCHING		0	1,763
01-02-195-23671	ROAD PAVING/PATCHING		4,000	5,673
<b>Total STREETS</b>			<b>162,350</b>	<b>117,802</b>
<b>SHOP BUILDING</b>				
01-02-200-24100	SHOP BUILDING R/M MAT		14,000	12,938
01-02-200-24101	SHOP BUILDING R/M LAB		30,000	24,440
01-02-200-24110	SHOP PHONE CHARGES		2,000	1,071
01-02-200-24120	SHOP HEAT AND HYDRO		12,500	10,649
<b>Total SHOP BUILDING</b>			<b>58,500</b>	<b>49,098</b>
<b>WORKS DEPARTMENT ADMINISTRATION</b>				
01-02-205-24130	SHOP COURSES/ADMIN		10,000	6,768
01-02-205-24131	SHOP COURSES/ADMIN I		7,000	954
01-02-205-24140	SAFETY MATERIALS		10,000	4,732
01-02-205-24141	SAFETY LABOUR		1,200	446
<b>Total WORKS DEPARTMENT ADMINIS</b>			<b>28,200</b>	<b>12,900</b>
<b>SOLID WASTE</b>				
01-02-210-25100	SOLID WASTE ADMINISTI		23,625	0
01-02-210-25110	GARBAGE TRUCK R/M M/		5,200	896
01-02-210-25111	GARBAGE TRUCK R/M LA		1,000	1,776
01-02-210-25114	GARBAGE TRUCK FUEL		8,000	7,863
01-02-210-25115	GARBAGE TRUCK INSUR		2,900	3,549
01-02-210-25121	WASTE REMOVAL LABOL		40,000	36,791
01-02-210-25131	COMPOST PILE LABOUR		0	303
01-02-210-25140	AUTOMATED GABAGE C/		3,000	0
<b>Total SOLID WASTE</b>			<b>83,725</b>	<b>51,178</b>
<b>CEMETERY</b>				
01-02-215-26100	CEMETERY R/M MATERIA		3,000	1,561
01-02-215-26101	CEMETERY R/M LABOUR		8,400	9,754
<b>Total CEMETERY</b>			<b>11,400</b>	<b>11,315</b>
<b>COMMUNITY BUS</b>				
01-02-220-29360	COMMUNITY BUS R/M M/		3,000	5,562
01-02-220-29361	COMMUNITY BUS R/M LA		1,000	0
01-02-220-29364	COMMUNITY BUS FUEL		4,200	4,032
01-02-220-29365	COMMUNITY BUS INSUR		1,600	1,530
01-02-220-29371	COMMUNITY BUS DRIVEI		28,600	24,226
<b>Total COMMUNITY BUS</b>			<b>38,400</b>	<b>35,350</b>
<b>COMMUNITY DEVELOPMENT</b>				

**Provisional Budget Report**

**APPENDIX B**



Account Code : ??-01-???-?????  
 To ??-02-???-?????  
 Fiscal Year : 2025

Account Code	Account Description	CC1	2024	2024
			FINAL BUDGET	ACTUAL VALUE
01-02-225-26500	COMM DEV M MTS DAYS		15,800	11,972
01-02-225-26501	COMM DEV M MTS DAYS		4,500	4,263
01-02-225-26510	COMM DEV HAL/CHRI/SU		6,500	5,629
01-02-225-26511	COMM DEV HAL/CHRIS/S		3,000	3,104
<b>Total COMMUNITY DEVELOPMENT</b>			<b>29,800</b>	<b>24,968</b>
<b>RECREATION FACILITIES</b>				
01-02-230-27100	ARENA R/M MATERIALS		35,000	46,530
01-02-230-27101	ARENA R/M LABOUR		86,000	102,704
01-02-230-27105	ARENA PLANT EQUIP. R/M		11,000	15,535
01-02-230-27110	COMPLEX R/M MATERIAL		6,500	2,628
01-02-230-27111	COMPLEX R/M LABOUR		7,000	7,567
01-02-230-27120	CURLING RINK R/M MATE		3,000	2,065
01-02-230-27121	CURLING RINK R/M LABC		8,500	9,426
01-02-230-28120	RECREATION PROGRAM		9,000	0
<b>Total RECREATION FACILITIES</b>			<b>166,000</b>	<b>186,455</b>
<b>PARKS</b>				
01-02-235-27125	SIGNAGE FOR COMMUNI		5,900	0
01-02-235-27130	PARKS MATERIALS		23,450	51,358
01-02-235-27131	PARKS LABOUR		113,000	101,645
01-02-235-27200	SPLASHPAD MATERIALS		550	0
01-02-235-27201	SPLASHPAD LABOUR		1,000	0
01-02-235-27205	SPLASHPAD HYDRO		1,050	714
01-02-235-28610	DOCK REPLACEMENT		1,000	161
01-02-235-28611	DOCK REPLACEMENT LA		3,500	1,858
<b>Total PARKS</b>			<b>149,450</b>	<b>155,736</b>
<b>RECEATION MISC EXPENSES</b>				
01-02-236-27140	RECREATION BUILDING F		3,100	1,721
01-02-236-27150	ARENA HEAT AND HYDRC		44,000	37,911
01-02-236-27160	COMPLEX HEAT AND HY		23,000	19,826
01-02-236-27180	R/M CONCESSION MATEI		1,600	500
01-02-236-27181	R/M CONCESSION LABOI		500	0
<b>Total RECEATION MISC EXPENSES</b>			<b>72,200</b>	<b>59,958</b>
<b>WHARF</b>				
01-02-237-27190	R/M WHARF MATERIALS		2,700	0
01-02-237-27191	R/M WHARF LABOUR		1,000	303
<b>Total WHARF</b>			<b>3,700</b>	<b>303</b>
<b>LIBRARY</b>				
01-02-240-27600	LIBRARY GRANT		64,945	64,945
01-02-240-27610	LIBRARY R/M MATERIALS		2,700	2,156
01-02-240-27611	LIBRARY R/M LABOUR		1,500	0
01-02-240-27620	LIBRARY HEAT AND HYDI		8,000	4,700
<b>Total LIBRARY</b>			<b>77,145</b>	<b>71,801</b>
<b>MUSEUM</b>				
01-02-245-27700	MUSEUM R/M MATERIALS		2,000	534

VILLAGE OF FRASER LAKE  
**Provisional Budget Report**

**APPENDIX B**



Account Code : ??-01-???-?????  
 To ??-02-???-?????  
 Fiscal Year : 2025

Account Code	Account Description	CC1	2024	2024
			FINAL BUDGET	ACTUAL VALUE
01-02-245-27701	MUSEUM R/M LABOUR		2,000	1,558
01-02-245-27710	MUSEUM HEAT AND HYD		7,000	5,972
01-02-245-27720	MUSEUM PHONE		700	160
<b>Total MUSEUM</b>			<b>11,700</b>	<b>8,224</b>
<b>TRAILER COURT</b>				
01-02-250-27800	TRAILER COURT MATERI.		2,600	0
01-02-250-27801	TRAILER COURT R/M LAE		11,700	333
01-02-250-27810	TRAILER COURT HYDRO		1,000	1,054
<b>Total TRAILER COURT</b>			<b>15,300</b>	<b>1,387</b>
<b>AIRPORT</b>				
01-02-255-27900	AIRPORT MATERIALS		2,000	0
01-02-255-27901	AIRPORT LABOUR		1,500	2,391
<b>Total AIRPORT</b>			<b>3,500</b>	<b>2,391</b>
<b>OFFICE SPACE RENT</b>				
01-02-256-31000	PROFESSIONAL BULDIN		6,000	2,814
01-02-256-31101	PROFESSIONAL BULDIN		0	4,890
01-02-256-31130	PROFESSIONAL BLDG H		6,000	7,294
<b>Total OFFICE SPACE RENT</b>			<b>12,000</b>	<b>14,998</b>
<b>FEDERAL GRANTS</b>				
01-02-260-28130	CANADA DAY FIREWORK		6,000	0
<b>Total FEDERAL GRANTS</b>			<b>6,000</b>	<b>0</b>
<b>PROVINCIAL GRANTS</b>				
01-02-270-28450	FAMILY DAY GRANT EXPE		1,000	1,010
<b>Total PROVINCIAL GRANTS</b>			<b>1,000</b>	<b>1,010</b>
<b>EDO GRANT</b>				
01-02-272-28490	EDO TRAVEL/ TRAINING /		6,000	1,699
01-02-272-28491	EDO LABOUR		72,750	42,141
01-02-272-28495	EDO MATERIALS		3,100	2,006
01-02-272-28496	EDO CELL PHONE		600	578
01-02-272-28497	HIGH WAY SIGN LEASE		1,000	1,000
01-02-272-28498	BUSINESS FACADE GRAI		15,000	5,000
<b>Total EDO GRANT</b>			<b>98,450</b>	<b>52,424</b>
<b>MISC CHARGES</b>				
01-02-275-28800	BAD DEBTS		600	0
01-02-275-28910	SERVICE CHARGES AND		0	149
<b>Total MISC CHARGES</b>			<b>600</b>	<b>149</b>
<b>PROJECTS</b>				
01-02-290-21600	OFFICE PROJECTS	B0009	19,245	6,500
01-02-290-26100	CEMETERY PROJECTS	CEM06	8,200	6,828
01-02-290-27100	ARENA PROJECTS	Z001	163,000	142,106
01-02-290-27110	COMPLEX PROJECTS	B0008	320,000	75,581
01-02-290-27120	CURLING PROJECTS	C0004	3,749,112	1,577,890
01-02-290-27130	PARKS & REC CAPITAL P	Z001	86,600	35,766
01-02-290-27900	AIRPORT PROJECTS	Z001	33,000	30,700

VILLAGE OF FRASER LAKE  
**Provisional Budget Report**

APPENDIX B



Account Code : ??-01-???-?????  
 To ??-02-???-?????  
 Fiscal Year : 2025

Account Code	Account Description	CC1	2024 FINAL BUDGET	2024 ACTUAL VALUE
01-02-290-29100	GENERAL PROJECTS	Z001	151,211	125,339
01-02-290-29340	HEAVY EQUIP FLEET PRC	Z001	16,500	545,287
<b>Total PROJECTS</b>			<b>4,546,868</b>	<b>2,545,997</b>
<b>INTEREST PAID</b>				
01-02-291-29210	INTEREST PAID TO RESE		15,500	0
<b>Total INTEREST PAID</b>			<b>15,500</b>	<b>0</b>
<b>OTHER GOVERNMENT TAXES</b>				
01-02-295-29600	REQ PAYM TO MIN OF EC		382,268	395,558
01-02-295-29610	REQ PAYM TO REG DIST		183,404	183,404
01-02-295-29620	REQ PAYMT TO HOSPITA		265,329	265,329
01-02-295-29630	REQ PAYM TO MFA		43	45
01-02-295-29640	REQUISITION PAYMENT 1		19,192	19,766
01-02-295-29650	REQ. PAYM TO RCMP		65,576	71,414
<b>Total OTHER GOVERNMENT TAXES</b>			<b>915,812</b>	<b>935,516</b>
<b>TRANSFERS</b>				
01-02-300-29120	TRANS TO RESCUE TRUC		7,500	0
01-02-300-29155	TRANS TO WATER		0	1,051,517
01-02-300-29170	TRANS TO CEMETERY TF		0	807
01-02-300-29175	TRANS TO CEMETERY C/		0	1,296
01-02-300-29185	TRANS TO NEW DEAL RE		102,000	107,352
01-02-300-29190	TRANS TO REC RESERVI		0	1,312
01-02-300-29215	TRANS TO NORTHWEST		0	1,082,293
01-02-300-29220	TRANS TO CLIMATE ACTI		137,953	137,953
01-02-300-71195	TRANS TO/FROM NORTH		0	-393,483
<b>Total TRANSFERS</b>			<b>247,453</b>	<b>1,989,047</b>
<b>Total EXPENSE</b>			<b>8,566,546</b>	<b>8,091,694</b>
<b>Total General Fund</b>			<b>2,746,517</b>	<b>632,707</b>
<b>02 Water Fund</b>				
<b>REVENUE</b>				
<b>TRANSFERS</b>				
02-01-300-51700	TRANS FROM WATER RE		-178,000	0
<b>Total TRANSFERS</b>			<b>-178,000</b>	<b>0</b>
<b>WATER REVENUE</b>				
02-01-510-51100	WATER RATES		-284,111	-279,545
<b>Total WATER REVENUE</b>			<b>-284,111</b>	<b>-279,545</b>
<b>WATER GRANT</b>				
02-01-530-51310	MISC CONDITIONAL GRA		-8,182,484	0
<b>Total WATER GRANT</b>			<b>-8,182,484</b>	<b>0</b>
<b>MISC WATER REVENUE</b>				
02-01-540-51600	WATER SALE OF SERVIC		-5,000	-91,165
<b>Total MISC WATER REVENUE</b>			<b>-5,000</b>	<b>-91,165</b>
<b>Total REVENUE</b>			<b>-8,649,595</b>	<b>-370,710</b>

VILLAGE OF FRASER LAKE  
**Provisional Budget Report**



Account Code : ??-01-???-?????  
 To ??-02-???-?????  
 Fiscal Year : 2025

Account Code	Account Description	CC1	2024 FINAL BUDGET	2024 ACTUAL VALUE
<b>EXPENSE</b>				
<b>WATER MAINTENANCE</b>				
02-02-510-52100	WATER R/M MATERIALS		85,000	77,691
02-02-510-52101	WATER R/M LABOUR		45,000	34,367
02-02-510-52105	WATER MATERIALS MAIN		12,000	2,637
02-02-510-52110	WATER HYDRO		40,000	26,586
02-02-510-52111	WATER LABOUR ON CALI		13,000	9,600
02-02-510-52115	WATER COMPUTER SYS		1,800	67
02-02-510-52120	WATER PHONE		8,000	4,105
<b>Total WATER MAINTENANCE</b>			<b>204,800</b>	<b>155,053</b>
<b>WATER ADMIN</b>				
02-02-520-52125	WATER TRAINING		11,000	2,559
02-02-520-52130	WATER ADMINISTRATION		25,000	1,195
<b>Total WATER ADMIN</b>			<b>36,000</b>	<b>3,754</b>
<b>CONTRIBUTION TO CAPITAL</b>				
02-02-560-52160	WATER CONT. TO CAPITA	Z001	14,034,798	1,036,783
<b>Total CONTRIBUTION TO CAPITAL</b>			<b>14,034,798</b>	<b>1,036,783</b>
<b>Total EXPENSE</b>			<b>14,275,598</b>	<b>1,195,590</b>
<b>Total Water Fund</b>			<b>5,626,003</b>	<b>824,880</b>
<b>03 Sewer Fund</b>				
<b>REVENUE</b>				
<b>TRANSFERS</b>				
03-01-300-61600	TRANS FROM NEW DEAL		-207,586	0
<b>Total TRANSFERS</b>			<b>-207,586</b>	<b>0</b>
<b>SEWER REVENUE</b>				
03-01-610-61100	SEWER RATES REVENUE		-146,120	-143,750
<b>Total SEWER REVENUE</b>			<b>-146,120</b>	<b>-143,750</b>
<b>SEWER GRANTS</b>				
03-01-630-61405	MISC PROV GRANTS-SEL		-500,000	0
<b>Total SEWER GRANTS</b>			<b>-500,000</b>	<b>0</b>
<b>Total REVENUE</b>			<b>-853,706</b>	<b>-143,750</b>
<b>EXPENSE</b>				
<b>SEWER MAINTENANCE</b>				
03-02-610-62100	SEWER R/M MATERIALS		55,000	47,278
03-02-610-62101	SEWER R/M LABOUR		40,000	48,797
03-02-610-62110	SEWER HYDRO		22,000	33,471
03-02-610-62120	SEWER PHONE		1,500	192
<b>Total SEWER MAINTENANCE</b>			<b>118,500</b>	<b>129,738</b>
<b>SEWER ADMIN</b>				
03-02-620-62125	SEWER TRAINING		12,000	2,438
03-02-620-62130	SEWER ADMINISTRATION		27,000	1,183
<b>Total SEWER ADMIN</b>			<b>39,000</b>	<b>3,621</b>

VILLAGE OF FRASER LAKE  
**Provisional Budget Report**

APPENDIX B



Account Code : ??-01-???-?????  
 To ??-02-???-?????  
 Fiscal Year : 2025

Account Code	Account Description	CC1	2024 FINAL BUDGET	2024 ACTUAL VALUE
<b>SEWER CONTRIBUTION TO CAPITAL MATERIAL</b>				
03-02-660-62160	SEWER CONTRIBU TO C	Z001	1,153,336	793,033
	<b>Total SEWER CONTRIBUTION TO CA</b>		<b>1,153,336</b>	<b>793,033</b>
	<b>Total EXPENSE</b>		<b>1,310,836</b>	<b>926,392</b>
	<b>Total Sewer Fund</b>		<b>457,130</b>	<b>782,642</b>
<b>10 Forest Fund</b>				
<b>REVENUE</b>				
<b>REVENUE</b>				
10-01-610-81100	LOGGING REVENUE		-1,477,980	-183,387
10-01-610-81700	TRANS FROM FOREST RI		-8,861,650	0
10-01-610-81800	TRANS FR SILVICULTURE		-493,761	0
	<b>Total REVENUE</b>		<b>-10,833,391</b>	<b>-183,387</b>
	<b>Total REVENUE</b>		<b>-10,833,391</b>	<b>-183,387</b>
<b>EXPENSE</b>				
<b>FOREST ADMIN</b>				
10-02-620-82100	STUMPAGE EXPENSE CC		28,980	3,848
10-02-620-82140	TRAVEL/COURSES/DUES		0	1,870
10-02-620-82200	SILVICULTURE EXPENSE		557,082	0
10-02-620-82315	RENT EXPENSE COMM F		32,000	4,514
10-02-620-82330	CONSULTING EXPENSE		104,719	90,017
	<b>Total FOREST ADMIN</b>		<b>722,781</b>	<b>100,249</b>
<b>FOREST MAINTENANCE</b>				
10-02-630-82320	LOGGING/HAULING COM		992,057	90,436
10-02-630-82330	HAULING COMM FOREST		0	12,430
10-02-630-82340	OPERATIONAL ROADS/BI		25,000	0
10-02-630-82350	ROAD MAINTENANCE CC		26,082	0
	<b>Total FOREST MAINTENANCE</b>		<b>1,043,139</b>	<b>102,866</b>
<b>TRANSFERS</b>				
10-02-640-83170	TRANS TO FOREST RESE		237,821	0
	<b>Total TRANSFERS</b>		<b>237,821</b>	<b>0</b>
	<b>Total EXPENSE</b>		<b>2,003,741</b>	<b>203,115</b>
	<b>Total Forest Fund</b>		<b>-8,829,650</b>	<b>19,728</b>



**Date:** January 22, 2025, Regular Council Meeting  
**To:** Mayor & Council  
**From:** Laura McMaster, Director of Finance  
**Subject:** 2025 – 2029 Five Year Financial Plan Schedule

**PURPOSE**

To present to Council the proposed 2025 – 2029 Five Year Financial Plan Budget Timeline for scheduling purposes.

**BACKGROUND**

The proposed timeline for budget discussions aims to complete the budget process by the end of April as the Bylaws must be submitted to the Ministry of Municipal Affairs and Housing before May 15th, 2025.

**DISCUSSION & COMMENTS**

To meet the legislated timelines to complete the 2025 – 2029 Five Year Financial Plan and Tax Rate Bylaws, the following timeline is proposed. If time does not permit on regularly scheduled meetings of Council, then dates for Special Meetings of Council for budget should be arranged.

<b>Council Meeting</b>	<b>Discussion</b>
January 2025	Meetings/Discussion with Staff and CAO to finalize projects and priorities.
January 22, 2025	Introduction of the proposed budget meeting schedule.
February 12, 2025	Budgeting Session #1 - 2025 Provisional (P1) Operating Budget, introduction to proposed Capital Projects, introduction to Tax Revenue.
February 26, 2025	Budgeting Session #2 – 2025 Provisional (P2) revised Operating, approved Capital Project Budgets
March 12, 2025	Budgeting Session #3 – 2025 Final budget with Tax Implications.
April 23, 2025	2025-2029 Five Year Financial Plan Bylaw 1st, 2nd, & 3rd readings 2025 Tax Rate Bylaw 1st, 2nd, & 3rd readings
May 7, 2025	2025-2029 Five Year Financial Plan Bylaw 4th & Final 2025 Tax Rate Bylaw 4th & Final

**FINANCE**

N/A

**2024 – 2027 STRATEGIC PLAN**



Organizational Health – Preparing Council well in advance over the anticipated schedule over the budgetary discussions, helps ensure a well informed budget is created that meets the expectations of the community.

**ALTERNATIVE OPTIONS**

The schedule is subject to change and may be amended to accommodate Council's schedule if the deadline for the Ministry of Municipal Affairs is met. Budget meetings could be scheduled during the working hours of 8 am – 4 pm if preferred.

**DEPARTMENTAL APPROVAL**

N/A

**ATTACHMENTS**

N/A

**RECOMMENDATIONS**

**THAT** Council approve the 2025 – 2029 Five Year Financial Plan schedule as presented.

Prepared and Submitted by:	Laura McMaster, Director of Finance
CAO Approval:	Ethan Fredeen, Chief Administrative Officer



**Date:** January 22, 2025  
**To:** Mayor & Council  
**From:** Laura McMaster, Director of Finance  
**Subject:** Addition to reserves

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### **PURPOSE**

To add money to reserves from 2024.

### **BACKGROUND**

- The excess amount of interest that the general bank account collected in 2024 is \$149,000.
- The excess amount of water sales from 2024 is \$81,000

Bylaw 820, Water Reserve Fund, was established by Council in 2021. The Bylaw stipulates:

- 4.2 The Water Reserve Fund shall be made up of:
- a) revenues generated through the collection of water utility levy.
  - b) revenues generated through the sales of treated water from the Village of Fraser Lake Water Treatment and/or distribution system.
  - c) interest earned at the prevailing interest rate on the average annual balance in the Fund;  
and
  - d) any other amounts designated by Council as contributions to the reserve.
- 4.3 The Fund may be used to:
- a) pay for water treatment or distribution planning, maintenance, replacement of equipment or infrastructure, or improvement activities; and
  - b) repay debt and the interest on such debt incurred to finance the water planning, maintenance, replacement of equipment or infrastructure or water related improvements.

Bylaw 137, Capital Expenditure Reserve Fund (CERF), was established in 1975. This reserve is extremely flexible and can be applied to capital costs as needed.

In previous years, excess interest has been placed in the CERF.

Council gave first, second, and third reading to Bylaw 863, Land Acquisition Reserve, on January 8, 2025. The Bylaw is being presented for fourth reading on January 22, 2025.

### **DISCUSSION & COMMENTS**



## REPORT TO COUNCIL

The Department of Finance is analyzing the 2024 budget and is looking for Council direction to place the amounts into reserves.

Staff believe that the current amount in the CERF is sufficient to respond to urgent capital needs, should they arise. Staff recommend that the \$149,000 in excess interest earned in 2024 be placed in the Land Acquisition Reserve, should Council approve the accompanying Bylaw.

Staff recommend that \$81,000 from bulk water sales be placed in the Water reserve.

### **DEPARTMENTAL REVIEW**

Reviewed by:	Jesse Gervais, Economic Development Officer and Deputy Corporate Officer
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### **ALTERNATIVE OPTIONS**

Council may wish to deposit the \$149,000 from excess interest from 2024 into the CERF.

### **RECOMMENDATIONS**

**THAT** the Village of Fraser Lake adds \$81,000 to the water reserve for 2024.

**THAT** the Village of Fraser Lake adds \$149,000 to the Land Acquisition reserve for 2024.

Prepared and Submitted by:	Laura McMaster, Director of Finance
CAO Approval:	Ethan Fredeen, Chief Administrative Officer



**Date:** January 22nd, 2025, Regular Council Meeting  
**To:** Mayor & Council  
**From:** Jeff Graham, Director of Operations  
**Subject:** 4th Quarter 2024 Report

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**PURPOSE**

For Council to receive an update over operations of the Public Works Department.

**BACKGROUND**

This report highlights the ongoing progress and maintenance efforts across various departments, including Parks, Wastewater Treatment, Water Treatment, Distribution, Heavy Equipment, and the Arena. These updates underscore the Village's commitment to maintaining and improving infrastructure and services for the community.

**DISCUSSION & COMMENTS**

**Parks**

The Village recently took possession of a new John Deere 1550 front-end mower, enhancing our capacity for efficient grounds maintenance. Staff also acquired a new weed eater, along with two rolls of weed eater string and a case of 50:1 mix oil. To optimize operational efficiency, staff have begun constructing a dedicated park trailer to transport mowers and other equipment. This initiative eliminates the need to road mowers across town, significantly reducing wear and tear, saving time, and aligning with the preventative maintenance goals outlined in the Strategic Plan. Additionally, quotes are being solicited to complete the fencing around the campground and extend it to the washrooms at the brick building. As part of our phased irrigation system upgrade, staff are also seeking quotes to extend irrigation from the gazebo to the beach washrooms. Finally, the removal of outdated signage is underway, adhering to the directives outlined in the Sign Plan.

**Wastewater Treatment**

Dewatering of the geo bag lay-down area continued until freeze-up, though staff have raised concerns about managing spring runoff due to the sump's placement on the far side of the lay-down yard. To address this, a pump will need to be installed and removed daily during spring to prevent overnight freezing. The newly installed air blower system is operating effectively using the existing air compressors; however, it has not been successful in keeping the ponds open over the winter as initially hoped.

**Water Treatment**

Staff have engaged Exceed Engineering, a firm specializing in SCADA systems for water and wastewater plants, to explore potential upgrades. Exceed provides support to communities



across BC, including Burns Lake and Vanderhoof, and offers 24-hour remote troubleshooting services. A preliminary meeting was held to review their capabilities, and a site walk-through is scheduled. Staff are recommending a complete overhaul of the plant's electrical equipment, which has been in service for 19 years in a chlorine-rich environment. This upgrade will mitigate corrosion risks and ensure long-term operational reliability. The Village remains in full compliance with Northern Health regulations, with a certified Level 3 Water Plant Operator on staff and another operator currently in training. This ensures the plant operates safely and efficiently on a 24/7 basis.

### **Water Distribution**

For the first time, the Village is fully compliant with Northern Health requirements, following the successful completion of the EOCP Level 2 Distribution Exam. However, several water mainline valves are currently inaccessible due to shifting risers. Staff plan to address this issue in 2025 by using the operational budget to repair four to five valves during the summer. This initiative will also help estimate costs for future valve repairs or replacements. Fire Hydrant #32, which has a cracked bonnet, will require repair in the summer of 2025. To minimize reactive maintenance, staff will continue preventative measures by servicing 25 hydrant stems each summer. Although this year's hydrant repair budget exceeded expectations due to the necessary repair of seven hydrants, all except #32 are now operational. Moving forward, the budget has been adjusted to better support the maintenance of community fire hydrants.

### **Heavy Equipment**

The new Cat grader has been performing well, with a faulty solenoid promptly addressed by a Finning mechanic. Staff have completed 8 hours of training on the grader, with an additional session scheduled for the new year. To date, staff have logged 22 hours of grader operation, initially focusing on parking lots and the airport before transitioning to street work. The bobcat sander acquired last year has also proven highly effective in sanding sidewalks and trails, significantly reducing wear on sidewalks. In 2025, staff plan to repair the rear differential of the Kenworth dump truck. Although a rebuild kit was previously purchased, it has yet to be installed.

### **Arena**

The staffing schedule at the arena has been adjusted to accommodate Phase 2 construction, ensuring compliance with TSBC regulations. These regulations mandate seven hours of coverage per 24-hour period by a certified Refrigeration Operator, even on statutory holidays. The Village now has three certified Refrigeration Operators, with two additional staff recently completing the Refrigeration Safety Certificate (RSA) exam and two more set to take the test in January 2025. This progress marks a significant achievement, allowing the continued operation of one of the community's most valuable assets despite prior staffing shortages.

### **FINANCE**

[Outline whether this project is already covered under the current years' budget or if you would be needing to pull from a reserve. If this does not have any financial implications please note in this section that it is not applicable]



**2024 – 2027 STRATEGIC PLAN**

Organizational Health – Quarterly reporting provides effective oversight over the Village of Fraser Lake operations.

**ALTERNATIVE OPTIONS**

N/A

**DEPARTMENTAL APPROVAL**

N/A

**ATTACHMENTS**

N/A

**RECOMMENDATIONS**

**THAT** Council receive the 2024 4th Quarter Report from the Public Works Department.

Prepared and Submitted by:	Jeff Graham, Director of Operations
CAO Approval:	Ethan Fredeen, Chief Administrative Officer



**Date:** January 22, 2025  
**To:** Mayor & Council  
**From:** Joe Pacheco, Fire Chief / Bylaw Enforcement Officer / Animal Control Officer  
**Subject:** Fraser Lake Fire Rescue Quarterly Report

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**PURPOSE**

For Council to receive for information the 4<sup>th</sup> Quarter Report for 2024 from the Fraser Lake Fire Rescue.

**BACKGROUND**

This report provides an overview of the operations of the Village of Fraser Lake Volunteer Fire Department from October – December of 2024.

**DISCUSSION & COMMENTS**

***Fraser Lake Fire Rescue:***

Fraser Lake Fire Rescue has responded to 25 fire-related incidents, 18 motor vehicle incidents, and 53 medical aid calls or lift assists year to date. Among the 25 fire-related incidents was a response to a private residence filled with smoke. The 18 motor vehicle incidents ranged in severity from minor fender benders to serious accidents requiring patient extrication from the vehicle.

***Training:***

Fraser Lake Fire Rescue continues to collaborate with Northern H.O.T. (Hands-On Training), whose instructors are experienced full-time firefighters from Prince George. In 2024, the department successfully completed the Provincial Exterior Program. Fraser Lake Fire Rescue will host training courses locally and send firefighters to training weekends in Vanderhoof and Fort St. James. One of the highlights will be an advanced forcible entry course, held February 22-23, 2025, which will also serve as a benefit for a local family. This event will be open to multiple fire departments and the RCMP.

***Stellat'en Fire Department / Fraser Lake Fire Rescue Agreement:***

Fraser Lake Fire Rescue has been collaborating closely with the Stellat'en First Nation Fire Department to finalize the community's Fire Protection Agreement. As part of this effort, three members of the Stellat'en Fire Department have begun attending Fraser Lake Fire Rescue's weekly fire practices on Monday nights to meet the new training standards.

***Community Burning Permits:***

This quarter, five burning permits have been issued to Fraser Lake residents.



***Bylaw Enforcement:***

In the fourth quarter of 2024, there were three complaints about barking dogs, one complaint about a tree shedding needles into gutters, and one general dog-related complaint.

**FINANCE**

N/A

**2024 – 2027 STRATEGIC PLAN**

N/A

**ALTERNATIVE OPTIONS**

N/A

**DEPARTMENTAL APPROVAL**

N/A

**ATTACHMENTS**

N/A

**RECOMMENDATIONS**

**THAT** Council receive the 4<sup>th</sup> Quarter Report of 2024 from the Village of Fraser Lake Volunteer Fire Department for information.

<b>Prepared and Submitted by:</b>	Joe Pacheco, Fire Chief / Bylaw Enforcement Officer / Animal Control Officer
<b>CAO Approval:</b>	Ethan Fredeen, Chief Administrative Officer



**VILLAGE OF FRASER LAKE**  
**BYLAW NO. 863, 2025**

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**A bylaw of the village of Fraser Lake to establish a Land Acquisition Reserve**

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The Council of the Village of Fraser Lake in open meeting assembled enacts as follows:

**1. GENERAL ADMINISTRATION**

**a) TITLE**

This Bylaw may be cited as “Land Acquisition Reserve Bylaw 863, 2025.”

**b) ESTABLISHMENT**

A reserve fund entitled the Land Acquisition Reserve is hereby established.

**c) PURPOSE**

The Land Acquisition Reserve shall be for the purposes of acquiring lands both inside and outside of the Village’s municipal boundaries for housing development, economic development, municipal infrastructure and service development, and relevant boundary expansion requests to the Province of B.C.

READ A FIRST TIME THIS	8	DAY OF JANUARY,	2025
READ A SECOND TIME THIS	8	DAY OF JANUARY,	2025
READ A THIRD TIME THIS	8	DAY OF JANUARY,	2025
RECONSIDERED AND ADOPTED THIS	22	DAY OF JANUARY,	2025

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Mayor

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Corporate Officer