



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
JULY 18, 2023 - 7:00 PM
COUNCIL CHAMBERS**

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

1. Call to Order

2. Public Input (Maximum of 2 minutes per speaker, 15 minutes total)

Mayor: "Public input is for the purpose of permitting people in the gallery to provide feedback and shall be no longer than 15 minutes unless approved by majority vote of Council; each speaker may provide respectful comment on any topic they deem appropriate and not necessarily on the topics on the agenda of the meeting. Each speaker may not speak longer than 2 minutes but may have a second opportunity if time permits. Each speaker must not be allowed to speak regarding a bylaw in respect of which a public hearing has been held. For the record, please state your name and address."

3. Introduction of Late Items

4. Approval of Agenda

Recommended Resolution:

THAT the agenda for the Regular Meeting of Council for July 18, 2023, be approved.

5. Minutes of Previous Meetings

Recommended Resolutions:

THAT the minutes from the Regular Council meeting held on June 20, 2023, be adopted.

6. Petitions and Delegations

7. Correspondence

- a) 2023 UBCM Convention – Provincial Appointment Book & MACC Staff Meeting Request Process and Memo from Keir Gervais, CAO
- b) Email from Ted Olnyk, BC Hydro RE: Invitation to Meet with BC Hydro During UBCM Convention
- c) Letter from District of North Saanich RE: Province of B.C.'s Homes for People Action Plan
- d) Letter from City of Prince George RE: Resolution Submission to 2023 UBCM Convention
- e) Letter from Sayward School Parent Advisory Committee RE: Oscar Daze Dance

- f) Letter from Mayor Locke, City of Surrey RE: Surrey Police Transition
- g) Letter from UBCM RE: 2023 Emergency Support Services - Approval Agreement
- h) Letter from Liquor and Cannabis Regulation Branch RE: Engagement on proposed amendments to the Cannabis Control Regulation
- i) Letter from Sayward Volunteer Fire and Rescue Dept RE: waiver of fee for Sayward News advertisements

Recommended Resolution:

THAT correspondence a) to i) be received.

8. Council Reports

- a) **Kelsey Centre Closure/Re-Opening Summer 2023 – Councillor S. Poulsen**

Recommended Resolutions:

THAT Council receive this report for information and discussion; and

THAT Council direct staff to develop a plan with the Manager of the Kelsey Center to build/resume programming, recall/recruit staffing to meet requirements, advertise new schedule, to START the first week in September 2023.

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business

- a) **Village Appointments to CSHRD and CSWM – Keir Gervais, CAO - tabled from June 20, 2023 meeting**

Recommended Resolution:

THAT the Village Appointments to CSHRD and CSWM Staff Report be received for information and discussion.

12. Staff Reports

- a) **Fire Services Agreement Extension – Keir Gervais, CAO**

Recommended Resolutions:

THAT Council receives and discusses Fire Services Agreement Extension Staff Report; and,

THAT Council approves the extension to the Fire Services Agreement and authorizes the Mayor and Corporate Officer to execute the Modification Agreement.

- b) **Municipal Insurance Authority (MIA) Voting Delegate and Alternate for UBCM - Lisa Clark, CFO/CO**

Recommended Resolution:

THAT Council appoints _____ as the voting delegate, _____ as alternate #1, and _____ as alternate #2.

c) 2022 Annual Report - Lisa Clark, CFO/CO

Recommended Resolution:

THAT Council approves the 2022 Annual Report.

d) Water, Sewer, and User Fee Exemptions - Lisa Clark, CFO/CO

Recommended Resolutions:

THAT Council receive the Water, Sewer, and User Fee Exemptions staff report for information and discussion.

THAT Council approves the rental of Site 2 at \$350/month for the Nurse Practitioner until July 31, 2024 when Council will revisit, and;

THAT Council approves a water and sewer fee exemption for 2023 for the Sayward Harbour Authority on condition that the washrooms remain available for public use.

13. Emergency Services/Public Works/Recreation Department Reports - None

14. Bylaws - None

15. New Business

16. Public Question Period (maximum 15 minutes)

Mayor: "The purpose of the public question period is to enable citizens to ask questions of Council about issues that are important to the citizen asking the question. Speakers are asked to limit their questions to one each and, if time permits after everyone has had an opportunity to ask questions, speakers may ask a second question. Citizens will be asked to state their name and address."

17. In Camera

Recommended Resolution:

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with the following sections of the *Community Charter*:

- 90(1)(c) labor relations or other employee relations
- 90(1)(d) the security of the property of the municipality
- 90(1)(g) litigation or potential litigation affecting the municipality
- 90(1)(i) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

18. Adjournment



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING MINUTES
JUNE 20, 2023
COUNCIL CHAMBERS**

The Village of Sayward respectfully acknowledges that the land we gather on is on the unceded territory of the K'ómoks First Nation, the traditional keepers of this land.

Present: Mayor Mark Baker
Councillor Scott Burchett
Councillor Kohen Gilkin
Councillor Sue Poulsen
Councillor Tom Tinsley

In Attendance: Keir Gervais, CAO
Lisa Clark, CFO/Corporate Officer
Jennifer Redshaw, Finance/Admin Clerk

1. Call to Order

The meeting was called to order at 7:00pm.

2. Public Input

- a) David Malinski of 431 Macmillan Drive: Safety concerns regarding Sayward Volunteer Firefighters during recent structure fire near Highway 19. Requesting the variable message sign (VMS) on Highway 19 north of Campbell River include active emergency response information.

Direction to Staff: Investigate placing active emergency response information on the VMS on Highway 19, north of Campbell River.

3. Introduction of Late Items

- a) Notice of Motions – Cllr. Burchett

MOTION R23/168

MOVED AND SECONDED

THAT the discussion of notice of motions by Councillor Burchett be moved to the In-Camera meeting, already scheduled for after the Regular Council meeting June 20, 2023.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

- b) Cllr Poulsen's Council Report RE: revision of the Code of Conduct

MOTION R23/169

MOVED AND SECONDED

THAT the Council Report regarding the revision of the Code of Conduct be added to the agenda as item 8 b)

Opposed Mayor Baker, Cllr Tinsley, Cllr Gilkin DEFEATED

4. Approval of Agenda

MOTION R23/170

MOVED AND SECONDED

THAT the agenda for the Regular Meeting of Council for June 20, 2023, be approved.

Opposed Cllr Burchett CARRIED

5. Minutes of Previous Meetings

MOTION R23/171

MOVED AND SECONDED

THAT the minutes from the Regular Council meeting held on June 6, 2023, be adopted.

Opposed Cllr Burchett CARRIED

6. Petitions and Delegations - None

7. Correspondence

- a) Island Health RE: Extreme Heat Information for Community Partners and Local Governments
- b) Brian Godlonton, Fire Commissioner RE: Announcement from the Office of the Fire Commissioner, 2022 Annual Report (Annual report located in Village office, Council office and here: https://www2.gov.bc.ca/assets/gov/public-safety-and-emergency-services/emergency-preparedness-response-recovery/embc/fire-safety/fire-reporting/office_of_the_fire_commissioner_2022_annual_report.pdf)
- c) Sayward Futures Society RE: Canada Day 2023 Invitation

MOTION R23/172

MOVED AND SECONDED

THAT correspondence a) to c) be received.

CARRIED

Direction to Staff: Investigate whether Sayward Volunteer Fire Department could be funded through the BC Research & Injury Prevention Unit funding to provide public education programs for Kelsey Centre, Sayward School, and Seniors.

Direction to Staff: Reply to Sayward Futures Society to confirm that Mayor Baker, Cllr Gilkin, and Cllr Tinsley will attend the Canada Day Parade, July 1, 2023.

8. Council Reports

a) Policy for Funding/Donation Requests – Cllr. Sue Poulsen

MOTION R23/173

MOVED AND SECONDED

THAT Council receive the Policy for Funding/Donation Requests Councillor Report for information and discussion; and

THAT Council direct staff to draft a clearly written Policy for Funding/Donation Requests and present the draft policy at the next regular Council meeting for Council's information and discussion.

CARRIED

9. Reports of Committees - None

10. Mayor's Report - None

11. Unfinished Business - None

12. Staff Reports

a) Village Appointments to CSHRD and CSWM – Keir Gervais, CAO

MOTION R23/174

MOVED AND SECONDED

THAT the Village Appointments to CSHRD and CSWM Staff Report be tabled until the next Regular Council Meeting July 18, 2023.

CARRIED

b) Annual Report and Statement of Financial Information (SOFI) 2022 – Lisa Clark, CFO/CO & Keir Gervais, CAO

MOTION R23/175

MOVED AND SECONDED

THAT the 2022 Annual Report and Statement of Financial Information Staff Report be received for information and discussion.

CARRIED

MOTION R23/176

MOVED AND SECONDED

THAT the 2022 Annual Report be made available for public viewing for a minimum of 14 days beginning on June 21 and ending on July 4; and,

THAT Council approves the 2022 Statement of Financial Information report.

CARRIED

c) Kelsey Centre – Emergency Cooling Enhancement Project – Lisa Clark, CFO/CO

MOTION R23/177

MOVED AND SECONDED

THAT Council receive the Kelsey Centre – Emergency Cooling Enhancement Project staff report for information and discussion.

CARRIED

MOTION R23/178

MOVED AND SECONDED

THAT Council approve a budget of up to \$7,500 for the project, and that the budget be sourced from the Growing Communities Fund; and,

THAT the 2023-2027 Financial Plan be amended accordingly.

CARRIED

d) Floodplain Management Bylaw – Lisa Clark, CFO/CO

MOTION R23/179

MOVED AND SECONDED

THAT Council receive the Floodplain Management Bylaw staff report for information and discussion; and,

THAT Council direct staff to update the Village of Sayward Floodplain Management Bylaw.

CARRIED

13. Emergency Services/Public Works/Recreation Department Reports - None

14. Bylaws - None

15. New Business- None

16. Public Question Period

- a) David Malinski of 431 Macmillan Drive: Request confirmation of what the acronym MFA stands for in the Statement of Financial Information 2022.

Staff confirmed MFA stands for Municipal Finance Authority.

17. In Camera

MOTION R23/180

MOVED AND SECONDED

THAT in accordance with Section 92 of the *Community Charter*, this Council meeting will be closed to the public at this time in order that Council may give consideration to matters in accordance with the following sections of the *Community Charter*:

- Section 90(1)(c) labor relations or other employee relations
- 90(1)(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2)

CARRIED

18. Adjournment

MOTION R23/181

Moved and Seconded

THAT the Regular Meeting of Council for June 6, 2023, be adjourned.

CARRIED

The meeting was adjourned at 10:48pm.

Mayor

Corporate Officer



STAFF MEMO

For: Mayor and Council
From: Keir Gervais, CAO
Subject: Correspondence re: 2023 UBCM Convention Provincial Appointment Book
Meeting date: July 18, 2023

BACKGROUND

Annually, UBCM corresponds with all UBCM Member Municipalities, Regional Districts and First Nations re: the opportunity to request appointments with Ministry representatives during the annual UBCM convention.

DISCUSSION

The Village has received the 2023 UBCM Convention's Provincial Appointment Book for use to request meetings with provincial government staff (ministries, agencies, commissions and corporations).

Staff is seeking feedback from Mayor & Council re:

1. The agency you want to meet with;
2. If there is a specific staff person you want to meet with; and
3. Specific details about the topic(s) you would like to discuss (e.g. name of grant/funding program, relevant background information, etc.).

Once staff receives feedback from Council, staff will then complete and submit a meeting request form for each meeting. This year's convention is in Vancouver, and the meetings will be held from September 19-21.

PROPOSAL

THAT the email correspondence from UBCM dated June 11, 2023, regarding the 2023 UBCM Convention's Provincial Appointment Book and Meeting Requests be received and discussed; and,

THAT Council determine which meetings they wish to book, topics and who will attend. Further, in terms of a process for providing staff the feedback outlined above, staff is suggesting two options:

1. Council can provide staff with the feedback at the July 18, 2023 Council meeting

2. Staff can begin an email thread to all of Council, which each Council Member can then send to ALL with thoughts about what agencies you want to meet with, who, and details. Staff will help facilitate the discussion as required. Staff suggest a window of July 19-August 7 to finalize the list, which allows ample time to submit the requests prior to the August 23rd deadline.

Respectfully submitted,



Keir Gervais, CAO

Lisa Clark

From: MUNI UBCM Meeting Requests MUNI:EX <MUNI.UBCM.MeetingRequests@gov.bc.ca>
Sent: Wednesday, May 24, 2023 1:52 PM
To: MUNI UBCM Meeting Requests MUNI:EX
Subject: 2023 UBCM Convention – Provincial Appointment Book & MACC Staff Meeting Request Process
Attachments: 2023 UBCM Convention Provincial Appointment Book.pdf
Importance: High

2023 UBCM Convention - Provincial Appointment Book and Meeting Request Process for Meetings with MACC staff

This message is being sent to all UBCM Member Municipalities, Regional Districts, and First Nations on behalf of the Ministry of Municipal Affairs.

Subject: 2023 UBCM Convention - Provincial Appointment Book and Meeting Request Process for Meetings with Provincial Ministries, Agencies, Commissions, and Corporations (MACC) staff
Intended Recipient(s): Mayors/Regional District Chairs/Islands Trust Chair/CAOs
and cc: General Email and Administrative Support staff
Chiefs and Chief Councillors
and cc: Administrative Support staff and Alternates
Attachments: One (1) plus message below

If you have received this message in error, we ask that you please forward it to the appropriate person in your office.

MESSAGE:

2023 UBCM Convention: September 18 – 22, 2023, Vancouver, B.C.

Further to the May 24, 2023 letter from the Honourable Anne Kang, Minister of Municipal Affairs regarding the 2023 UBCM Convention, I am pleased to attach the **2023 Provincial Appointment Book** for your use in requesting meetings with provincial ministries, agencies, commissions, and corporations (MACC) staff available to meet with delegates at Convention.

To request a meeting with MACC staff, please complete the form located at:
<https://www.civicinfo.bc.ca/UBCMMeetingRequest/Staff>.

The deadline to submit online meeting requests is **Wednesday, August 30, 2023**. Meeting confirmation details will be sent to the contact(s) identified on your meeting request form.

Requests for meetings with MACC staff can also be made on site at the Provincial Appointment Desk, during Convention at the following locations:

Monday, September 18 & Tuesday, September 19, 2023

Vancouver Convention Centre, East Building - Lobby
8:30 am – 4:00 pm

2023 PROVINCIAL APPOINTMENT BOOK

Meeting Requests with:

The Premier, Cabinet Ministers, and
Provincial Government Staff from Ministries,
Agencies, Commissions, and Corporations (MACC)
at the 2023 UBCM CONVENTION
September 18 – 22, 2023

Vancouver Convention Centre
Vancouver, British Columbia



Ministry of
Municipal Affairs



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INTRODUCTION

The Provincial Appointment Book provides UBCM Local Government and First Nations members instructions on how to request a meeting with the Premier, Cabinet Ministers, and provincial ministries, agencies, commissions, and corporations (MACC) staff, to be scheduled during the week of 2023 UBCM Convention.

Within this document are three individual links to meeting request forms for meetings with:

1. Premier and Cabinet Ministers;
2. Host Minister, Honourable Anne Kang, Municipal Affairs; and
3. Provincial Ministries, Agencies, Commissions, and Corporations staff (MACCs).

Information on the MACCs available to meet is also included.

All meetings for the 2023 UBCM Convention will take place in person only. Details will be provided when meetings are confirmed.

Meeting Dates

Meetings with the **Premier and Cabinet Ministers, including the Minister of Municipal Affairs**, will be 15 minutes in length and will take place in person during the following dates:

Vancouver Convention Centre, East Building
Monday, September 18
to
Friday, September 22

Meetings with **MACC staff** will be 30 minutes in length (20 minutes for the Ministry of Transportation and Infrastructure only), and will take place in person during the following dates

Pan Pacific Hotel, R Level – Cypress Suite
Tuesday, September 19

Vancouver Convention Centre, East Building – Exhibition Hall C
Wednesday, September 20 & Thursday, September 21

On-Site Provincial Appointment Desk

Provincial Appointment Desk staff will be available on-site to schedule meetings with MACC Staff at the following locations:

Monday, September 18 & Tuesday, September 19

Vancouver Convention Centre,
East Building – Lobby
8:30 am – 4:00 pm

Wednesday, September 20 & Thursday, September 21

Vancouver Convention Centre,
East Building – Exhibition Hall C
8:30 am – 4:00 pm

MEETING REQUEST INFORMATION AND LINKS

Honourable David Eby, Premier and Cabinet Ministers (Except Minister of Municipal Affairs)

Click: [Premier and Cabinet Ministers Meeting Requests](#)

Invitation Code: MeetingRequest2023
(case sensitive)

Deadline: June 30, 2023

Questions:

Contact the Premier's UBCM Meeting Request Coordinator, Marlène Behrens by email at: UBCM.Meetings@gov.bc.ca, or by telephone at: 250 213-3856

Honourable Anne Kang, Minister of Municipal Affairs

Click: [Municipal Affairs Minister's Meeting Requests](#)

Deadline: June 30, 2023

Questions:

Contact the MUNI Minister's Meeting Coordinator, Katie Carrothers, by email at: MUNI.UBCM.MeetingRequests@gov.bc.ca, or by telephone at: 236 478-0537

Provincial Government (MACC) Staff

(Ministries, Agencies, Commissions, and Corporations)

Click: [MACC Staff Meeting Requests](#)

Deadline: August 30, 2023

Questions:

Contact the MACC Staff Meeting Coordinator, Sarah Staszkiel, by phone at: 778 405-1784, or the Assistant MACC Staff Meeting Coordinator, Casey Cathcart, by phone at 778 405-3140.

You may also reach them by email at: MUNI.UBCM.MeetingRequests@gov.bc.ca,

Once meetings have been scheduled, confirmations will be sent to UBCM Local Government and First Nations members via email.

PROVINCIAL GOVERNMENT MINISTRIES AVAILABLE DURING THE 2023 UBCM CONVENTION

MINISTRY OF AGRICULTURE AND FOOD

DIVISION/BRANCH	TOPIC
<i>Business Risk Management Branch</i>	<ul style="list-style-type: none"> Helps producers manage risks such as weather hazards, natural disasters, wildlife, diseases, pests and market declines, that cause income losses and lead to financial instability. The Branch delivers three programs to help farmers manage financial risk: Production Insurance - offers insurance protection for agricultural crops against weather perils; Agri-Stability - protects farm enterprises from the financial impacts of significant margin declines which can be caused by increasing input costs or reduced agricultural revenues; and Wildlife Damage Compensation - compensates farmers for losses due to wildlife.
<i>Corporate, Policy and Priorities Branch</i>	<ul style="list-style-type: none"> Provides corporate leadership, coordination and analysis of policy, legislative and data issues related to the ministry's mandate. The Branch guides the development of ministry policy and legislation, including managing stakeholder relationships, participating in provincial policy and legislation development, and overseeing policy and legislative projects. The Branch serves as the central resource for internal and external clients on relevant, comprehensive, high-quality, and timely economic and social data on the province's farming, commercial fishing, aquaculture and food and beverage processing industries.
<i>Extension and Support Services Branch</i>	<ul style="list-style-type: none"> Identifies and promotes agriculture and food production/processing systems that are sustainable and enhance the economic benefits to the province. The Branch maintains operations in all agriculture regions of the province to deliver ministry programs and services through a network of regional agrologists, land use planners, technical and industry specialists. The Branch works through a variety of strategic partnerships and is the primary point of contact for the ministry's agriculture clients, both businesses and associations. The Branch also provides professional agricultural support to local government planning and emergency response processes, and to both the Agricultural Land Commission and the Farm Industry Review Board.

MINISTRY OF AGRICULTURE AND FOOD CONTINUED...

<i>Food and Beverage Branch</i>	<ul style="list-style-type: none"> Leads market and business development activities for farmers, food and beverage processors and Indigenous communities as well as key initiatives such as Grow BC, Feed BC, Buy BC, and the BC Food Hub Network. The Branch works in partnership across regional stakeholders, industry, public sector organizations and levels of government to enhance the agriculture and food and beverage sector's capacity, inclusivity, and competitiveness, grow provincial food system resilience, promote career opportunities, and support current and next generation entrepreneurs.
<i>Food Safety Inspection Branch</i>	<ul style="list-style-type: none"> Safeguards public health by ensuring that agri-food, meat and seafood produced in the province is safe and wholesome. The Branch works in partnership with other federal and provincial agencies to facilitate food safety through three main program areas which are led by an Executive Director and supported by a team of administrative and policy and program advisory staff. The Branch also supports food safety through the Canadian Agricultural Partnership by administering On-Farm Food Safety and Post-Farm Food Safety.
<i>Office of the Chief Veterinarian</i>	<ul style="list-style-type: none"> Provides provincial leadership on regulated animal and zoonotic diseases, One Health and One Welfare in British Columbia. The Branch works to build resilient animal health systems for B.C. in collaboration with Provincial ministries, the Federal Government, Livestock industry, and Veterinary professionals.
<i>Plant and Animal Health Branch</i>	<ul style="list-style-type: none"> Supports the sustainability of animal and plant agriculture while serving to protect the well-being of the people of British Columbia through diagnostic services, surveillance, risk assessment, and the development of strategies to address identified risks. The Branch addresses plant health risks and issues that affect plant and agriculture productivity, environmental sustainability and competitiveness of agricultural crops in British Columbia. Through diagnostic services and surveillance, the Branch helps protect human health with the timely and accurate diagnosis of zoonotic diseases in the public health and food safety sectors (e.g., SARS-CoV-2, influenza, Salmonella).

MINISTRY OF AGRICULTURE AND FOOD CONTINUED...

Regenerative Agriculture and Climate Initiatives	<ul style="list-style-type: none"> • Supports formulation of strategies, identifies opportunities, and drives the development and implementation of regenerative agriculture, innovation, climate initiatives and emergency management. This includes advancing B.C. as a leader in food security and the emerging agri-tech sector, helping companies bring innovation to agriculture and position B.C. as an agri-tech leader. Developing strategies and plans to maintain a new regenerative agricultural network, creating opportunities for farmers and greater food security by bringing together natural systems of production with agri-technologies that enhance production. Developing strategies and plans to achieve CleanBC climate action plan goals, helping farmers, ranchers and food processors prepare for climate impacts and ensure food security. Oversight of the ministry's Emergency Management function, including management of issues relating to avian influenza, wildfire, floods, and other natural or unexpected emergencies.
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ATTORNEY GENERAL

DIVISION/BRANCH	TOPIC
Court Services Branch	<ul style="list-style-type: none"> • Responsible for case documentation and adjudication support for all matters going before the court, including case initiation and processing, fee collection, file and exhibit management, court clerking, court records and transcripts, interpreter services and the preparation and dissemination of court orders. In addition, the Court Services Branch is responsible for courtroom and courthouse security, prisoner custody and escort, document service, and jury administration.
Indigenous Justice Secretariat	<ul style="list-style-type: none"> • Responsible for working with external partners and stakeholders to develop and implement the provincial Indigenous justice strategies, and for the ongoing development of provincial policy and legislation reforms to improve outcomes for Indigenous people congruent with the Indigenous justice strategies, which includes national law reform, as well as federal/ provincial/ territorial linkages, while ensuring reforms are consistent with the United Nations Declaration on the Rights of Indigenous People (UNDRIP) and the Declaration on the Rights of Indigenous People Act (DRIPA).

ATTORNEY GENERAL CONTINUED...

Justice Services Branch

- Improving users' access to justice and experience with the administration of justice in B.C. by transforming elements of the justice system. The Branch also works with and provides support to tribunals, agencies, and independent offices, and delivers programs and services relating to family justice and access to justice in B.C.

Multiculturalism and Anti-Racism Branch

- Anti-Racism Data legislation.
- *Anti-Racism Act*.
- Multiculturalism and Anti-Racism Grant program.
- Multiculturalism and Anti-Racism Awards.
- Historical Wrongs Initiatives.
- Report on Multiculturalism.
- Resilience BC anti-racism network and provincial coordination on anti-racism and anti-hate initiatives.
- Multicultural Advisory Council (MAC).
- Proclamations Program.
- Anti-Racism Training (Institutional Change Initiative).

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

DIVISION/BRANCH	TOPIC
Deputy Minister's Office and Executive Operations, Strategic Services Branch	<ul style="list-style-type: none"> • The Strategic Services Branch provides expertise to enable the large-scale, cross Divisional and complex transformation envisioned in the ministry's Strategic Framework. The Branch leads: <ul style="list-style-type: none"> ○ Project management— supports strategic initiatives and continuous improvement through assessing and making recommendations on project risks, mitigation strategies and resource deployment. ○ Change management – champions organizational change and effective implementation of significant change initiatives with staff and external partners and service providers. ○ Implementation oversight - oversees operational implementation of priority transformation projects to comply with legislative and policy requirements and ensure operational needs are met. ○ Strategic planning and engagement – directs planning, reporting, internal, external, and web-based communications and engagement.

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT CONTINUED...

Service Delivery Division

- Service Delivery Division is responsible for delivering community services to children, youth and families across the province, including adoption and guardianship, child and youth mental health, children and youth with support needs, (including specialized provincial services, Autism Information Services, and Provincial Deaf and Hard of Hearing Services) child protection and family services, resources, Services to Adults with Developmental Disabilities, Specialized Intervention and Youth Justice, and forensics Early Years, and supporting youth transitioning to adulthood.
- Our professional and support staff work closely with families, extended families, Indigenous Child and Family Services Agencies, First Nations, Métis and Inuit partners, foster caregivers, community social service agencies, service providers and ministry partners.

Strategic Integration, Policy and Legislation Division / Policy and Strategic Integration

- The Policy and Strategic Integration Branch identifies and addresses opportunities and risks for integration across the ministry in support of systemic reform and quality assurance. The team develops strategic and operational policy to improve outcomes for children, youth, and their families in the area of Child and Youth Mental Health (CYMH), child welfare, reconciliation/Indigenous Jurisdiction, and specialized homes and support services.

Strategic Integration, Policy and Legislation Division / Policy, Legislation and Litigation

- The Policy, Legislation and Litigation Branch serves as the hub for cross-Ministry services and supports related to legislation and legal support, litigation, strategic policy, research, and engagement. Each team is responsible for a distinct portfolio of programs and services.

Strategic Integration, Policy and Legislation Division / Strategic Initiatives

- The Strategic Initiatives Branch is responsible for the strategic design and policy for transforming supports for youth and young adults transitioning into adulthood; strategic and operational policy for the fall 2022 legislative amendments and broader systemic reform to the *Adoption Act*; and service design and strategic policy for Prevention and Family Supports. The Branch also leads the Service Frameworks for each of these areas.

Strategic Integration, Policy and Legislation Division / Strategic Youth Justice

- The Branch is responsible for changing the landscape for youth justice services in B.C. to ensure that our justice system is responsive, trauma-informed, and culturally grounded to better support relational accountability, public safety, and the needs of youth at all stages of intervention.

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT CONTINUED...

Strategic Integration, Policy and Legislation Division / Early Years and Inclusion Policy, Communications and Engagement

- The Early Years and Inclusion Policy, Communication & Engagement Branch provides support for early childhood development programs and services for children and youth with support needs (CYSN) through the development of strategic policy initiatives. The team incorporates a cross government approach for programs and services for children and families and is currently working to co-develop and improved system of services for children and youth with support needs (CYSN). Policy staff also research and develop innovative approaches for citizen engagement and program delivery.

MINISTRY OF CITIZENS' SERVICES

DIVISION/BRANCH	TOPIC
<i>BC Data Service</i>	<ul style="list-style-type: none"> • BC Data Service (BCDS) is a leader, convener and a trusted advisor for collaborative data solutions that enable government to better serve the people of B.C. BCDS enables teams across government to better deliver services by leading data policy development and management and providing data analysis, tools, platforms, training, and support. The BCDS is the trusted go-to leader for data analysis, statistics about people in B.C. and data management. • BCDS delivers several data access, analysis and use programs that support the modernization of government, including BC Stats, DataBC, the Data Innovation Program and the Data Science Partnerships Program. The Division also provides additional data services including, Strategic Data Management, Web Mapping, Location Services, API Services, Data Discovery and Publication and Research and Analytics. • BCDS is primarily responsible for two major government priorities: implementation of B.C.'s <i>Anti-Racism Data Act</i> and delivery of the BC Data Plan which includes co-development commitments on Indigenous data sovereignty and a framework for using Indigenous languages when interacting with government.

MINISTRY OF CITIZENS' SERVICES CONTINUED...

Connectivity

- **Internet and Cellular connectivity:** The Division provides guidance on planning for broadband internet (including wired, wireless and satellite) to communities and highway and community cellular coverage to municipal and regional governments and oversees the Connecting British Columbia and the Connecting Communities BC funding programs.
- **Local and Regional Government connectivity planning resources and tools:** Programming supports local governments, First Nations, and regional districts by assisting with connectivity planning and helping communities to better understand how to achieve greater economic, environmental, public safety and social benefits enabled through high-speed internet.
- **Local and Regional Government supports for NG911:** The Division is supporting Next Generation 911 (NG911) implementation through funding to UBCM to enable municipalities to build the capacity and resources they require to make decisions and implement updated technical infrastructure required by NG911. The funding will be provided to UBCM to distribute to municipalities to address staffing, training, education, quality assurance, program delivery support, public outreach, and audit readiness. **Public Safety Broadband Network (PSBN):** Public Safety Broadband is a Canadian initiative led by the federal government to establish a secure, high-speed, and mobile wireless communications network. The network can be used by first responders and public safety personnel to communicate, access, and share information during day-to-day operations, weather-related incidents, natural disasters, emergencies, and major events.

MINISTRY OF CITIZENS' SERVICES CONTINUED...

Government Digital Experience

- GDX provides the technical infrastructure that enables gov.bc.ca, and manages high priority web content, including the translation of content for COVID-19 and vaccinations. As well, the Division is responsible to help determine opportunities for how government can approach translation of its information and services more broadly.
- The Division also leads government's efforts to gather feedback from people in the province, and to provide expert advice for how to design programs and services that work for those who use them. This means leading service design and public engagement work for ministries, including gathering in-person and online feedback from people in B.C. about government policies, programs, and services, and better connecting digital services with the information people are looking for.
- GDX is responsible for government's web training, standards and digital accessibility and supports plain language, easy to navigate and access information.
- The Division also delivers digital policy advice and technology services to Government Communication and Public Engagement (GCPE) to support its day-to-day operations.

Office of Chief Information Officer

- The OCIO supports the transformation of government services through integration, collaboration, and innovation. It leads strategy, policy and standards that support digital government and information management including information technology, IT security, integrated data, privacy, and the management of the Information Management/IT investment portfolio for the province.
- The OCIO provides leadership and expertise for telecommunications services, vendor management, innovation, and technology that enable the digital transformation of government work environments and communities in every corner of the province.
- The OCIO is responsible for the province's technology infrastructure and provides a range of corporate enablers to support digital service delivery and business transformation for government and Broader Public Sector organizations.
- It provides corporate information management services to government including Freedom of Information; proactive disclosures of information; privacy, records management, and elements of information security.

MINISTRY OF CITIZENS' SERVICES CONTINUED...

Procurement and Supply

- The Division plays a leadership role in government procurement and supply services. These activities serve the provincial government, the broader public sector, the public and, in some cases, municipalities. For example, municipalities use BC Bid to provide vendors with information on upcoming procurement operations and Asset Investment Recovery to dispose of municipal surplus assets in a convenient, environmentally friendly manner that returns a fair market value to the municipality.
- The Division is the lead for coordinating access to the Federal National Memorandum of Understanding (NMUA) which grants access to provinces and territories to numerous Corporate Supply Agreements created by the Federal Government.
- The new modernized BC Bid is government's online procurement tool for accessing and competing on public sector procurement opportunities. Used by hundreds of publicly funded organizations, such as Crown Corporations, health authorities and municipalities, the modernized application will make it easier for businesses of all sizes to take advantage of public sector contracts available.
- BC Bid is also connected to CanadaBuys which is the federal site for all Canadian provinces and territories allowing B.C. to comply with the Comprehensive Economic and Trade Agreement (CETA). Opportunities on BC Bid are posted overnight to CanadaBuys, increasing the pool of suppliers that will see and potentially bid on opportunities from the various Municipalities, Academic Institutions, Schools, and Hospitals.
- In collaboration with the Ministry of Indigenous Relations and Reconciliation (MIRR), the Division has formed an External Advisory Committee under the Indigenous Procurement Initiative (IPI) to determine actions to take in order to reduce barriers to government procurement opportunities and better support participation by Indigenous businesses and communities.

MINISTRY OF CITIZENS' SERVICES CONTINUED...

Real Property

- The Real Property Division (RPD) provides everything needed to design, set up and manage a government workplace. RPD has responsibility for the province's real estate portfolio including office space, special-purpose facilities (such as courthouses, laboratories, and correctional facilities), and parking. Real estate for schools, post-secondary institutions, hospitals, and municipalities are excluded from RPD's responsibilities. RPD provides cost-effective services related to government workplaces for ESG management, asset management, leasing, facilities management, project and construction management, furniture procurement, information and technology management, strategic real estate advice, acquisitions, dispositions, and space planning. RPD is also responsible to modernize government workplaces to align with future of work - Hybrid Workplace and ShareSpace requirements. RPD's client base includes ministry (mandated) as well as broader sector (voluntary) customers.

Service BC

- Service BC (SBC) is government's chief provider of services to B.C. residents and businesses. Through a provincial network of 65 service centres and the SBC Provincial Contact Centre, SBC provides approximately 300 government services on behalf of more than 40 partner ministries and agencies. The Division enables the design and delivery of accessible, responsive, and cost-effective services, making it easier for residents and businesses to interact with government.
- The BC Corporate Registries Branch facilitates and supports commerce in the province through administration and verification of business, personal property, and manufactured home registrations. The Provincial Identity Information Management Program delivers trusted, secure identity service to support access to digital government services and information.

MINISTRY OF EDUCATION AND CHILD CARE

DIVISION/BRANCH	TOPIC
Child Care Division	<ul style="list-style-type: none"> • The Child Care Division leads the development and implementation of ChildCare BC, government's 10-year strategy launched in 2018. This strategy is building affordable, accessible, quality, inclusive child care as a core service for families, and plays a key role in government's commitment to putting people first. • Through provincial programs and through partnership with the federal government, the Child Care Division delivers a wide variety of programs. Key programs delivered under through the Child Care Division include those providing operational funding for child care providers and cost-saving fee reductions for parents, capital grant programs for expanding and maintaining child care spaces, education and professional development supports for learners, and supports for community-based programs such as Child Care Resource and Referral Centres and Young Parent Program. In addition, the Division supports programs that help families and children access and participate in fully inclusive child care settings, as well as funding and supporting the development and expansion of distinctions-based Indigenous-led child care. • The Ministry, through the Child Care Division, has oversight of the Early Childhood Educator Registry, which issues provincial certifications, accesses and recommends approval for ECE post-secondary programs, and investigates complaints regarding ECE and ECEA conduct and competence. • The Division oversees the child care budget of \$827.377M for FY 23/24.
Resource Management Division	<ul style="list-style-type: none"> • The Resource Management Division is responsible for the oversight and management of approximately \$7.8 billion in operating funding to the K-12 sector; the K-12 funding formula; and school district shared services initiatives and childcare initiatives and programs. In addition, the Division is responsible for the ministry's overall budget and financial oversight and a wide range of corporate services: financial services; strategic human resources; risk management; and planning/reporting.

MINISTRY OF EMERGENCY MANAGEMENT AND CLIMATE READINESS

DIVISION/BRANCH	TOPIC
Corporate Services Division	<ul style="list-style-type: none"> • Responsible for the provision of strategic advice and the delivery of corporate services to support EMCR programs and services. • Manages the Disaster Financial Assistance Arrangements (DFAA) claim administration and provincial cost tracking.

MINISTRY OF EMERGENCY MANAGEMENT AND CLIMATE READINESS CONTINUED...

Disaster Recovery	<ul style="list-style-type: none"> • Leads coordination of provincial agency supports for communities following a disaster. • Implements the disaster financial assistance (DFA) program, and when DFA is not available, seeks alternative government and non-government funding opportunities to assist impacted parties. • Responsible for disaster recovery operational policy, cross government integrated disaster recovery framework, and recovery specialists who are ready to deploy to assist communities when a disaster strikes. • A Community Recovery team oversees the extensive community recovery needs following the 2021 Lytton Wildfire and the November Atmospheric River Event. This team is providing dedicated assistance to 2021 impacted communities to support their community lead recovery initiatives.
Disaster Risk Management	<ul style="list-style-type: none"> • Leads emergency management and provincial business continuity management planning. • Conducts emergency management training and exercises. • Undertakes strategic after actions reviews of disaster events, undertaking provincial and regional disaster and climate risk assessments. • Provides funding to First Nations and local governments to advance disaster risk reduction through planning and mitigation activities. • Advances policy, programs, and strategies to reduce disaster and climate risks. • Supports development of the ClimateReadyBC.bc.ca platform as a one-stop information resource for disaster mitigation and climate adaptation.
Policy & Legislation	<ul style="list-style-type: none"> • Delivers EMCR's strategic policy and legislation. This work includes leading EMCR's efforts to repeal and replace the <i>Emergency Program Act</i>. Modernized legislation will include a new statute and regulations, such as the Local Authorities Regulation and Compensation & Disaster Financial Assistance Regulation.
Public Education & Digital Services	<ul style="list-style-type: none"> • Leads the delivery of PreparedBC, the province's preparedness public education program serving First Nations communities, local authorities, and the public. • Provides oversight to a variety of guides, resources, programs, and social media campaigns aimed at influencing positive behaviour change at the individual level, but also the household and community level.

MINISTRY OF EMERGENCY MANAGEMENT AND CLIMATE READINESS CONTINUED...

Regional Operations

- Leads and coordinates the preparedness and response to provincial and regional-level emergencies and disasters and supporting other authorities within their areas of jurisdiction, working directly with First Nations, local authorities, provincial ministries and agencies, federal departments, other jurisdictions, industry, and volunteers.
- Leads and coordinates 24/7 emergency management capability through six regional offices located in Surrey, Kamloops, Nelson, Prince George, and Terrace, with the Vancouver Island Regional Office co-located at the EMCR Headquarters in Victoria. In addition, EMCR HQ houses the Emergency Coordination Centre and Provincial Duty Managers providing 24/7 situational awareness, activation of response to emergencies, including broadcast intrusive alerting.
- Coordinates BC's Public Safety Lifeline Volunteer groups, who provide an array of critical, front-line emergency services, including Ground Search and Rescue, Air Search and Rescue, Road Rescue, Emergency Support Services, and Emergency Radio Communications.

Strategic Partnerships

- Leads the development and implementation of the Ministry of Emergency Management and Climate Readiness' (EMCR) inter-agency and inter-governmental partnerships.
- Works to enhance BC's emergency preparedness, response and recovery efforts while strengthening EMCR capabilities and capacity to address catastrophic events by establishing and leading regional emergency management partnership agreements with the federal government, local governments, First Nations, emergency management partner agencies and critical infrastructure operators.
- Leads EMCR's partnership arrangements with intergovernmental, nongovernmental, faith-based, and other emergency management partners and agencies.

MINISTRY OF ENERGY, MINES AND LOW CARBON INNOVATION

DIVISION/BRANCH	TOPIC
<i>Electricity and Alternative Energy Division</i>	<ul style="list-style-type: none"> • The Division is responsible for British Columbia's electricity and alternative energy sectors, including BC Hydro. These sectors are made up of diverse interests that develop electricity generation, transmission and distribution infrastructure, clean or renewable energy sources, including biomass, biogas, hydrogen, geothermal, hydro, solar, ocean, wind and low- carbon transportation fuels, and advance energy efficiency. The Division is taking a lead role in the development of a Climate Aligned Energy Framework for the province. • The Division is responsible for policies and programs that advance energy efficient, low-carbon technologies and practices in the built environment through R&D, incentives, and standards. This portfolio includes the CleanBC Building Innovation Fund, CleanBC Better Homes and Better Buildings Program and the Energy Efficiency Standards Regulation. • The Division is responsible for developing and implementing legislation, policies, and programs to decarbonize the transportation sector and spur growth in the clean transportation industry in BC. This portfolio includes the <i>Zero Emission Vehicles (ZEV) Act</i>, the ZEV Regulation, and the CleanBC Go Electric Program. • The Division is responsible for B.C.'s low-carbon energy market transformation, driving a range of actions to support all stages of clean energy development and adoption, including through implementation of the BC Hydrogen Strategy and administration of the BC Hydrogen Office. The Division also administers the Innovative Clean Energy (ICE) Fund, a special account used to further the energy and environmental priorities of the government. • The Division supports the Minister's oversight of BC Hydro and is responsible for public utility regulatory policy under the <i>Utilities Commission Act</i>. The Division will lead provincial collaboration with the British Columbia Utilities Commission to reframe the Commission's current role as an economic regulator in alignment with the province's climate action and affordability objectives. • The Division is responsible for co-leading the Indigenous Clean Energy Opportunities (ICEO) process with the First Nations Energy and Mining. • Council which is seeking to engage with First Nations rights holders and organizations in a collaborative dialogue to: <ul style="list-style-type: none"> ○ position First Nations to fully participate in current and future opportunities in British Columbia's clean energy sector; and ○ align the province's strategic clean energy policy and legislation with the United Nations Declaration on the Rights of Indigenous people.

MINISTRY OF ENERGY, MINES AND LOW CARBON INNOVATION CONTINUED...

LNG Canada Implementation Secretariat	<ul style="list-style-type: none"> • This Division is responsible for the effective implementation of LNG Canada and its associated pipeline, Coastal GasLink by liaising with federal, provincial, municipal governments, Indigenous Nations, and the companies on key implementation issues management.
Mines Competitiveness and Authorizations Division	<ul style="list-style-type: none"> • Responsible for managing authorizations, geoscience and policy for the mining cycle from early mineral exploration, development of major and regional mines, and mine closure and reclamation. • Supports the competitiveness of B.C.'s mining sector, including critical minerals and helps position B.C. as an attractive jurisdiction for investment by providing fair, effective, and transparent authorizations, and focusing on regulatory certainty, Indigenous reconciliation and partnerships, world-class geoscience, innovation, and leading environmental standards.
Mines Health, Safety and Enforcement Division	<ul style="list-style-type: none"> • The Division was created in 2019 and is responsible for mine worker health and safety, compliance verification and enforcement, and investigations of serious incidents at mines. • Oversees the regulation of abandoned mines. • Manages the ongoing review and revision of the Health, Safety and Reclamation Code for Mines in B.C. • Oversees policy and Indigenous engagement in its core business areas. • The Division includes the Chief Auditor, responsible for conducting audits evaluating effectiveness of B.C.'s mining regulatory framework.
Strategic and Indigenous Affairs Division	<ul style="list-style-type: none"> • Supports mandate delivery of the Ministry of Energy, Mines and Low Carbon Innovation (EMLI) and EMLI's Divisions on its energy, mining, and natural gas mandates. • Supports EMLI efforts to advance reconciliation with Indigenous Nations including supporting the negotiation of revenue sharing and accommodation agreements and Reconciliation Agreements, engaging with Indigenous Nations on strategic policy matters. This work is consistent with Government's objectives under the <i>Declaration on the Rights of Indigenous Peoples Act</i> and ensures that First Nations actively participate in natural resource development in their Traditional Territories. • Corporate oversight and coordination of policies, land use planning, intergovernmental relations, service plan development, and reporting requirements by SIAD to ensure that EMLI takes a strategic approach to the delivery of its programs and services. Examples include Energy and Mines Ministers' Conference, Council of the Federation, and Federal/Provincial forums. SIB also supports energy and climate policy relating to CleanBC.

MINISTRY OF ENERGY, MINES AND LOW CARBON INNOVATION CONTINUED...

Oil and Gas Division

- The Oil and Gas Division (Division) guides the responsible and sustainable development of publicly owned natural gas and oil resources to supply domestic and international energy needs. The Division develops and implements programs, policies, regulations, and best practices to ensure that British Columbia's resources are developed in a way that aligns with government's strategic priorities and delivers maximum economic benefits to British Columbians. The Division works closely with other natural resource agencies in the Public Service to deliver on its mandate.
- The Division is responsible for the issuance, administration and access to oil and gas subsurface tenures, facilitating the implementation of interprovincial pipelines and related infrastructure projects, oversight of oil and gas royalties, design of stringent and competitive regulatory and policy frameworks for oil and gas, analyzing current and future oil and gas market trends, revenue and activity forecasting, and profiling opportunities for development of projects that could bring additional value to the province's oil and gas resources. The Division plays a leading role in assisting the province in achieving its environmental and emissions reduction goals, such as the near elimination of methane emissions by 2035 and ensuring that all other commitments under CleanBC and the Roadmap to 2030 for the oil and natural gas sector are met. The Division manages program delivery to support accelerating the reclamation of dormant and legacy sites and supporting the province's commitments to reconciliation. The Division is government's primary liaison with the independent regulator for the oil and gas industry - the BC Energy Regulator.
- The Division supports the Ministry by facilitating the responsible development of EMLI Service Plan Goal #3 by ensuring that "B.C.'s oil and gas industry reduces its carbon footprint in a manner that supports economic sustainability, advances Indigenous reconciliation and exhibits high environmental, social and governance (ESG) performance."

Woodfibre Implementation Group

- Responsible for facilitating the development and implementation of the Woodfibre LNG facility by liaising with federal, provincial, municipal governments and First Nations. Providing a central point of contact for the proponent of Woodfibre LNG on regulatory and issues management.

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY

DIVISION/BRANCH	TOPIC
Conservation and Recreation	<ul style="list-style-type: none"> Responsible for all matters (policy, planning and management) of conservation, recreation and cultural values in the province's parks and protected areas, and for developing, maintaining, and managing a network of recreation sites and recreation trails on Crown land throughout the province. Conservation Officer Service: A natural resource law enforcement agency responsible for enforcing federal and provincial statutes, public safety as it relates to human-wildlife conflict, commercial environmental and industrial investigations and compliance and enforcement activities.
Climate Action Secretariat	<ul style="list-style-type: none"> Province-wide coordination and management of systems to address and respond to climate change including: CleanBC, CleanBC Roadmap to 2030, CleanBC Communities Fund, Industrial carbon pricing and climate programs (CleanBC Industry Fund, CleanBC Industrial Incentive Program, B.C. Output Based Pricing System for Industry), B.C. Offset Program, Climate Preparedness and Adaptation Strategy, Carbon Neutral Government (Public Sector Organizations – schools, universities and colleges and hospitals), Climate Solutions Council, GHG Provincial Inventory, including the community GHG Inventory and new Local Government Climate Action Program. Climate action pieces of legislation related to climate change including <i>Greenhouse Gas Industrial Reporting and Control Act</i>, <i>Climate Change Accountability Act</i>, <i>Renewable and Low Carbon Fuel Requirements Act</i>, <i>Vehicle Emissions Standards Act</i>, <i>Clean Energy Act</i>, <i>Greenhouse Gas Reduction - Emissions Standards</i>, and Carbon Tax.

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

Environmental Assessment Office

- The Environmental Assessment Office (EAO) is a neutral regulatory agency that reviews proposed major projects such as mines, oil and gas facilities and large infrastructure projects.
- Under the legal framework of the 2018 *Environmental Assessment Act* (the Act), the EAO implements a process to ensure that any environmental, economic, social, cultural and health effects that may occur during the lifetime of a project are thoroughly assessed.
- The EAO coordinates its work with federal and provincial agencies, local governments, and First Nations, and engages the public throughout the environmental assessment process, to inform provincial Ministers' decision whether projects should be approved to proceed.
- The EAO also has a reconciliation purpose under the Act, and accordingly works jointly with B.C. First Nations to assess a proposed project's impact on Nations and their rights.
- If a project is approved to proceed, the EAO monitors and enforces compliance with its requirements to ensure that projects are designed, built, operated, decommissioned, and reclaimed in compliance with the conditions of their approval.

Environmental Protection Division

- Air quality, reducing toxins, pollution prevention, environmental emergencies/provincial spill response, *Environmental Management Act*, contaminated sites, brownfields, hazardous and industrial waste, *Integrated Pest Management Act*, extended producer responsibility, recycling, CleanBC Plastics Action Plan, organics infrastructure funding programs, Clean Coast Clean Waters fund, Plastic Action Fund, Community Woodsmoke Reduction Program, Public Interest Bonding Strategy, circular economy, local government waste management planning, waste management (incineration, landfilling, municipal liquid and solid waste), permitting and compliance reporting for industrial operations' emissions; groundwater hydrology; water and air quality monitoring (Federal-Provincial Trend Monitoring Network, BC Lake Monitoring Network), groundwater level and quality monitoring (Provincial Groundwater Observation Well Network), hydrometric and climate monitoring networks; environmental databases; State of Environment Reporting; snow survey; ambient air quality; water stewardship outreach ([B.C. Lake Stewardship and Monitoring Program](#) – volunteer based-); environmental and analytical chemistry laboratory services , provincial laboratory quality assurance and standards; Indigenous relations and partnership development related to environmental quality and monitoring; Compliance and enforcement for industrial, commercial activities and sectors regulated under the *Environmental Management Act* regarding discharges to the environment, and under the *Integrated Pest Management Act* as it relates to pesticide use and storage; compliance planning.

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

Strategic Services

- Coordination of cross-ministry policy initiatives and corporate support for policy development, legislation, and inter-governmental relations; business improvement and corporate reporting; ministry-wide integration and delivery of digital and service transformation opportunities; advice and recommendations on cross-cutting Indigenous initiatives, Indigenous relationship practices evaluation, strategies, and guiding principles development for partnerships with First Nations.

MINISTRY OF FINANCE

DIVISION/BRANCH	TOPIC
Crown Agencies Secretariat	<ul style="list-style-type: none"> • Leadership and support for board appointments and development for Public Sector Organizations; and for the annual performance management and reporting cycle for ministries and crown agencies • Strategic oversight and support to specific Crowns, agencies, or organizations, including: <ul style="list-style-type: none"> ○ The BC Lottery Corporation (BCLC), including BCLC's oversight of casinos and community gaming facilities. ○ The Liquor Distribution Branch (LDB) sales and policy, including BC Liquor Stores and BC Cannabis Stores. ○ Insurance Corporation of BC (ICBC) provides direct support to the Minister of Public Safety and Solicitor General. <p>**For <u>Minister</u> meeting requests for the Liquor Distribution Branch or the Insurance Corporation of BC please direct these to the <u>Ministry of Public Safety and Solicitor General</u>.</p> <p>**For <u>staff</u> meeting requests for the Liquor Distribution Branch please direct these to the <u>Ministry of Public Safety and Solicitor General</u>.</p> <p>**For <u>staff</u> meeting requests for the Insurance Corporation of BC please see their description in the <u>Provincial Agencies, Commissions, and Corporations section</u>.</p>
Policy and Legislation Division / Financial and Corporate Sector Policy Branch	<ul style="list-style-type: none"> • Anti-money laundering in real estate and the financial sector, including beneficial ownership transparency initiatives. • Corporate and financial sector policy including: <ul style="list-style-type: none"> ○ Securities ○ Real Estate (including mortgage brokers and real estate developers) ○ Financial institutions ○ Pensions ○ Business Organizations (including companies, societies, and cooperative associations)

MINISTRY OF FINANCE CONTINUED...

Policy and Legislation Division / Intergovernmental Fiscal Relations

- Federal-provincial fiscal relations (e.g., intergovernmental transfers).
 - Support Premier's participation at Premiers' and First Ministers' tables.
 - Support Finance Minister's participation at provincial-territorial and federal-provincial-territorial Finance Ministers' tables.
- Joint federal-provincial social policy priorities (e.g., income security and pensions).
- Cannabis revenue sharing with Indigenous Relations and Reconciliation.
- Local government fiscal relations, with Municipal Affairs
- First Nations fiscal relations, and Indigenous Relations and Reconciliation with Finance.

Policy & Legislation Division / Property Tax and Assessment Policy

- Property tax and assessment policy including:
 - Provincial property assessment policy, legislation, and methodology (e.g., crown leases, affordability impacts &, evaluation of development lands).
 - Oversight of BCA and the Property Assessment Review panels.
 - Provincial property taxes (school, rural, police)
 - Property Transfer Tax
 - Speculation and Vacancy Tax
 - Purpose built rentals

Policy and Legislation Division / Tax Policy Branch

- Provincial tax policy, including:
 - Provincial property taxes (school, rural, police)
 - Property Transfer Tax
 - Speculation and Vacancy Tax
 - Provincial Sales Tax
 - Municipal and Regional District Tax
 - Carbon Tax
 - Motor Fuel Tax
 - Provincial Income Tax
 - Indigenous Taxation
 - Employer Health Tax

MINISTRY OF FORESTS

DIVISION/BRANCH	TOPIC
Associate Deputy Minister's Office	<ul style="list-style-type: none"> Permitting Process Improvements, Business Effectiveness, Strategic Projects (e.g., Old Growth), FSA Modernization, and Operation Services for FrontCounter B.C.
BC Wildfire Service	<ul style="list-style-type: none"> Wildfire Suppression, Wildfire Prevention and Community Resiliency Initiative. Wildfire Recovery and All Hazard Response.
Indigenous Relations Branch	<ul style="list-style-type: none"> Supports the province's goal of reconciliation with Indigenous peoples through the implementation of the UN Declaration on the Rights of Indigenous Peoples (UNDRIP) and the <i>Declaration Act</i> Action Plan. First Nations Reconciliation & Negotiations Strategy, New Fiscal Framework & Revenue Sharing, First Nations Forest Tenure, First Nations Forestry Council Engagement, and Consultation Systems & Information Management.
Integrated Resource Operations Division	<ul style="list-style-type: none"> Archaeology; Compliance and Enforcement; Fish and Wildlife, Water Management, Engineering, Forest Tenures, Crown land Opportunities and Restoration, and Lands.
Office of the Chief Forester	<ul style="list-style-type: none"> The Office of the Chief Forester provides provincial leadership for forest management and stewardship. Activities that occur within the Office of the Chief Forester include, continuous improvement of policies, legislation and practices, acquisition and update of forest inventory, spatial analysis and reporting of timber and non-timber values, allowable annual cut determination, silviculture, seed supply, forest health, land-based research, climate change, carbon management, integrated planning, forest genetic resource management, developing the bio economy and strategic old growth support. All these activities are carried out to achieve sustainable management of B.C.'s forests and maintain a balance between a healthy environment and economic sustainability. This Division is comprised of the Office of the Chief Forester and six Branches: Forest Analysis and Inventory Branch, Forest Improvement and Research Management Branch, Forest Carbon and Climate Services Branch, Forest Investment and Reporting Branch and Forest Science, Planning and Practices Branch and Innovation, Bioeconomy and Indigenous Opportunities Branch and Provincial Old Growth Strategy.

MINISTRY OF FORESTS CONTINUED...

<i>Regional Operations</i>	<ul style="list-style-type: none"> Regional Operations covers the entire province of British Columbia and is separated into three areas: North, South and Coast. Activities that occur within regional operations include: Forestry, range, water, land, wildlife and fish authorizations and monitoring, Indigenous consultation, major projects authorizations, operation of regional offices providing client access to natural resource authorizations (Front Counter BC), geographic information and Crown land sales, revenue management, drought and flood response, Emergency Management BC and BC Wildfire Service (BCWS) support, wildfire risk reduction, wildfire rehabilitation and recovery, resource stewardship (resource value monitoring and assessment), BC Timber Sales regional timber sales, investment and reporting on forest management to the Office of the Chief Forester and timber sales reviews for regions, strategic initiatives and forest landscape planning, silviculture project delivery, and resource roads and infrastructure including access and land management issues.
<i>Timber, Range and Economics</i>	<ul style="list-style-type: none"> Economics, Trade, Export Policy, Softwood Lumber, Timber Pricing, stumpage, Competitiveness and Compensation policy, Resource worker safety, value added forestry, range policy and planning, modernizing forest policy, forest sector transformation, BC Timber Sales provincial operations.

MINISTRY OF HEALTH

DIVISION/BRANCH	TOPIC
<i>Finance and Corporate Services</i>	<ul style="list-style-type: none"> Supports programs and health authorities by managing and ensuring a consistent approach to financial and corporate services planning, policy, performance oversight/reporting, and critical financial and corporate services issues management. Services provided include, Health Authority Regional Grants Decision Support, Finance and Decision Support, Capital Services Management, and Audit and Investigations.
<i>Health Sector Workforce and Beneficiary Services</i>	<ul style="list-style-type: none"> Responsible for operational delivery of beneficiary and diagnostic services and workforce strategies that contribute to effectively meeting patient and population health needs and improving patient outcomes through the efficient delivery of health services.

MINISTRY OF HEALTH CONTINUED...

Hospital and Provincial Health Services

- Focuses on implementing specialized community and surgical services and programs, provincial health service, and regional hospital-based services, and provides provincial oversight of Medical Assistance in Dying (MAID).
- Works towards service transformation across the acute and provincial health sector and streamlines bilateral efforts between the ministry and health authorities by bringing together key mandated initiatives.
- Works on continuing to implement the Surgical Renewal Commitment to address and improve patient access and wait times for surgical and diagnostic imaging services while also increasing surgical and diagnostic capacity in the province.

Office of Indigenous Health

- Works in partnership with B.C. First Nations, Métis and urban Indigenous partners, regional health authorities, across provincial ministries, and with Indigenous Services Canada to ensure the implementation of key strategic priorities and commitments regarding Indigenous health and wellness.
- Key focus: Using the Recommendations of the *In Plain Sight* report as a blueprint for action to address Indigenous-specific racism and discrimination across the B.C. health care system.

Population and Public Health

- Focuses on improving the overall health and well-being of the population by promoting good health and wellness, preventing disease, injury, and illness, and protecting people from harm.

Primary Care

- Responsible for primary care policy direction, strategy development implementation, results monitoring, quality improvement and evaluation oversight. The current priorities of the Division are: Increasing attachment and access through Primary care networks; Urgent and primary care centres; Community health centres; First Nations Led Primary Care Initiatives, Interdisciplinary team based primary care services both in person and virtual; integration of primary care services with specialized community services programs.
- The Division also includes HealthLink BC due to its role as a key community services enabler of primary care.

Seniors Services

- Responsibility for Home Health, Long-Term care and Assisted Living policy development and implementation.
- Ministry policy and actions related to the Assisted Living Registry operations and oversight.

MINISTRY OF HOUSING

DIVISION/BRANCH	TOPIC
<i>Building and Safety Standards Branch</i>	<ul style="list-style-type: none"> Buildings, Construction, and Technical Systems: The regulatory framework for buildings and technical systems, including development of building, plumbing, fire, electrical, gas, elevator, and energy codes, safety standards for technical systems, homeowner protection (e.g., home warranties), oversight of certain industry professionals and trades (e.g., home builder licensing and mandatory building official qualifications), and policy advice relating to the built environment, including climate leadership and accessibility for new buildings. Liaison with BC Housing Licensing and Consumer Services, Technical Safety BC, Building Officials Association of BC, National Research Council and Accessibility Standards Canada. Technical requirements for existing buildings related to CleanBC, climate adaptation, and disaster mitigation (e.g., earthquakes, flooding, and wildfires). Nationally harmonized technical requirements to make new buildings more accessible.
<i>Engagement and Encampment Response Branch</i>	<ul style="list-style-type: none"> Coordinated encampment response including leading the DTES plan and the Provincial Encampment Response Framework. Delivering and engaging on the province's Homelessness Plan. Provincial engagement and coordination across government with partners and interested parties to develop a more united approach to addressing homelessness. Supporting initiatives such as the Rent Bank, Community Action Grants, Indigenous Advisory Committee and People with Lived Expertise on homelessness committee. Engages Indigenous Peoples with land in a specified municipality.
<i>Governance and Accountability Branch</i>	<ul style="list-style-type: none"> Leads governance and oversight for BC Housing as well as BC Housing performance monitoring/reporting. Responsible for developing strong partnerships to support the work of BC Housing. BC Housing is responsible for implementation of Building BC programs that are helping government deliver on its goal to deliver 114,000 units of affordable housing including the following programs: Supportive Housing Fund, Women's Transition Housing Fund, Community Housing Fund, Indigenous Housing Fund, Rapid Response to Homelessness, Deepening Affordability program. It is also responsible for HousingHub which works with communities, governments, non-profit and private sector stakeholders to facilitate the creation of new affordable rental housing and homeownership options for middle-income households.

MINISTRY OF HOUSING CONTINUED...

Housing Policy Branch	<ul style="list-style-type: none"> Housing policy and program development, including market and non-market housing; legislation governing strata properties; coordination of the provincial housing strategy; policy on short-term rentals, long-term residential leases; Crown grants for housing.
Housing Targets Branch	<ul style="list-style-type: none"> Under the authorities set out in the <i>Housing Supply Act</i> and Regulations Administers the program to issue housing targets for specified municipalities. Undertakes analysis to select specified municipalities, forecast housing needs and produce housing targets. Consults specified municipalities, issues timebound Housing Target Orders and monitors progress toward meeting housing targets: 1) housing units by type, tenure, and affordability; and 2) municipal processes to facilitate housing supply (land use bylaws, permitting and approval processes).
Residential Tenancy Branch	<ul style="list-style-type: none"> The regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies; information services and disputes resolution for landlord and tenant disputes.
Strategic Results Management Branch	<ul style="list-style-type: none"> Provides strategic project leadership, planning and performance reporting, as well as engagement and internal communications for key initiatives.

MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION

DIVISION/BRANCH	TOPIC
Negotiations and Regional Operations Division	<ul style="list-style-type: none"> Leads provincial engagement with First Nations to advance reconciliation initiatives, including negotiating and implementing agreements with First Nations partners in conjunction with other provincial agencies, federal and local government, and working with stakeholders to ensure the success of reconciliation initiatives. Leads and collaborates with other Ministries to advance shared decision-making initiatives with First Nations, consistent with sections 6 and 7 of the <i>Declaration Act</i>.

MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION CONTINUED...

Reconciliation Transformation and Strategies Division

- Leads provincial development and implementation of strategic reconciliation initiatives, such as the *Declaration on the Rights of Indigenous People Act*.
- Facilitates collaboration and partnership between Indigenous and non-Indigenous peoples, stakeholders, and all levels of government to build capacity and support outcomes that advance reconciliation at the local, regional, and provincial levels.
- Provides strategic advice and coordination to support Indigenous economic development and sustainability as a means to advance self-determination.

Strategic Partnerships and Initiatives Division

- Leads and supports the development and implementation of key strategies to strengthen the socio-economic conditions of Indigenous people in B.C.
- Leads B.C.'s efforts in socio-cultural reconciliation with Indigenous communities and the development of provincial strategies for improving outcomes for Métis and urban Indigenous populations.
- Leads community engagement and the coordination of the provincial response to residential school sites in B.C.
- Supports the negotiation of land packages and project manages the transfer of provincial Crown land to First Nations as part of provincial agreements.
- Leads the provincial efforts to bring modern treaties into effect and fosters long-term relationships between treaty partners, First Nations, Canada, and B.C.

MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND INNOVATION

DIVISION/BRANCH	TOPIC
<i>Small Business and Economic Development Division</i>	<ul style="list-style-type: none"> • Delivers on-the-ground regional, rural, and Indigenous economic development and diversification supports, and assists rural communities in accessing funding, and implementing projects such as business retention and expansion, investor readiness, and sector development. This includes supporting communities responding to economic shocks (such as mill or mine closures) or needing assistance after an environmental disaster. • Coordinates the Forest Worker and Community Supports programs to support recommendations under the Old Growth Strategic Review and leads the BC Manufacturing Jobs Fund (MJF), Rural Diversification and Infrastructure Program (REDIP), Rural Business and Community Recovery Initiative (RBCRI) Forest Employment Program (FEP) and the community transition services. • With \$180 million over three years, the BC Manufacturing Jobs Fund (MJF) will support economic diversification by funding capital projects that bring benefits to local workers and communities, particularly in areas impacted by economic downturns. <ul style="list-style-type: none"> ○ MJF will fund up to \$10 million for manufacturing infrastructure and up to \$50,000 for final stage business planning for a capital project. ○ Intake opened on February 28, 2023, and will remain open for up to two years, or until funds are allocated. ○ All manufacturing sectors are eligible, with a particular focus on supporting value-added forestry projects. • Economic analysis and policy, including LNG economic and workforce impacts and opportunities; StrongerBC Young Leaders Council; Business growth and scale-up, including the B.C. supplier development pilot; Better Regulations for British Columbians. • Leads the development and delivery of policies, programs and initiatives supporting inclusive economic recovery, local, regional, and Indigenous economic development, outreach, engagement, and community investment readiness. • Small business initiatives, outreach and engagement including the Small Business Roundtable, programs, resources, and available supports including Small Business BC; Mobile Business Licenses; BizPal and Sector and Regulatory Competitiveness • Manages the provincial legislation and relationships with the northern, southern interior, and island-coastal economic trusts. Focus on increasing Indigenous participation in the economy by upholding the province's commitment to reconciliation in the <i>Declaration on the Rights of Indigenous Peoples Act</i> and the StrongerBC Economic Plan.

MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND INNOVATION CONTINUED...

- Provides guidance, support and coordination on Indigenous engagement, policy and economic development opportunities and builds enduring relationships with Indigenous partner organizations and communities to advance Indigenous economic initiatives.
- Responsible for InBC - a \$500 million strategic investment fund with a "triple bottom line" mandate that invests in high-growth potential businesses to help them scale up.
- Facilitates investments through the Major Investments Office:
 - Assesses the technical, financial, and strategic scope of investment opportunities to determine the appropriate level of ministry engagement.
 - Engages with potential investors who have a viable project opportunity and provides customized support to enable the investment to advance in B.C.
 - Works closely with the Ministry of Energy, Mines, and Low Carbon Innovation to boost B.C. as a global exporter of climate solutions, carbon capture, storage, and other low carbon technologies.
 - Leads and/or collaborates on complex cross ministry/government activities or strategic initiatives, including economic recovery.
 - Develops partnerships with investors to match project financing needs with strategic sources of capital.
 - Develops relationships with industry associations, investors, and other investment focused stakeholders to identify projects that could benefit from the Branch's involvement.
 - Leads the ministry's investment evaluation process.
- Lead the development and implementation of a Life Sciences and Biomanufacturing Strategy to position B.C. as a hub for the biotechnology sector. Conduct life sciences policy analysis and provide advice and recommendations on policy direction. Develop new concepts and initiatives that support the long-term goals of the Strategy. Develop and maintain sector intelligence resources on B.C.'s life sciences sector, including through engagement with sector stakeholders and in collaboration with BC Stats.

MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND INNOVATION CONTINUED...

Trade and Industry Development Division

- Delivers “StrongerBC” initiatives that help B.C. businesses adapt and recover from the impacts of COVID-19 (Agritech, Manufacturing, Supply Chain).
- Develops programming and strategies for major and emerging sectors of B.C.’s economy.
- Spurs economic opportunities through Canada’s free trade agreements and our own international networks in support of diversified and growing exports and investment attraction.
- Drives prosperity and global opportunities for B.C. businesses in collaboration with Global Affairs Canada in the USA, Europe, and Asia.
- Develops and delivers events and outreach to support awareness and networking for B.C. businesses in B.C. and overseas.
- Delivers and coordinates trade readiness and trade services programs serving communities across the province including indigenous communities, helping develop prosperous exporting companies positively impacting these communities.
- Supports the delivery of the Export Navigator Program.
- Supports the delivery of the Agritech Concierge Program and co-lead for implementation of the recommendations of the Food Security Task Force.
- Develops and delivers initiatives to attract and retain international investors and businesses, including support for site selection, aligning efforts with B.C. communities and federal partners to optimize the best investment opportunities for B.C.
- Advances and defends B.C. interests in international and domestic trade negotiations, agreements, and disputes.
- Monitors, analyzes, and communicates trends in investment, exports, and policy, connecting to the B.C. industry development context, and providing the evidence base for sound strategy development and decision making.
- Leads the development of a Trade Diversification Strategy and an Industrial and Manufacturing Strategy.
- Tasked with advancing the Mass Timber Action Plan. Expanding the use of mass timber in building construction which will assist our forestry sector transition to high value over high-volume production.
- Expected outcomes include opportunities for local workers, strong partnerships with First Nations and greater economic opportunity while making a significant contribution to advancing CleanBC, cross-government and external partner co-ordination/collaboration and supporting the Minister’s Mass Timber Advisory Council.

MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND INNOVATION CONTINUED...

Innovation, Technology, and Investment Capital Division

- B.C.'s technology and innovation policy and programming, including responsibility for Innovate BC.
- Intellectual Property.
- Coordination of the province's StrongerBC economic plan and associated programming.
- Province's participation in the Digital Supercluster and Quantum Algorithms Institute.
- Small Business Venture Capital Tax Credit Act and Program.
- Integrated Marketplace Initiative and support to the BC Innovation Commissioner.
- Venture Capital Tax Credit.
- Secretariat for StrongerBC, Economic Plan coordination, tracking and reporting.
- BC Knowledge Development Fund.
- Cannabis economic development.
- Clean technology, hydrogen, and low carbon innovation.

MINISTRY OF LABOUR

DIVISION/BRANCH	TOPIC
<i>Employment Standards</i>	<ul style="list-style-type: none"> • Administration of the <i>Employment Standards Act</i> to ensure employees receive basic standards of compensation and conditions of employment, including the minimum wage. Provide fair and efficient procedures for resolving employment standards disputes between employees and employers. Responsible for the Employment Standards Branch and the Employment Standards Tribunal. Responsible for enforcement of the <i>Temporary Foreign Worker Protection Act</i>.
<i>Forest Worker Support</i>	<ul style="list-style-type: none"> • Delivery of the Bridging to Retirement program which supports forestry workers, contractors and their employees impacted by Old Growth deferrals who are 55+ to transition to retirement in their communities and also enables workers in working forestry operations to voluntarily retire, with employer participation.
<i>Labour Relations</i>	<ul style="list-style-type: none"> • Administration of the Labour Relations Code through the independent quasi-judicial B.C. Labour Relations Board. The ministry also promotes stable labour relations by monitoring collective bargaining disputes and providing formal and informal assistance to the parties. Also, responsible for the <i>Fire and Police Services Collective Bargaining Act</i> and the <i>Fire Department Act</i>.

MINISTRY OF LABOUR CONTINUED....

Workers' Compensation

- Administration of the *Workers Compensation Act* through WorkSafeBC (provincial Workers' Compensation Board). WorkSafeBC provides compensation services, health care and vocational rehabilitation to injured workers. WorkSafeBC also has authority to develop, enact and enforce the Occupational Health and Safety Regulation. The ministry is also responsible for the Employers' Advisers Office, the Workers' Advisers Office, and the Workers' Compensation Appeal Tribunal.

MINISTRY OF MENTAL HEALTH AND ADDICTIONS

DIVISION/BRANCH	TOPIC
Child, Youth and Mental Health Policy Division	<ul style="list-style-type: none"> • Set strategic direction and lead initiatives related to child and youth mental health and substance use, including the expansion of Foundry Youth Centres, Foundry Virtual, developing a youth substance use system of care, including youth substance treatment beds and services, and implementing integrated child and youth teams. • Supporting Indigenous-led solutions for mental health and substance use needs through Indigenous partnerships and advancing broader commitments to Indigenous reconciliation, land-based healing initiatives, and First Nations-run treatment centres. • Leading mental health initiatives such as the expansion of affordable community counselling. • Developing programs to serve people with complex mental health and substance use needs, including implementation of complex care housing. • Coordinate with the Ministry of Public Safety and the Solicitor General (PSSG) on services and supports for people who are causing detrimental harm to themselves and others as a result of mental health or substance use. • Lead for community-based mental health crisis response services including Peer Assisted Care Teams (PACT) and mobile integrated crisis response teams, also known as Car programs.
Corporate Services Division	<ul style="list-style-type: none"> • Lead for public information, social marketing, and anti-stigma campaigns for substance use in the province.

MINISTRY OF MENTAL HEALTH AND ADDICTIONS CONTINUED...

Substance Use Policy Division	<ul style="list-style-type: none"> • Lead for substance use policy, system integration and innovation, including the overdose public health emergency. This includes the full continuum of substance use services and supports from prevention, early intervention, and harm reduction. • Lead for the toxic drug crisis, including the Overdose Emergency Response Centre (OERC), overdose prevention services, prescribed safer supply, opioid agonist treatment, drug checking and peer/community engagement in the public health emergency.
Treatment and Recovery Division	<ul style="list-style-type: none"> • Lead for adult substance use treatment and recovery – this includes withdrawal management through to longer-term aftercare, including both outpatient and bed-based services. • Lead for decriminalization of illicit drugs for personal possession in B.C. • Leads and/or supports initiatives and provides strategic advice on workplace mental health. Works collaboratively with community partners, unions, and employer groups to ensure employees and leaders have the tools and training they need to foster psychologically healthy and safe workplaces.

MINISTRY OF MUNICIPAL AFFAIRS

DIVISION/BRANCH	TOPIC
<i>Immigration Services and Strategic Planning Division</i>	
Community Gaming Grants	<ul style="list-style-type: none"> • Community Gaming Grants support eligible not-for-profit organizations delivering community programs that benefit the citizens of British Columbia. Grants are awarded in several sectors including Arts and Culture, Sport, Public Safety, Environment, Human and Social Services and Parent Advisory Councils. • Eligible not-for-profit can also apply for Capital Grants through the program.
Immigration Services	<ul style="list-style-type: none"> • Immigration policy, programs, and services; including Provincial Nominee Program (PNP) supporting the attraction of international skilled and semi-skilled workers and entrepreneurs to all regions. Priority occupations include Health, Child Care and Tech, plus attraction to smaller centres; Settlement and Integration services; Refugees and displaced Ukrainians.

MINISTRY OF MUNICIPAL AFFAIRS CONTINUED...

Strategic Planning and Legislative Services Branch

- The Branch provides services and leadership in the areas of legislative services, community policy, corporate priorities and strategic planning related to local governments and communities.
- The Branch is responsible for and executes the legislative program and coordinates Orders in Council (OIC), Ministerial Orders and board appointments for the ministry.

Local Government Division

Governance Structures Governance Services Governance Relations

- Incorporation, restructure, boundary extensions, structure-related legislation and processes, and local and regional governance.
- Local government administration, elections, governance operations-related legislative requirements/powers and local and regional services.
- Local government-First Nations/Indigenous relations, Crown Grant/Nominal Rent Tenure sponsorships, Business Improvement Areas, and Resort Associations.
- Dispute resolution related to Regional District service review/withdrawal, RGS and other intergovernmental disputes.

Infrastructure and Engineering

- Asset management, drinking water, wastewater, stormwater, solid waste, green energy, community, recreation and other capital grants, infrastructure planning grants and programs [Investing in Canada Infrastructure Program (Environmental Quality; Community, Culture and Recreation, Rural and Northern Communities, CleanBC Communities Fund, COVID-19 Resilience Infrastructure Stream), Community Economic Recovery Infrastructure Program, Clean Water and Wastewater Fund and NBCF-Small Communities Fund].

Local Government Finance

- Local government finance, including:
 - budgeting and financial plans.
 - audited financial statements.
 - unconditional grants; Growing Communities Fund; Safe Restart – Local Government grants; reserve funds.
 - investments and municipal corporations; long-term liabilities.
 - development financing (including Development Cost Charges).
 - user-fees.
 - taxation (including tax sale).

MINISTRY OF MUNICIPAL AFFAIRS CONTINUED...

Local Government Policy, Research and Legislation

- Overall responsibility for local government legislation development for *Community Charter*, *Local Government Act*, *Local Elections Campaign Financing Act*, and other local government legislation. Broad responsibility for forward-looking policy development in relation to various local government authorities.
- Broad responsibility for forward-looking policy development in relation to various local government authorities.
- Responsibility for the coordination and provincial response to UBCM resolutions.

Land Use / Planning Programs

- Local government planning and land use management framework and public hearings (in support with the Ministry of Housing), other local planning and land use tools; Ministerial approvals of some official community plans; Regional Growth Strategies (RGSs)
- Socio-economic effects of LNG Canada and Coastal GasLink's LNG projects on local governments and Indigenous Nations in Northern B.C.
- Funding programs: Northern Healthy Communities Fund.

Public Libraries Branch (PLB)

- Work with public library boards, library staff, and local governments to improve and ensure public access to information, resources, and services under the *Library Act*.
- Advice and guidance on related legislation, governance, financial reporting, provincial funding, digital infrastructure, provincial-wide services, and provincial policies.
- Apportionment of provincial public library grants (not capital).
- Local government questions about financing new library buildings or significant renovations Infrastructure questions should be directed to Local Government Infrastructure and Finance Branch, but PLB may also be included.

MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS

DIVISION/BRANCH	TOPIC
Finance, Technology and Management Services Division	<ul style="list-style-type: none"> • Operating and capital grants to 25 PSIs, FTE and PSI financial health monitoring and reporting, ministry's 10-year capital plan, PSI property acquisition and disposition, manage ministry budget, maintain ministry IT systems and digital information security, Administrative Service Delivery Transformation Initiative, lead ministry's business continuity and emergency response readiness with PSIs. Division responsible for student housing on Post-Secondary campuses in B.C.

MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS CONTINUED...

Governance and Corporate Planning Division

- Ministry's corporate planning and reporting, legislative development, OIC board appointments, labour relations and governance, data visualization, reporting and advice through sector data management and analysis to support decision making and inform policy development. Also responsible for the Office of the Superintendent of Professional Governance (OSPG) and for public and private post-secondary institution accountability including mandate direction and accountability reporting, strategic and sector labour relations policy, and governance and the regulation and monitoring of over 300 private training institutions, and student protection.

Post-Secondary Policy and Programs Division

- 25 public post-secondary institutions (PSIs) and their programs including: Indigenous Education, Adult Education, StudentAid BC including the BC Access Grant, Science, Technology, Engineering and Math (STEM) programs, and health and medical education. Enhancing the learner experience through student mental health initiatives, combatting sexualized violence, promoting work integrated learning and co-ops, micro-credentials and improving foreign/international credential recognition, Education Quality Assurance designation, and advise and recommendations to the Minister on new degree programs through the Degree Quality Assessment Board. The Division is also responsible for international education, leading strategic policy/liaison function for the sector, and intergovernmental relations.

Workforce Development and Skills Training Division

- Development and management of targeted labour market and workforce development policies and programs to help people get the information and skills they need to participate in B.C.'s labour market. This includes oversight of B.C.'s Future Ready Plan, of the trades training system, including Skilled Trades Certification and the Crown agency responsible, SkilledTradesBC (formerly the Industry Training Authority), and of a number of programs for people, employers, and communities. These include the Sector Labour Market Partnerships program, the Community Workforce Response Grant, the BC Employer Training Grant, Skills Training for Employment programs, and Indigenous skills training. The Division produces a wide range of labour market information and insights, including BC's Labour Market Outlook, and disseminates labour market information, career planning tools, and other resources through the WorkBC.ca website.

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

DIVISION/BRANCH	TOPIC
BC Coroners Service	<ul style="list-style-type: none"> • Responsible for investigating and determining the circumstances of all unnatural, sudden, and unexpected, unexplained, or unattended deaths in the province. • Makes recommendations to improve public safety and prevent death in similar circumstances. • Responsible for the investigation of all child death (under the age of 19 years) in B.C. and for investigating all deaths in custody.
BC Corrections	<ul style="list-style-type: none"> • Responsible for the supervision of individuals, 18 years or older, on bail or serving a sentence in the community, and the supervision of individuals in custody awaiting trial, serving a sentence under two years.
Cannabis, Consumer Protection, and Corporate Policy Branch	<ul style="list-style-type: none"> • Responsible for consumer protection policy, which includes consumer contracts, cost of credit disclosure, ticket sales, film classification, and licensing of travel agents, motor dealers, funeral services, payday lenders, high-cost credit grantors, debt collectors, and home inspectors. • Responsible for leading and supporting the development and implementation of provincial cannabis policy, leading negotiation of government-to-government agreements with Indigenous nations pursuant to Section 119 of the <i>Cannabis Control and Licensing Act</i> and working with First Nations and key partners to advance a collaborative approach to cannabis-related governance and jurisdiction, as outlined in the DRIPA Action Plan commitment 4.47.
Community Safety and Crime Prevention Branch	<ul style="list-style-type: none"> • Responsible for coordinating a provincial network of programs and services for victims of crime including programming for violence against women, gender-based violence, and sexual assault. • Responsible for coordinating the province's work in the areas of restorative justice, and human trafficking. • Includes the Civil Forfeiture Office which manages the Civil Forfeiture Crime Prevention and Remediation Grant Program and the Crime Victim Assistance Program.

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

Gaming Policy and Enforcement Branch

- Regulates all gambling in British Columbia and ensures the integrity of gambling industry companies, people, and equipment.
- Regulates oversight of commercial gambling conducted and managed by the British Columbia Lottery Corporation (e.g., lotteries, casinos, community gaming centres, commercial bingo halls and online gambling on PlayNow.com), British Columbia's horse racing industry, and licensed charitable gambling events.
- Administers the Gambling Support BC program, which includes a continuum of responsible and problem gambling prevention and treatment services.
- Administers Host Financial Assistance Agreements with local governments that host a gaming facility within their jurisdiction.

Insurance Corporation of BC (ICBC)

- ICBC is mandated to provide universal compulsory auto insurance to drivers in B.C.
- ICBC provides British Columbians with Optional auto insurance products and driver licensing services.
- ICBC champions a safe driving culture by working with communities, law enforcement, and other stakeholders on various road safety campaigns and initiatives.
- ICBC is responsible to the Minister of Public Safety and Solicitor General, who is supported within government by the Crown Agencies Secretariat in the Ministry of Finance.

****For Minister meeting requests for the Insurance Corporation of BC please direct these to the Ministry of Public Safety and Solicitor General.**

****For staff meeting requests for the Insurance Corporation of BC please see their description in the Provincial Agencies, Commissions, and Corporations section.**

Liquor and Cannabis Regulation Branch

- Issues liquor and cannabis retail store licenses.
- Educates establishments about cannabis laws and rules.
- Takes enforcement action when licensed establishments do not follow the *Cannabis Control and Licensing Act* and the *Liquor Control and Licensing Act*, associated regulations or their specific terms and conditions.
- Delivers social responsibility training programs including Selling It Right and Serving It Right.
- Works with local government, Indigenous nations, and industry and other stakeholders to develop liquor and retail cannabis policy and provide advice to government concerning decisions related to liquor and non-medical cannabis policy.

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

Liquor Distribution Branch

- The Liquor Distribution Branch (LDB) is responsible to the Minister of Public Safety and Solicitor General, who is supported within the government by the Crown Agencies Secretariat in the Ministry of Finance.

*****For Minister meeting requests and for staff meeting requests for the Liquor Distribution Branch please direct these to the Ministry of Public Safety and Solicitor General.***

Office of the Fire Commissioner

- Also, within PSSG is the Office of the Fire Commissioner (OFC). The OFC is the senior fire authority in the province with respect to fire safety and prevention. Issues liquor and cannabis retail store licenses.
- Educates establishments about cannabis laws and rules.
- Takes enforcement action when licensed establishments do not follow the *Cannabis Control and Licensing Act* and the *Liquor Control and Licensing Act*, associated regulations or their specific terms and conditions.
- Delivers social responsibility training programs including Selling It Right and Serving It Right.
- Works with local government, Indigenous nations, and industry and other stakeholders to develop liquor and retail cannabis policy and provide advice to government concerning decisions related to liquor and non-medical cannabis policy.

RoadSafetyBC

- RoadSafetyBC is responsible for road safety in the province, working with our partners to help reach our goal of zero traffic fatalities and serious injuries.
- The Branch operates provincial road safety programs and is the policy and regulatory agency responsible for ensuring the safe and responsible operation of motor vehicles in B.C.
- The Superintendent of Motor Vehicles is the administrative authority governing drivers and has authority to:
 - Prohibit a person from driving a motor vehicle.
 - Require a driver to take part in a program to improve their driving.
 - Review and make decisions about sanctions, driving prohibitions and ICBC licensing decisions.
- Make sure B.C. drivers are medically fit to drive.

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

Policing and Security Branch

- The Branch superintends and provides central oversight of B.C. policing and law enforcement by developing and administering policing policy, programs, and provincial standards. The Branch ensures the adequate and effective delivery of policing throughout the province.
- Security Programs Division administers the Criminal Record Review Program, Protection Order Registry, security screening for cannabis workers and retail applicants, and regulates the security industry, metal dealers and recyclers, pill presses, and armored vehicles / body armor.
- The Policy, Legislation and Modernization Division develops and coordinates policies and legislative initiatives, and is the lead on diversity, mental health, and addiction issues in relation to policing. This Division is also the lead for policing modernization and coordinating responses to the report of the Special Committee on Reforming the *Police Act*.
- Municipal Policing, Governance and Oversight Division is responsible for superintending, oversight and alignment of municipal police and their boards. The Division also has responsibility for areas including provincial policing standards, compliance and training, crime data, police technologies, special police constable appointments and designation, and decriminalization. Additionally, the Community Safety Unit delivers a province-wide regulatory cannabis compliance and enforcement program to address the illegal sale and production of cannabis.
- The Serious and Organized Crime Division is responsible for oversight and policy development in the areas of organized crime, gang violence and serious crime, as well as innovative crime prevention responses, such as Situation Tables.
- The Indigenous, Core Policing, and Contract Management Division provides oversight of provincial, municipal, and Indigenous policing agreements, and works with Public Safety Canada in support of the First Nations Policing Program. The Division also has responsibility for oversight of police model transitions.
- A Public Safety Transformation Taskforce is linked to the Policing and Security Branch with a focus on Policing and Public Safety Modernization, Next Generation 911, the Safer Communities Action Plan as well as justice and public safety related recommendation from the Commission of Inquiry into Money Laundering in B.C. (the Cullen Commission Report).

MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION

DIVISION/BRANCH	TOPIC
Accessibility Directorate	<ul style="list-style-type: none"> • Providing cross-government advice and support to promote greater accessibility and inclusivity of policies and programs. • Implementation of the <i>Accessible British Columbia Act</i>, which seeks to identify, remove, and prevent barriers to inclusion experienced by people with disabilities. • Development of accessibility standards for service delivery and accessible employment. • Implementation of the <i>Accessible B.C. Regulation</i>, which requires local governments to implement an accessibility plan, accessibility committee, and an accessibility feedback tool. • Supports the Parliamentary Secretary for Accessibility. • Support for Ministerial Advisory Committees, including Presidents Group, Registered Disability Savings Plan Action Group, and Provincial Accessibility Committee.
Employment and Labour Market Services Division	<ul style="list-style-type: none"> • WorkBC Employment Services is the largest network of employment providers in the province and supports all British Columbians seeking work regardless of where they live or employment barriers they may face. Services are delivered through 102 WorkBC Centres as well as through a strong online presence, accessible from anywhere in the province. Services include access to individualized employment counselling, job search resources, employment planning, skills training, financial supports, wage subsidy placements, assistive technology supports, apprentice services and more. • WorkBC Community and Employer Partnerships (CEP) provide work experience and training opportunities in communities across B.C. to address local labour market issues. The CEP fund supports community-based initiatives to help individuals and the broader community. With the help of this fund, communities see positive social impacts, economic growth, and more employment opportunities for unemployed British Columbians • To support recovery efforts, CEP is ensuring funding is accessible and equitably distributed throughout the province and prioritizing applications that: <ul style="list-style-type: none"> • Create work experience and training opportunities to prepare job seekers for occupations that have a strong labour market outlook; and • Support an inclusive economic recovery in B.C. communities.

MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION CONTINUED...

Research, Innovation and Policy Division

- Provides research, policy and legislation support to the ministry to deliver income and disability assistance to British Columbians most in need.
- Leads development, evaluation, and implementation of the government's policies on income and disability assistance.
- Leads government's work on Together BC, B.C.'s Poverty Reduction Strategy, and leads the ministry's work on mandate items regarding food security and period poverty.
- Supports the Parliamentary Secretary for Community Development and Non-Profits.
- Leads ministry intergovernmental relations, Indigenous policy and Declaration on the *Rights of Indigenous Peoples Act* accountabilities.
- Provides reconsideration services for clients disputing eligibility decisions regarding income assistance, disability assistance and child care subsidy

MINISTRY OF TOURISM, ARTS, CULTURE AND SPORT

DIVISION/BRANCH	TOPIC
Arts and Culture	<ul style="list-style-type: none"> • Supports the arts and culture sectors with funding, policy, and programs. • Administers grant programs for artists, creators, and non-profit arts and culture organizations. • Provides secretariat support and administration for the BC Arts Council. • Provides oversight, strategic direction, and corporate support for the Royal BC Museum. • Leads implementation of cultural infrastructure projects, including the Royal BC Museum Collections and Research Building, Chinese Canadian Museum, South Asian Museum, provincial Filipino cultural center, as well as supporting the redevelopment of the Jewish Community Centre of Greater Vancouver, the Vancouver Art Gallery, and the Art Gallery of Greater Victoria.
BC Athletic Commission	<ul style="list-style-type: none"> • Legislation and regulatory oversight of professional boxing, kickboxing, and mixed martial arts, as well as amateur kickboxing, mixed martial arts, Muay Thai and pankration.

MINISTRY OF TOURISM, ARTS, CULTURE AND SPORT CONTINUED...

Creative Sector	<ul style="list-style-type: none"> • Lead on cross-ministry and intergovernmental coordination, policy development and research to support the growth of B.C.'s creative sector (i.e., film, television, interactive digital media, music, and publishing) and work with industry stakeholders to advance opportunities. Provides oversight and strategic direction for Creative BC and the Knowledge Network.
Heritage	<ul style="list-style-type: none"> • Provides advice and information on British Columbia's historic places, paleontological resources, and geographical names. Exercises regulatory authority and develops policy under the <i>Heritage Conservation Act</i> and the <i>Land Act</i> regarding the identification, formal recognition, commemoration, protection and celebration of heritage and fossil sites, management of provincial heritage sites and the management of the BC Register of Historic Places and the BC Geographical Names office.
Mountain Resorts	<ul style="list-style-type: none"> • Delivers a one window regulatory approach for resort development and community ski area administration and the review and authorization of expansions and new proposals on Crown land across the province. Evaluates phased development plans and conducts major project reviews, leading work teams that include other natural resource agencies and consulting with local governments, public recreation users, and First Nations.
Sport	<ul style="list-style-type: none"> • Lead on policy development and program implementation related to amateur sport development in B.C. Manages the Major Event Program (MEP) for financial support for major sporting events and considers opportunities associated with marquee events, such as FIFA World Cup, Invictus Games and Olympics and Paralympics. Work is guided by B.C.'s Sport Framework (<i>Pathways to Sport</i>) which identifies three key priority areas of focus for the provincial sport system: sport participation; athlete development; sport event hosting. Provides oversight and strategic direction to viaSport and the BC Games Society.
Tourism	<ul style="list-style-type: none"> • Policies, programs, destination development and strategic engagement to support B.C. tourism sector's recovery and resilience; manages the Resort Municipality Initiative (RMI), Tourism Event Program and Municipal Regional District Tax program (MRDT), jointly with Ministry of Finance and Destination BC. Provides oversight of Destination BC (tourism marketing) and BC Pavilion Corporation (BC Place and Vancouver Convention Centre) and leads development and implementation of provincial tourism framework.

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

DIVISION/BRANCH	TOPIC
<i>Highways and Regional Services Division</i>	<ul style="list-style-type: none"> • The Highways and Regional Services Division is responsible for: <ul style="list-style-type: none"> ○ Developing, maintaining, and operating safe, secure provincial and regional transportation networks. ○ Leading the ministry in provincial issue management, emergency response and preservation of infrastructure. ○ Promoting compliance of safety regulations within the transport sector, with the goal of increasing road safety and protecting public health, the environment, and transportation infrastructure. ○ Planning and delivering rehabilitation and capital projects in the region. ○ Fostering partnerships and delivering on commitments with First Nations and Indigenous communities. ○ Supporting provincial economic growth through regional work and development services. ○ Implementing sustainable, resilient, and innovative transportation solutions. • The Division, through their Commercial Vehicle Safety Enforcement (CVSE) program, also: <ul style="list-style-type: none"> ○ Regulates and manages commercial vehicle activities on the provincial highway network and aligns requirements with neighboring provinces to ensure the safe and efficient movement of goods within B.C. and beyond. • This Division also includes the Passenger Transportation Branch, which regulates commercial passenger vehicles including taxis, ride hailing companies, limousines, charter, and inter-city (scheduled) buses, in accordance with the <i>Passenger Transportation Act</i>.

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE CONTINUED...

Integrated Transportation and Infrastructure Services Division

- The Integrated Transportation and Infrastructure Services Division (ITIS) provides cross ministry planning, engineering, and property services, and oversees major infrastructure projects.
- ITIS is responsible for:
 - All aspects of strategic planning, capital programming, including development and management of the provincial 10-year Transportation Investment Plan.
 - Management of federal and community cost sharing programs.
 - The delivery of the major transportation projects throughout the province.
 - Engineering and environmental solutions to support the provincial transportation system.
- The Division oversees the acquisition, management, and disposition of the ministry's thousands of properties and land interests, including those owned by the BC Transportation Financing Authority and BC Railway Company.
- Through the Chief Engineer's Office, the Division is also responsible for ensuring that the ministry's designs and standards are adapting to climate change.

Policy, Programs and Partnerships Division

- The Policy, Programs and Partnerships Division is responsible for aspects of strategic transportation policy, legislation, and grant programs in British Columbia. This includes:
 - Air, rail, public transit service delivery through BC Transit, TransLink, and coastal and inland ferry delivery.
 - Governmental relations.
 - Active transportation.
 - Airport grant programs.
 - Clean BC and climate change initiatives.
- The Division has direct oversight of the province's coastal ferry service through BC Ferries.

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE CONTINUED...

Strategic and Corporate Priorities Division

- The Strategic and Corporate Priorities Division leads the key strategic cross ministry and corporate initiatives, enabled by talent, technology, and operational services. This includes:
 - Developing and coordinating ministry strategy, priorities, and performance management.
 - Coordinating cross ministry support and tracking on corporate and priority initiative.
 - Coordinating corporate and ministry-level reconciliation efforts.
 - Aligning talent and technology efforts to enable strategic goals and outcomes.
 - Facilitating a learning culture where everyone is valued.
 - Prioritizing solutions that help people do meaningful work.
 - Promoting innovation through investment in people, culture, and technology.
 - Leading strategic HR initiatives and operations, in partnership with the PSA.
- Within the Division, the Information Management Branch (IMB) also helps design, build, and run all technology solutions for the ministry.

MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP

DIVISION/BRANCH	TOPIC
<i>Land Use Policy, Planning and Ecosystems</i>	<ul style="list-style-type: none"> • Responsible for leading B.C.'s land stewardship strategies, supported by science and knowledge, that promote and guide the province's goals for reconciliation with First Nations, ecosystem health and biodiversity, conservation of wildlife and habitat and economic diversity and sustainability. • Responsible for delivering the following programs: <ul style="list-style-type: none"> ○ Modernized Land Use Planning delivered in partnership with First Nations. ○ Collaborative Indigenous Stewardship Framework. ○ Together for Wildlife Strategy. ○ Cumulative Effects Framework. ○ Conservation Science and Research ○ Species at Risk Recovery and the Provincial Caribou Recovery Program. ○ Recommendations within the Old Growth Report, including ecosystem health and biodiversity. ○ Regional Management Committees.
<i>Water, Fisheries and Coastal Policy and Planning</i>	<ul style="list-style-type: none"> • The Water, Fisheries and Coastal Policy & Planning Division brings together program areas responsible for the Watershed Security Strategy and associated Fund, Wild Salmon Strategy, and Coastal Marine Strategy. • It works to support functioning and resilient marine, aquatic, and coastal ecosystems that support a diversity of economic activities and provide the foundation for vibrant and thriving coastal communities and cultures. • The Division provides provincial leadership on water and coordinates government's strategy on 'source to tap' drinking water protection. It is also responsible for watershed-related strategic planning, policy, and science for B.C. and for setting objectives for water quality and sustainability. • The Division supports restoration and rebuilding of wild fish populations and provides leadership for aquatic habitat policy and restoration. It also sets fisheries and aquaculture policy, develops new strategies to protect and revitalize B.C.'s wild salmon populations, and is the provincial lead for interfacing with Fisheries and Oceans Canada (DFO). • The Division is the provincial hub for marine and coastal policy and planning, providing expertise to drive development and implementation of strategic and operational policies and plans that lead the way on collaborative decision-making with First Nations and Canada.

MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP

CONTINUED...

Reconciliation and Natural Resource Sector Policy

- This Division provides leadership in developing a “roadmap” for the natural resource sector to support the effective operationalization and implementation of the *Declaration on the Rights of Indigenous Peoples Act*, including working with the *Declaration Act Secretariat* on the alignment of natural resource sector laws and development of sector-specific tools and supports to advance reconciliation more effectively (e.g., policy, legislation, processes, etc.); this will include co-developing a foundation for co-management and shared decision making with Indigenous governments.
- Some of the primary objectives of the Reconciliation and Natural Resource Sector Policy Division include:
- Strategic land and resource reconciliation policy/frameworks including:
 - Land and natural resource assets.
 - Governance/co-management.
 - Engagement.
- Cross-sector policy.
- Working with the *Declaration Act Secretariat* to coordinate alignment of Natural Resource Sector laws.
- Co-ordinating today’s efforts and building future legislative and policy frameworks for cumulative effects, shared decision making and climate change.
- Support for Regional Management Committees.

Permitting, Authorizations and Statutory Decision Making Solutions

- Working across the natural resource sector and transportation to address priority projects and permitting caseload; examining legislative and policy barriers; enhancing systems and data, policy, and tools to support decision-making; examining government’s fee structure to ensure cost-recovery principles are met; and piloting new decision-making models, all while considering the need for Indigenous co-management and shared decision making.
- Advancing novel permitting solutions through the priority projects of Housing and Connectivity.
 - The Housing project is to provide a single, co-ordinated approach to housing-related permits and authorizations through the Housing Action Taskforce.
 - The Connectivity project is to bring high-speed internet into remote and underserved communities.

Cumulative Effects NRS Solutions

- Leading a natural resource sector coordinated approach to multi-agreement implementation with Treaty 8 First Nations.
- Building cumulative effects management responses from experiences in Treaty 8 territory that could be considered elsewhere in B.C., at a regional level.

MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP
CONTINUED...

<i>Natural Resource Information and Digital Services</i>	<ul style="list-style-type: none">• Provides essential Information Management (IM) services by way of the creation, maintenance, and publication of foundational datasets and geospatial information – this also includes operation of the Provincial aerial imagery and LiDAR programs, maintenance of land survey monumentation and data, and species and ecosystems information. This work provides essential context and intelligence to support decision making across the natural resource ministries and beyond. The IM offerings include ready-made, authoritative, spatial information about the shape, landscape, environment, and condition of B.C. as well as offering on-demand custom analysis, visualization, and mapping products for the Natural Resource Ministries.
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PROVINCIAL AGENCIES, COMMISSIONS, AND CORPORATIONS AVAILABLE DURING THE UBCM 2023 CONVENTION

DIVISION/BRANCH	TOPIC
Agricultural Land Commission	<ul style="list-style-type: none"> Information and advice regarding the Agricultural Land Reserve (ALR) and work of the Provincial Agricultural Land Commission (ALC). ALC Chair and/or Chief Executive Officer will be in attendance.
BC Emergency Health Services (BCEHS)	<ul style="list-style-type: none"> As part of the Provincial Health Services Authority, BCEHS governs the emergency medical services system in B.C. and provides pre-hospital emergency and inter-facility patient transfer services. BCEHS paramedics, emergency medical call takers and dispatch staff provide pre-hospital emergency care and medically necessary transport (ground and air ambulances) for British Columbians. BCEHS also oversees patient inter-facility transfers in the province, working with health authorities to coordinate the transfer of acute and critically ill patients to an appropriate level of care both within and outside of B.C. <ul style="list-style-type: none"> Members of the BCEHS executive team look forward to participating in productive and engaging sessions with municipal leaders.
BC Energy Regulator	<ul style="list-style-type: none"> The British Columbia Energy Regulator oversees the full life cycle of energy resource activities in B.C. from site planning to restoration. This includes oil, gas, geothermal and will also include hydrogen, ammonia, and methanol. We look forward to addressing any questions you may have on our regulatory oversight.
BC Housing	<ul style="list-style-type: none"> BC Housing works in partnership with private and non-profit sectors, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. These affordable housing options span the housing continuum, including emergency shelter and housing for the homeless, transitional supportive and assisted living, independent social housing, rent assistance in the private market, and affordable owner-purchase housing. Through the <i>Homeowner Protection Act</i>, BC Housing also licenses residential builders, administers owner builder authorizations, ensures that mandatory licensing and home warranty insurance provisions are complied with, oversees the third-party home-warranty insurance, and carries out research and education that benefits the residential construction industry, consumers, and the affordable housing sector.
BC Hydro	<ul style="list-style-type: none"> BC Hydro's mission is to safely provide our customers with reliable, affordable, clean electricity. Our vision celebrates our clean energy advantage and our environmental stewardship role in B.C. Sustainability is about making the best choices with available resources, which means leveraging our clean electricity for all British Columbians. BC Hydro's Community Relations staff look forward to addressing any questions that you may have related to our operations.

PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2023 CONVENTION CONTINUED...

BC Transit

- From small towns to large urban centres outside of Metro Vancouver, BC Transit delivers safe, reliable, customer focused transportation services you can rely on. BC Transit would be pleased to discuss any questions you may have regarding our services. In order to provide you with the best information possible, please provide specifics relating to your questions within the meeting request.

Insurance Corporation of British Columbia (ICBC)

- ICBC provides universal compulsory auto insurance (basic insurance) to drivers in British Columbia, with rates regulated by the British Columbia Utilities Commission (BCUC) and sells optional auto insurance in a competitive marketplace.
- Insurance products are available across B.C. through a network of independent brokers, and claims services are provided at ICBC claims handling facilities located throughout the province.
- ICBC invests in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud.
- In addition, provides driver licensing, vehicle registration and licensing services, and fines collection on behalf of the provincial government at locations across the province.
- ICBC will have staff at the Convention who would be pleased to discuss or meet on any issues related to ICBC's operations.

Office of the Seniors Advocate (OSA)

- OSA monitors and analyzes seniors' services and issues in B.C. and makes recommendations to government and service providers to address systemic issues. The Office also provides information and referrals for individuals who are navigating seniors services and tracks their concerns, which helps inform future work. The services which the Office monitors are in five key areas: health care, housing, income supports, community supports and transportation.
- The Office collaborates with service providers, government, and health authorities to improve effectiveness, efficiency, and outcomes for seniors.

The Land Title and Survey Authority of British Columbia (LTSA)

- LTSA is a statutory corporation responsible for operating BC's land title and survey systems and the Land Owner Transparency Registry (LOTR).
- LTSA processes over seven million online transactions annually and provides land information and datasets to the province, local governments, and other public agencies. The services include mapped databases such as ParcelMap BC and AUTOPROP. ParcelMap BC is the current, complete, and trusted mapped representation of titled and Crown land parcels across British Columbia, considered to be the point of truth for the graphical representation of property boundaries.

PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2023 CONVENTION CONTINUED...

Police Victim Services British Columbia (PVSBC)

- Police Victim Services of British Columbia Society (PVSBC) is the B.C. registered not for profit charity membership organization mandated to be the primary advocate for all (95+) police-based victim service (PBVS) organizations within the province.
- PBVS local organizations are physically embedded with the municipal or RCMP detachment delivering ongoing police-based victim services to the citizens of each community.
- Our Vision is - All victims of crime and trauma across B.C. receive compassionate, professional, and consistent services.
- PVSBC advocates, represents, lobbies, and communicates with members, partners and stakeholders on the development and delivery of PVSBC trauma informed programs, baseline and advanced training, professional development and member support programs.
- Funding is provided by the Provincial and Federal Governments, with additional resources from corporate and individual contributions, sponsorships, and program revenues.
- PVSBC will have staff present at the Convention to engage Delegates in any issue related to the delivery of police-based victim services as well as the linkage to police and other local partner/stakeholders within their community.

Royal Canadian Mounted Police (RCMP)

- The Royal Canadian Mounted Police (RCMP), Canada's national police force, provides policing services to most of British Columbia, including 150 municipalities. These services include, but are not limited to, uniformed patrols, response to calls for service, investigative services, community-based policing and traffic enforcement. Additionally, the BC RCMP is part of a number of integrated teams operating throughout the province who provide specialized police services to British Columbians. The BC RCMP values ongoing collaboration and meaningful communication with our partners. Representatives of the BC RCMP's Senior Management Team look forward to hearing your feedback and answer any questions you may have about its services so that we can work together towards our common goal of providing your community with a professional, efficient, and effective police service.



Ministry of
Municipal Affairs



Lisa Clark

From: Lahti, Matt <Matt.Lahti@bchydro.com>
Sent: Tuesday, May 30, 2023 4:38 PM
Cc: Olynyk, Ted
Subject: Invitation to Meet with BC Hydro During UBCM Convention
Attachments: BC Hydro UBCM Meeting Request Form.docx

This email is being sent on behalf of Ted Olynyk

Dear Mayor and Council,

BC Hydro is once again offering local government officials the opportunity to meet with senior company executives during the week of September 18, at the 2023 UBCM Convention, to discuss an issue of concern facing your community.

As always, we are pleased to meet with you outside of UBCM to discuss and resolve any issues.

If you would like to arrange a meeting, the deadline to submit the attached request form is **Friday, June 30**. Please return the form to Matt Lahti (matt.lahti@bchydro.com).

We will provide full meeting details in early September when we confirm the date and time.

If you have any questions, please don't hesitate to reach out.

Sincerely,

Ted Olynyk | Mgr., Community Relations
Vancouver Island – Sunshine Coast

P 250 755 7180
M 250 618 6267

bchydro.com

Smart about power in all we do.

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Via email: HOUS.minister@gov.bc.ca

June 21, 2023

The Honourable Ravi Kahlon
Ministry of Housing
PO Box 9844 Stn Prov Govt
Victoria, BC V8W 9T2

Dear Honourable Kahlon:

Re: Province of British Columbia's Home for People Action Plan

At its Regular Council meeting held June 19, 2023, the District of North Saanich Council approved the following resolution:

"That the Mayor be authorized to send a letter to the Minister of Housing, with copies to the MLA for Saanich North and the Islands and all members of the Union of British Columbia Municipalities, regarding the recently announced action plan "Homes for People" and request that the Minister take into consideration the following:

- 1. The diversity and size of communities throughout the province and their unique housing needs;*
- 2. The differences between rural and urban communities and their availability of infrastructure; and,*
- 3. The significant impact on existing local infrastructure capacity to service increased development and density.*

And that the Minister be further advised that the District of North Saanich is concerned that broad legislative changes may curtail the local planning authority vested in local governments and expressed in their Official Community Plans and Zoning bylaws, for which significant public input has been received and accounted for in these important planning policy instruments."

A good portion of North Saanich is in the Agricultural Land Reserve (ALR); as such, we have concerns regarding the potential conflict between residential and agricultural land use. We have struggled with this very issue in recent years as have other communities surrounded with rural areas and have experienced development pressure.

Respectfully, we request you consider that there are other communities, just as unique as ours, for which a province-wide, "one-size-fits-all", approach to increasing housing supply may not be in their best interest and may result in communities that no longer resemble the ones that people chose to live in. If the Province targeted support to communities either better suited or desirous of increased density, British Columbians would have the ability to choose the housing type and the community that is the best fit for them.

We thank you for your thoughtful consideration of our concerns on this very important initiative.

Sincerely,

A handwritten signature in black ink, appearing to read "Peter Jones". The signature is fluid and cursive, with the first name "Peter" and last name "Jones" clearly distinguishable.

Peter Jones
Mayor

cc: Adam Olsen, MLA for Saanich North and the Islands
Members of the Union of BC Municipalities

Lisa Clark

From: Kellett, Leslie <Leslie.Kellett@princegeorge.ca>
Sent: Wednesday, June 28, 2023 2:47 PM
Subject: City of Prince George Resolution Submission to 2023 UBCM Convention
Attachments: City of Prince George Resolution - Reimbursing Local Governments for Medical Services Provided by Local Government Fire and.pdf

Good afternoon, Mayor and Council,

At the June 26, 2023 regular council meeting, City of Prince George Council approved submitting a resolution to the 2023 UBCM Convention regarding "Reimbursing Local Governments for Medical Services Provided by Local Government Fire and Rescue Services" and further resolved to share this resolution with UBCM member municipalities.

We appreciate your consideration to support this resolution at the 2023 UBCM Convention.

Sincerely,



LESLIE KELLETT

Deputy Corporate Officer

5th Floor, 1100 Patricia Blvd., Prince George, B.C. V2L 3V9

p: 250.561.7655 | f: 250.561.0183

leslie.kellett@princegeorge.ca

www.princegeorge.ca

Resolution Submitted to the 2023 UBCM Convention

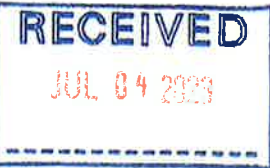
Reimbursing Local Governments for Medical Services Provided by Local Government Fire and Rescue Service

WHEREAS communities across British Columbia are facing a significant increase in calls to respond to emergency medical incidents;

AND WHEREAS local governments provide for their fire departments to support prehospital patient care in their community by providing emergency medical services that assist the Provincial Government's BC Ambulance Service;

AND WHEREAS the costs associated with supporting prehospital care by local government fire departments has increased significantly in relation to response hours and increased use of first aid and other medical supplies and that such costs are funded solely through local government property taxation;

THEREFORE BE IT RESOLVED that the Provincial Government develop a funding model to compensate local governments who provide emergency medical services through their fire and rescue services fulfilling the responsibility of the provincial government with consideration given to community population and the fire department's authorized level of emergency medical response.



**SAYWARD ELEMENTARY JUNIOR
SECONDARY SCHOOL**

P.O. Box 40, Sayward, B.C. V0P 1R0
Telephone: 282-3314 Fax: 282-3822

LIVING AND LEARNING TOGETHER FOR A CHANGING TOMORROW

July 4, 2023,

To the Sayward Village Mayor and Council,

The Sayward School Parents Advisory Council has appointed an Oscar Daze Dance Committee, coordinated by Audrey Ordano. We would like to request the use of the Kelsey Recreation Centre, at 652 H'Kusam Way, Sayward, to be the venue for the dance, which will be held on Saturday, August 5th from 9:00pm until 2:00am. Volunteers will set up ahead of time and clean up the gymnasium the following day. We kindly request that the fee for the use of the building be waived for this event as the Sayward PAC is a non-profit organization. We would also like to request the use of 10 tables and 40+ chairs for this evening. Proceeds from this event will go towards field trips and other benefits for Sayward School students. We will work with the Kelsey Centre staff to ensure proper procedures are followed for this dance. This will be a 19+ social event which will require proof of age identification to be admitted entry and purchase alcoholic drinks. Food and non-alcoholic drinks will also be available to buy from the Kelsey Center concession.

Thank you for your time and consideration,

Sincerely,

Audrey Ordano

Sayward School PAC Treasurer

CITY OF SURREY

OFFICE OF THE MAYOR

July 4, 2023

Sayward (Village)
652 H'Kusam Way
Sayward, BC VoP 1Ro

By email: village@saywardvalley.ca

Dear Mayor and Council,



BRENDA LOCKE
MAYOR

MAYOR@SURREY.CA

604.591.4126

It is important for local governments to know the impact of the Surrey Police Transition on your city, town or regional district, should it go ahead.

As you may know, Surrey Council voted to keep the RCMP as the police of jurisdiction (POJ). We communicated our decision to the Solicitor General (SG) who, continued to "recommend" that the city stay with the transition to the Surrey Police Service (SPS), but asked that the City choose between two options,

- 1) To continue the transition to the SPS with no evaluation of the SPS model.
- 2) To stay with the RCMP as the POJ with conditions.

The Premier, the SG and the Ministry's report recognize that it is the role of municipalities to choose their policing model. The SGs' authority under the Act is a safety net if the "adequate and effective" policing standard is not met. It does not grant the SG the authority to impose hundreds of millions of dollars' worth of costs into the municipal budget on a political whim.

I am writing to you today for two reasons.

Firstly, is to express my deep concern for the statements made by the provincial government and the Solicitor General suggesting that should Surrey remain with the RCMP would create a public safety crisis; this is not truthful.

In fact, the ministry's own report states *"It is not based on a failure by police to deliver adequate and effective policing nor a failure in public safety. Quite the opposite is true, front-line officers in the SPS and the RCMP are working hard to serve those who reside in and visit Surrey"*. It went on to say *"This Director's Report is not a comparative assessment of the two police models. It is also not intended to provide a comprehensive assessment of the impacts of continuing with the current police transition to the SPS."*

This interference should have significant concern to local government if the SG establishes a precedent of indiscriminately imposing massive costs onto



municipal government with no rationale other than vaguely referencing public safety concerns. Adequate and effective policing is in place in our city and our province, and for the Premier and the Solicitor General to infer there is a public safety crisis is not supported by data.

The central fear articulated by the premier and SG is the sudden dissolution of the SPS may lead to a walk out. The SPS Board has provided assurances that the SPS officers will remain on duty. Because the SPS Board reports to the province (not the city), they will take its instructions from the Ministry of the Solicitor General and Public Safety. One simple mandate letter from the province would remove the only concern for this public safety threat.

On the other hand, approving the SPS would create massive pressure on policing in the province, which would not exist if we remained with the RCMP. The only police training facility in the province, the JIBC, was past its capacity to meet the needs of municipal policing in BC even before the SPS was established. It is also important to recognize that police officer training at the JIBC has been under scrutiny. In order to properly address the police training needs in British Columbia would require expanding the JIBC. To date, the provincial budget has not addressed this expensive and time-consuming need. Waiting years for the JIBC training to fill the SPS cadet requirement will not only cost Surrey millions in time delays, but it will also impact other municipal police forces who cannot get seats at the JIBC.

Therefore, the only other route to full capacity for the SPS is hiring experienced police officers from your communities as they have done to date.

If the SG were to impose the SPS on Surrey, I would strongly recommend you communicate directly to the SG that you expect him to impose the same "public safety" restrictions on the SPS hiring from LMD communities as he has placed on the RCMP.

Secondly, and perhaps more important to local governments, is the financial and human resource impact that continuing with the Surrey Police Transition will have on every city, town, transit police and regional district in the province.

The SG's plan to move forward with the SPS will cost you financially if you are currently an RCMP jurisdiction. As RCMP divisional administrative costs are shared costs among all RCMP jurisdictions, so far it is estimated that because of the size of the Surrey detachment, your policing costs will increase by up to 7%.

If you are served by a municipal police force, it is important to know that the provincially appointed Surrey Police Board signed the richest collective agreement in Canada. This agreement will likely impact all future municipal police board negotiations.

The Surrey RCMP requires approx. 170 officers to return to full complement. Over 80 SPS officers have expressed interest in making this move according to the Officer in Charge. Further, the RCMP has stated that they can and will accommodate the human resource needs, not only to Surrey, but throughout the region, with the new recruiting and experienced officer programs.

In contrast, the Surrey Police Service (SPS) requires over 400 additional officers beyond those hired to date, to get to full strength. Although the province recognized the scope of the Surrey police transition from the beginning, they did not increase the funding to the Justice Institute of British Columbia (JIBC) in order to accommodate the officer training needed. The reality is that, just as the SPS has done to date, the vast majority of the SPS hires will come by recruiting from the RCMP, TransLink and other municipal forces throughout the province.



In closing,

My concern is the duplicity of the provincial government on this matter. The Ministry report and SG explicitly stated that we had two choices - to remain with the RCMP or the SPS - and conditions to meet with either option.

Based on the facts we examined, we chose the RCMP - with a more significant majority of council than we had originally - and we have committed to meeting the binding conditions.

The SGs' response is to move the goalposts and claim the need to review the plan and potentially overturn the council decision. I have offered to work with the province to ensure the requirements are met, and the province refuses to acknowledge the offer.

As local government leaders, we need to stand up for our authority under the Police Act. Like with your municipality, Surrey Council knows our community best. We cannot allow a "manufactured crisis" to drive a significant and costly public safety decision that will impact generations to come.

Please do not hesitate to contact me if you have any questions, I look forward to hearing from you.

Sincerely,



Brenda Locke
Mayor



July 10, 2023

Dave Leitch, CAO
Strathcona Regional District
990 Cedar Street
Campbell River, BC V9W 7Z8

Reference: AP7792

**Re: 2023 Emergency Support Services –Approval Agreement & Terms and
Conditions of Funding**

Dear Mr. Leitch,

Thank you for submitting an application under the 2023 Emergency Support Services funding stream of the Community Emergency Preparedness Fund.

I am pleased to inform you that your project, *Regional: Hosting With Humility: Adapting the ESS Structure to Expand Host Community Capacity*, in partnership with Campbell River, Ehattesaht First Nation, Gold River, Homalco First Nation, Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nation, Mowachaht/Muchalaht First Nations, Nuchatlaht First Nation, Sayward, Tahsis and Zeballos, has been recommended for funding. A grant in the amount of \$294,630.00 has now been approved.

As outlined in the Program & Application Guide, grant payments will be issued when the approved project is complete and UBCM has received and approved the required final report and financial summary.

The Ministry of Emergency Management & Climate Readiness has provided funding for this program and the general Terms & Conditions are attached. In addition, and in order to satisfy the terms of the contribution agreement, the following requirements must be met in order to be eligible for grant payment:

- (1) This approval agreement is required to be signed by the CAO or designate and returned to UBCM within 30 days of the date of this letter;
- (2) The funding is to be used solely for the purpose of the above-named project and for the expenses itemized in your approved application and budget;
- (3) All expenditures must meet eligibility and funding requirements as defined in the Program & Application Guide (refer to Sections 4, 5 and 6);
- (4) All project activities must be completed within one year and no later than July 12, 2024;

The Community Emergency Preparedness Fund is funded by the Province of BC

- (5) The final report is required to be submitted to UBCM within 30 days of project end date and no later than August 30, 2024;
- (6) Any unused funds must be returned to UBCM within 30 days following the project end date.

Please note that descriptive information regarding successful applicants and projects will be posted on the UBCM and/or provincial government websites, or shared through provincial governments news releases or events, and all interim, progress and/or final report materials will be made available to the provincial government.

I would like to congratulate you for responding to this opportunity to support emergency preparedness and resiliency in your community.

If you have any questions, please contact 250-387-4470 or cepf@ubcm.ca.

Sincerely,



Rebecca Bishop, Program Officer

cc. Shaun Koopman, Protective Services Coordinator

Reference: AP7792

Approval Agreement (to be signed by the CAO or designate)

I, _____, authorized designate of the Strathcona Regional District, have read and agree to the general Terms & Conditions and the requirements for funding under the **2023 Emergency Support Services** program.

Signature, Title

Date

Please return an electronic copy of this signed Approval Agreement Attention of the Program Administrator to cepf@ubcm.ca.



Liquor and Cannabis
Regulation Branch

ENGAGEMENT PAPER

Promoting Places to Consume Cannabis

July 2023

Purpose

The Liquor and Cannabis Regulation Branch, Ministry of Public Safety and Solicitor General invites Indigenous partners and interested parties to comment on promoting places to consume cannabis. This paper provides a brief background and questionnaire.

Responses will be accepted until **August 11, 2023**

Contact

Monika Laube
A/Director, Communications and External Relations
LCRB.Outreach@gov.bc.ca

Introduction

In Spring 2022, the Province invited Indigenous partners, interested parties and anyone living in British Columbia to provide their thoughts on cannabis to help guide work to support a strong, diverse and safe legal cannabis sector across the Province. More information, including a discussion paper outlining policy considerations and a *What We Heard Report*, can be found here:

<https://engage.gov.bc.ca/govtogetherbc/engagement/cannabis-consumption-spaces/#results>.

The Province is now moving forward with gradually enabling cannabis hospitality and tourism experiences in B.C. This work will take time, and engagement with partners and local and Indigenous governments will continue to play a key role as policy adjustments are considered and implemented.

As a first step, Liquor and Cannabis Regulation Branch (LCRB) is looking at B.C.'s current prohibition around promotion of places to consume cannabis including patios.

Who will the LCRB be engaging with?

Through this consultation, the LCRB wants to hear from:

- Cannabis retail licensees
- Cannabis industry organizations
- First Nations governments and Indigenous organizations
- Local governments

Background

Provincial Rules

The LCRB oversees the regulation of cannabis stores in B.C. (hereafter, "licensees").

Currently, a person [can consume cannabis anywhere](#) except where it is specifically prohibited, for example by local government bylaws, Indigenous laws, agricultural land use policies etc.

However, B.C. currently prohibits anyone from [promoting](#) a place to:

- consume cannabis or,
- spend time at after they've consumed cannabis.

B.C. also prohibits anyone from smoking or vaping cannabis on a patio even if a person already can smoke tobacco or vape in the same space.

Federal Rules

In addition to B.C.'s rules, licensees and non-licensees are also subject to federal rules¹ that prohibit them from:

- promoting cannabis and a consumption space together
- requiring the purchase of cannabis to use a consumption space
- charging fees for using a consumption space
- encouraging patrons to purchase cannabis from their store to consume at a consumption space

Local and Indigenous Government Laws and Rules

Local and Indigenous governments may have laws, bylaws and licensing authorities related to promotion and consumption.

What is Changing?

To support the legal cannabis industry and tourism in B.C., the LCRB proposes to:

- remove the provincial restrictions on promoting places to consume cannabis or spend time at after consuming cannabis, and
- allow people in B.C. to consume cannabis on a patio where smoking and vaping is already allowed under the [Tobacco and Vapour Products Control Act](#) and [Regulation](#).

What's not Changing?

The LCRB is not proposing to change where cannabis consumption is currently permitted, except where smoking and vaping is already allowed.

These changes will not impact current federal rules or local and Indigenous governments' oversight. It will not change any existing or future controls within Indigenous or local government jurisdiction, including the ability to regulate spaces where cannabis consumption occurs.

¹ [Sections 16 and 17](#) of the federal [Cannabis Act](#) limit the promotion of cannabis, cannabis accessories and cannabis services for the purpose of selling these products and services.

Currently, cannabis consumption is [not allowed in cannabis stores](#). The LCRB is not considering changes that would allow for cannabis consumption in a licensee's establishment at this time.

Discussion

The LCRB is seeking feedback on this proposal, how to best implement these changes and how these changes will impact businesses that may want to promote places to consume cannabis, or to spend time after consuming cannabis.

Questions

Comments focused on the questions outlined below are much appreciated. Comments outside the scope of this paper are not able to be considered at this time. Your comments are confidential and will not be shared in a manner that identifies you.

1. How would allowing the promotion of places to consume cannabis impact you?
2. What other factors about promoting places to consume cannabis should the LCRB consider?

Submitting your comments

Send your comments to LCRB.Outreach@gov.bc.ca with the subject "Promoting consumption spaces engagement." Email submissions are preferred.

Submission deadline: August 11, 2023

When submitting your comments, please include:

- Full name of the person submitting
- Name of the business/organization and licence number, if applicable
- Municipality or regional district in which your store is located, if applicable
- Phone number, including area code and reply email address

If you wish to provide comments by mail, you can send to:

PO Box 9292 Stn Prov Govt
Victoria, BC V8W 9J8

Collection Notice

By submitting a response to this consultation paper, I understand that my personal information is being collected pursuant to sections 26(c) and 26(e) of the *Freedom of Information and Protection of Privacy Act* for the purposes of sharing my views or the views of my organization in response to the questions outlined in the paper. Any questions about the collection, use, disclosure and storage of my Personal Information pursuant to this engagement should be directed to the A/Director Communications and External Relations, Liquor and Cannabis Regulation Branch at PO Box 9292 STN PROV GOVT, Victoria, B.C., V8W 9J8, or by phone at 236-478-0348.

Lisa Clark

From: Pat Rusch <patrusch@outlook.com>
Sent: Wednesday, July 12, 2023 7:20 PM
To: Village of Sayward
Cc: Fm65pete@gmail.com
Subject: Advertisements in newsletter

Sayward Volunteer Fire Dept.

Box 59, Sayward BC. VOP 1R0

July 12, 2023

Village of Sayward - Mayor and Council,

I am writing on behalf of the Sayward Volunteer Fire and Rescue Dept. to ask for council to consider removing the fee for advertising events in the newsletter that we will receive a donation or we put on to raise funds towards the purchase of equipment and rescue vehicle.

Example of this is the up and coming Show ad Shine, hosted by Sayward Valley Resort. As a fire/rescue dept. we are doing the concession for the day but the resort also gives us a large donation from the profits they make.

We also will do events with other groups like car wash and on our own things like tea's, winter fair, market day to try and raise funds for much needed equipment benefiting everyone when we are on any type of call.

We would greatly appreciate you considering this request. If there is any other information you may need about this request please contact me. Please let us know your decision.

Thank You,

Pat Rusch - SVFD adm. person



COUNCILLOR'S REPORT

For: Mayor and Council
Prepared by: Councillor Sue Poulsen
Subject: Kelsey Center Closure/Re-opening Summer 2023
Meeting date: July 18, 2023

BACKGROUND

Closure of the Kelsey Centre has historically followed the local school district vacation schedule. The Village of Sayward opted to close the Kelsey Center from June 1, 2023-September 1, 2023, to save an estimated \$25,000.00 cost of operating and capital expenses.

Staff were given notice of the closure dates and received layoff notices. Subsequently, grant funding became available, and the staff were asked if they were available for work if the Kelsey Centre stayed open until June 30th. By that time most staff had made other arrangements and there were not enough staff to keep the doors open.

The summer closure often results in staff attrition, resulting in a time lag to rehire, retrain, and reschedule previous programs and develop new ones.

Restaffing the Kelsey Centre at the start of the school year results in a delay of programming implementation to the end of September.

DISCUSSION

This year, closing the Kelsey Centre programs one month before the start of summer vacation had a direct impact disrupting family schedules.

Likewise, not having a program ready to start at the beginning of the school year has an impact on families establishing schedules and enrolling in activities and programs at the Kelsey Center.

Advertising the available program offerings at Kelsey Centre is delayed until a new program schedule is available for families to sign up.

The disruption in the management and staff employment schedule was also impacted.

The most recent Kelsey Centre Manager report showed attendance and usage had increased by 12% and there was a full complement of dedicated, trained employees.

RECOMMENDATIONS

THAT Council receive this report for information and discussion; and

THAT Council direct staff to develop a plan with the Manager of the Kelsey Center to build/resume programming, recall/recruit staffing to meet requirements, advertise new schedule, to START the first week in September 2023.

Respectfully Submitted

Sue Poulsen, Councillor

Wednesday, July 12, 2023 at 1145 AM



STAFF REPORT

To: Mayor and Council
From: Keir Gervais, CAO
Subject: Village Appointments to CSHRD and CSWM
Meeting date: June 20, 2023

BACKGROUND

As Council is aware recent discussions have raised questions about how appointments are made to the Strathcona Regional Board (SRD) and related Regional Boards such as the Comox Strathcona Regional Hospital Board (CSHRD) and the Comox Strathcona Waste Management Board. (CSWM)

Under the *Local Government Act Sec 198* (see below) Council appoints a municipal director and alternate to the SRD Board.

Appointment and term of office for municipal directors

198 (1) *After the first appointment under section 41 (2) (e) [first board for regional district], each municipal director is to be appointed at pleasure by the council from among its members.*

(2) *The term of office of a municipal director*

(a) *begins when the person takes office in accordance with section 202 (3) [oath or affirmation of office], and*

(b) *continues until the earliest of the following:*

(i) *another director taking office in the original director's place;*

(ii) *the director ceasing to be a member of the council before the next general local election;*

(iii) *November 30 in the year of a general local election.*

It is the Village of Sayward's practice that Councillor appointments to committees and portfolios are made at the Inaugural Council meeting following a general election. Section 4 of the Inaugural Council Meeting Agenda, November 1, 2022 states :

"Council Appointments and Portfolios - The Mayor usually makes appointment recommendations at this meeting and Council as a whole decides the appointments."

These appointments were made by Sayward Council on November 1, 2022 following the 2022 municipal election and approved (see below). At that time Sayward Council appointed by voting Mayor Baker to the SRD Board and Cllr. Tinsley as alternate.

4. Council Appointments and Portfolios

- a) *THAT Mayor Baker be appointed to the Strathcona Regional District Board and Councillor Tinsley be appointed as alternate; Councillor Poulsen to attend the Comox Strathcona Regional Hospital District Board meetings and the Comox Strathcona Waste Management Committee meetings; and, ...*

MOTION I22/01

MOVED AND SECONDED

THAT the appointments listed in a) to g) inclusive as recommended by Mayor Baker be approved and take effect November 1, 2022; and,

THAT staff bring back all appointments in November 2023.

CARRIED

The November 15, 2022 Regular Meeting Minutes record that the Minutes from Previous Meetings – November 1, 2022 were resolved by Council.

5. Minutes of Previous Meetings

MOTION R22/188

MOVED AND SECONDED

THAT the minutes from the Inaugural Council meeting held on November 1, 2022, be adopted.

THAT the minutes from the Regular Council meeting held on November 1, 2022, be adopted.

CARRIED

DISCUSSION

I have been advised by both the SRD CAO and the CVRD Corporate Officer that all municipal appointments to ancillary Boards of the SRD must be either the Council appointee or their alternate. At present that would be Mayor Baker or Councillor Tinsley.

For further clarification, the CVRD Manager of Corporate Services in an email dated March 8, 2023 states:

- *"The membership of the CSWM and CSRHD boards is composed of the appointed SRD Directors. As sometimes happens, an alternate director may be appointed by the municipal council as the 'regular attendee' to one or both of these boards....*
- *The CSRHD does not follow the same protocol as the CSWM with respect to the co-chairs being identified through the election of the CVRD and SRD Board chair or vice-chair positions, so it is at Sayward Council's discretion in regards to whether the director*

attends or whether an alternate director is appointed or assigned as the 'regular attendee'. "

- *The SRD CAO recently advised me via email "...Directors appointed to the Regional District Board are the appointees on the subsequent Regional Boards such as Hospital, Solid Waste, etc."*

As noted, it is within Council's authority to appoint a municipal director and alternate to the Regional District as they did following the 2022 election. Based on the information from the SRD CAO and the CVRD Manager of Corporate Services it is not within Council's authority to make additional appointments to the CSRHD and the CSWM Boards.

Moving forward, acknowledging that the membership of the CSWM and CSRHD boards is composed of the appointed SRD Directors, and/or, as sometimes happens, an alternate director may be appointed by the municipal council as the 'regular attendee' to one or both of these boards, Council need not make appointments to the CSWM and CSRHD during its inaugural or any other meeting.

STAFF RECOMMENDATIONS

THAT the Village Appointments to CSHRD and CSWM Staff Report be received for information and discussion.

Respectfully submitted,



Keir Gervais, CAO



STAFF REPORT

For: Mayor and Council
From: Keir Gervais, CAO
Subject: Fire Services Agreement Extension
Meeting date: July 18, 2023

BACKGROUND

The Strathcona Regional District (SRD) has been reviewing the Fire Service Agreement (FSA) it has with the Village for fire services in the Village of Sayward and Valley (Area A) since late in 2022, to determine if a better service model would better meet the needs of the Area A residents. In 2022 Council approved the SRD's request to extend the FSA for 3 months and up to 6 if needed.

DISCUSSION

The SRD has recently provided staff with consultant's reports that outlines different fire service agreement options versus what exists currently. The SRD has also provided staff with varying budget analysis of the options for review. The SRD is requesting that the FSA be extended a further three months, to September 30, 2023, so that Village staff can review and analyze the options proposed by the SRD, and then update Council at the September 5, 2023 Council meeting.

STAFF RECOMMENDATIONS

THAT Council receives and discusses Fire Services Agreement Extension Staff Report; and,
THAT Council approves the extension to the Fire Services Agreement and authorizes the Mayor and Corporate Officer to execute the Modification Agreement.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be "KG", written over a horizontal line.

Keir Gervais, CAO

Attachments:

- ***SRD FSA Modification Agreement***



MODIFICATION AGREEMENT

THIS MODIFICATION AGREEMENT dated for reference the _____ day of _____, 2023.

BETWEEN:

STRATHCONA REGIONAL DISTRICT
990 Cedar Street
Campbell River, BC V9W 7Z8

AND:

VILLAGE OF SAYWARD
652 H'Kusam Way
Sayward, BC V0P 1R0

WHEREAS the Strathcona Regional District (the 'Regional District') and the Village of Sayward (the 'Village') have, on November 3, 2010, entered into an agreement (the 'Agreement') regarding the provision of fire protection services which is due to expire at the end of June 30, 2023;

AND WHEREAS the parties wish to extend the term of the Agreement;

NOW THEREFORE the parties agree as follows:

1. Section 6 (Term of Agreement) is extended a further 3 months until September 30, 2023.
2. In all other respects, the terms and conditions of the Agreement shall remain in full force and effect and by signing of this Modification Agreement are hereby reaffirmed.

IN WITNESS WHEREOF the parties have executed this modification agreement to be effective on the date first written above.

STRATHCONA REGIONAL DISTRICT
by its authorized signatory:

VILLAGE OF SAYWARD
by its authorized signatory:

Chair

Mayor

Corporate Officer

Corporate Officer

Dated

Dated



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO/CO
Subject: **Municipal Insurance Authority (MIA) Voting Delegate and Alternate**
Meeting date: July 18, 2023

BACKGROUND

The MIA has asked for the names of the Village's voting delegate and alternate for their annual meeting to be held during the 2023 UBCM Convention. The MIA regulations state:

"According to the RIEA 6.13, the voting delegate and alternates do not have to be an elected official, as long as it is appointed by the Council.

6.13 Representatives

Each Subscriber shall appoint by resolution of its council, trustees, directors, or other elected officials, a representative and two alternates to represent and vote the interests of the Subscriber at any meeting of the Subscribers and shall deliver a certified copy of such resolution to the Board."

DISCUSSION

Council should consider appointing a Delegate and Alternate(s) for the upcoming MIA annual meeting at UBCM 2023.

RECOMMENDATION

THAT Council appoints _____ as the voting delegate, _____ as alternate #1, and _____ as alternate #2.

Respectfully submitted,

Lisa Clark, CFO/CO

Attachment:

- **MIABC correspondence June 13, 2023**

Lisa Clark

From: Heidi Scribner <hscribner@miabc.org>
Sent: Tuesday, June 13, 2023 10:25 AM
To: Lisa Clark
Subject: MIABC Voting Delegate

Dear Lisa,

The Municipal Insurance Association of BC's (MIABC's) 36th Annual General Meeting (AGM) is scheduled to take place on Tuesday, September 19th in Vancouver in conjunction with the UBCM Convention.

In accordance with Article 6.13 of the Reciprocal Insurance Exchange Agreement (RIEA), the following voting delegate and two alternates have been registered with the MIABC to vote your interests at this year's AGM. If you would like to change the delegate and/or alternates, please forward a resolution of your Council/Board directing these changes to hscribner@miabc.org no later than Monday, August 14th, 2023.

The AGM Booklet with further voting information will be distributed on Tuesday, August 22nd, 2023.

Voting Delegate: Mayor Mark Baker
Email address: mark.baker@saywardvalley.ca

Alternate #1: Councillor Sue Poulsen
Email address: sue.poulsen@saywardvalley.ca

Alternate #2: CFO Lisa Clark
Email address: cfo@saywardvalley.ca

Best regards,

Heidi Scribner
Administrator & Board Secretary

Municipal Insurance Association of BC
Email: hscribner@miabc.org
Direct: 604-449-6347
Main: 604-683-6266



STAFF REPORT

To: Mayor and Council
From: Lisa Clark, CFO/CO
Subject: **2022 Annual Report**
Meeting date: July 18, 2023

BACKGROUND

Section 98 and 99 of the *Community Charter* requires municipalities to produce an Annual Report before June 30th in each year. The report must include the following information:

- Audited annual financial statements
- Tax exemptions
- Municipal services and operations for the previous year
- Progress report
- Disqualifications
- Municipal objectives

In addition, the Annual Report must be made available for public viewing for a minimum of 14 days before Council approval.

DISCUSSION

The information required by Sections 98 and 99 of the *Community Charter* for annual reporting was presented at the June 20 regular Council meeting and was made available for public viewing from June 21 to July 4. No comments were received from the public and Council is now asked to approve the 2022 Annual Report (attached).

STAFF RECOMMENDATIONS

THAT Council approves the 2022 Annual Report.

Respectfully submitted,

Lisa Clark, CFO/CO

Attachments:

- **2022 Annual Report**



Village of
Sayward

2022 Annual Report



The Village of Sayward
P.O. Box 29, 652 H'Kusam Way
Sayward B.C. V0P 1R0

CONTENTS OF THE ANNUAL REPORT

Page 3:	Message from the Mayor
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Page 5:	Statement of Municipal Services and Operations
Page 6:	Declaration of Disqualification of Council Members
Page 7:	Desk of CAO - 2023 Priorities
Page 8:	2023 Council Strategic Plan/Objectives
Page 14:	Statement of Property Tax Exemptions
Page 16:	2022 Audited Financial Statements



A Message from the

VILLAGE OF SAYWARD MAYOR:

I am pleased to present the 2022 Annual Report for the Village of Sayward.

The 2022 local government elections resulted in two new faces joining the Village Council. I would like to thank our past Councillors for their commitment to the Village and to our constituents and wish them well in their future endeavors. I would like to give a warm welcome to our newly elected Councillors, Kohen Gilkin and Scott Burchett, while welcoming back Councillors Sue Poulsen and Tom Tinsley. I look forward to working together as a unified team to ensure our constituents continue to receive outstanding service from their elected officials. Last but certainly not least, I want to acknowledge the service of Sayward's longest serving elected official and former Mayor, John MacDonald, who passed in 2022.



The next four years will be a time of building sustainability for the future of Sayward. The new Council has identified asset management, economic development, and fiscal responsibility, sound governance and other foundational initiatives as priorities to help stabilize the community and move it forward. In January 2023 we welcomed a new CAO, Keir Gervais, to lead our organization. Together, Council along with our team of knowledgeable, experienced, and dedicated staff will continue to transition Sayward from a forestry dependent community towards a more diverse economy for Sayward and our part in the Sayward Valley.

I would also like to acknowledge the continued dedication of so many volunteers who are in so many ways the engine that drives our community. Whether it's keeping us safe as firefighters or emergency support services personnel, providing us a place to live actively by maintaining our trail networks, or helping with the production of the Sayward News so residents and visitors are informed about *what, who, where and when* – our community could not be what it is without you.

This Annual Report is a summary of the financial reporting period of January 1, 2022, to December 31, 2022, including the 2022 audited financial statements, major initiatives, accomplishments, and other outcomes for the year. It also outlines Council's strategic priorities for 2023 and beyond.

Council appreciates, and takes very seriously, the trust that residents have placed in us. On behalf of Sayward council, we thank you for this trust, and look forward to working with you to ensure that we remain a safe, welcoming, and progressive community for generations to come.

Sincerely,

Mayor Mark Baker

VILLAGE OF SAYWARD ELECTED OFFICIALS 2022



Back Row, left to right - Councillor Kohen Gilkin, Councillor Scott Burchett
Front Row, left to right – Councillor Sue Poulsen, Mayor Mark Baker, Councillor Tom Tinsley

STATEMENT OF MUNICIPAL SERVICES AND OPERATIONS – 2022

Project work dominated much of the organizational activity again for 2022. While driven by the Strategic Plan, staff turnover, a civic election and continuing to navigate COVID-19 did impact the progress of various planned initiatives. With that said, the Village was successful in delivering the following programs and services:

- Plan H grant – seniors' lunches
- 2022 Election
- Completed reports: Housing Needs Assessment, Age Friendly Plan, Active Transportation Study
- Refurbishing of Share Shed and re-opening post COVID
- 4 liftstation generators installed
- Retirement of long time Fire Chief, and new Fire Chief appointed
- Gazebo upgrades completed (BBQ stands, sink, power)
- New programming at Kelsey Centre – Teen Night
- Lifeguard training and hiring of new lifeguards
- Re-opening of pool and Rec Centre to pre-COVID service levels
- The Village also secured over \$275,000 in funding in 2022 for future projects through numerous program grants

Perhaps most notably, September 2022 marked the completion of the Newcastle Creek Dam Decommissioning project. As a result of collaborative efforts, the former aging dam structure has been removed and replaced with a modern low elevation weir. A new water intake and supply line now provides the Village with reliable, low-maintenance infrastructure that diverts water from the creek to the water treatment plant. Public Works Manager, Tony Leggat deserves much praise for his efforts on this project.

Improving communication from the Village office to the community has been an ongoing focus and in particular communication during times of crisis. Staff have developed templates for Alertable alert notifications for times of emergency and we continue to produce the Sayward News monthly. Virtually, all Council meetings continue to be available on our YouTube channel and of course, the public is welcome to attend the meetings in Council Chambers.



DECLARATION OF DISQUALIFICATION OF COUNCIL MEMBERS

No disqualification of Council Members occurred in 2022

2023 MAJOR PROJECTS (DESK OF CAO):

The Chief Administrative Officer (CAO) oversees the affairs and operations of the Village and acts as a liaison between Village staff and the Mayor and Council. The CAO provides advice and recommendations on Council related policies and emerging issues. The CAO is responsible to Council for the efficient management of the municipal workforce, and for seeing that Council's directions and policies are implemented.

The CAO directs and coordinates the general management of business affairs of the corporation, in accordance with the bylaws, policies and plans approved by Council; to ensure the delivery of high-quality services and facilities that preserve or enhance the social, economic, and physical well-being of the community. The CAO is responsible for ensuring that innovative programs and services are developed and implemented to meet the ever-changing needs of the community, while ensuring fiscal responsibility.

- Facilitate staff to staff and Council to Council relations with local First Nations; K'omoks, We Wai Kai, We Wai Kum.
- Create process for accurately measuring water consumption in the Village, including specific consumption by the WFP log sort.
- Develop cost-sharing options for services jointly used by Area A residents; Kelsey Centre, Fire/Road Rescue, Health Clinic, Recycling.
- Hire and support an Economic Development Coordinator to encourage business and development opportunities in Sayward.
- Support the development of a Corporate Asset Management Plan.
- Facilitate the processes required for Council to adopt the new OCP.
- Facilitate an Agreement with WFP to address concerns with noise and dust.
- Research parcel (frontage) tax as a revenue generating option for the Village.
- Hire a full-time back-up Public Works employee.



VILLAGE OF SAYWARD 2023 STRATEGIC PLAN

Mission Statement:

"We shall promote improvement and development of a strong and vibrant community for our residents"

Core Values:

- We are accountable to our constituents and to the Village of Sayward
- We work as a committed team in the spirit of collaboration and community
- We are caring and respectful in all our interactions and relationships
- We are open and honest. We adhere to the highest standards of ethical conduct
- We deliver effective public service through professionalism and creativity

Vision Goals:

- Promote economic development
- Provide the best healthcare and social services for our community
- Promote Sayward as a tourism destination
- Affordable quality services are delivered in a fiscally responsible way
- The Village is a leader in local governance, with diverse jurisdictions, including First Nations, working together cohesively and collaboratively.
- Work in cooperation with the Area A director, SRD and other government agencies



COMMUNITY RELATIONS			
Priorities	Progress Measures	Timeline	Resources Required (Budget, Consultant, Contractor, Equipment, Machinery, Administration)
<ul style="list-style-type: none"> • Show progress toward reconciliation with K'omoks First Nation and other First Nations • Continue to negotiate a Framework Agreement with Western Forest Products (WFP) regarding the operations at the log sort • Work with SRD on funding for services jointly used by all valley residents - Recreation, Fire, Health, Comox Strathcona Waste Management and Comox Strathcona Regional Hospital Board 	<ul style="list-style-type: none"> • Steps taken to provide for visual and physical recognition of First Nation habitation in the Sayward <u>area</u> 	Q4	Administration, Budget
	<ul style="list-style-type: none"> • Interpretive signage installed at KFN totem Pole and at other key Village <u>locations</u> 	Q4	Administration, Budget
	<ul style="list-style-type: none"> • Legal Agreement in place to clarify terms and communications around early start times of WFP and measures in place to manage dust and <u>noise</u> 	Q4	Administration
	<ul style="list-style-type: none"> • Noise Bylaw amended to permit agreement <u>terms</u> 	Q4	Administration
	<ul style="list-style-type: none"> • Data collected and presented to Council early 2022; new agreements in place, funding obtained from SRD for Recreation and Health Clinic 	Q4	Administration, Budget

ECONOMIC DEVELOPMENT			
Priorities	Progress Measures	Timeline	Resources Required (Budget, Consultant, Contractor, Equipment, Machinery, Administration)
<ul style="list-style-type: none"> Encourage and support new housing <u>initiatives</u> 	<ul style="list-style-type: none"> Updated development framework including updated Zoning Bylaw 	Q2-Q4	Administration
	<ul style="list-style-type: none"> Provide access to additional staff resources to administer new building and development <u>applications</u> 	Q2-Q4	Administration
<ul style="list-style-type: none"> Finalize Official Community Plan (OCP) 	<ul style="list-style-type: none"> OCP Bylaw <u>adopted</u> 	Q2-Q4	Administration, Budget
<ul style="list-style-type: none"> Revise and update Zoning Bylaw 	<ul style="list-style-type: none"> New Zoning Bylaw in place 	Q4	Administration
<ul style="list-style-type: none"> Support prospective businesses interested in locating to the Sayward <u>area</u> 	<ul style="list-style-type: none"> Keep the Village website updated with links to business & development resources and community partners (ex. CR Chamber of Commerce, ICET, etc.) 	Q2-Q4	Administration
<ul style="list-style-type: none"> Work with local organizations and the Tourism Committee to promote tourism and attract business investment to the Sayward <u>area</u> 	<ul style="list-style-type: none"> Businesses promoted using business licence directory and promotion <u>incentives</u> 	Q2-Q4	Administration, Budget
	<ul style="list-style-type: none"> Progress made on the Working Waterfront Project in accordance with Part 3.4 of the OCP 	Q3-Q4	Administration, Budget, Consultant
<ul style="list-style-type: none"> Support existing businesses 	<ul style="list-style-type: none"> Keep the Village website updated with links to business & development resources and community partners (ex. CR Chamber of Commerce, ICET, etc.) 	Q2-Q4	Administration

ASSET MANAGEMENT			
Priorities	Progress Measures	Timeline	Resources Required (Budget, Consultant, Contractor, Equipment, Machinery, Administration)
<ul style="list-style-type: none"> • Complete Water Master Plan • Complete Sewage Capacity Study • Plan for full replacement of water, sewer, drainage, and road infrastructure 	<ul style="list-style-type: none"> • Water Master Plan approved by <u>Council</u> • Sewage Capacity Study approved by <u>Council</u> • Use information from Water Master Study and Sewage Capacity Study to apply for grant funding and establish 8–10-year Infrastructure Replacement Strategy 	<ul style="list-style-type: none"> Q3 Q3 Q2-Q4 	<ul style="list-style-type: none"> Consultant Consultant Administration, Consultant

LIVING GREEN			
Priorities	Progress Measures	Timeline	Resources Required (Budget, Consultant, Contractor, Equipment, Machinery, Administration)
<ul style="list-style-type: none"> • Establish Water Meter Bylaw for all commercial and industrial development and all new <u>development</u> • Continue to work with the Provincial Government and K'omoks First Nation to secure an economically viable community <u>forest</u> • Continue to expand the Community Garden and flower gardens throughout the <u>Village</u> 	<ul style="list-style-type: none"> • Water Meter Bylaw in place and Village able to collect more information regarding water <u>use</u> • Community Forest secured with KFN and Provincial Government • Staff to research options, including <u>costs</u> • Community Garden revitalized 	<ul style="list-style-type: none"> Q4 Q4 Q3 Q3 	<ul style="list-style-type: none"> Administration, Budget Administration, Budget, Consultant, Contractor Administration Administration, Budget

PROFESSIONAL DEVELOPMENT			
Priorities	Progress Measures	Timeline	Resources Required (Budget, Consultant, Contractor, Equipment, Machinery, Administration)
<ul style="list-style-type: none"> Ensure Village Council, staff and volunteers receive adequate emergency management <u>training</u> and the Village has an emergency response plan in place Continue Village Council, staff and volunteer professional development through various municipal and professional associations ensuring the Village continues to receive good value for the resources <u>expended</u> 	<ul style="list-style-type: none"> Staff and EOC representative reports to Council regarding quarterly meetings with stakeholders. Emergency response plan in place 	Q1-Q4	Administration, EPC, Council time
		Q1	Administration, EPC
	<ul style="list-style-type: none"> Council, staff & volunteers <i>Training Plan</i> developed by CAO with budget <u>confirmed</u> Training taken 	Q1-Q4	Administration, Budget
		Q1-Q4	Administration, Budget

TOURISM DEVELOPMENT			
Priorities	Progress Measures	Timeline	Resources Required (Budget, Consultant, Contractor, Equipment, Machinery, Administration)
<ul style="list-style-type: none"> Continue the Village beautification program including upgrading signage, cleaning and painting Village buildings and structures, and enhancing the Village <u>gardens</u> 	<ul style="list-style-type: none"> Off Road Vehicle (ORV) signage installed indicating the location of the designated ORV route 	Q1-Q4	Administration, Budget
<ul style="list-style-type: none"> Work with local organizations and the Regional District to enhance signage and way finding in <u>Sayward</u> 	<ul style="list-style-type: none"> Work with the Tourism Committee to promote <u>Trails</u> 	Q1-Q4	Administration
	<ul style="list-style-type: none"> Additional signage <u>installed</u> 	Q1-Q4	Administration, Budget
	<ul style="list-style-type: none"> Meetings attended and joint initiatives <u>completed</u> 	Q1-Q4	Administration
<ul style="list-style-type: none"> Support and work with the Tourism Committee 	<ul style="list-style-type: none"> Host one annual meeting with the Tourism Committee to identify initiatives to be included in the Financial Plan 	Q2	Administration

STATEMENT OF PROPERTY TAX EXEMPTIONS

The following property in the Village of Sayward was provided a permissive property tax exemption by Council in 2019, for 2020 to 2023:

Legal Description	Civic Address	Organization	Value of Permissive Exemption *
Lot 2, Plan 14387 Sayward District Roll No. 704.022	699 Sayward Rd	Royal Canadian Legion Sayward Valley Branch 147	\$3,240.32

The following property in the Village of Sayward was provided a permissive property tax exemptions by Council in 2021, for 2022 to 2024:

Legal Description	Civic Address	Organization	Value of Permissive Exemption *
District Lot 1439 Roll No. 27410.000	16 Sayward Rd	Sayward Futures Society	\$2,846.01

The following properties in the Village of Sayward were provided permissive property tax exemptions by Council in 2013, for 2014 to 2023:

Legal Description	Civic Address	Organization	Value of Permissive Exemption *
Lot 1, Section 31, Township 3, Plan 46435 Land District 51 Roll No. 706.100	Salmon River Main	Nature Trust of BC	\$900.50
Section 31, Township 3, Land District 51, FR S 1/2 of FR SE 1/4 Roll No. 600.000	Salmon River Main	Nature Trust of BC	\$2,598.16
Section 30, Township 3, Land District 51, Except Plan 280RW & EXC PL 149 E 20 CHNS of NE Roll No. 550.140	Salmon River Main	Nature Trust of BC	\$6,200.15
Section 30, Township 3, Land District 51, Except Plan 280RW, W20 CHNS OF NE / EXC E 10 Roll No. 550.125	Salmon River Main	Nature Trust of BC	\$2,111.00
Total Permissive Tax Exemptions			\$17,896.14

* These amounts do not include the amounts exempted relating to other agency collections such as the Regional District, Hospital District, Municipal Finance Authority, BC Assessment, library, school, and police taxes. The total tax exemption including these other agency collections was \$24,276.46



APPENDIX A:

AUDITED FINANCIAL STATEMENTS 2022

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**THE CORPORATION OF THE
VILLAGE OF SAYWARD
Financial Statements
December 31, 2022**

THE CORPORATION OF THE VILLAGE OF SAYWARD

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Year Ended December 31, 2022

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MANAGEMENT REPORT

December 31, 2022

The Mayor and Council of The Corporation of the Village of Sayward (the "Village") has delegated the responsibility for the integrity and objectivity of the financial information contained in the financial statements to the management of the Village. The financial statements which, in part, are based on informed judgments and estimates, have been prepared by management in accordance with Canadian public sector accounting standards, which have been applied on a basis consistent with that of the preceding year.

To assist in carrying out their responsibility, management maintains an accounting system and internal controls to provide reasonable assurance that transactions are properly authorized and recorded in compliance with legislative and regulatory requirements and that financial records are reliable for preparation of the financial statements. These systems are monitored and evaluated by management.

The Village's independent auditors, Chan Nowosad Boates Inc., Chartered Professional Accountants, are engaged to express an opinion as to whether these financial statements present fairly the Village's financial position and operating results in accordance with Canadian public sector accounting standards. Their opinion is based on procedures they consider sufficient to support such an opinion.

The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and in accordance with Canadian public sector accounting standards. These statements present, in all significant respects the financial position of the Village as at December 31, 2022.

Lisa Clark, CPA, CGA
Chief Financial Officer

May 9, 2023



INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of The Corporation of the Village of Sayward

Opinion

We have audited the accompanying financial statements of The Corporation of the Village of Sayward (the "Village"), which comprise the statement of financial position as at December 31, 2022, and the statements of operations, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information (hereinafter referred to as the "financial statements").

In our opinion, the Village's financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2022, and of its financial performance and its cash flows for the year then ended. The financial statements have been prepared by management in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report.

We are independent of the Village in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis of our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Village's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management intends for the Village to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for over-seeing the Village's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of the users taken on the basis of these financial statements.

Auditors' Responsibilities for the Audit of the Financial Statements (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chan Nawrood Boates Inc

Chartered Professional Accountants
Campbell River, BC

May 9, 2023

THE CORPORATION OF THE VILLAGE OF SAYWARD

Statement of Financial Position

December 31, 2022

2022

2021

FINANCIAL ASSETS

Cash	\$ 578,716	\$ 1,061,111
Portfolio Investments (Note 2)	42,914	42,550
Accounts Receivable (Note 3)	417,401	411,196
	<u>1,039,031</u>	<u>1,514,857</u>

LIABILITIES

Accounts Payable (Note 4)	208,704	208,352
Deferred Revenue (Note 5)	122,146	97,671
Long Term Debt (Note 6)	60,243	83,579
	<u>391,093</u>	<u>389,602</u>

NET FINANCIAL ASSETS

<u>647,938</u>	<u>1,125,255</u>
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NON-FINANCIAL ASSETS

Prepaid Expenses	31,907	26,648
Tangible Capital Assets (Note 7)	11,097,636	10,842,319
	<u>11,129,543</u>	<u>10,868,967</u>

ACCUMULATED SURPLUS (Note 11)

<u>\$ 11,777,481</u>	<u>\$ 11,994,222</u>
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Contingencies (Note 9)

Approved by:

Mayor

Chief Financial Officer

THE CORPORATION OF THE VILLAGE OF SAYWARD

Statement of Operations

Year Ended December 31, 2022

	2022		2021
	Budget	Actual	
	(Note 12)		
Revenues (Schedules 2 and 3)			
Taxation (Note 8)	\$ 391,200	\$ 395,163	\$ 362,837
User Fees	252,595	262,348	248,435
Government Grants and Transfers (Schedule 1)	976,609	646,619	1,014,728
Sales of Services	90,007	82,580	67,016
Contribution from Others	-	1,706	485
Investment and Other Income	18,550	45,767	32,648
	<u>1,728,961</u>	<u>1,434,183</u>	<u>1,726,149</u>
Expenditures (Schedules 2 and 3)			
General Government Services	627,659	556,525	491,614
Recreation and Parks Services	396,753	339,839	252,981
Protection Services	85,620	113,974	247,926
Transportation Services	72,261	76,819	44,172
Solid Waste Services	53,806	54,049	42,066
Public Works Services	105,827	100,841	100,398
Sewer Services	146,887	147,285	105,932
Water Services	269,166	261,592	284,982
	<u>1,757,979</u>	<u>1,650,924</u>	<u>1,570,071</u>
Annual Surplus (Deficit)	(29,018)	(216,741)	156,078
Accumulated Surplus - Beginning of Year	<u>11,994,222</u>	<u>11,994,222</u>	<u>11,838,144</u>
Accumulated Surplus - End of Year	<u>\$11,965,204</u>	<u>\$11,777,481</u>	<u>\$11,994,222</u>

THE CORPORATION OF THE VILLAGE OF SAYWARD

Statement of Change in Net Financial Assets

Year Ended December 31, 2022

	2022		2021
	Budget	Actual	
	(Note 12)		
Annual Surplus (Deficit)	\$ (29,018)	\$ (216,741)	\$ 156,078
Use of Prepaid Expenses	-	26,648	23,279
Acquisition of Prepaid Expenses	-	(31,907)	(26,648)
Net Acquisition of Tangible Capital Assets	(506,000)	(482,740)	(585,156)
Amortization of Tangible Capital Assets	<u>206,535</u>	<u>227,423</u>	<u>203,496</u>
	<u>(328,483)</u>	<u>(477,317)</u>	<u>(228,951)</u>
Net Financial Assets - Beginning of Year	<u>1,125,255</u>	<u>1,125,255</u>	<u>1,354,206</u>
Net Financial Assets - End of Year	<u>\$ 796,772</u>	<u>\$ 647,938</u>	<u>\$ 1,125,255</u>

THE CORPORATION OF THE VILLAGE OF SAYWARD

Statement of Cash Flows

Year Ended December 31, 2022

2022

2021

Cash Flows From Operating Activities:

Annual Surplus	\$ (216,741)	\$ 156,078
Items Not Involving Cash		
Amortization of Tangible Capital Assets	227,423	203,496
Disposal of Tangible Capital Asset	-	85,825
Actuarial Adjustment to Long Term Debt	<u>(3,596)</u>	<u>(3,299)</u>
	7,086	442,100
Changes in Non-Cash Operating Balances		
Accounts and Taxes Receivable	(6,205)	(251,165)
Account Payable	352	78,500
Deferred Revenue	24,475	(104,086)
Prepaid Expenses	<u>(5,259)</u>	<u>(3,369)</u>
	<u>20,449</u>	<u>161,980</u>

Cash Flows From Capital Activities:

Purchase of Tangible Capital Assets	<u>(482,740)</u>	<u>(670,981)</u>
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Cash Flows From Investing Activities:

Acquisition of Portfolio Investments	(364)	(31)
Repayments of Long Term Debt	<u>(19,740)</u>	<u>(20,049)</u>
	<u>(20,104)</u>	<u>(20,080)</u>

Decrease in Cash and Cash Equivalents	(482,395)	(529,081)
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Cash and Cash Equivalents - Beginning of Year	<u>1,061,111</u>	<u>1,590,192</u>
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Cash and Cash Equivalents - End of Year	<u>\$ 578,716</u>	<u>\$ 1,061,111</u>
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THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2022

The Corporation of the Village of Sayward (the "Village") was incorporated as a municipality in 1968 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of local government services to residents of the Village. These services include fire protection, public works, planning, parks and recreation, water distribution and sewer collection, and other general government services, as governed by the Community Charter and Local Government Act.

1. Significant Accounting Policies:

a) Basis of Presentation:

The Village prepares its financial statements in accordance with Canadian public sector accounting standards using guidelines developed by the Public Sector Accounting Board ("PSAS") for the Chartered Professional Accountants of Canada.

b) Cash:

Cash balances comprise of cash on hand and demand deposits.

c) Portfolio Investments:

Portfolio investments are recorded at cost. Portfolio investments in Municipal Finance Authority of British Columbia (MFA) Bond and Money Market Funds are recorded at cost plus earnings that are reinvested in the funds.

d) Tangible Capital Assets:

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes amounts that are directly related to the acquisition, design, construction, development, improvement or betterment of the assets. Amortization is recorded on a straight-line basis over the estimated useful life of the tangible capital asset commencing once the asset is in use. Donated tangible capital assets are recorded at fair value at the time of the donation.

Estimated useful lives of tangible capital assets are as follows:

Land Improvements	10 to 40 years
Buildings	20 to 70 years
Equipment, Vehicles & Furniture	10 to 40 years
Water Infrastructure	100 years
Sewer and Drainage Infrastructure	100 years
Roads and Bridges	25 to 75 years

e) Collection of Taxes on Behalf of Other Taxation Authorities:

The Village collects taxation on behalf of other entities. Such levies, other revenues, expenses, assets and liabilities with respect to the operations of these other entities are not reflected in these financial statements. Levies imposed by other taxation authorities are not included as taxes for municipal purposes.

f) Deferred Revenue:

Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the statement of financial position. The revenue is recognized in the statement of operations in the year in which it is used for the specific purpose.

f) Revenue Recognition:

Revenues are recorded on the accrual basis of accounting and include revenue in the period in which the transaction or events occurred.

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2022

1. Significant Accounting Policies (Continued):

f) Revenue Recognition (continued):

Taxes are recorded at estimated amounts when they meet the definition of an asset, have been authorized and the taxable event occurs. Taxes receivable are recognized net of allowance for anticipated uncollectible amounts.

Through the British Columbia Assessment's appeal process, taxes may be adjusted by way of supplementary roll adjustments. The affects of these adjustments on taxes are recognized at the time they are awarded.

Charges for sewer and water usage are recorded as user fees. Connection fee revenues are recognized when the connection has been established.

Government grants and transfers, which include legislative grants, are recognized in the financial statements when received or when the funding becomes receivable if the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Sale of service and other revenue is recognized when performance of services is complete, amounts are measurable and collectibility is reasonably assured.

g) Financial Instruments:

Financial instruments consist of cash, portfolio investments, accounts receivable, accounts payable and long term debt. Unless otherwise noted, it is management's opinion that the Village is not exposed to significant interest rate, currency or credit risk arising from these financial instruments.

h) Use of Estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenue and expenses during the reporting period.

Significant areas requiring the use of management estimates relates to the collectibility of accounts receivable, valuation of investments, estimates of contingent liabilities, the provision of amortization and the estimation of potential environmental liabilities. Actual results could differ from management's best estimates as additional information becomes available in the future.

i) Contaminated Sites:

Governments are required to accrue a liability for the costs to remediate a contaminated site. Liabilities are recognized when an environmental standard exists, contamination exceeds the standards, the government has a responsibility for the remediation, future economic benefits will be given up, and a reasonable estimate can be made.

Management has assessed its potential liabilities under the new standard including sites that are no longer in productive use and sites which the Village accepts responsibility. There were no such sites that had contamination in excess of an environmental standard which required remediation, therefore no liability was recognized as at December 31, 2022 or December 31, 2021.

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2022

2. Portfolio Investments:

	<u>2022</u>	<u>2021</u>
MFA: Short Term Bonds	\$ 40	\$ 39
MFA: Ultra-Short Bonds	21,584	21,625
MFA: Money Market Fund	<u>21,290</u>	<u>20,886</u>
	<u>\$ 42,914</u>	<u>\$ 42,550</u>

3. Accounts Receivable:

	<u>2022</u>	<u>2021</u>
Property Taxes	\$ 64,318	\$ 53,499
Other Governments	215,574	161,972
Trade and Other	<u>137,509</u>	<u>195,725</u>
	<u>\$ 417,401</u>	<u>\$ 411,196</u>

4. Accounts Payable:

	<u>2022</u>	<u>2021</u>
Other Governments	\$ 28,442	\$ 26,223
Trade and Other	136,131	166,596
Payroll Liabilities	<u>44,131</u>	<u>15,533</u>
	<u>\$ 208,704</u>	<u>\$ 208,352</u>

5. Deferred Revenue:

	<u>2021</u>	<u>Collections</u>	<u>Transfers</u>	<u>2022</u>
Internet Maintenance	\$ 62,595	\$ -	\$ -	\$ 62,595
Kelsey Centre	5,921	-	(3,483)	2,438
Climate Action Program	-	41,082	-	41,082
Community Wellness	4,978	-	(4,978)	-
Taxes and Other	<u>24,177</u>	<u>12,140</u>	<u>(20,286)</u>	<u>16,031</u>
	<u>\$ 97,671</u>	<u>\$ 53,222</u>	<u>\$ (28,747)</u>	<u>\$ 122,146</u>

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2022

6. Long Term Debt:

The Village has debt instruments through the MFA obtained for the purposes of Water and Sewer. The Village also has financing from MFA for a Public Works Truck. The gross amount borrowed for Sewer and Water in 2005 was \$121,015 and \$41,635, respectively. The gross amount borrowed for the Public Works Truck was \$65,000 in 2020. The current balance of water, sewer and public works long-term debt is as follows:

	<u>2022</u>	<u>2021</u>
Total Outstanding Debt - Beginning of Year	\$ 83,579	\$ 106,927
Reduction of Long-Term Debt	<u>(23,336)</u>	<u>(23,348)</u>
Total Outstanding Debt - End of Year	<u>\$ 60,243</u>	<u>\$ 83,579</u>

The interest rate on water and sewer long-term debt is 0.91% per annum (2021 - 0.91%). The interest rate on the public works truck long-term debt is at the variable MFA rate, which was 3.82% at December 31, 2022 (2021 - 1.25%).

The interest expense on all debt held by the Village in the year ended December 31, 2022 is \$2,237 (2021 - \$1,928).

Future payments on net outstanding debt over the next three years are:

	<u>Sewer Fund</u>	<u>Water Fund</u>	<u>Public Works Truck</u>	<u>Total</u>
2023	7,835	2,696	13,887	24,418
2024	8,070	2,777	13,806	24,653
2025	<u>8,312</u>	<u>2,860</u>	<u>-</u>	<u>11,172</u>
	<u>\$ 24,217</u>	<u>\$ 8,333</u>	<u>\$ 27,693</u>	<u>\$ 60,243</u>

The MFA provides capital financing for regional districts and their member municipalities. The MFA is required to establish a debt reserve fund. Each regional district, through its member municipalities who are in the proceeds of the debt issue, is required to pay into the debt reserve fund certain amounts set out in the debt agreements. The MFA pays into the debt reserve fund these monies from which interest earned thereon less administrative expenses becomes an obligation to the regional districts. It must then use this fund if at any time there are insufficient funds to meet payments on its obligations. When this occurs, the regional district or municipality may be called upon to restore the fund.

Upon maturity of a debt issue, the unused portion of the debt reserve fund established for the issue will be discharged to the Village. The proceeds from these discharges will be credited to income in the year they are received. As at December 31, 2022, the Village debt reserve fund was \$7,223 (2021 - \$7,163), which was not recorded as the Village does not consider it to be material.

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2022

7. Tangible Capital Assets:

	Cost				Accumulated Amortization				Net Book Value	
	Opening	Additions	Disposals	Closing	Opening	Amort	Disposals	Closing	2022	2021
General Capital Assets										
Land	\$ 2,007,114	\$ 115,322	\$ -	\$ 2,122,436	\$ -	\$ -	\$ -	\$ -	\$ 2,122,436	\$ 2,007,114
Buildings	2,915,321	21,720	-	2,937,041	1,171,866	50,626	-	1,222,492	1,714,549	1,743,455
Equipment, Vehicles and Furniture	953,081	28,413	-	981,494	610,970	45,718	-	656,688	324,806	342,111
Engineered Structures										
Water	4,559,279	231,674	-	4,790,953	591,603	55,928	-	647,531	4,143,422	3,967,676
Sewer and Drainage	3,110,721	85,611	-	3,196,332	1,102,377	50,185	-	1,152,562	2,043,770	2,008,344
Roads	506,386	-	-	506,386	448,263	2,445	-	450,708	55,678	58,123
Park Infrastructure	789,531	-	-	789,531	74,035	22,521	-	96,556	692,975	715,496
	<u>\$14,841,433</u>	<u>\$ 482,740</u>	<u>\$ -</u>	<u>\$15,324,173</u>	<u>\$ 3,999,114</u>	<u>\$ 227,423</u>	<u>\$ -</u>	<u>\$ 4,226,537</u>	<u>\$11,097,636</u>	<u>\$10,842,319</u>

Included in Engineered Structures - Sewer and Drainage at December 31, 2022 is \$16,690 (2021 - \$16,690) of capitalized costs for a drainage project as part of drainage assets that is not presently being amortized as the project is in the planning stages and no physical asset has been put into use at the financial statement date. The asset is expected to be placed in use during the year ending December 31, 2023, at which time amortization will begin to be recorded on the asset.

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2022

8. Taxation:

	Budget 2022	Actual 2022	Actual 2021
General Municipal Purposes	\$ 391,200	\$ 395,163	\$ 362,837
Collections for Other Governments			
Province of British Columbia - School Tax	95,000	98,401	91,417
Comox Strathcona Waste Management	8,500	8,061	8,106
Comox Strathcona Regional Hospital District	25,000	20,448	20,560
Strathcona Regional District	17,500	16,358	16,276
Vancouver Island Regional Library	13,479	13,756	13,968
Municipal Finance Authority	15	14	11
British Columbia Assessment Authority	2,300	2,553	2,259
Province of BC - Police Tax	<u>18,000</u>	<u>17,968</u>	<u>17,149</u>
	<u>570,994</u>	<u>572,722</u>	<u>532,583</u>
Transfers			
Province of British Columbia - School Tax	95,000	98,401	91,417
Comox Strathcona Waste Management	8,500	8,061	8,106
Comox Strathcona Regional Hospital District	25,000	20,448	20,560
Strathcona Regional District	17,500	16,358	16,276
Vancouver Island Regional Library	13,479	13,756	13,968
Municipal Finance Authority	15	14	11
British Columbia Assessment Authority	2,300	2,553	2,259
Province of BC - Police Tax	<u>18,000</u>	<u>17,968</u>	<u>17,149</u>
	<u>179,794</u>	<u>177,559</u>	<u>169,746</u>
Available for General Municipal Purposes	<u>\$ 391,200</u>	<u>\$ 395,163</u>	<u>\$ 362,837</u>

9. Contingencies:

- (a) The Village is responsible as a member of the Strathcona Regional District and a member of the Comox Strathcona Waste Management Function for its share of any operating deficits or long-term debt related to functions in which it participates. Management of the Village has assessed the risks of any contingent liabilities as unlikely at this time therefore no provision has been recorded in the financial statements.
- (b) The Village is partially self-insured through the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the Village along with the other participants, would be required to contribute towards the deficit.

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2022

10. Pension Plan:

The Village and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2022, the plan had about 227,000 active members and approximately 118,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry- age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The Village paid \$22,161 (2021 - \$19,816) of employer contributions while employees contributed \$20,495 (2021 - \$17,727) to the plan in fiscal 2022.

The next valuation will be as at December 31, 2024, with results available in 2025.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

11. Accumulated Surplus:

The Village segregates its accumulated surplus in the following categories:

	<u>2022</u>	<u>2021</u>
Unappropriated Surplus		
General	\$ 250,634	\$ 336,564
Sewer	123,365	219,480
Water	<u>83,309</u>	<u>167,840</u>
	<u>457,308</u>	<u>723,884</u>
Reserves (Schedule 4)	<u>282,780</u>	<u>511,598</u>
Equity in Tangible Capital Assets		
General	3,413,160	3,355,902
Sewer	2,002,996	1,959,963
Water	<u>5,621,237</u>	<u>5,442,875</u>
	<u>11,037,393</u>	<u>10,758,740</u>
Accumulated Surplus	\$ <u>11,777,481</u>	\$ <u>11,994,222</u>

THE CORPORATION OF THE VILLAGE OF SAYWARD

Notes to the Financial Statements

December 31, 2022

12. Fiscal Plan:

The Fiscal Plan amounts represent the Financial Plan Bylaw adopted by Council on May 3, 2022.

The budget anticipated use of surpluses accumulated in previous years to balance against current expenditures in excess of current year revenues. In addition, the budget anticipated capital expenditures rather than amortization expense. The following schedule reconciles the approved bylaw to the amounts presented in the financial statements.

	2022
Financial Plan (Budget) Bylaw	\$ -
Add:	
Debt Principal Repayments	20,050
Capital Expenditures	506,000
Budgeted Transfers to Reserves	65,058
Less:	
Amortization Adjustment	(206,535)
Budgeted Transfers from Reserves	(413,591)
Annual Deficit Presented in Financial Statements	\$ (29,018)

13. Segmented Information:

The Village provides various services within various departments. The segmented information as disclosed in Schedules 2 and 3 reflects those functions offered by the Village as summarized below:

General government – activities related to the administration of the Village as a whole including central administration, finance, human resources, information systems and legislative and election operations.

Recreation and parks – activities related to all recreational and parks services including the maintenance of parks and facilities for recreational activities.

Protective – activities related to providing for the security of the property and citizens of the Village including policing, fire protection, health and emergency planning.

Transportation – activities related to transportation including maintenance of roads, sidewalks, street lighting and drainage.

Solid waste – activities related to solid waste management.

Public works – activities related to overall maintenance of the Village including green initiatives, building maintenance and insurance, animal control and recycling.

Sewer – activities related to gathering, treating, transporting, storing and discharging sewage or reclaimed water.

Water – activities related to supplying, storing, treating and transporting water.

For each reported segment, revenues and expenses represent amounts that are directly attributable to the segment, in addition to amounts that are allocated to each segment on a reasonable basis.

THE CORPORATION OF THE VILLAGE OF SAYWARD

Schedule 1 - Government Grants and Transfers to the Village and Ratepayers Year Ended December 31, 2022

	2022		2021
	Budget	Actual	
	(Note 12)		
Federal Government			
Grants in Lieu of Taxes	\$ 5,900	\$ 7,680	\$ 5,887
Gas Tax Community Works Fund	<u>71,562</u>	<u>71,568</u>	<u>139,790</u>
	<u>77,462</u>	<u>79,248</u>	<u>145,677</u>
Province of BC and Federal/Provincial Programs			
General Fund			
Small Communities Grant	463,000	463,000	377,000
Other	<u>387,815</u>	<u>45,623</u>	<u>259,405</u>
	<u>850,815</u>	<u>508,623</u>	<u>636,405</u>
General Capital			
Infrastructure (Provincial)	-	-	195,361
Other	<u>48,332</u>	<u>58,748</u>	<u>37,285</u>
	<u>48,332</u>	<u>58,748</u>	<u>232,646</u>
	<u>\$ 976,609</u>	<u>\$ 646,619</u>	<u>\$ 1,014,728</u>

THE CORPORATION OF THE VILLAGE OF SAYWARD

Schedule 2 - Combined Statement of Operations by Segment

Year Ended December 31, 2022

	General Government	Recreation and Parks	Protective	Transportation	Solid Waste	Public Works	Sewer	Water	2022 Actual	2022 Budget (Note 12)
Revenues										
Taxation	\$ 387,056	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,032	\$ 2,075	\$ 395,163	\$ 391,200
User Fees	-	-	-	-	39,858	-	78,733	143,757	262,348	252,595
Government Grants and Transfers	582,321	-	-	-	-	-	3,645	-	646,619	976,609
Sales of Services	50,129	30,451	60,653	-	-	-	600	1,400	82,580	90,007
Contribution from Others	-	1,030	676	-	-	-	-	-	1,706	-
Investment and Other Income	34,137	6,641	-	-	-	1,159	2,909	921	45,767	18,550
	<u>1,053,643</u>	<u>38,122</u>	<u>61,329</u>	<u>-</u>	<u>39,858</u>	<u>1,159</u>	<u>91,919</u>	<u>148,153</u>	<u>1,434,183</u>	<u>1,728,961</u>
Expenses										
Amortization	9,953	35,876	14,960	2,446	-	20,112	50,185	93,892	227,424	206,535
Debt Charges	-	-	-	-	-	-	1,101	379	1,480	1,480
Minor Capital	-	7,099	-	-	-	-	-	-	7,099	27,000
Operating	269,112	144,089	81,928	59,346	54,049	34,244	42,572	97,117	782,457	895,608
Wages and Benefits	277,460	152,775	17,086	15,027	-	46,485	53,427	70,204	632,464	627,356
	<u>556,525</u>	<u>339,839</u>	<u>113,974</u>	<u>76,819</u>	<u>54,049</u>	<u>100,841</u>	<u>147,285</u>	<u>261,592</u>	<u>1,650,924</u>	<u>1,757,979</u>
Excess (Deficiency) of Revenues over Expenses	\$ 497,118	\$ (301,717)	\$ (52,645)	\$ (76,819)	\$ (14,191)	\$ (99,682)	\$ (55,366)	\$ (113,439)	\$ (216,741)	\$ (29,018)

THE CORPORATION OF THE VILLAGE OF SAYWARD

Schedule 3 - Combined Statement of Operations by Segment

Year Ended December 31, 2021

	General Government	Recreation and Parks	Protective	Transportation	Solid Waste	Public Works	Sewer	Water	2021 Actual	2021 Budget
Revenues										
Taxation	\$ 354,730	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,032	\$ 2,075	\$ 362,837	\$ 358,811
User Fees	-	-	-	-	40,371	-	72,512	135,552	248,435	238,643
Government Grants and Transfers	614,604	-	-	-	-	-	3,486	195,361	1,014,728	1,104,512
Sales of Services	45,890	17,876	201,277	-	-	-	900	2,100	67,016	85,146
Contribution from Others	-	-	250	-	-	-	-	-	-	-
Investment and Other Income	25,695	3,168	485	-	-	-	2,454	-	485	-
	<u>1,040,919</u>	<u>21,044</u>	<u>202,012</u>	<u>-</u>	<u>40,371</u>	<u>487</u>	<u>85,384</u>	<u>335,932</u>	<u>1,726,149</u>	<u>1,800,362</u>
Expenses										
Amortization	2,976	34,921	16,879	2,446	-	19,051	37,052	90,171	203,496	195,803
Debt Charges	-	-	-	-	-	-	1,101	379	1,480	2,930
Loss on Disposal of Assets	-	-	-	-	-	-	-	82,168	82,168	-
Minor Capital	-	6,406	-	-	-	-	-	-	6,406	6,000
Operating	225,862	108,247	217,811	31,728	42,066	31,262	18,102	47,659	722,737	930,083
Wages and benefits	<u>262,776</u>	<u>103,407</u>	<u>13,236</u>	<u>9,998</u>	<u>-</u>	<u>50,085</u>	<u>49,677</u>	<u>64,605</u>	<u>553,784</u>	<u>576,139</u>
	<u>491,614</u>	<u>252,981</u>	<u>247,926</u>	<u>44,172</u>	<u>42,066</u>	<u>100,398</u>	<u>105,932</u>	<u>284,982</u>	<u>1,570,071</u>	<u>1,710,955</u>
Excess (Deficiency) of Revenues over Expenses	\$ 549,305	\$ (231,937)	\$ (45,914)	\$ (44,172)	\$ (1,695)	\$ (99,911)	\$ (20,548)	\$ 50,950	\$ 156,078	\$ 89,407

THE CORPORATION OF THE VILLAGE OF SAYWARD

Schedule 4 - Reserve Fund Transactions

Year Ended December 31, 2022

	Transportation Infrastructure	Capital	Sewer Capital	Community Works Gas Tax	Climate Action	Election	COVID-19	2022 Total	2021 Total
								(Note 11)	(Note 11)
Revenue									
Government Grants	\$ -	\$ -	\$ -	\$ 71,568	\$ -	\$ -	\$ -	\$ 71,568	\$ 173,589
Other Income	188	14	38	2,297	406	82	1,674	4,699	29,382
	<u>188</u>	<u>14</u>	<u>38</u>	<u>73,865</u>	<u>406</u>	<u>82</u>	<u>1,674</u>	<u>76,267</u>	<u>202,971</u>
Expenses									
Other	-	-	-	-	-	-	-	-	-
Net Surplus (Deficit)	188	14	38	73,865	406	82	(80,401)	(5,808)	72,463
Transfers									
From (to) Operating Fund	(17,000)	-	-	(35,000)	-	(7,600)	-	(59,600)	2,342
Acquisition of Capital Assets	-	-	-	(141,690)	(21,720)	-	-	(163,410)	(198,558)
Change in Reserve Fund Balances	(16,812)	14	38	(102,825)	(21,314)	(7,518)	(80,401)	(228,818)	(123,753)
Opening Fund Surplus Balance	17,478	1,907	5,353	264,842	23,888	7,614	190,516	511,598	635,351
Ending Fund Surplus Balance	666	1,921	5,391	162,017	2,574	96	110,115	282,780	511,598

THE CORPORATION OF THE VILLAGE OF SAYWARD

Schedule 5 - COVID-19 Safe Restart Grant Unaudited

Year Ended December 31, 2022

The Village of Sayward received a grant of \$268,000 under the COVID-19 Safe Restart Grant for Local Governments in the year ending December 31, 2020. The details surrounding these funds are shown in the schedule below:

	<u>2022</u>
COVID-19 Safe Restart Funds Carried Forward	\$ 190,516
Interest Allocated	<u>1,674</u>
	192,190
Eligible Costs	
Council Chamber Electrical and Camera	3,346
Grant Writing Costs	25,000
Reports for Official Community Plan	10,000
Lost Revenues from Recreational Programming and Cleaning Supplies	8,250
Lifesaving Courses	4,000
Extended Kelsey Centre Programming	4,000
Security Camera Upgrades for Municipal Office and Kelsey Centre	11,600
Gazebo Upgrades	8,475
Share Shed Renovations	<u>7,404</u>
	<u>82,075</u>
Balance, December 31, 2022	\$ <u>110,115</u>



STAFF REPORT

For: Mayor and Council
Prepared by: Lisa Clark, CFO/CO
Subject: **Water, Sewer, and User Fee Exemptions**
Meeting date: July 18, 2023

BACKGROUND

Previous Council resolutions have supported a number of water, sewer and user fee exemptions or reductions. Council is asked to review the exemptions to either renew or cancel.

DISCUSSION

The following previous resolution by Council (2022) requires a review at this time:

MOTION R22/125

MOVED AND SECONDED

THAT Council approves the rental of Site 2 at \$350/month for the Nurse Practitioner until July 31, 2023 when Council will revisit, and;

THAT Council approves a water and sewer fee exemption for 2022 for the Sayward Harbour Authority on condition that the washrooms remain available for public use.

CARRIED

RECOMMENDATIONS

THAT Council receive the Water, Sewer, and User Fee Exemptions staff report for information and discussion.

THAT Council approves the rental of Site 2 at \$350/month for the Nurse Practitioner until July 31, 2024 when Council will revisit, and;

THAT Council approves a water and sewer fee exemption for 2023 for the Sayward Harbour Authority on condition that the washrooms remain available for public use.

Respectfully submitted,

Lisa Clark, CFO/CO