



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
June 4, 2024 - 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 for 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 June 4, 2024, be approved.

5. Minutes of Previous Meetings - None

6. Petitions and Delegations - None

7. Correspondence - None

8. Council Reports

9. Reports of Committees - None

10. Mayor's Report – None

11. Unfinished Business

- a) WorkSafeBC Order WCA21(2)(e) – Respectful Workplace Training for Elected Officials – Keir Gervais, CAO**

Recommended Resolutions:

THAT the WorkSafeBC Order WCA21(2)(e) – Respectful Workplace Training report be received for information and discussion; and,

THAT every Member of Council acknowledges that she or he has received, reviewed, and understands the policy, and agrees to sign documentation acknowledging said understanding.

b) Council Appointments 2024 – Keir Gervais, CAO

Recommended Resolutions:

THAT Council receive the Council Appointment Schedule 2024 report for information and discussion; and,

THAT Council appoint _____ as the Village of Sayward representative to the SRD Board; and,

THAT Council appoint _____ as the Village of Sayward representative to the CSRHD Committee; and,

THAT Council appoint _____ as the Village of Sayward representative to the CSWM Committee; and,

THAT Council appoint _____ as the Village of Sayward representative and _____ alternate representative to the Vancouver Island Regional Library Board; and,

THAT Council appoint _____ as the Village of Sayward alternate representative to the Mid Island Forestry Lands Advisory Group CSRHD Committee; and,

THAT staff be directed to inform the various organizations of the appointments as soon as possible, and where applicable work with the various organizations towards a smooth transition for the representatives into their new roles.

c) Provincial Meeting Requests at 2024 UBCM Convention – Keir Gervais, CAO

Recommended Resolutions:

THAT the Provincial Meeting Requests at 2023 UBCM Convention report be received for information and discussion, and;

THAT Council provide further direction to Staff with respect to requesting provincial meetings at the upcoming 2024 UBCM Convention.

12. Staff Reports

a) UPDATE: Emergency Water Treatment Plant Repair – Keir Gervais, CAO

Recommended Resolutions:

THAT the UPDATE: Emergency Water Treatment Plant Repair report be received for information and discussion; and,

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

14. Bylaws

a) 2023-2027 Five Year Financial Plan Amendment Bylaw – Keir Gervais, CAO

Recommended Resolution:

THAT Five Year Financial Plan Amendment Bylaw No. 505, 2023 be given fourth and final reading.

15. New Business - None

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*:

- Section 90(1)(c) labor relations or other employee relations,
- Section 90(1)(g) Litigation or potential litigation impacting the local government; and,
- Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

18. Adjournment



STAFF REPORT

To: Mayor and Council
From: Keir Gervais, CAO
Subject: **WorkSafeBC Inspection Report and Order WCA21(2)(e) – Respectful Workplace Training**
Meeting date: June 4, 2024

PURPOSE

To inform Mayor and Council about a WorkSafeBC Inspection Report and Order received by the Village and, per the Order, receive confirmation from each Council Member that she or he has received, reviewed, and understands the policy, and agrees to sign documentation acknowledging said understanding.

BACKGROUND

At its regular meeting on June 15, 2021 Council resolved the following:

f) Respectful Workplace Policy for Approval

MOTION R21/172

MOVED AND SECONDED

THAT the Respectful Workplace Policy #200-03 staff report be received for information and discussion, and;

THAT Council approve Policy 200-03 - Respectful Workplace Policy.

CARRIED

DISCUSSION

WorkSafeBC Regulation requires that each Village employee and elected official annually receive bullying and harassment training. This is accomplished by receiving, reviewing, and providing written acknowledgement that she or he acknowledges the Village of Sayward Respectful Workplace Policy.

WorkSafeBC recently conducted an inspection of the workplace and found that the Village does not have records indicating compliance with the Regulation; namely, there is no written record that each elected official has received and acknowledges the training. Consequently, WorkSafeBC

has Ordered the Village to become compliant with the Regulation no later than May 31, 2024. The WorkSafeBC Inspector suggested conducting the training as part of a Council meeting to help gain compliance.

Staff request that each Council Member review the attached Respectful Workplace Policy. If Mayor and Council have any questions or concerns, please email them to the CAO prior to the June 4, 2024 Regular Council meeting or raise them at the June 4, 2024 Regular Council Meeting. If Mayor and Council do not have any questions or concerns, staff asks that each Council Member acknowledge your understanding of the Policy on the attached Policy, sign the Policy and submit it to the CAO at the June 4, 2024 Regular Council meeting.

RECOMMENDATIONS

THAT the WorkSafeBC Inspection Report and Order WCA21(2)(e) – Respectful Workplace Training report be received for information and discussion; and,

THAT every Member of Council acknowledges that she or he has received, reviewed, and understands the policy, and agrees to sign documentation acknowledging said understanding.

Respectfully submitted,



Keir Gervais, CAO

Attachments:

- **WorkSafeBC Inspection Report and Order WCA21(2)(e)**
- **June 15, 2021 Staff Report - Respectful Workplace Policy #200-03 for Approval**
- **Policy 200-03 - Respectful Workplace Policy**

6951 Westminster Highway, Richmond, BC
 Mailing Address: PO Box 5350 Stn Terminal, Vancouver BC, V6B 5L5
 Telephone 604 276-3100 Toll Free 1-888-621-7233 Fax 604 276-3247

The *Workers Compensation Act* requires that the employer must post a copy of this report in a conspicuous place at or near the workplace inspected for at least seven days, or until compliance has been achieved, whichever is the longer period. A copy of this report must also be given to the joint committee or worker health and safety representative, as applicable.

Inspection Report #202420081047A

Employer Name	Jobsite Inspected	Scope of Inspection
VILLAGE OF SAYWARD	PO BOX 29 652 H'Kusam Way Sayward BC V0P 1R0	Bullying & Harassment Training

Date of Initiating Inspection	Date of This Inspection	Delivery Date of This Report	Delivery Method
Apr 11, 2024	Apr 11, 2024	Apr 17, 2024	Email

THERE IS ONE (1) ORDER OR OTHER ITEM OUTSTANDING

ACTION REQUIRED

Summary of Orders or other Items

See "Orders/Items – Full Details" section of this Inspection Report for orders/items cited

Order/Item No.1 ☐	Status: Outstanding	Cited: WCA21(2)(e)
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Notice of Compliance Report Required.

ORDER STATUS LEGEND

Order Status	Description
Outstanding	Order Outstanding - Action Required to Achieve Compliance
Complied	Compliance Achieved - No Further Action Required
Closed	Order is Closed
Rescinded	Order has been cancelled - No Further Action Required

INSPECTION NOTES

Introduction

On April 11, 2024, I, Jason Kozubal, Occupational Safety Officer, conducted an inspection with the Village of Sayward in Sayward, BC. The scope of this inspection was Bullying & Harassment Policy, Procedures and Training, pertaining to compliance with the Workers Compensation Act (the Act) and Occupational Health and Safety Regulation (the Regulation).

Number of workers engaged: 2 employer representatives

Discussions/Observations

This inspection focused on verifying that this employer is meeting their regulatory obligations to support effective and sustainable risk management in their workplace. The following topics were discussed:

Bullying & Harassment

WorkSafeBC jurisdiction under Prevention Policy Item P2-21-2, Employer Duties - Workplace Bullying and Harassment, is to ensure that employers take reasonable steps to prevent where possible, or otherwise minimize, workplace bullying and harassment. This includes ensuring policy, procedures and training supporting the prevention of workplace bullying and harassment are in place.

The steps specifically required by the policy are:

- (a) developing a policy statement with respect to workplace bullying and harassment not being acceptable or tolerated;
- (b) taking steps to prevent where possible, or otherwise minimize, workplace bullying and harassment;
- (c) developing and implementing procedures for workers to report incidents or complaints of workplace bullying and harassment including how, when and to whom a worker should report incidents or complaints. Included must be procedures for a worker to report if the employer, supervisor or person acting on behalf of the employer, is the alleged bully and harasser;
- (d) developing and implementing procedures for how the employer will deal with incidents or complaints of workplace bullying and harassment including:
 - i. how and when investigations will be conducted;
 - ii. what will be included in the investigation;
 - iii. roles and responsibilities of employers, supervisors, workers and others;
 - iv. follow-up to the investigation (description of corrective actions, time frame, dealing with adverse symptoms, etc.); and
 - v. record keeping requirements;
- (e) informing workers of the policy statement in (a) and the steps taken in (b);
- (f) training supervisors and workers on:
 - i. recognizing the potential for bullying and harassment;
 - ii. responding to bullying and harassment; and
 - iii. procedures for reporting, and how the employer will deal with incidents or complaints of bullying and harassment in (c) and (d) respectively;
- (g) annually reviewing (a), (b), (c), and (d);
- (h) not engaging in bullying and harassment of workers and supervisors; and
- (i) applying and complying with the employer's policies and procedures on bullying and harassment.

Policy, Procedures, Training

The employer has submitted evidence of the following:

- They have bullying and harassment policies and procedures are in place.
- They have completed training of bullying & harassment policy and procedures with all workers (full-time and part-time).
- They have have started training of bullying & harassment policy and procedures with elected officials. See Order #1

Regulations referenced are for information purposes only.

Inspection Summary

The employer representatives were cooperative and responsive to correcting compliance issues. I advised that I would deliver this inspection report via email. Compliance measure are due by May 31, 2024.



6951 Westminster Highway, Richmond, BC
Mailing Address: PO Box 5350 Stn Terminal, Vancouver BC, V6B 5L5
Telephone 604 276-3100 Toll Free 1-888-621-7233 Fax 604 276-3247

INSPECTION REPORT
Worker and Employer Services Division
202420081047A

If there are any questions regarding the items noted in this inspection report, please contact me for further clarification or other assistance.

Jason Kozubal
Occupational Safety Officer
Prevention Field Services
WorkSafeBC
801 30th St, Courtenay, BC
Email: Jason.kozubal@worksafebc.com
Phone: 250.334.8705

More information can be found under the *Workers Compensation Act* and the Occupational Health and Safety Regulation at the following website: www.worksafebc.com

We acknowledge and respect the Indigenous communities on whose territories our employees work and live. WorkSafeBC recognizes the role of Indigenous Peoples as the original inhabitants and traditional stewards and caretakers of these lands, and aims to build meaningful relationships with community members.

ORDERS/ITEMS

An employer who fails to comply with Occupational Health and Safety ("OHS") provisions of the *Workers Compensation Act*, the Occupational Health & Safety Regulation, or WorkSafeBC orders may be subject to monetary or other sanctions as prescribed by the *Workers Compensation Act*.

Orders/Items - Full Details

Order/Item No. 1 ☐	Status: Outstanding	Cited: WCA21(2)(e)
During this inspection, I requested verification of training (annual and new worker) of the employer's bullying and harassment policy and procedures for all elected officials. The employer provided an incomplete training record of elected officials to me and stated that they have not been able to complete this training with 2 of the 4 elected officials of the village. Completed training records of the elected officials were not available, to ensure the health and safety of the workers at their workplace. This is in contravention of the Workers Compensation Act Section 21 (2)(e). An employer must provide to the employer's workers the information, instruction, training and supervision necessary to ensure the health and safety of those workers in carrying out their work and to ensure the health and safety of other workers at the workplace. <u>Measures to Ensure Compliance:</u> Without undue delay, the employer must complete bullying and harassment policy and procedures training with their outstanding elected officials and provide verification of training to this officer. Pursuant to section 88 (1) of the Workers Compensation Act, the employer must prepare a Notice of Compliance report. In accordance with section 88 (2), this report must detail what has been done to comply with the order, and where compliance has not been achieved by the time the report has been submitted, include a plan of what will be done to comply and when compliance will be achieved. Please submit the report no later than May 31, 2024.		

REFERENCES

In addition to any orders, or other items, and the information provided in the Inspection Notes section in this Inspection Report, the officer may discuss other health and safety issues with the employer arising out of the inspection. The information below sets out the health and safety requirements discussed with the employer, and unless otherwise noted, violations of these requirements were not observed.

Reference	Details Discussed
WCA88(1) This Inspection Report contains one or more orders requiring you to submit a Notice of Compliance report. This report must be prepared in accordance with section 88(2) of the Workers Compensation Act.	Requirement to submit Notice of Compliance Report set out in applicable order.
WCA88(2) The employer or other person directed by an order under subsection (1) must prepare a compliance report that specifies: (a) what has been done to comply with the order, and (b) if compliance has not been achieved at the time of the report, a plan of what will be done to comply and when compliance will be achieved.	Requirement to submit Notice of Compliance Report set out in applicable order.
WCA21(1)(a) Every employer must ensure the health and safety of all workers working for that employer, and any other workers present at a workplace at which that employer's work is being carried out.	As per policy P2-21-2, the employer is required to take steps to prevent or minimize bullying and harassment, including implementing a policy and procedures which are reviewed at least annually.

Reference	Details Discussed
WCA75(3) An officer may do one or more of the following for the purposes of an inspection under this Division: (a) bring along any equipment or materials required for the inspection and be accompanied and assisted by a person who has special, expert or professional knowledge of a matter relevant to the inspection; (b) inspect works, materials, products, tools, equipment, machines, devices or other things at the place; (c) take samples and conduct tests of materials, products, tools, equipment, machines, devices or other things being produced, used or found at the place, including tests in which a sample is destroyed; (d) require that a workplace or part of a workplace not be disturbed for a reasonable period; (e) require that a tool, equipment, machine, device or other thing or process be operated or set in motion or that a system or procedure be carried out; (f) inspect records that may be relevant and, on giving a receipt for a record, temporarily remove the record to make copies or extracts; (g) require a person to produce within a reasonable time records in the person's possession or control that may be relevant; (h) question persons with respect to matters that may be relevant, require persons to attend to answer questions and require questions to be answered on oath or affirmation; (i) take photographs or recordings of the workplace and activities taking place in the workplace; (j) attend a relevant training program of an employer; (k) exercise other powers that may be necessary or incidental to the carrying out of the officer's duties and functions under the OHS provisions or the regulations.	Referenced with regards to production of requested records.

Employer #	Mailing Address	Classification Unit #	Operating Location
148308	PO BOX 29 SAYWARD BC V0P 1R0	753004	001

Lab Samples Taken	Direct Readings	Results Presented	Sampling Inspection(s)	Workers onsite during Inspection	Notice of Project Number
N	N	N		2	

Inspection Report Delivered To	Employer Representative Present During Inspection	Worker Representative Present During Inspection	Labour Organization & Local
Tom Tinsley	Tom Tinsley	Not Available	

WorkSafeBC Officer Conducting Inspection
Jason Kozubal

*Inspection Time	*Travel Time
1.75 hrs	0.00 hrs

*The time recorded above reflects the inspection time and travel time associated with this inspection report and includes time spent on pre and post-inspection activities. Additional time may be added for subsequent activity.

Request a Review

Any employer, worker, owner, supplier, union, or a member of a deceased worker's family directly affected may, within 45 calendar days of the delivery date of this report, in writing, request the Review Division of WorkSafeBC to conduct a review of an order, or the non-issuance of an order, by contacting the Review Division. Employers requiring assistance may contact the Employers' Advisers Office at 1-800-925-2233.

To submit a request online, visit <https://www.worksafebc.com/en/review-appeal/submit-request>

WorkSafeBC values your feedback. To obtain that feedback, an external market research provider may be contacting you to complete a survey.

WorkSafeBC's online services provide employers with tools to view information and to complete a variety of transactions with us in an easy, fast, and secure way. Through an online services account, you can view and download your inspection reports and compliance agreements, submit Employer Incident Investigation Reports, view your Health & Safety Planning Tool Kit, and more. Visit [worksafebc.com](https://www.worksafebc.com) to log in or create an account.



STAFF REPORT

For: Mayor and Council
Prepared by: Ann MacDonald, CAO
Subject: **Respectful Workplace Policy #200-03 for Approval**
Meeting date: June 15, 2021

BACKGROUND

To obtain Council approval for Policy 200-03 Respectful Workplace Policy.

DISCUSSION

The Village of Sayward is responsible for providing all employees a bullying-free and harassment-free workplace. The attached Respectful Workplace Policy is intended to establish a clear anti-bullying and harassment policy and processes for reporting and investigating incidents of harassment and bullying in the workplace, in accordance with WorkSafeBC Best Practices.

WorkSafeBC works to keep British Columbians free of workplace injury and harm, including bullying and harassment, which is identified by WorkSafeBC as an occupational health and safety issue. Unchecked, bullying and harassment can negatively affect the mental and physical health of employees, and this policy provides a framework for staff to report and to investigate a complaint about bullying and harassment.

Under new WorkSafeBC Occupational Health and Safety policies now in place, all BC employers have a duty to stop and prevent bullying and harassment in the workplace. The first step in complying with this legal obligation is to prepare a written workplace bullying and harassment policy. The attached Respectful Workplace Policy 200-03 meets the standards of the WorkSafeBC best practices.

Once approved by Council, Policy 200-03 will apply to all current employees of the Village and the Village of Sayward Volunteer Fire Department, including all full-time, part-time, casual, volunteer, contract, permanent and temporary employees. The policy applies to all behaviour that is in some way connected to work, including off-site meetings, training, and business trips.

RECOMMENDATIONS

THAT the Respectful Workplace Policy #200-03 staff report be received for information and discussion, and;

THAT Council approve Policy 200-03 - Respectful Workplace Policy.

Ann MacDonald
CAO

Attachments:

- ***Policy 200-03 - Respectful Workplace Policy***

	Village of Sayward	
	Title: Respectful Workplace Policy	Policy # 200-03
	Category: Personnel	

1.0 POLICY STATEMENT

The Village of Sayward is committed to providing and maintaining a positive and safe workplace free from any prohibited conduct where all employees, elected officials, volunteers, suppliers, and visitors act and are treated with respect and dignity. The application of the Village's respectful workplace policy will promote the well-being of all in the workplace and reinforce the values of integrity and trust that are the foundation of a strong organization.

2.0 PURPOSE

The purpose of this policy is:

- to assist all employees and elected officials in identifying and preventing discriminatory and personal harassment in the workplace; and
- to provide procedures for handling and resolving complaints.

3.0 SCOPE

This policy applies to all employees, elected officials, management, as well as to those who the Village conducts business and at all sites where business activities are undertaken for the Village. It applies to all situations where activities are connected to work with the Village and could impact employment during and outside of regular business hours, at and away from the workplace and virtual meetings. This includes:

- activities on Village premises;
- work assignments outside Village premises;
- work-related conferences, training sessions and seminars;
- work-related travel;
- work-related social functions that are sponsored or organized by the Village.

This policy is not intended to constrain normal social interactions.

4.0 AUTHORITY TO ACT

This policy is developed in accordance with Sections 115, 116 and 117 of the *Workers Compensation Act* which sets out the general duties of employers, workers, and supervisors respectively, and Guideline G-D#-115(1)-3 Bullying and Harassment, of the *Workers Compensation Act*.

Members of the public, visitors to the Village facilities, or individuals conducting business with the Village are expected to adhere to this policy. This includes refraining from inappropriate behavior towards employees, elected officials, and persons acting on behalf of the Village of Sayward. If inappropriate behavior occurs, the Village will take appropriate action to ensure a respectful workplace. This could include barring the person from facilities or discontinuing business with contractors or suppliers.

5.0 POLICY

The responsibility for creating and maintaining a positive workplace rests with all persons sharing our workplace including all employees and elected officials. Bullying and harassment is not acceptable or tolerated in the workplace. The intent is also to promote public trust and confidence in Council, Village staff and the community.

All those subject to this policy shares a vision of a safe, healthy, and rewarding work environment that is characterized by professionalism, collegiality, and cooperation.

We will foster a work environment that values and respects people's dignity, ideas, and beliefs. This policy prohibits conduct defined below as either discriminatory harassment or personal harassment, including discrimination or harassment prohibited by the Human Rights Code.

We will not tolerate behaviour which may undermine the respect, dignity, self-esteem, or productivity of any employee. Conduct contrary to this policy may result in disciplinary action, up to and including termination of employment. Complaints under the policy will be addressed in an impartial, timely and confidential manner.

Off duty conduct which has an impact in the workplace may be subject to the requirements of this policy. For Council, see also Council Code of Conduct Bylaw.

This policy is not to be interpreted, administered, or applied in any way to detract from the rights and obligation of those in supervisory roles to manage and discipline employees. All complaints of harassment will be given due consideration and properly investigated.

There will be no retaliation or reprisals against anyone who in good faith reports violations to this policy or participates/cooperates in a complaint investigation process even if sufficient evidence is not found to substantiate the concern.

5.1 DEFINITIONS

The B.C Human Rights Code (the "Code") prohibits discrimination including harassment on the basis of prohibited ground as outlined in Section 13. The prohibited grounds include race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, and conviction of a criminal or summary offence that is unrelated to the employment or the intended employment of that person.

Discrimination means act or instance of making an unfair or differential treatment or consideration of an individual or group, whether intentional or unintentional.

Harassment is defined as one or a series of incidents of objectionable conduct, comment, or act of tormenting by continued persistent attacks and criticism towards a group or individual. Harassment on prohibited grounds includes sexual harassment and personal harassment. In line with this policy, harassment also means any form of retaliation undertaken as a result of an individual having invoked, or in any way been involved with a complaint lodged pursuant to this policy where:

- such conduct might reasonably be expected to cause insecurity, discomfort, offence or humiliation to another person or group;
- submission to such conduct is made either implicitly or explicitly a condition of employment;

- submission to or rejection of such conduct is used as a basis for any employment decision including, but not limited to matters of promotion, increases in salary, job security or benefits affecting the employee; or
- such conduct has the purpose or effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.

Sexual Harassment means the making of unwanted and offensive sexual advances or of sexually offensive remarks or acts, which may have detrimental effect on the work environment or lead to adverse job-related consequences for the victim of the harassment.

Sexual harassment may include but is not limited to:

- displaying inappropriate sexual images or posters in the workplace;
- sexual advances with actual or implied work related consequences;
- inappropriate touching, including pinching, patting, rubbing, or purposefully brushing up against another person;
- making inappropriate sexual gestures;
- sharing sexually inappropriate images or videos, such as pornography, with co-workers;
- sending suggestive letters, notes, or e-mails;
- telling lewd jokes, or sharing sexual anecdotes;
- staring in a sexually suggestive or offensive manner, or whistling;
- making sexual comments about appearance, clothing, or body parts;
- asking sexual questions, such as questions about someone's sexual history or their sexual orientation;
- making offensive comments about someone's sexual orientation or gender identity.

Personal Harassment means a disruptive, work-related objectionable conduct towards a specific person which serves no legitimate work purpose and has the effect of creating an intimidating, humiliating, hostile or offensive work environment which threatens dignity, respect, and job performance.

Personal harassment may include but is not limited to:

- bullying;
- threats;
- coercion;
- malicious or intimidating gestures or actions;
- verbal assault or ostracizing;
- taunting;
- threatened or actual physical assault;
- humiliation, insults, rudeness;
- gossip;
- slander.

It is not disruptive and disrespectful conduct to:

- comply with professional, managerial or supervisory responsibilities to evaluate and report on the performance, conduct or competence of employees;
- express opinions freely and courteously;
- respectfully engage in honest differences of opinion.

Bullying consists of treating abusively and affecting by means of force or coercion that could hurt or isolate a person in the workplace. Bullying can involve the use of negative physical contact or the use of superior strength or influence to intimidate someone, typically to force them to do something. It usually presents a pattern of behaviour that is intended to offend, degrade, or humiliate a person or group of people which has been described as the assertion of power through aggression.

Disrespectful Conduct means conduct or comment that is objectionable or unprofessional and serves no legitimate work purpose and has the effect of creating an intimidating, humiliating, hostile or disrespectful work environment. Such conduct, which may be physical or psychological in nature, is prohibited by this policy and by the Code if it is based on one of the prohibited grounds.

Improper Activity or Behaviour includes:

- the attempted or actual exercise by a person towards another person of any physical force so as to cause injury and includes any threatening statement or behaviour which gives the person reasonable cause to believe he or she is at risk of injury; and
- horseplay, unwelcome practical jokes, unnecessary running or jumping or similar conduct.

Elected Official means those individuals elected to Council and includes the Mayor and Councillors of the Village of Sayward. See also Council Code of Conduct Bylaw.

Complainant means an individual who believes that he or she has a complaint of conduct contrary to the policy and is bringing forward the complaint.

Respondent means an individual against whom an allegation(s) of conduct contrary to the policy has been made and who is responding to the allegation(s) made in the complaint.

Manager means the Division head or the immediate exempt level supervisor of either the Complainant or the Respondent.

Investigator means the person assigned to investigate the complaint. The Investigator may be the CAO, Mayor or, or at the Mayor's or Councils discretion, an external third party.

Internal Investigator means an individual within the organization assigned or designated to investigate an incident.

External Investigator means an individual from outside the organization contracted to investigate an incident.

Mediation means a voluntary process used to resolve conflict by having a neutral, trained third party help the disputing parties arrive at a mutually acceptable solution.

Policy means the Respectful Workplace Policy.

Target means the person(s) who is the focus of bullying and harassment

Worker means a worker as defined under the *Workers Compensation Act* and includes a supervisor or other representative of the employer.

Workplace includes:

- Village offices, buildings, facilities, vehicles or worksites;
- locations visited by employees while traveling on City related business including conferences, meetings, vendor/supplier or customer sites;
- internet communications;
- locations of work-related social gatherings or any other locations where the prohibited conduct may have a subsequent impact on the work relationship.

5.2 ROLES AND RESPONSIBILITIES

Mayor and Council Members are expected to:

- proactively maintain a workplace free from discrimination and personal harassment;
- comply with the Respectful Workplace Policy and not participate in discriminatory or harassing behaviour;
- ensure they understand the Policy; lack of awareness of the Policy is not a defense for discriminatory or harassing behaviour;
- exemplify respectful speech and behavior.

All Employees are expected to:

- comply with the Respectful Workplace Policy and not participate in discriminatory or harassing behaviour;
- speak out against unacceptable behaviours in the workplace in a skillful and sensitive manner;
- be knowledgeable of, and abide by, Policy Guidelines D3-116-1, (Workers Duties) of the *Workers Compensation Act*;
- ensure they understand the Policy; lack of awareness of the Policy is not a defense for discriminatory or harassing behaviour;
- attend scheduled training sessions designed to familiarize them with the policy.

Managers and Supervisors are expected to:

- ensure the principles of the Policy are reflected in the execution of duties, operational policies and practices within their area of responsibility;

- model inclusive and professional behaviour and not participate in discriminatory or harassing behaviour;
- communicate and support this Policy by ensuring all workers under their supervision are provided with a copy of the Policy including knowledge of their rights and responsibilities;
- participate actively and take necessary action in the resolution and investigation of complaints and implement required remedial action;
- report incidents of harassment;
- be knowledgeable of and abide by Sections 115 (1)(a), 115 (2)(e) and Policy Guidelines D3-115-2 and D3-117-2 (Supervisors Duties), of the *Workers Compensation Act*.

The Investigator is expected to:

- review investigation reports to determine the outcome of complaints;
- inform complainants and respondents, in writing, of the outcomes of investigations;
- impose discipline or take other action, such as providing education, to improve employees' understanding of respectful workplaces;
- ensure this Policy and related procedures are reviewed annually.

5.3 GUIDELINES

Each employee of the Village is responsible for conducting herself/himself within the spirit and intent of this policy as well as contributing towards a safe, welcoming, and inclusive work environment free from discrimination, sexual harassment, personal harassment and bullying.

5.4 CONFIDENTIALITY

All persons involved in a complaint under this policy shall ensure the matter is kept confidential in accordance with the Freedom of Information and Protection of Privacy legislation.

Any unwarranted breach of confidentiality may result in disciplinary action against those responsible. The release of information will only be on a need-to-know basis during the investigation after due consultation with the Investigator.

5.5 MALICIOUS REPORTS

An investigation may determine that a complaint is not supported and that there is no breach of this policy. Such a finding does not necessarily mean that the complaint was malicious.

Malicious complaints are those where the complainant or others know there is no foundation to the complaint and where the complaint is filed for the purpose of bringing an adverse consequence to the respondent or another employee of the Village. Such complaints are a breach of this policy and any employee engaged in presentation or filing of such a complaint may be subject to discipline, up to and including dismissal.

Decisions made under this process are considered final. A decision made under this process does not affect the rights of an individual to seek recourse through other applicable means, or through the BC Human Rights Tribunal.

5.6 PROCEDURES

These procedures provide guidance and direction in responding to, and resolving, allegations/complaints under the Respectful Workplace Policy.

Objectives

The objectives of the procedures are as follows:

- Provide direction to all staff and elected officials in the implementation of the Respectful Workplace Policy.
- Provide a consistent time sensitive process that is efficient and fair in resolving complaints/allegations in relation to respectful workplace issues.
- Ensure that complaints are dealt with objectively and confidentially.

Complaint Handling

The flow diagram in Appendix A summarizes both the formal and informal approach to complaint resolution. Where appropriate, employees or elected officials involved in a complaint are encouraged to utilize the informal resolution process.

Step 1: Informal Complaint Resolution

Before a formal process becomes necessary, an employee or elected official who believes that he/she has been subject to discrimination, harassment or bullying is encouraged to:

- If comfortable, bring the matter to the attention of the individual responsible and advise them that the conduct is unwelcome and ask that the conduct cease. They may also consider seeking assistance from their supervisor/manager. In the case of elected officials, seek assistance from the Mayor or in the absence of the Mayor, the Acting Mayor.
- If the conduct persists, or if the individual does not feel comfortable dealing with the person responsible for the conduct, the individual should submit their concern in writing to either their Manager or CAO and in case of elected officials, Mayor or designate who will review with the individual the options for resolution.
- The CAO or Mayor/Acting Mayor will meet with the parties (either separately or together) and attempt to mediate a resolution that is acceptable to both parties. If a solution is reached, the complaint will be deemed resolved.

Step 2: Formal Complaint

Should the employee/elected official feel the informal complaint resolution process was unsuccessful or not possible, the employee/elected official may proceed with filing a formal complaint. This should be done within ten (10) calendar days from the date of incident or date resolution was attempted.

The Respectful Workplace Complaint Form (Appendix B) should be forwarded to individual(s) designated for the management of formal complaints as follows:

- CAO for all complaints involving individuals of the level of Managers and below except for those employees;
- The Mayor/Acting Mayor for all complaints involving the CAO.

An external investigator will be appointed by the CAO for all complaints involving a staff member and/or member of the public with respect allegations against a member of Council (including the Mayor). When the allegation is made by a member of Council against another member of Council (including the Mayor), see Council Code of Conduct Bylaw.

The identity of the complainant and the nature of the complaint shall be made known to the individual alleged to have engaged in disrespectful behaviour (the Respondent). The respondent shall be provided an opportunity to explain his/her behaviour and to have such explanations properly considered.

Upon receipt of the Respectful Workplace Complaint Form, the CAO or designated individual will review the complaint and have the discretion to either conduct an investigation, appoint a neutral third party to investigate within fifteen (15) calendar days or dismiss the complaint if it would not constitute a violation of this policy or the Human Rights Code.

If the complaint is dismissed, the CAO or designated individual will inform the complainant of the reasons in writing.

If an investigation is to be conducted, the procedures are outlined below under the section Investigative Process. Time limits provided in the Code prevail where an individual wishes to file a formal complaint with the BC Human Rights Tribunal.

Additional Points

Though a full record of events is not required to file a complaint, it will assist in establishing a case and helping you remember details as time passes.

Colleagues and witnesses are encouraged to bring incidents of harassment, bullying or discrimination that they observe to the attention of the CAO. However, no investigation under the Respectful Workplace Policy will occur without the receipt of a written complaint from the employee allegedly being affected, or an employee who witnessed the harassment.

Employees and elected officials have other options of filing a complaint of harassment, bullying or discrimination with the BC Human Rights Tribunal and the police, if circumstances warrant it.

Investigative Process

Most investigations will be conducted internally. Depending on the situation, the CAO or designate will conduct the investigation. In complex or sensitive situations, an external investigator will be appointed by the CAO or designate.

If the complaint is made against the Mayor or a Council Member, the parties involved will be provided notification from the CAO or designate, information about the nature of the complaint at a closed meeting. The Chief Administrative Officer (CAO) will appoint an external investigator to investigate the complaint. The external investigator shall be directed to make findings of fact and conclusion as to whether the facts constitute harassment. The Mayor will receive the report, make any decisions, and direct as appropriate.

- a. The CAO may assign investigators to the case. The investigators are to act as fact finder and will not be responsible for determining if there is a breach of the policy or any outcomes of the investigation. These investigators will be appropriately trained.
- b. The investigation will be conducted as quickly as possible. The complainant will be contacted by an investigator within two working days of the complaint being accepted for investigation.
- c. The respondent will be provided with the complainant's name and information on the particulars of the complaint and offered an opportunity to respond.
- d. The complainant, the respondent, and any individuals who may be able to provide relevant information will be interviewed individually and their responses summarized on the Respectful Workplace Investigation Form (Appendix C). Each party has the right to be accompanied by, or represented by, a person of choice.
- e. When the investigation is complete for employees or Mayor, the investigators will file a report with the CAO or Mayor (in case of elected officials) which will summarize the allegations, responses and finding. The report will not contain a recommendation on findings.
- f. The CAO or Mayor may find one, the other, or both parties in contravention of this policy. Determining culpability and discipline will be the sole responsibility of the CAO or Mayor (in case of elected official). In the case of an allegation against the Mayor and/or one or more additional members of the Council, the balance of Council where a quorum exists will be the decision makers. If quorum is not maintained, then assistance from the Province will be sought to deal with the situation. CAO or Mayor (in case of elected official) will inform both the complainant and respondent in writing (Respectful Workplace Complaint Resolution Form - Appendix D) of the decision. CAO will meet with the respondent, his or her Manager and any other parties deemed relevant to the proceedings to discuss the findings of the investigator's report, to review the policy, and to outline the actions to be taken to remedy the situation. The respondent will be invited to involve a support person.
- g. The CAO will consider remedy or discipline options including but not limited to individual or group education, job site or position transfer, training, mediation counselling, no contact for a period of time, temporary or permanent changes to reporting structures or work assignments and discipline up to and including termination of appointment.
- h. The approved decision by the CAO (and Mayor for elected officials) is considered final.

5.7 GRIEVANCE/APPEAL PROCESS

If a complaint or respondent is not satisfied with the final decision in respect to the complaint, the following avenue may be considered:

1. WorkSafe BC's role is to ensure that the employer in question has adequate policies and procedures in place to address bullying and harassment, and that the employer conducts investigations into bullying and harassment complaints. WorkSafe BC's role is not to resolve or mediate any specific disputes or conflicts.
2. Management and Exempt Employees can see the CAO for more information.
3. Complainants always have the ability to seek independent legal council and/or assistance through investigative bodies such as RCMP.

5.8 DOCUMENTATION

a. the CAO, in case of elected officials, the office of the Mayor, will maintain all documentation pertaining to the complaint in a confidential manner.

b. When the allegations are not proven and there is no disciplinary action, there shall be no records of the complaint placed in the personnel files of the complainant, the witnesses or the respondent.

c. Where a complaint is substantiated, the incident will be recorded in the respondent's file.

5.9 TRAINING

Training for all staff and elected officials should include the following:

a. How to recognize bullying, harassment and discrimination;

b. How staff who experience or witness bullying and harassment should respond;

c. Procedures for reporting and how the employer follows up with incidents and complaints;

d. Documentation/forms review.

Training will occur as required and should be included at orientation.

5.10 ANNUAL REVIEW

This program and these procedures will be reviewed annually. All workers will be advised and educated on this policy and program when they are hired through the employee orientation process.

6.0 REFERENCES /POLICY INTEGRATION

- *BC Human Rights Code*
- *BC Workers Compensation Act*
- WorkSafeBC (2013) *A Handbook on Preventing and Addressing Workplace Bullying and Harassment*.
- *City of Pitt Meadows Respectful Workplace 2018*

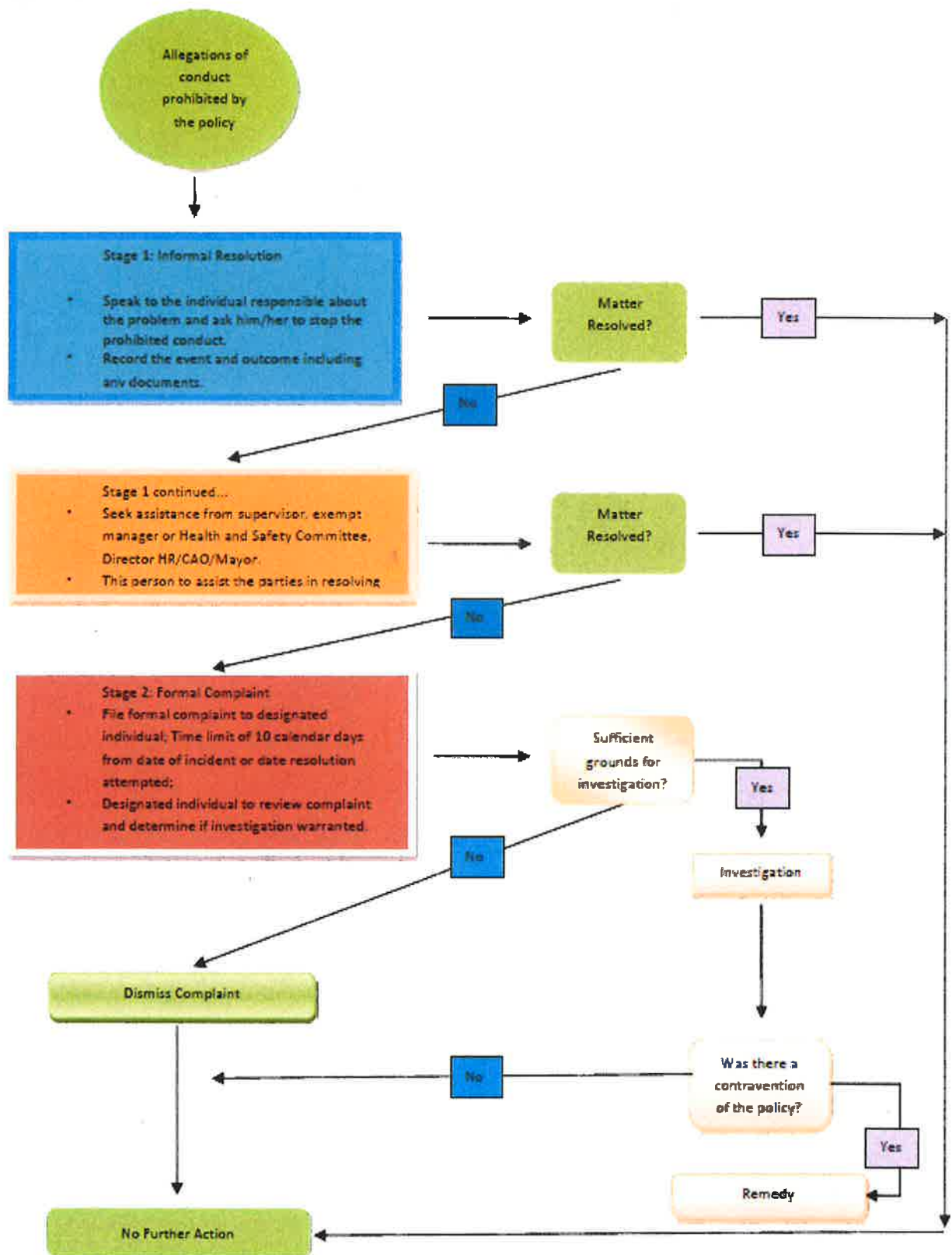
7.0 APPROVAL HISTORY

ISSUED BY: CAO	APPROVED BY: Mayor & Council	RESOLUTION NO: R21/172	DATE: June 15, 2021
REVISED BY: CAO	APPROVED BY: Mayor & Council	RESOLUTION NO: R22/52	DATE: March 15 2022

Signed by:

Mayor: Original signed by "M Baker"	CAO: Original signed by "J. Johnson"
Date: 24 March 2022	Date: 16 March 2022

Appendix A – Flow Diagram



Appendix B – Respectful Workplace Complaint Form

RESPECTFUL WORKPLACE COMPLAINT FORM	
COMPLAINANT INFORMATION	
Name:	Position:
Dept:	Date:
RESPONDENT INFORMATION (Alleged Bully or Bully)	
Name(s):	Position:
Dept:	Date:
PERSONAL STATEMENT/COMPLAINT	
Please provide details of the bullying or harassment incident(s), including:	
-Names of all parties involved	-Details about the incident(s) – behaviour and words used
-Any witnesses to the incident(s)	
-Location, date and time of the incident(s)	-All other relevant information
Attach any supporting documents, such as emails or other social media evidence, notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.	
(OR attach additional pages with the above information included)	
Signature:	Date:
Received by:	Date:

Appendix C – Respectful Workplace Investigation Form

RESPECTFUL WORKPLACE INVESTIGATION FORM	
(COMPLETED BY THE INVESTIGATOR)	
(Or attach additional pages with the following information included)	
INVESTIGATOR INFORMATION	
Name:	Position:
Dept:	Date:
DOCUMENT REVIEW	
List all documentation reviewed (emails, notes, photographs, physical evidence, etc.)	
INTERVIEWS	
Person interviewed and date:	
Situation description (e.g., dates, words, actions) and impact (e.g., humiliated, intimidated, etc.)	
Person interviewed and date:	
Situation description (e.g., dates, words, actions) and impact (e.g., humiliated, intimidated, etc.)	
Person interviewed and date:	
Situation description (e.g., dates, words, actions) and impact (e.g., humiliated, intimidated, etc.)	
Person interviewed and date:	
Situation description (e.g., dates, words, actions) and impact (e.g., humiliated, intimidated, etc.)	
OUTCOMES	
Based on the investigation, did workplace bullying, or harassment occur? (Y/N)	
Reasons for this conclusion:	
	Date

Appendix D - Respectful Workplace Investigation Resolution Form

Appendix D – Respectful Workplace Complaint Resolution Form

RESPECTFUL WORKPLACE COMPLAINT RESOLUTION

Date: _____

Complainant Information

Name: _____

Department: _____

Date reported: _____

Nature of Complaint _____

Respondent Information

Name: _____

Department: _____

Other

Complaint received by: _____

Date received: _____

Investigators: _____

Complaint Resolution:

Name

Title

Signature

Date of notification to both parties



STAFF REPORT

To: Mayor and Council
From: Keir Gervais, CAO
Subject: Council Appointments 2024
Meeting date: June 4, 2024

BACKGROUND

At the November 1, 2022 Inaugural Council meeting the following appointments to various boards and committees were approved:

1. 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,
- b) THAT Councillor Gilkin be appointed to the Vancouver Island Regional Library Board and Councillor Burchett be appointed as alternate; and,
- c) THAT Councillor Burchett be appointed as the Village representative at Sayward Futures Society board meetings and Councillor Gilkin be appointed as the alternate; and,
- d) THAT Councillor Burchett be appointed to the Mid Island Forestry Lands Advisory Group and Councillor Gilkin as the alternate; and,
- e) THAT Councillor Tinsley be appointed as Deputy Mayor; and,
- f) THAT Mayor Baker be appointed as the Island Coastal Economic Trust (ICET) representative; and,
- g) THAT all Council Members be appointed to the Committee of the Whole.

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

At the May 7, 2024 Regular Council Meeting, the following appointments to committees were approved:

- a) THAT Councillor Tinsley be appointed to the Vancouver Island Regional Library Board.
- b) THAT Councillor Burchett be appointed to the Mid Island Forestry Lands Advisory Group.

Further, staff were directed to seek clarification RE: the SRD's new *Appointment of Municipal Directors Policy* and the Village's authority to appoint its representative to the SRD Board.

An alternate was not appointed to Vancouver Island Regional Library Board.

An alternate was not appointed to the Mid Island Forestry Lands Advisory Group.

A decision was not made regarding the appointment(s) to the Island Coastal Economic Trust North Island-Sunshine Coast Regional Advisory Committee.

At the April 16, 2024 Council meeting, Mr. Jason Johnson of Sayward Futures Society informed Council the Village Liaison role is no longer required.

DISCUSSION

SRD Board and Committee Appointments

Staff consulted with both the Ministry and the SRD. Before the Ministry had time to respond to staff, the SRD CAO replied with the following:

The SRD receives the municipal appointments at the start of the election term and unless otherwise instructed by the municipality, the appointment stands until the end of the election term. Therefore Mark Baker will remain on the SRD Board until/unless we receive a motion from the Sayward Council advising us that they have appointed a different Council member.

It is clear to staff that Mayor and Council can appoint a member of Council of their choice to the SRD Board, and an alternate, as well as a representative to the Comox Strathcona Regional Hospital District Board (CSRHD) meetings and the Comox Strathcona Waste Management Committee (CSWM) meetings.

When Council is considering its appointments to the CSRHD and CSWM committee's, Staff would like to point out that Comox Valley Regional District staff did previously state, *"for information sharing purposes, particularly confidential information, it is quite helpful to have the same director attend both bodies on an ongoing basis but ultimately staff can accommodate whatever arrangement is determined."*

Vancouver Island Regional Library Board (VIRLB)

With Mr. Tom Tinsley's recent resignation from Council, Mayor and Council can appoint a representative and alternate to the VIRLB.

Mid Island Forestry Lands Advisory Group (MIFLAG)

Mayor and Council can appoint an alternate to the MIFLAG.

Island Coastal Economic Trust (ICET)

Staff has spoken with the CEO of ICET and learned about the provincial Act that founded and governs ICET. The role Sayward and all municipalities and regional districts have in the Trust's governance is named under "Establishment of the regional advisory committees" under Part 2 of the Act, which is outlined below with the eligible members noted. To be clear, the role of Mayor is the Village's representative on the ICET North Island-Sunshine Coast Regional Advisory Committee.

Part 2 — North Island-Coast Development Initiative Trust

Division 1 — Regional Advisory Committees

Establishment of regional advisory committees

- 2 (1) There is established, for each region, a regional advisory committee comprising the following:
 - (a) the mayors of each of the municipalities that
 - (i) is within the region, and
 - (ii) on the coming into force of this Act, has a population greater than 500;
 - (b) the chairs of each regional district that is, in whole or in part, within the region;
 - (c) the Members of the Legislative Assembly who have been elected, in whole or in part, by electors from the region.
- (2) The term of membership on a regional advisory committee for each individual referred to in subsection (1) expires on the earlier of
 - (a) the date that is 6 months after the coming into force of this Act, and
 - (b) the date on which he or she ceases to hold the position referred to in subsection (1).
- (3) Within 6 months after the coming into force of this Act, each of the regional advisory committees must
 - (a) appoint 4 directors of the North Island-Coast Development Initiative Trust in accordance with sections 6 (2) (a) and 8 (1), and
 - (b) subject to section 3,
 - (i) determine the size of, and the manner of appointing members to, the regional advisory committee, and
 - (ii) determine the role of, and the manner of appointing, the chair of the regional advisory committee.
- (4) On the coming into force of this Act, the following persons are the first chairs of the regional advisory committees:
 - (a) for the regional advisory committee for the Central South Island region, the mayor of North Cowichan;
 - (b) for the regional advisory committee for the North Island-Sunshine Coast region, the mayor of Courtenay.
- (5) The first chair of a regional advisory committee must call and chair the meeting or meetings necessary to allow that regional advisory committee to perform its obligations under subsection (3).

STAFF RECOMMENDATIONS

THAT Council receive the Council Appointment Schedule 2024 report for information and discussion; and,

THAT Council appoint _____ as the Village of Sayward representative to the SRD Board; and,

THAT Council appoint _____ as the Village of Sayward representative to the CSRHD Committee; and,

THAT Council appoint _____ as the Village of Sayward representative to the CSWM Committee; and,

THAT Council appoint _____ as the Village of Sayward representative and _____ alternate representative to the Vancouver Island Regional Library Board; and,

THAT Council appoint _____ as the Village of Sayward alternate representative to the Mid Island Forestry Lands Advisory Group CSRHD Committee; and,

THAT staff be directed to inform the various organizations of the appointments as soon as possible, and where applicable work with the various organizations towards a smooth transition for the representatives into their new roles.

Respectfully submitted,



Keir Gervais, CAO



STAFF REPORT

For: Mayor and Council
Prepared by: Keir Gervais, CAO
Subject: Provincial Meeting Requests at 2024 UBCM Convention
Meeting date: June 4, 2024

PURPOSE

To obtain direction from Council with respect to requesting provincial meetings at the upcoming 2024 UBCM Convention.

BACKGROUND

Correspondence was recently received as to the ability of Council to request meetings with the Premier, Cabinet Ministers and provincial ministries, agencies, commissions and corporations (MACC) staff during the week of the 2024 UBCM Convention in Vancouver. This correspondence was presented to Council at the May 21, 2024 Regular Council meeting. Subsequently, Council deferred further discussion on the topic to the Council meeting today.

Meeting request deadlines for Premier David Eby, Provincial Cabinet Ministers and the Minister of Municipal Affairs Minister Anne Kang is Friday, June 21, 2024.

DISCUSSION

If Council would like to advance any specific meeting request, the deadline for the requests with the Ministers are noted above.

The 2024 Budget has provisions for four members of Council (Mayor and two Councillors) and the CAO to attend the UBCM Conference in Vancouver.

Staff is seeking direction from Council with respect to whether or not you wish staff to submit meeting requests to various ministries during the 2024 UBCM.

RECOMMENDATIONS

THAT the Provincial Meeting Requests at 2023 UBCM Convention report be received for information and discussion, and;

THAT Council provide further direction to Staff with respect to requesting provincial meetings at the upcoming 2024 UBCM Convention.

Respectfully submitted:



Keir Gervais, CAO

Attachments:

- ***2024 UBCM Convention Provincial Appointment Book***

2024 PROVINCIAL APPOINTMENT BOOK

Meeting Requests with:

The Premier, Cabinet Ministers, and
Provincial Government Staff from Ministries,
Agencies, Commissions, and Corporations (MACC)
at the 2024 UBCM CONVENTION
September 16 – 20, 2024

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 2024 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 (MACC) staff.

Information on each MACC's programs, projects, and scope of work is also included.

Meeting Details

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:

Monday, September 16 to

Friday, September 20

Vancouver Convention Centre,
East Building

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:

New for 2024: Monday, September 16

Fairmont Waterfront Hotel,
Concourse Level — Malaspina Room

Tuesday, September 17 to

Thursday, September 19

Fairmont Waterfront Hotel,
Concourse Level — MacKenzie Ballroom

On-Site Provincial Appointment Desk

Provincial Appointment Desk staff will be available on-site to receive meeting requests for MACC staff at the following locations:

Monday, September 16

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

Tuesday, September 17 to

Thursday, September 19

Fairmont Waterfront Hotel,
Concourse Level — MacKenzie Ballroom
8:30 am — 4:00 pm

Please note that MACC staff availability may be limited on-site.

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: MeetingRequest2024
(case sensitive)

Deadline: June 21, 2024

Contact:

Marlène Behrens
Premier's UBCM Meeting Request Coordinator
250 213-3856
UBCM.Meetings@gov.bc.ca

Honourable Anne Kang, Minister of Municipal Affairs

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

Invitation Code: MUNIMin2024
(case sensitive)

Deadline: June 21, 2024

Contact:

Katie Carrothers
MUNI-UBCM Minister's Meeting Coordinator
236 478-0537
MUNI.UBCM.MeetingRequests@gov.bc.ca

Provincial Government MACC Staff

(Ministries, Agencies, Commissions, and
Corporations)

Click: [MACC Staff Meeting Requests](#)

Invitation Code: MACCStaff2024
(case sensitive)

Deadline: August 21, 2024

Contact:

Sarah Staszkiel
MACC Staff Meeting Coordinator
778 405-1784
MUNI.UBCM.MeetingRequests@gov.bc.ca

Casey Cathcart
Assistant MACC Staff Meeting Coordinator
778 405-3140
MUNI.UBCM.MeetingRequests@gov.bc.ca

Once MACC staff meetings have been scheduled, confirmations will be sent to UBCM Local Government and First Nations members **via email by September 11.**

PROVINCIAL GOVERNMENT MINISTRIES AVAILABLE DURING THE 2024 UBCM CONVENTION

MINISTRY OF AGRICULTURE AND FOOD

DIVISION/BRANCH	TOPIC
<i>Business Risk Management Branch</i>	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>	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>	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...

DIVISION/BRANCH	TOPIC
<i>Food and Beverage Branch</i>	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>	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>	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>	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...

DIVISION/BRANCH	TOPIC
<i>Regenerative Agriculture and Climate Initiatives</i>	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.

ATTORNEY GENERAL

DIVISION/BRANCH	TOPIC
<i>Court Services Branch</i>	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.

ATTORNEY GENERAL CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Indigenous Justice Secretariat</i>	Leads the implementation of the First Nations Justice Strategy ("the Strategy") within government, including influencing social sector areas that provide health and housing supports for individuals in the justice system. At the core of the Strategy is the rebuilding of First Nations justice systems as an expression of self-determination. As such, the Indigenous Justice Secretariat has a vital role in supporting First Nations in that rebuilding work. This includes the Secretariat advancing changes within government to laws, policies, and practices that are directly responsive to what First Nations determine is needed for Strategy implementation and rebuilding of their justice systems. In addition, the Indigenous Justice Secretariat is responsible for cross-ministry implementation of the Strategy and operationalization of the identified priorities within government. This includes implementation of the <i>Declaration Act</i> where it intersects with justice, as well as supporting relationships with the province and Canada to advance jointly identified priorities, funding, and partnership opportunities where the Strategy aligns with provincial and federal mandates.
<i>Justice Services Branch</i>	Improves users' access to justice and experience with the administration of justice in B.C. by transforming elements of the justice system. The Justice Services Branch delivers programs and services relating to family justice, Indigenous justice, and access to justice. The branch also develops policy and legislation and supports tribunals, agencies, and independent offices within the ministry, and leads strategic projects to create change and systemic impact on the justice sector.
<i>Multiculturalism and Anti-Racism Branch</i>	<i>Anti-Racism Data Act.</i> <i>Anti-Racism Act.</i> - Multiculturalism and Anti-Racism Grant program. - Multiculturalism and Anti-Racism Awards. - Historical Wrongs Initiatives. - Racist Incident Support Line. - Report on Multiculturalism. - Resilience BC anti-racism network and provincial coordination on anti-racism and anti-hate initiatives. - Multicultural Advisory Council (MAC). - Proclamations Program.

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

DIVISION/BRANCH	TOPIC
<i>Strategic Services Division</i>	• The Strategic Services Division provides expertise to enable large-scale, cross-ministry, and complex system transformation as envisioned in the ministry's Strategic Framework. The division leads: ◦ Project management — supports strategic initiatives and continuous improvement through tracking, 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. ◦ Transformation integration — oversees alignment and integration of priority transformation projects to support the roll-out of system wide changes in a coordinated way and to ensure operational needs are met. • Strategic planning and communications – directs, coordinates, and manages planning, reporting, internal, external, and web-based communications and engagement.
<i>Service Delivery Division</i>	• Service Delivery Division provides critical services to children, youth, young adults, and families throughout the province, including child protection and family support, children and youth with support needs, child and youth mental health, adoption and guardianship, youth justice, and supports for youth transitioning to adulthood. Services, including 24/7 operations, are delivered through 169 community-based District Offices, Provincial Centralized Services Centre, Maples Adolescent Treatment Centre, Child & Youth Mental Health Intake Clinics, Victory Hill Dorm, Burnaby Youth Custody Centre, Inpatient Assessment Unit, Youth Forensic Services, and Family Connections Centres.

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Strategic Integration, Policy and Legislation Division</i>	Offers a variety of programs and services, including adoption, programs for children with support needs and mental health concerns, community resources for children and youth in or transitioning from government care, child welfare, and support for youth involved in the justice system's practices.
<i>Strategic Integration, Policy and Legislation Division / Early Years and Inclusion Policy, Communications and Engagement</i>	The Early Years and Inclusion Policy, Communications and Engagement branch provides development and oversight of strategic and operational policy for early childhood development programs and services for children and youth with support needs (CYSN). The team incorporates a cross-government approach for programs and services for children and families and is currently working to co-develop an improved system of services for 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>	- 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...

DIVISION/BRANCH	TOPIC
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 provided to UBCM in 2023 to enable municipalities to build the capacity and resources they require to make decisions and implement updated technical infrastructure required by NG911.
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. - 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. - GDX is responsible for government's web training, standards and digital accessibility and supports plain language, easy to navigate and access information.

MINISTRY OF CITIZENS' SERVICES CONTINUED...

DIVISION/BRANCH	TOPIC
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. • It provides corporate information management services to government including Freedom of Information; proactive disclosures of information; privacy, records management, and elements of information security. • Through the CyberBC program, the OCIO provides broader B.C. public sector organizations with resources to help improve cybersecurity. Specifically, it covers the foundations of cybersecurity including security frameworks, policy, standards, assessments of threats and weaknesses, and minimization of risks. Additionally, in 2024 procurement for advisory as well as operational security services will be completed and allow broader B.C. public sector organizations to access these through a corporate supply arrangement. The goal is to raise the collective bar for cybersecurity across the province in the face of increased threats.
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. • 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.

MINISTRY OF CITIZENS' SERVICES CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Real Property</i>	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. Real estate for schools, post-secondary institutions, hospitals, and municipalities are excluded from RPD's responsibilities. RPD provides strategic real estate advice, acquisitions, dispositions, and space planning. RPD's client base includes ministry (mandated) as well as broader sector (voluntary) customers.
<i>Service BC</i>	- 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
<i>Child Care Division</i>	• 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 Early Childhood Educator (ECE) post-secondary programs, and investigates complaints regarding ECE and Early Childhood Educator Assistant (ECEA) conduct and competence. • The division oversees the child care budget of \$827.377M for FY 23/24.
<i>Resource Management Division</i>	• 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 child care 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	• Responsible for the provision of strategic advice and the delivery of corporate services to support Ministry programs and services. • Manages the Disaster Financial Assistance Arrangements (DFAA) claim administration and provincial cost tracking. • Responsible for public education initiatives including: ◦ The delivery of PreparedBC, the Province's preparedness public education program serving First Nations communities, local authorities and the public. ◦ The development of resources, programs, and social media campaigns aimed at influencing positive disaster risk reductions.
Disaster Recovery	• Leads coordination of provincial ministry and agency supports for communities following a disaster with regionally-based teams. • 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. • Administers DFA appeals process. • Responsible for disaster recovery operational policy including national flood insurance program development, cross government disaster recovery framework, and recovery specialists who are ready to deploy to assist communities when a disaster strikes.
Disaster Risk Management	• 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. • Administers funding programs for 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.

MINISTRY OF EMERGENCY MANAGEMENT AND CLIMATE READINESS CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Partnerships, Engagement and Legislation</i>	• Delivers ministry's strategic policy and legislation. This work includes providing guidance on EMCR's modernized legislation, the <i>Emergency and Disaster Management Act</i> (EDMA), and the development of new regulations, such as the Local Authorities Regulation and Compensation and Disaster Financial Assistance Regulation. • Leads the development and implementation of EMCR's inter-agency and inter-governmental partnerships. • Leads EMCR's emergency management partnership agreements with the federal government, local governments, First Nations, emergency management partner agencies, critical infrastructure operators, non-governmental, faith-based, and other emergency management partners and agencies.
<i>Regional Operations</i>	• Leads and coordinates the preparedness and response to provincial and regional-level emergencies and disasters, supporting other authorities within their areas of jurisdiction by 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 Ministry of Emergency Management and Climate Readiness (EMCR) Headquarters (HQ) 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.

MINISTRY OF EDUCATION AND CHILD CARE

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MINISTRY OF ENERGY, MINES, AND LOW CARBON INNOVATION

DIVISION/BRANCH	TOPIC
Energy Resources Division	• The division is accountable for the management and responsible development of the province's energy resources. It issues and administers Crown petroleum, natural gas, geothermal and carbon capture related subsurface tenures and tenure revenues; and maintains petroleum geology databases and systems. • The division oversees the province's royalty system (with the Ministry of Finance); develops policy, statutes and regulations that apply to the energy resource sector and to support achieving greenhouse gas reduction targets as it relates to the sector, including methane emissions targets. • The division collaborates across-government on Indigenous reconciliation initiatives and environmental monitoring and research programs, conducts oil and gas resource assessments, manages resource development planning and cumulative effects, guides modernized land use planning, develops environmental practices and initiates and administers oil and natural gas restoration programs. • The Clean Energy and Major Projects Office (CEMPO) is the main point of contact for proponents looking to bring clean energy projects to British Columbia and works across government to support clean energy projects, including hydrogen, biofuels, and renewable natural gas. CEMPO is responsible for the effective implementation of LNG Canada, Cedar LNG, Woodfibre, and the associated pipelines.

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

DIVISION/BRANCH	TOPIC
<i>Electricity and Utility Regulation Division</i>	• 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, and wind. The division is taking a lead role in the development of a Climate Aligned Energy Framework for the province. • The division focuses on increasing electrification, and deployment of low carbon energy by supporting BC Hydro's 2024 call for power, and implementing policies and legislation to support BC Utilities Commission oversight of B.C.'s regulated energy utilities, including BC Hydro, FortisBC and Pacific Northern Gas, in their delivery of conventional and low-carbon clean energy across the province. • In association with the Ministry of Environment and Climate Change Strategy, the division has responsibility for policies, programs, regulations and legislation to support the province's legislated short and long-term; greenhouse gas (GHG) reduction targets, including: the Greenhouse Gas Reduction (Clean Energy) Regulation, the <i>Utilities Commission Act</i>, and the <i>Clean Energy Act</i>. • 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 leads provincial collaboration with the British Columbia Utilities Commission to reframe the Commission's current role as an economic regulator to align with the province's climate action, energy and affordability objectives, especially for low-income households. • 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 is responsible for co-leading the Indigenous Clean Energy Opportunities (ICEO) process with the First Nations Energy and Mining Council which engages with First Nations rights holders and organizations in a collaborative dialogue to: ◦ Fully participate in current and future clean energy opportunities. ◦ 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...

DIVISION/BRANCH	TOPIC
<i>Energy Decarbonization Division</i>	• The division is responsible for policies and programs that advance energy efficient, low-carbon technologies and practices in the built environment through incentives and standards. This portfolio includes the CleanBC Better Homes and Better Buildings Program and the Energy Efficiency Standards Regulation. • The division develops policy and program initiatives to decarbonize community energy systems through the implementation of clean energy projects in communities across British Columbia, including grid-connected local governments, Indigenous communities, and non-grid connected remote communities. This portfolio includes the CleanBC Remote Community Energy Strategy. • 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 B.C. 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 the implementation of BC's Low Carbon Fuel Standard that requires fuel suppliers to reduce the carbon intensity of their fuels used in transportation and other applicable purposes. With a 30 percent reduction in carbon intensity for diesel and gasoline class fuels by 2030, and a 10 percent reduction by 2030 for jet fuels.
<i>Responsible Mining and Competitiveness Division</i>	• 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 a fair, effective, and transparent authorizations, and focusing on regulatory certainty, Indigenous reconciliation and partnerships, world-class geoscience, innovation, and leading environmental standards.

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

DIVISION/BRANCH	TOPIC
<i>Mines Health, Safety and Enforcement Division</i>	• The division is responsible for mine workers' health and safety, compliance verification and enforcement, and investigations of serious incidents at mines. The division: ◦ 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 Indigenous engagement, inspector training, and compliance data and reporting in its core business areas. ◦ The division includes the Chief Auditor, responsible for conducting audits evaluating effectiveness of B.C.'s mining regulatory framework.
<i>Strategic and Indigenous Partnerships Division</i>	• Supports delivery of the Ministry of Energy, Mines and Low Carbon Innovation (EMLI) and EMLI's Divisions on its energy, mining and natural gas mandates. • Leads strategic initiatives and supports EMLI's mandate to advance reconciliation with Indigenous Nations including the negotiation of revenue sharing and Accommodation Agreements and Reconciliation Agreements and engaging with Indigenous Nations on 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. • Provides corporate oversight and coordination of policies, land use planning, intergovernmental relations, Cabinet and legislative coordination, employee recognition and engagement, EMLI communications, service plan development, and reporting requirements 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. The Strategic Initiatives Branch (SIB) also supports energy and climate policy relating to CleanBC.

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY

DIVISION/BRANCH	TOPIC
Conservation and Recreation	• BC Parks is a land management, regulatory and recreation service provision program that is responsible for the acquisition, designation, administration, planning, management and regulation of natural resources and activities occurring on over 14 percent of the provincial land base. British Columbia has the highest percentage of its land base dedicated to protected areas of all provincial Canadian jurisdictions. There are 1,036 provincial parks, recreation areas, conservancies, ecological reserves, and protected areas within the system. • The Conservation Officer Service (COS) provides public safety and environmental enforcement services to British Columbians. The agency's core mandates include natural resource law enforcement and human-wildlife conflicts prevention and response. The COS is the lead agency in B.C. to respond to problem wildlife, including predator attacks on people that cause serious injury and death. • Recreation Sites and Trails B.C. (RSTBC) provides public recreation opportunities by developing, maintaining, and managing a network of recreation sites and recreation trails throughout the province.
Climate Action Secretariat	• Province-wide coordination and management of systems to address and respond to climate change including: CleanBC, CleanBC Roadmap to 2030, Local Government Climate Action Program (LGCAP), 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 energy and GHG emissions Inventory. 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 <i>Carbon Tax</i>.

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Environmental Assessment Office</i>	• 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 <i>Environmental Assessment Act</i> (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.

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Environmental Protection Division</i>	• Air quality, reducing toxins, pollution prevention, environmental emergencies/ provincial spill response, <i>Environmental Management Act</i>, contaminated site remediation, brownfields, hazardous and industrial waste, Integrated <i>Pest Management Act</i>, 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; environmental impact assessment for waste discharge authorizations, provincial environmental monitoring networks (air and water quality, hydrometric, snow survey, groundwater, climate), environmental databases, State of Environment reporting, air and water quality stewardship & partnerships; 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 <i>Environmental Management Act</i> regarding discharges to the environment, and under the <i>Integrated Pest Management Act</i> as it relates to pesticide use.
<i>Strategic Services</i>	• 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	• 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: ◦ 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. **For Minister meeting requests for the Liquor Distribution Branch or the Insurance Corporation of BC please direct these to the Ministry of Public Safety and Solicitor General. **For staff meeting requests for the Liquor Distribution Branch 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.
Policy and Legislation Division / Financial And Corporate Sector Policy Branch	• Anti-money laundering in real estate and the financial sector, including beneficial ownership transparency initiatives. • Corporate and financial sector policy including: ◦ Securities. ◦ Real Estate (including mortgage brokers and real estate developers). ◦ Financial institutions. ◦ Money Services Businesses. ◦ Insurance. ◦ Pensions. ◦ Personal Property Security. ◦ Business Organizations (including companies, societies, and cooperatives). ◦ Land Title & Survey Authority (LTSA).

MINISTRY OF FINANCE CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Policy and Legislation Division / Intergovernmental Fiscal Relations</i>	• Federal-provincial fiscal relations (e.g., intergovernmental transfers). • 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, with Indigenous Relations and Reconciliation.
<i>Policy and Legislation Division / Property Tax and Assessment Policy</i>	• Property tax and assessment policy including: ◦ Provincial property assessment policy, legislation, and methodology. ◦ Oversight of BC Assessment (BCA) and the Property Assessment Review panels. ◦ Provincial property taxes (school, rural, police). ◦ Property Transfer Tax. ◦ Speculation and Vacancy Tax.
<i>Policy and Legislation Division / Tax Policy Branch</i>	• Provincial tax policy, including: ◦ Provincial Sales Tax. ◦ Municipal and Regional District Tax. ◦ Carbon Tax. ◦ Motor Fuel Tax. ◦ Provincial Income Tax. ◦ Indigenous Taxation. ◦ Employer Health Tax. ◦ Flipping Tax.
<i>Gender Equity Office</i>	• Pay Transparency Reporting. • Gender-Based Analysis Plus (GBA+).

MINISTRY OF FORESTS

DIVISION/BRANCH	TOPIC
Associate Deputy Minister's Office	• Permitting Process Improvements and Performance Measures. • Emerging Strategic Projects: Wosk Centre for Dialogue Series on Wildfire Mitigation, Premier's Expert Task Force Engagement. • Forestry Digital Services Program. • 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 and Revenue Sharing, First Nations Forest Tenure, First Nations Forestry Council Engagement and Consultation Systems and Information Management.
BC Wildfire Service	• Wildfire Suppression, Wildfire Prevention and Community Resiliency Initiative. • Wildfire Recovery and All Hazard Response.
Forest Resiliency and Archaeology	• Old growth deferrals. • Provincial Forest Landscape Planning. • Archaeology Branch. • <i>The Heritage Conservation Act Transformation Project</i> (HCATP).
Integrated Resource Operations Division	• Compliance and Enforcement. • Engineering. • Forest Tenures. • Resource Worker Safety.
Office of the Chief Forester	• Provides provincial leadership for forest management and stewardship. • Continuous improvement of forest management policies, legislation and practices. • Acquisition and update of forest inventory, spatial analysis and reporting of timber and non-timber values. • Allowable annual cut determination and silviculture. • Forest genetic resource management, seed supply and forest health. • Land-based research, climate change and carbon management. • Integrated planning, developing the bio economy and strategic old growth support.

MINISTRY OF FORESTS CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Regional Operations</i>	• Activities that occur within regional operations include: forestry, range tenure management and authorizations and indigenous consultation. • Operation of regional and District offices that support providing client access to natural resource authorizations (in partnership with the Ministry of Water, Land and Resource Stewardship (WLRS) and Front Counter BC) geographic information and, forest revenue management. • Emergency Management and Climate Readiness and BC Wildfire Service 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>	• Forest sector economics and transformation. • Trade and Log Export Policy. • Softwood lumber. • Timber pricing, timber measurements and stumpage. • Value added forestry, range policy and planning. • Invasive plants. • Modernizing forest policy. • BC Timber Sales provincial operations. • Fibre supply and access. • Pulp and paper and utilization policy. • Wildfire salvage.

MINISTRY OF HEALTH

DIVISION/BRANCH	TOPIC
<i>Finance and Corporate Services</i>	• 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>	• 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.
<i>Hospital and Provincial Health Services</i>	• 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.
<i>Office of Indigenous Health</i>	• 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 <i>In Plain Sight</i> report as a blueprint for action to address Indigenous-specific racism and discrimination across the B.C. health care system.

MINISTRY OF HEALTH CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Population and Public Health</i>	• 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.
<i>Primary Care</i>	• 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.
<i>Seniors Services</i>	• 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>Governance and Accountability Branch</i>	• 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. • Ministry's overall approach to engagement, consultation, and partnership with Indigenous Peoples; supports alignment between provincial housing initiatives and the province's commitments to reconciliation; advises on housing-related topics of mutual interest to Indigenous Peoples and local governments.
	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 BC Builds and HousingHub which works with communities, governments, non-profit and private sector stakeholders to facilitate the creation of new affordable rental housing.
<i>Housing Innovations Division</i>	• Supports innovations in the approvals and construction of housing. ◦ Digital Permitting. ◦ Prefabricated housing and panels. ◦ Standardized housing designs. • Development of ongoing programs and tools design to support BC Builds. • Housing development partnerships. • Process development with other governments (First Nation and federal) and provincial ministries and agencies to identify land for housing.
<i>Housing Policy Branch</i>	• Housing policy and program development, including market and non-market housing, legislation governing strata properties, coordination of the provincial housing strategy, legislation regulating short-term rentals, purpose built rental housing, long-term leaseholds, and secondary suites incentive program.

MINISTRY OF HOUSING CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Building and Safety Standards Branch</i>	• 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 wild-fires).
<i>Short-Term Rental Branch</i>	• Nationally harmonized technical requirements for new buildings. • Compliance and enforcement of short-term rental legislation and regulations, local government short-term rental data sharing, and delisting requests.
<i>Housing Targets Branch</i>	• Administers the housing targets program to issue targets for specified municipalities under the authorities set out in the <i>Housing Supply Act</i> and regulations. • Analysis to select specified municipalities for targets assessment, forecast housing needs and produce housing targets. • Consultation with specified municipalities and first nations with land interests, issues timebound Housing Target Orders and evaluates progress reports that track progress toward meeting housing targets: 1) housing units by type, tenure, and affordability; and 2) municipal processes to increase housing supply (housing policies, bylaws, development approvals and permitting). • Consideration of compliance measures if satisfactory progress has not been made by municipalities to meet housing targets.
<i>Planning and Land Use Management Branch</i>	• Land use planning policy and program development. • Legislation and program supports for: ◦ Small-scale, multi-unit housing. ◦ Housing needs reports. ◦ Proactive zoning. ◦ Amenity cost charges. ◦ Inclusionary zoning.

MINISTRY OF HOUSING CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Residential Tenancy Branch</i>	• Oversight of the <i>Residential Tenancy Act</i> and <i>Manufactured Home Park Tenancy Act</i>, the regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies. • Information services, disputes resolution, and compliance & enforcement for landlord and tenant disputes.
<i>Strategic Results Management Branch</i>	• Project leadership, planning and support. • Oversight on housing and homelessness strategy implementation, monitoring, and reporting. • Intergovernmental relations on housing and homelessness.
<i>Engagement and Encampment Response Branch</i>	• Provincial coordination lead for cross-ministry encampment responses including HEART/HEARTH programs and the Provincial Encampment Response Framework. • Oversight of the province's Homelessness Plan, Belonging in BC (BiBC). • Engagement to inform the implementation and development of future phases of BiBC, including the Indigenous Advisory Committee and People with Lived Experience Advisory Committee. • Provincial coordination and development of a more collaborative approach to addressing homelessness with federal and local governments, provincial agencies, Indigenous and community partners. • Provincial shelter policy. • Support for the Downtown Eastside – Provincial Partnership Plan.
<i>Homelessness and Supportive Housing Policy Branch</i>	• Research and policy development related to homelessness, supportive housing and rent supplements. • Development and implementation of several initiatives within the Belonging in BC Homelessness Plan, including: ◦ Integrated Support Framework to coordinate and streamline access to supports. ◦ Supportive Rent Supplement Program. ◦ Point in Time Homelessness Count. ◦ Preventing and Reducing Homelessness Integrated Data Project. • Research and policy development related to rental assistance, including: ◦ Rental Assistance Program. ◦ Shelter Aid for Elderly Renters Program. ◦ Canada-BC Housing Benefit. ◦ Homeless Prevention Program. ◦ BC Rent Bank.

MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION

DIVISION/BRANCH	TOPIC
<i>Negotiations and Regional Operations Division</i>	- 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 on the Rights of Indigenous Peoples Act</i>.
<i>Reconciliation Transformation and Strategies Division</i>	Leads provincial development and implementation of strategic reconciliation initiatives, such as the <i>Declaration on the Rights of Indigenous Peoples Act</i>. 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.
<i>Strategic Partnerships and Initiatives Division</i>	- 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.

MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND INNOVATION

DIVISION/BRANCH	TOPIC
<i>Small Business and Economic Development Division</i>	• Development and delivery of policies, initiatives and funding programs to support inclusive economic development and diversification in rural, regional, and Indigenous communities. • Provide direct assistance to rural communities in developing economic strategies, accessing funding, and implementing projects such as business retention and expansion, investment readiness, and sector development. This includes support to the community after an economic shock (such as mill or mine closures) or an environmental disaster. • Economic analysis and policy development; Better Regulations for British Columbians; and StrongerBC Young Leaders Council. • Small business programs, resources, and available supports including Mobile Business Licenses and BizPaL. • Manages the provincial legislation and relationships with the northern, southern interior, and island-coastal economic trusts. • Funding programs include: Securing Small Business Rebate Program, BC Manufacturing Jobs Fund (MJF) and Forest Worker and Community Supports programs - Rural Diversification and Infrastructure Program (REDIP), Rural Business and Community Recovery Initiative (RBCRI), Forest Employment Program (FEP).

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

DIVISION/BRANCH	TOPIC
<i>Investment Division</i>	• Responsible for InBC Investment Corporation, a \$500 million strategic investment fund that invests in B.C.'s 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 other Ministries 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. ◦ Develops partnerships with investors to match project financing needs with strategic sources of capital. ◦ Leads the ministry's investment evaluation process. • Develops and implements the Province's Life Sciences and Biomanufacturing Strategy to position B.C. as a hub for the biotechnology sector: ◦ Conducts life sciences policy analysis. ◦ Develops and maintains sector intelligence resources on B.C.'s life sciences sector, including through engagement with sector stakeholders and in collaboration with BC Stats.
<i>Trade and Industry Development Division</i>	• Facilitates trade promotion, investment attraction, industry development, and supports initiatives to increase export capacity in all regions of the province. • Works collaboratively with key stakeholders, industry, and all levels of government to build an inclusive, sustainable, and innovative economy.

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

DIVISION/BRANCH	TOPIC
<i>Trade and Industry Development Division Continued...</i>	• Facilitates trade promotion, investment attraction, industry development, and supports initiatives to increase export capacity in all regions of the province. • Works collaboratively with key stakeholders, industry, and all levels of government to build an inclusive, sustainable, and innovative economy. • Establishes and delivers integrated trade, investment, and industry development programs to help B.C. increase exports, solidify international alliances, attract foreign direct investment, and eliminate protectionist measures, including: ◦ Develops and delivers events and outreach to support awareness and networking for B.C. businesses in B.C. and abroad. ◦ Delivers and coordinates export readiness and export services programs serving communities across the province including indigenous communities and helping develop prosperous exporting companies positively impacting these communities. ◦ Supports the delivery of the Export Navigator Program and Trade Accelerator Program. ◦ Delivery of the Agritech Concierge Program. ◦ Delivers the Environmental, Social and Governance (ESG) Centre of Excellence (COE) to support trade, investment and economic development in the province through championing ESG. ◦ Develop and deliver initiatives to attract and retain international investors and businesses, including support for site selection, aligning efforts with municipal and federal partners to optimize the best investment opportunities for B.C. ◦ Advance and defend B.C. interests in international and domestic trade negotiations, agreements, and disputes. • Monitor, analyze, and communicate 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. ◦ Implement the Trade Diversification Strategy. ◦ Develop policy and identify, develop, and implement industrial and manufacturing programs and resources such as the Manufacturing Action Plan, the BC Maritime Industries Strategy and the Agritech Concierge Program.

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

DIVISION/BRANCH	TOPIC
<i>Trade and Industry Development Division Continued...</i>	• Advance 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 and create opportunities for local workers, strong partnerships with First Nations and greater economic opportunity while making a significant contribution to advancing CleanBC.
<i>Sustainable Economy Division</i>	• Development and coordination of the province's StrongerBC economic plan and associated programming. • Develop and deliver policy and programming for B.C.'s technology and innovation sectors, including responsibility for Innovate BC and emerging technology sectors like artificial intelligence and quantum computing. • Advance the Province's Intellectual Property Strategy to build the province's intellectual property capacity by increasing the awareness, use and protection of intellectual property by small and medium-sized enterprises. • Leads the Province's participation in the Digital Supercluster and Quantum Algorithms Institute. • Operation of the Small Business Venture Capital Tax Credit Program for individuals that invest in shares of a registered venture capital corporation or eligible business corporation. The small business venture capital tax credit encourages investors to make equity capital investments in B.C. small businesses to help them develop and grow by providing a 30% tax credit to offset some of the risk of investing in BC's start-up and early-stage businesses, primarily those developing technologies and in small business manufacturing. • Develop and support the Integrated Marketplace (IM) initiative to increase innovation and technology adoption by linking industry with local innovation suppliers to implement, scale, and ultimately export B.C. tech solutions. The initiative is helping industry address its business needs while helping reduce carbon emissions, increase productivity and resiliency, or increase safety with domestic innovative solutions. The Province's Crown agency, Innovate BC, helps deliver the program. • Oversight of the BC Knowledge Development Fund (BCKDF) that supports the development of research infrastructure, like labs and equipment. The BCKDF helps B.C.'s institutions attract researchers, skilled technicians, and research users. Supporting research infrastructure can foster innovation and help institutions collaborate with industry.

MINISTRY OF LABOUR

DIVISION/BRANCH	TOPIC
Employment Standards	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>.
Bridging to Retirement Program (Forest Worker Supports)	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.
Labour Relations	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>.
Workers' Compensation	Administration of the <i>Workers Compensation Act</i> 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
<i>Child, Youth and Mental Health Policy Division</i>	• Setting strategic direction and leading 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. • Lead for community-based mental health crisis response services including Peer Assisted Care Teams (PACT) Mobile Integrated Crisis Response teams, also known as Car programs, and provincial crisis line services.
<i>Corporate Services Division</i>	• Lead for public information, social marketing, and anti-stigma campaigns for substance use in the province. • Lead for sector-wide mental health and substance use strategy, planning and progress reporting, including A Pathway to Hope: A roadmap for making mental health and addictions care better for people in British Columbia.
<i>Substance Use Policy Division</i>	• 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. • 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.
<i>Treatment and Recovery Division</i>	• 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	- Community Gaming Grants supports eligible not-for-profit organizations delivering community programs that benefit the citizens of B.C. - Grants are awarded in several sectors including Arts and Culture, Sport, Public Safety, Environment, Human and Social Services, and Parent Advisory Councils.
Immigration Services	- 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, Childcare, and Tech, plus attraction to smaller centres. - Settlement and integration services for newcomers.
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.
<i>Local Government Division</i>	
Governance Structures	Incorporation, restructuring, boundary extensions, structure-related legislation and processes, and local and regional governance.
Governance Services	Local government administration, elections, governance operations-related legislative requirements/powers, and local and regional services.
Governance Relations	- 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 reviews/withdrawals and other intergovernmental disputes.

MINISTRY OF MUNICIPAL AFFAIRS CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Local Government Division Continued...</i>	
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, Critical Community Infrastructure, and New Building Canada Fund—Small Communities Fund.
Local Government Finance	- Local government finance, including: - Budgeting and financial plans. - Audited financial statements. - Unconditional grants; Growing Communities Fund; reserve funds. - Investments and municipal corporations; long-term liabilities. - Development financing (including Development Cost Charges). - Property tax, user-fees, and other sources of revenue.
Local Government Policy, Research and Legislation	- Overall responsibility for local government legislation development for the <i>Community Charter</i>, <i>Local Government Act</i>, <i>Local Elections Campaign Financing Act</i>, <i>Vancouver Charter</i>, and other local government legislation. - Broad responsibility for forward-looking policy development in the local government sphere including monitoring trends and developments in other jurisdictions and reviewing UBCM resolutions. - Provide advice and support, both internal to the ministry and to other ministries, on the development of Memorandums of Understanding and other agreements between the province and local governments or UBCM. - Provide advice and support to other ministries in the development of legislation or policies that impact local governments.

MINISTRY OF MUNICIPAL AFFAIRS CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Local Government Division Continued...</i>	
Land Use / Planning Programs	• Local government planning, land use management framework, and public hearings (in support with the Ministry of Housing), along with other local planning and land use tools through the <i>Local Government Act</i> and <i>Community Charter</i>. • Responsible for supporting topics such as the implementation of regional growth strategies, land use bylaw approvals (Islands Trust, Sun Peaks, UBC), and collaborating on climate mitigation with the Joint Provincial-UBCM Green Communities Committee. • Providing cross-ministry support and advice on issues that intersect with land use planning. • Supporting work on inclusive regional governance. • Developing and implementing policies and programs while collaborating with local governments, other provincial ministries, and interested parties. • Monitoring of socio-economic effects of Liquefied Natural Gas (LNG) Canada and Coastal GasLink's LNG projects on local governments and Indigenous Nations in Northern B.C. • Funding programs: Northern Healthy Communities Fund. • Support for all phases of emergency management (preparation, response, recovery, mitigation) at both a provincial level and local government level.
Public Libraries Branch (PLB)	• Working with public library boards, library staff, and local governments, in their roles and responsibilities under the <i>Library Act</i>. • Helping communities improve and access public library services. • Provides 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/significant renovations, ownership, or 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
<i>Finance, Technology And Management Services Division</i>	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, and strategic HR for the ministry.
<i>Governance, Legislation and Engagement Division</i>	- Responsible for the ministry's legislative development, as well as OIC board appointments, labour relations and governance, Indigenous policy & engagement, Indigenous programs & partnerships, and intergovernmental relations and corporate reporting. - The division includes the Office of the Superintendent of Professional Governance (OSPG) and is also responsible for improving foreign/international credential recognition.
<i>Post-Secondary Policy and Programs Division</i>	- Twenty-Five 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, the Provincial Tuition Waiver for Former Youth in Care and the BC Loan Forgiveness Program, tech-relevant programs, adult basic education, 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 advice and recommendations to the Minister on new degree programs through the Degree Quality Assessment Board. - The division is responsible for public and private post-secondary institution accountability including mandate direction and accountability reporting. - Governance, regulation and monitoring of over 300 private training institutions, including student protection. - Reporting and advice through sector data management and analysis to support decision making and inform policy development.

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

DIVISION/BRANCH	TOPIC
<i>Post-Secondary Policy and Programs Division Continued...</i>	• BC's Post-Secondary Digital Learning Strategy and Digital Services Strategy which aim to improve how digital technologies support access to flexible, high-quality post-secondary education. • Division is also responsible for international education, leading strategic policy/liaison function for the sector, and providing oversight for the Crown corporation - the British Columbia Council for International Education (BCCIE).
<i>Labour Market Development Division</i>	• Responsible for the 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 StrongerBC Future Ready Action Plan, the trades training system, including Skilled Trades Certification and the Crown agency responsible, SkilledTradesBC. • Responsible for 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 skills training for forestry dependent communities. • 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
<i>BC Coroners Service</i>	• 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.
<i>BC Corrections</i>	• 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.
<i>Cannabis, Consumer Protection, and Corporate Policy Branch</i>	• 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. • Responsible for the development of policy and legislation related to the <i>Restricting Public Consumption of Illegal Substances Act</i>.
<i>Community Safety and Victim Services Branch</i>	• 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...

DIVISION/BRANCH	TOPIC
<i>Gaming Policy and Enforcement Branch</i>	- 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.
<i>Insurance Corporation of BC (ICBC)</i>	- 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. <i>**For Minister meeting requests for the Insurance Corporation of BC please direct these to the Ministry of Public Safety and Solicitor General.</i> <i>**For staff meeting requests for the Insurance Corporation of BC please see their description in the Provincial Agencies, Commissions, and Corporations section.</i>
<i>Liquor and Cannabis Regulation Branch</i>	- Issues liquor and cannabis retail store licenses. - Educates establishments about cannabis laws and rules. - Takes enforcement action when licensed establishments do not follow the <i>Cannabis Control and Licensing Act</i> and the <i>Liquor Control and Licensing Act</i>, associated regulations or their specific terms and conditions. - Delivers social responsibility training programs including Selling It Right and Serving It Right.

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Liquor and Cannabis Regulation Branch Continued...</i>	• 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.
<i>Liquor Distribution Branch</i>	• The Liquor Distribution Branch 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. <i>**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.</i>
<i>Office of the Fire Commissioner</i>	• The Office of the Fire Commissioner (OFC) is the senior fire authority in the province with respect to fire safety and prevention. • Services include administration and enforcement of fire safety legislation, provision of training and appointment of local assistants to the fire commissioner, provision of firefighter medals and awards, fire loss statistics collection, fire investigation, fire inspection, response to major fire emergencies such as the Provincial fire department, guidance to local governments on delivery of fire protection services, public fire prevention and safety education, and structure firefighter training standards. • The OFC works with the BC Wildfire Service, which helps to protect communities and other critical infrastructure during wildland urban interface fires.
<i>RoadSafetyBC</i>	• 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.

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

DIVISION/BRANCH	TOPIC
RoadSafetyBC Continued...	• 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.
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 <i>Police Act</i>. • 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.

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Policing and Security Branch Continued...</i>	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 Cullen Commission of Inquiry into Money Laundering in British Columbia.

MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION

DIVISION/BRANCH	TOPIC
<i>Accessibility Directorate</i>	- 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 Registered Disability Savings Plan Action Group, and Provincial Accessibility Committee.
<i>Employment and Labour Market Services Division</i>	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.

MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Employment and Labour Market Services Division Continued...</i>	• 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: ◦ Create work experience and training opportunities to prepare job seekers for occupations that have a strong labour market outlook. ◦ Support an inclusive economic recovery in B.C. communities.
<i>Research, Innovation and Policy Division</i>	• 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 related to social services, Indigenous policy and Declaration on the <i>Rights of Indigenous Peoples Act</i> 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	• 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 Provincial Archives, Collections and Research Building, Chinese Canadian Museum, Canadians of South Asian Heritages 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	• Legislation and regulatory oversight of professional boxing, kickboxing, and mixed martial arts, as well as all amateur combat sports.
Creative Sector	• 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 maximize event opportunities including the 2025 JUNOs. Provides oversight and strategic direction for Creative BC and the Knowledge Network.
Heritage	• 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	• 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 through working with First Nations, public engagement, and community and stakeholder engagement. Provides advice and information on resort development policy and programs.

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

DIVISION/BRANCH	TOPIC
<i>Amateur Sport</i>	Amateur sport contributes to the health and wellness of British Columbians and the vibrancy of communities. Funding is provided to support participation in organized sport as a way to lead active, healthy lives; facilitate the development of competitive athletes, coaches, officials, volunteers and sport administrators; and support the social and economic development of communities throughout British Columbia through event hosting. Provides oversight and strategic direction to viaSport and the BC Games Society as well as funding support to the Indigenous Sport, Physical Activity and Recreation Council.
<i>Marquee Sports</i>	The Marquee Sport Branch is responsible for maximizing the power of marquee sport events to ensure positive long term social and economic impacts for the province. This includes provincial oversight of the planning and delivery of marquee sports events which the province is investing, such as the 2024 Grey Cup, 2025 Invictus Games and FIFA World Cup 2026™. This branch works with multiple stakeholders, event rights holders and all levels of government to ensure successful event delivery in our province.
<i>Tourism</i>	The Tourism Branch is responsible for providing policy expertise, programs, destination development and strategic engagement to support success of the B.C. tourism sector; manages the Resort Municipality Initiative (RMI), Tourism Event Program. Jointly administers the Municipal Regional District Tax program (MRDT) 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>	• The Highways and Regional Services Division is responsible for: ◦ Developing, maintaining, and operating safe, secure provincial and regional transportation networks. ◦ Leading the ministry in provincial issue management, emergency response and preservation of transportation 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: 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...

DIVISION/BRANCH	TOPIC
<i>Integrated Transportation and Infrastructure Services Division</i>	• Integrated Transportation and Infrastructure Services Division develops and promotes a world class transportation network through innovation and collaboration. • The division oversees aspects of strategic planning, capital programming, engineering, land management and major project delivery for the ministry. • The division is also the primary interface between the government and two Crown Corporations: BC Rail and Transportation Investment Corporation (TI Corp). • The division's key functions include: ◦ Integrated Transportation Planning. ◦ Goods Movement. ◦ Properties and Land Management. ◦ Transit Oriented Development and Land Value Capture. ◦ Major project policy and delivery including the TI Corp relationship. ◦ Engineering and Technical Services. ◦ Engineering Standards.
<i>Policy, Programs and Partnerships Division</i>	• The Policy, Programs, and Partnerships Division is responsible for all aspects of strategic transportation policy and legislation, including transit, ferries, passenger vehicles, passenger directed services, active transportation, rail safety, airports, rural, remote and intercity transportation, emerging transportation technology, and the <i>Motor Vehicle Act</i>. • In addition: ◦ The division administers a number of grant programs to support the transportation sector and services, including passenger accessibility, airports, and active transportation. ◦ Manages the relationship with transportation service delivery partners including BC Transit, TransLink, BC Ferries, ride hail, taxi, inland ferry operators, airlines, etc. ◦ Inter-governmental relations. ◦ Leads the ministry's participation in CleanBC and climate change initiatives.

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Strategic and Corporate Priorities Division</i>	• The Strategic and Corporate Priorities Division is responsible for leading a wide range of strategic cross-ministry and corporate initiatives. • The division leads and supports cross-ministry and cross-government services and programs including: ◦ Coordinating the delivery of the ministry's strategic plan and ministry specific commitments under the <i>Declaration on the Rights of Indigenous Peoples Act</i>. ◦ Leading the ministry's Journey Toward Reconciliation, GBA+ and diversity, equity, and inclusion work, and is responsible for leading the development and implementation of the ministry's People Plan and Digital Strategy. ◦ Delivering culture and engagement programs and leading the ministry's corporate communications strategies. • The division also delivers information management, privacy, security and digital services in partnership with our clients.

MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP

DIVISION/BRANCH	TOPIC
<i>Land Use Planning and Cumulative Effects</i>	• 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. • Responsible for delivering the following programs: ◦ Modernized Land Use Planning delivered in partnership with First Nations. ◦ Collaborative Indigenous Stewardship Framework. ◦ Cumulative Effects Framework. ◦ Recommendations within the Old Growth Report, including ecosystem health and biodiversity. ◦ Regional Management Committees.

MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP

DIVISION/BRANCH	TOPIC
<i>Water, Fisheries and Coast</i>	• The Water, Fisheries and Coast Division brings together program areas responsible for the Watershed Security Strategy and implementation, Water Management, Wild Salmon Strategy, and Coastal Marine Planning. • 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, science, assessments and analysis tools for B.C., as well supporting the use of water governance and planning tools in the <i>Water Sustainability Act</i> (e.g., water sustainability plans and water objectives). This work is collaborative by design and will include First Nations, local governments, and other interested parties. • B.C. and for setting objectives for water quality and sustainability. • The division leads the implementation of the <i>Water Sustainability Act</i> and other water related legislation and regulations as it pertains to the management of water allocation, dam safety and flood safety with a focus on public safety and resiliency of the environment. It also leads on policy, planning and supports in relation to water-related hazards such as flood and drought for the province. • 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). • Is the Statutory Decision Maker (SDM) under the <i>Wildlife Act</i> for BC's recreational freshwater fisheries as well as administration of the <i>Riparian Areas Protection Act</i>. • Leads prevention and provincial response to aquatic invasives. • In natural disaster response, leads actions and direction to protect or recover aquatic ecosystems and the aquatic/fish species that rely on them. • The division is the provincial hub for marine and coastal policy, planning, and science 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...

DIVISION/BRANCH	TOPIC
<i>Reconciliation, Lands and Natural Resource Policy</i>	• This Division provides leadership in developing a “roadmap” for the natural resource sector to support the effective operationalization and implementation of the <i>Declaration on the Rights of Indigenous Peoples Act</i>. • Lands Branch works closely with the Permitting Authorizations division to provide operational policy support for implementation of <i>Land Act</i> tenures and transfers. Lands Branch is also responsible for the Crown Land Registry, the record of all Crown land transactions, and provides legislative and policy support for the <i>Land Title Act</i> and other private land legislation. • The Crown Land Opportunities and Restoration consists of the Crown Land Opportunities Program (CLO) and the Crown Contaminated Sites Program (CCSP). CLO provides a centre of excellence for priority Crown land sales and transfers in support of Ministry goals such as reconciliation and housing. CCSP is the lead agency for the remediation of prioritized, high-risk contaminated sites on vacant Crown land. • First Nation Land Transfers branch: supports negotiations as partner to the Ministry of Indigenous Relations and Reconciliation and leads the implementation of agreements committing to the transfer of land to First Nations.
<i>Permitting Transformation Division</i>	• The division covers the entire province of British Columbia and activities that occur across the land base including water and land authorizations and monitoring, Indigenous consultation, and major projects authorizations. • Regional offices provide client access to natural resource authorizations expertise and supports through Front Counter BC. • The division also holds responsibility for the Housing Action Taskforce to support provincial housing authorizations, as well as delivery of Connectivity permits and the Call for Power Projects through BC Hydro. • Additional prioritization is on advancing the necessary strategic, policy, process and technology work required to transform and shift permitting across the Ministry of Water, Land and Resource Stewardship (WLRS) and the Natural Resource Ministries as a whole.

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

DIVISION/BRANCH	TOPIC
<i>Natural Resource Information and Digital Services (NRIDS)</i>	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 (NRM) and beyond. The Digital Road Atlas (DRA) program provides GIS business processes that support BC's current 9-1-1 requirements. For the implementation of Next Generation 9-1-1 (NG9-1-1), NRIDS is advocating for improved public access to high quality geospatial data that delivers the broadest and best use as a strategic asset. 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 NRM.
<i>Resource Stewardship Division</i>	- The division is responsible for the Together for Wildlife Strategy, wildlife policy regulations and allocation, ecosystem health and biodiversity, conservation of wildlife and habitat and economic diversity and sustainability, fish and wildlife angling and hunting opportunities, Tripartite Agreement of Nature Conservation (implementation planning and fund coordination), the draft Biodiversity and Ecosystem Health Framework and advancing wildlife co-management with First Nations and partnerships to support shared stewardship of wildlife. - Responsible for delivering the following core programs: - Wildlife Management. <i>Wildlife Act</i> and its regulation and policy framework. - Fish and Wildlife Population Assessment and Decision Support. - Regional Action Planning for fish and wildlife stewardship and Management. - First Nations Partnerships and Co-management. - Biodiversity Conservation Science and Research. - Species at Risk Recovery and Implementation. - Invasive Aquatic and Terrestrial Species Management. - Species at Risk Recovery and the Provincial Caribou Recovery Program.

PROVINCIAL AGENCIES, COMMISSIONS, AND CORPORATIONS AVAILABLE DURING THE UBCM 2024 CONVENTION

MACC	TOPIC
<i>Agriculture Land Commission</i>	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.
<i>BC Emergency Health Services (BCEHS)</i>	- 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. - Members of the BCEHS executive team look forward to participating in productive and engaging sessions with municipal leaders.
<i>BC Energy Regulator</i>	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, hydrogen, ammonia, and methanol. We look forward to addressing any questions you may have on our regulatory oversight.
<i>BC Housing</i>	- 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.

PROVINCIAL AGENCIES, COMMISSIONS, AND CORPORATIONS AVAILABLE DURING THE UBCM 2024 CONVENTION CONTINUED....

MACC	TOPIC
BC Hydro	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.
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.

PROVINCIAL AGENCIES, COMMISSIONS, AND CORPORATIONS AVAILABLE DURING THE UBCM 2024 CONVENTION CONTINUED....

MACC	TOPIC
<i>Office of the Seniors Advocate (OSA)</i>	- 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.
<i>The Land Title and Survey Authority of British Columbia (LTSA)</i>	- 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 2024 CONVENTION CONTINUED....

MACC	TOPIC
<i>Police Victim Services British Columbia (PVSBC)</i>	• 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.
<i>Royal Canadian Mounted Police (RCMP)</i>	• 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





STAFF REPORT

For: Mayor and Council
Prepared by: Keir Gervais, CAO
Subject: **UPDATE: Emergency Water Treatment Plant Repair**
Meeting date: June 4, 2024

PURPOSE

To update Council about the emergency water treatment plant repair initiated May 29-30, 2024.

BACKGROUND

At the May 14, 2025 Special Council meeting, Council passed the following resolution:

THAT Council meets as needed to have an in depth discussion on all aspects of the Financial Plan with the purposes being to gain a better understanding of the overall Financial Plan, to reduce expenditures where possible, reduce reliance on operational and capital reserve funds, and to explore other revenue opportunities;

AND FURTHER THAT, staff proceed with using the budget allocations to fund day to day services but not allocations for projects and capital unless specifically approved by Council;

AND FINALLY, should an emergency occur, staff are to notify Council of the emergency before any expenditures are made and to outline the emergency, cost and source of funds. For clarity, staff can then resolve the emergency but must bring a detailed report to the next scheduled Council meeting for a formal resolution.

DISCUSSION

An equipment failure at the water treatment plant occurred and was diagnosed by the technician during the week of May 27-31. It was determined that the Village MUST order replacement equipment in order to resolve the failure.

Per the Public Works Foreman:

The HDMI is the electronic interface between the water plant computer and the operator. This unit allows the operator to see the values of the different levels of things like raw water flow, raw water turb, raw water PH, dosage of PAC, dosage of caustic, air flow in the saturator, level in the saturator, water flow to the saturator, the percentage of adjustment of the stream flow monitor, treated water PH, turb of the water in filter 1 and 2, level of the water in the filters 1 and 2, how much chlorine is being injected into the water, how much water has been made over a set period, and the level of the reservoir. With out the HDMI we have no way to get or change any of these details.

We currently have a "trial" version of an expensive software on the computer in the office that is allowing us to control the plant from the office and get our readings. This software is only available for 7 days and that runs out on Monday which is why this matter is of the most important as AWC are not going to acquire a new HDMI until they have been given the go ahead. This also means that unless we can come up with another way to read this like pay one of their engineers to sit there on the end of the computer we will have no choice but to shut the plant down.

Shutting the plant down and going to our emergency set up would require a boil water notice to the users, a report to VIHA as to why the plant has not been kept to the standards and conditions of the operating permit.

The installation of this unit is very straight forward and does not require anyone from AWC to do. They can then access the unit over the computer as necessary after the install but should not require to do so. Public Works installing it would not affect any warranty as the install does not involve any software chances by the installer.

ETA of the new unit will be ASAP as AWC are aware of the importance of it. As the email sent to you states, they are not going to buy a new unit until they have been given the go ahead and when they get it they then have to load the software on to it. I was told there is a new unit in the store and under there controlled conditions I am sure it will only take less that a hour to load the software. The longest part of this will be the transport of the unit up here to Sayward.

Staff received pre-authorization for the expense from the majority of Council subsequent to staff sending a 'high importance' emergency situation update email to Council Thursday May 30.

Financial Implications

The cost of the replacement equipment is quoted at \$7,615 plus applicable taxes.

The expense will be charged to *Maintenance and Repairs – Plant* in the GL. If there is a need to transfer funds to balance the Utility Budget at **year end** it would come from either the Water Operating Reserve (non capital) or Water Capital Reserve (capital).

RECOMMENDATIONS

THAT the UPDATE: Emergency Water Treatment Plant Repair report be received for information.

Respectfully submitted:



Keir Gervais, CAO

Attachments:

- ***Village of Sayward HMI Replacement AWC Reference No.: 50691***

Village of Sayward
HMI Replacement
AWC Reference No.: 50691



Village of
Sayward



SUBMITTED BY:

AWC Solutions
9087A 198 Street
Langley, BC V1M 3B1

Main Contact

Name: Natasha Gouws
Telephone: 604-358-9185
Email: natashagh@awcsolutions.com



May 29, 2024

Attn: Colin Read, Public Works Foreman

Village of Sayward

652-A H'Kusam Way PO Box 29, Sayward, BC, V0P 1R0

Thank you for the opportunity to submit our proposal for in persons support to assist in operations at the Village of Sayward. In this proposal, we capture the HMI replacement, and provide a unit rate sheet for site support.

AWC Water Solutions Ltd. (AWC) has one of the most experienced groups of water and wastewater treatment experts in the industry. The team has decades of history in designing and successfully delivering one of the most widely recognized water treatment systems in the industry. Our in-house engineering and technical teamwork with clients to select the best process and design a custom package to reliably meet environmental, financial, and quality standards for your project.

Located in Langley, BC, we employ the following disciplines, to provide a complete 'single-source' solution to any mechanical or electrical requirement:

- 👤 Technically competent and professional sales team
- 👤 Professional Engineers, to assist with process design
- 👤 Journeyman Technicians, to provide full start up/commissioning and maintenance/repair capabilities for everything we sell.
- 👤 CSA electrical panel shop for upgrades, modifications, or servicing providing full life cycle support
- 👤 Combined 65,000 sq. ft. facility providing mechanical and electrical repair and maintenance
- 👤 Full fabrication facility and machine shop, up to 20-ton lift capacity

With a full range of integrated services provided by highly experienced professionals, AWC is your one-stop-shop for modular turnkey industrial process solutions. We work extremely hard to provide our clients with unmatched service and provide the best total value and experience possible.

Thank you for considering our proposal. If you have any questions, please do not hesitate to contact me at the coordinates below.

Sincerely,

Natasha Gouws, *Intermediate Project Manager / Process Engineer*

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1 SERVICE PROPOSAL

AWC understands the importance of ongoing operational support. We can provide technical assistance, training, and operational guidance to your staff, ensuring they have the necessary knowledge and skills to efficiently operate and maintain your water treatment system.

For your facility, AWC has accounted for the procurement and programming for a rush replacement of an HMI for the Sayward WTP. We have also provided a rate table for on-site support as required.

2 COMMERCIAL TERMS AND DELIVERABLES

AWC's commercial deliverables are provided below. If you have any questions concerning these deliverables, please do not hesitate to contact us.

2.1 Pricing

Pricing is subject to the acceptance of financial credit check of the client by AWC. Applicable taxes are not included and shall be extra. Pricing is based on AWC's standard Terms and Conditions. Any deviations may result in price changes.

Item#	Quantity	Equipment Description	Unit Price	Extended Price
1	Lot	Replacement HMI, programming and freight inc.	\$ 7,615	\$ 7,615
2	T&M	Site Support, as needed	\$ 2,600/day	TBD

2.2 Currency

All pricing excludes taxes and is in **CDN \$** currency.

2.3 Validity

Pricing for HMI replacement is valid for 30 days.

For site support, Actual time and material costs will be charged per AWC's prevailing Operator Site Services Rate Sheet (**See Appendix C**)

2.4 Payment Terms

AWC invoices shall be paid in Net 30 calendar days.

Payment terms are subject to the acceptance of financial credit check of the client by AWC.

Payment of invoices when due is of the essence and non-compliance constitutes a material breach of this agreement. At AWC's sole discretion, non-payment or late payment may result in suspension of performance of this agreement, holding shipment, modification of future payment terms, and/or any other action AWC deems



necessary to protect its interests including termination of this agreement. Purchaser agrees to pay to AWC any additional costs incurred by AWC as a consequence of breach of this agreement.

2.5 Insurance

AWC operators are covered by Workers Compensation and are covered by AWC's commercial liability insurance.

2.6 Terms and Conditions

AWC Standard Terms and Conditions shall apply, which are attached in Appendix B for reference.

2.7 Schedule

Please contact AWC to coordinate site visits.

NOTE: All schedules are preliminary and subject to change based on time of order and AWC operator availability.



2.8 Commitment to Purchase

Proposal Acceptance and Commitment to Purchase

By signing below, you, _____ [Client's Name], representing the Village of Sayward, hereby acknowledge your commitment to purchase the products and services outlined in this proposal, prepared by AWC Solutions, in accordance with the terms and conditions in Appendix A of this proposal.

This commitment signifies your intent to proceed with the proposed project under the terms specified in this proposal.

Item#	Option Selected Yes/No	Equipment Description	Extended Price
1		Replacement HMI, programming and freight inc.	\$ 7,615
2		Site Support, as needed	\$ 2,600/day

Total Options Selected: - 1 -

Client's Full Name: KEIR GOUAS

Client's Company: Village of Sayward

Date: May 30, 2024

Signature: [Signature]

****Authorized Signature****

By signing above, you acknowledge and agree that you have the authority to commit the Village of Sayward to this purchase.



APPENDIX A AWC TERMS AND CONDITIONS

DEFINITIONS:

- i. **"Agreement"** means the Buyer's agreement to purchase the Product(s) and/or Services from the Seller.
- ii. **"Buyer"** means the company, partnership, person, or entity purchasing the Product(s) and/or Services from the Seller identified in the Purchase Documents.
- iii. **"Product(s)"** means the equipment parts and materials being purchased by the Buyer identified in the Purchase Documents.
- iv. **"Purchase Documents"** means the documents accompanying these Terms and Conditions which more fully describe the Products and/or Services being purchased from the Seller, including, as applicable, the Buyer's request for quotation, purchase orders, and the Seller's quotation.
- v. **"AWC Solutions", "AWC" and "Seller"** means AWC Process Solutions Ltd or AWC Water Solutions Ltd.
- vi. **"Force Majeure"** means an event beyond reasonable control, including, without limitation, acts of God, earthquake, tsunami, storm, washout, landslide, avalanche or other extreme weather conditions, fire, flood, vandalism, explosions, strikes, lockouts or other industrial disturbances, unavailability of any goods, materials or equipment, acts of the Queen's or public enemies, wars, blockades, insurrections, riots, arrests, restraints or other civil disturbances, epidemics, restraints or prohibitions by any court or governmental board, department, commission or agency, and new or amended laws, and all other events of a similar nature.

2. APPLICATION: These terms and Conditions apply to every sale of Product(s) and every supply of Services by the Seller to the Buyer. The Buyer specifically agrees and acknowledges that unless the Seller agrees in writing to a modification of these Terms and Conditions, these Terms and Conditions apply and take precedence over any of the Buyer's Terms and Conditions whether set out in the Purchase Documents or otherwise.

3. PRICES: Unless otherwise specified by the Seller, the Seller's price for the sale of the Product(s) will remain in effect for forty-five (45) days from the date provided. The Seller's prices do not include applicable taxes which will be added to the price quoted and appear as a separate line item on the Seller's invoice. In case of any discrepancies between Buyer's Purchase Order and Seller's Order Confirmation it is the responsibility of Buyer to notify Seller within 24 hours of receiving the Seller's Order Confirmation after which point Buyer is bound to prices in Seller's Order Confirmation.

4. TERMS OF PAYMENT: Payment terms and schedule are of the essence. Subject to approval of the Seller's accounting department, the Buyer shall pay the Seller the price of the Product(s) and/or Services provided within thirty (30) days from the date of the Seller's invoice. If the Seller and the Buyer have agreed to a milestone payment schedule, the payment specified in the milestone payment schedule shall be paid on the dates that each milestone is achieved. All overdue payments bear interest commencing on the day on which the amount became payable, calculated at the rate of 1.2% per month compounded monthly (15.3895% per annum).

5. DELIVERY AND TRANSFER OF TITLE AND RISK: All delivery dates of the Product(s) and/or Services to be provided by the Seller are approximate only and are based on the Seller having received from the Buyer all information required by the Seller to provide the Product(s) and/or Services. Seller shall in good faith attempt to effect delivery by the date specified but shall not be responsible or liable for delays due to unexpected circumstances. In no event will Seller be liable for incidental or consequential damages resulting from failure to meet the specified or amended delivery dates. All Product(s) shall be delivered to the Buyer at the location indicated in the Purchase Documents, EX WORKS at the point of the manufacture of the Product(s). All risk of loss or damage to the Products while in transit shall be borne by the Buyer. Title to the Product(s) shall pass to the Buyer on the Buyer making payment in full for the Product(s) or on the Product(s) being delivered to the Buyer, whichever occurs later.

6. DOCUMENTATION: The Seller shall supply the Buyer with the documentation specified in the Seller's quotation. Any additional copies of the documentation or the supply of documentation on alternative media will be provided by the Seller to the Buyer at the Seller's price in effect at the time of the request.

7. INSTALLATION: The Buyer shall be responsible for transporting, receiving, storing, installing, starting up, and maintaining all Product(s). If requested, the Seller may, at its option, provide Services to assist the Buyer in the installation of the Product(s) at a price agreed upon between the Buyer and the Seller or at the rates set out in the Seller's published rate schedule at the time the Services are rendered.

8. EXCUSE OF PERFORMANCE: The Seller shall be excused from the performance of any term or condition of this sale or the provision of Services when and to the extent that the performance is delayed beyond its reasonable control including, without limitation to, acts of God, wars, riots, labour unrest, inability to obtain materials or components, explosions, accidents, governmental requests, laws, regulations, orders or actions. If such an event occurs, the delivery date and the price of the Product(s) and/or Services to be provided by the Seller may be revised by agreement made between the Buyer and the Seller or the Seller may at its option cancel the sale of the Product(s) or agreement to provide Services in which case the Buyer will pay the Seller any and all losses, damages, dismantling, restocking fees, and any other costs or expense incurred by the Seller arising from such a termination.

9. TERMINATION AND SUSPENSION: The Buyer may terminate or suspend its purchase of all the Product(s) and/or Services provided that it pays the Seller for any and all losses, dismantling, restocking fees and any other costs or expenses arising from such termination or suspension. The Seller shall have the right, in addition to any other remedy deemed necessary, to either terminate its agreement to sell the Product(s) or provide the Services or suspend further deliveries of the Product(s) or provision of the Services to the Buyer in the event the Buyer fails to make any payment required to be made to the Seller when due.

10. WARRANTY: Subject to the limitations of liability and remedies set out in Section 12, the Seller warrants its Product(s) and/or Services as follow:

Seller's Products: The Seller will, at its option, repair or replace any defects in material or workmanship in any Product(s) manufactured by the Seller which appear within the earlier of twelve (12) months from the date of initial installation of the Seller's Product(s) by the Buyer, or eighteen months from the date the Seller's Products(s) were delivered to the Buyer.

Re-Sale Products: The Product(s) manufactured by any third party (including the Seller's principals and their affiliated companies) provided by the Seller to the Buyer as the manufacturer's distributor shall be subject to the manufacturer's standard warranty. The Buyer agrees that the Seller shall have no liability for correcting any defect in the materials and workmanship in any re-sale Product(s) and that the Seller's only obligation is to make a reasonable commercial effort to assist the Buyer in making a warranty claim as against the manufacturer's standard warranty.

Services: Any Services supplied by the Seller, including component integration, device configuration, and the repair of Product(s) are warranted against defects in workmanship for a period of the earlier of ninety (90) days from the date of the installation of the Product(s) or one hundred and twenty (120) days from the date of the



delivery of the Product(s) to the Buyer. Any interpretative services provided by the Seller are not warranted wither as to the accuracy or correctness of any such interpretations or any recommendations made by the Seller based upon these interpretations.

On-Site Warranty Support: If the Buyer requires the Seller to provide any Services relating to any defect in the Product(s) and/or Services rendered or any warranty claim made by the Buyer in respect of the Product(s) and/or Services, including diagnosis, dismantling, and reinstallation of Product(s), at the Buyer's site, all costs of travel to and from the Buyer's site and of these Services shall be paid by the Buyer at the rates set out in the Seller's published rate schedule in effect at the time the Services are actually provided.

11. WARRANTY EXCLUSIONS:

- a) The Seller does not warrant the performance of any Product(s) and/or services provided by it to the extent that the actual operating or other conditions differ from the specifications or other data supplied by the Buyer for the purpose of selection of design of the Product(s) and/or Services to be provided by the Seller.
- b) This limited warranty shall not apply to any repair or replacement of Product(s) caused by abuse, accidental damage, misuse, improper installation, and improper application, corrosion or inadequate or improper preventative maintenance of the Product(s).
- c) Except as expressly provided herein, there are no other representations or warranties of any kind, express or implied, as to the merchantability, fitness for particular purpose, or any other matter with respect to the product (s) or services.

12. LIMITATION OF REMEDY AND LIABILITY: The Seller shall not be liable for any kind of consequential damages including loss of anticipated profits, loss of use of equipment or any associated equipment, the loss of product from the Buyer's facility(s) or the loss of capital however caused. The Buyer agrees that the Seller's sole and exclusive liability for all losses and damages arising out of or connected in any way with the Product(s) and/or Services provided by the Seller shall be limited to the repair, correction, or replacement of the Product(s) and/or Services in accordance with the terms of limited warranty set out in Section 10 herein. The Buyer further agrees that the Seller's total liability arising out or connected in any way with the provision of the Product(s) and/or Services is limited to the value of the Product(s) and/or Services provided by the Seller under this Agreement.

13. INDEMNITY: The Seller agrees to protect, defend, and indemnify the Buyer, its respective officers, directors, employees, and consultants from and against any and all claims, demands, losses, causes of action, liability and costs (including all legal costs and attorney fees) of every kind and nature arising out of or connected in any way with damage to property, person injury, or death of the Buyer's employees, or third parties alleged to have been caused by any act or omission of the Seller connected with the Product(s) and/or Services provided by the Seller. The Buyer agrees to protect, defend, and indemnify the Seller, its respective officers, directors, employees, and consultants from and against all claims, demands, losses, causes of action, liability and costs (including all legal costs and attorney fees) of every kind and nature arising out of or connected in any with damage to property, personal injury, or death of the Seller's employees, or third parties alleged to have been caused by any act or omission of the Buyer.

14. INSURANCE: The Buyer shall provide at its expense property damage insurance or "all risk" builder's risk insurance covering all its property on the basis of full replacement cost value without depreciation which will name the Seller and any manufacturer of the Product(s) as additional insureds with a waiver of subrogation against all insured parties thereunder.

15. GENERAL PROVISIONS:

- a) Buyer shall not assign its rights or obligations under this Agreement without Seller's prior written consent.
- b) There are no understandings, agreements, or representations, express or implied, not specified in this Agreement.
- c) No action, regardless of form, arising out of transactions under this Agreement, may be brought by either party more than two (2) years after the cause of action arose.
- d) This Agreement is formed and shall be construed, performed and enforced under the laws of the Province of British Columbia. Any suit, action, or proceeding arising out of or connected in any way with this agreement shall be brought in a Court of the Province of British Columbia which the parties shall have exclusive jurisdiction to hear and resolve such disputes, subject only to the parties agreeing to resolve such disputes through arbitration.

16. CANCELLATION, CHANGES, AND / OR DELAYS: In the event an order is cancelled; a cancellation charge shall be applied. Cancellation fees shall be at the sole discretion of AWC, and based upon on allocated or buy-in material's status and/or labor applied, as well as a reasonable amount to cover overhead and profit.

Changes to the scope of supply as described in the prevailing Purchase Order, after approval of drawings or release to manufacture shall be subject to a change-order charge and subsequent delivery delay. Where possible AWC shall endeavor to accommodate such changes, however AWC cannot be held responsible for Deliverables that may become affected as a result of such change/s, whether a charge is applicable or not.

In the event of a delay outside the control of AWC, and where substantial work or costs have been incurred by AWC, payment terms shall be adjusted to preserve AWC's initially projected cash position.

AWC shall not accept an order which contains a penalty clause for late delivery unless otherwise described in the quoted Bill of Materials. AWC shall not participate with or become partners in a project where a penalty for late/non-compliant delivery would constitute a financial back-charge or discount to the agreed upon order value. AWC will not accept back-charges or claims for late delivery whether directly or indirectly caused by AWC or its suppliers.

17. FORCE MAJEURE: Neither Party shall be liable for delay or failure in the performance of any of its obligations hereunder if such delay or failure is due to causes beyond its reasonable control, including, without limitation, acts of God, fires, earthquakes, strikes and labor disputes, acts of war, terrorism, civil unrest or intervention of any governmental authority ("Force Majeure"); provided, however, that the affected Party promptly notifies the other Party and further provided that the affected Party shall use its commercially reasonable efforts to avoid or remove such causes of non-performance and to mitigate the effect of such occurrence, and shall continue performance with the utmost dispatch whenever such causes are removed. When such circumstances arise, the Parties shall negotiate in good faith any modifications of the terms of this Agreement that may be necessary or appropriate in order to arrive at an equitable solution. Each Party shall bear its own costs and expenses incurred in connection with Force Majeure (including for any efforts to mitigate the effect or impact of the Force Majeure), and neither shall seek recovery of such costs or expenses from the other Party. Throughout any period of Force Majeure, the Party affected shall provide the other Party with regular status updates, including reasonable and non-binding predictions as to when the Force Majeure condition is likely to cease.



APPENDIX B AWC COMPANY OVERVIEW

AWC Water Solutions Ltd. (AWC) designs and builds complete, packaged, and modular water and wastewater treatment systems. AWC has one of the most experienced groups of water and wastewater treatment experts in the industry. The team has decades of experience designing and successfully commissioning hundreds of unique and exceptional water treatment solutions. Our in-house engineering and technical team will work with clients to select the best process, and design a custom package to reliably meet environmental, financial, and quality standards for your project.

In addition to packaged and modular water treatment systems, AWC offers a wide variety of in-house services including engineering & design, fabrication & machining, automation & controls including an in-house panel shop, project management, and a full field service support team for all manufactured and distributed products.

AWC has a track record of supplying treatment plants to remote locations including permits, turnkey package plants, and site installation, startup, commissioning, operations, and training.

Water and Wastewater Treatment Capabilities

AWC and its predecessor companies have been in operation for over 40 years and have built over 500 packaged water and wastewater treatment plants. We have experience in both the municipal and industrial markets. We maintain close relationships with many world-leading Original Equipment Manufacturer (OEM) process suppliers enabling us to offer the high performance, state-of-the-art systems for our clients' applications at an affordable price due to our competitive OEM pricing. The inclusion of advanced process controls and remote monitoring to our systems enables us to monitor system performance long after the commissioning of the plant. Core to AWC's success is the ability to quickly assist clients, optimize their system performance or importantly troubleshoot operating challenges. As we control the designs of our systems, we are also able to upgrade original installations to meet increased capacity, increased water quality requirements or changing raw water quality.

Certified Operators

To add value for our clients, AWC has enhanced our field service offering by bringing on board a team highly trained and experienced operators. Working with our technicians in the field, our operators are able to significantly reduce the time required to commission and train. Our operators bring an enhanced level of support offerings for our clients by being able to provide a range of services such as full plant Operations contracts for the life of the plant, routine maintenance and membrane CIP support, ongoing training, monthly reviews, remote diagnostics and troubleshooting support.

AWC strives to bring added value to our clients. We believe that with our experience, proprietary designs, manufacturing capabilities, our field service and full lifecycle support, we bring intangible value to our clients.

Safety First – HSE at AWC

A company's most valuable resource is the employees. AWC is committed to ensuring all workers (those who work at AWC, and those who with AWC such as contractors and Owners' representatives) to have a safe working environment.

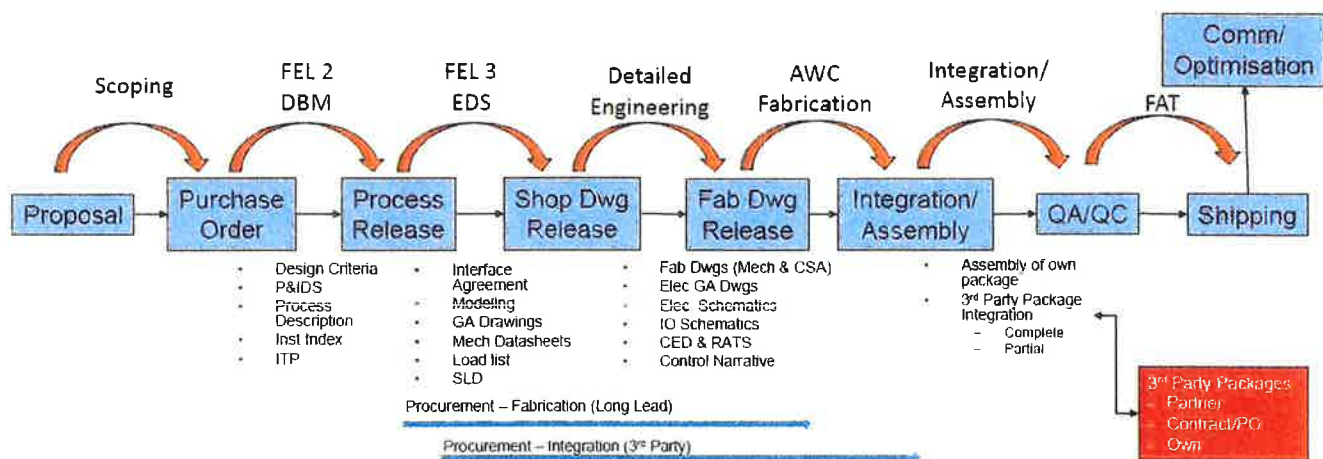
A safety-first mentality is of the highest priority to all staff. AWC takes pride in our excellent safety record, which is reflected in the **1+ million hours worked with ZERO Lost Time Injury incidents**. Our goal is to maintain an open, cooperative workplace environment where everyone is invested in each other's health and safety.



AWC strives to provide a sound and minimal risk work environment for each employee through the prevention of accidents, occupational illness, and injuries. We prepare and implement a site-specific Health and Safety Plan for every site that we work on and conduct a safety kickoff at the beginning of every project. On-site, our staff completes daily safety toolbox meetings to review safe work practices for the day and identify any risks that may be encountered.

Project Execution Approach

AWC project execution follows a rigorous approach, based on processes and procedures used at the major EPCM companies (see Figure 1). This means our documentation and quality standards for project design, procurement, fabrication, assembly, testing, and Startup are robust and thorough to minimize any risks to the Client when our package arrives at site. Our team includes senior engineering project managers that have executed large industrial projects for major blue-chip resource clients.



AWC strives to bring added value to our clients. We believe that with our experience, proprietary designs, manufacturing capabilities, our field service and full lifecycle support, we bring intangible value to our clients.



Quality Assurance/Quality Control Program

AWC is committed to providing quality, efficient systems that meet applicable regulatory and customer specifications. Our Project Quality program confirms deliverables and milestones that are consistent with the scope of work defined in the project. The overall project performance is measured against these criteria using quality assurance and quality control techniques.

The purpose of this program ensures that AWC has a documented procedure for project management as well as a Quality Assurance/Quality Control (QA/QC) plan for every project. The objective is to execute and deliver a superior product to the Owner and implement actions to achieve planned results for continual improvement.

The output of the project deliverables should be consistent with the planning activities (i.e. quality reviews, test performance, customer acceptance, etc.). Any corrective and preventive actions identified will follow established procedures to ensure similar situations do not arise in the future. The following factors are taken into consideration for each project executed by AWC:

- Project Overview – Provides the background and justification for the project.
- Quality Standards – Defined by AWC, the customer, regulatory bodies, and other relevant stakeholders.
- Quality Tools – Tools and techniques used by the Project Management Team to manage the objectives of the project.
- Responsibilities – Team member roles (including the Management Representative) are outlined to ensure ownership, accountability, and success of the project.
- Quality Assurance – Key processes that support the project and determination of evaluation methods and frequency (reviews, inspection & testing, customer acceptance and commissioning, etc.)
- Monitoring – Project related information is monitored to ensure quality objectives are suitably managed. Project team members are solicited for their progress, actions are assigned, and resources are allocated as appropriate.
- Quality Control Procedures – Listing of QC controls and activities that are required in the project.
- Inspection and Testing – Verification and validation activities to confirm objectives of the project have been accomplished. Our in-house testing capabilities include:
 - A 10,000 USG Freshwater Storage Tank
 - Water Recirculation Test Pumps Range from 400gpm @ 20psi to 200gpm @85psi
 - Complete Water, Electrical and Automation Testing Station
 - Up to 600V Capabilities
- Changes – Suitable mechanisms for review, communication, and implementation of necessary changes to the Project Quality Plan are critical for subsequent stages of production and operations.
- Records shall be maintained to support the Project activities and the resulting management.

Facility

AWC has a 60,000 ft² integrated office, warehouse, and manufacturing facility in Langley, BC.

Fabrication



- 27,000 ft² Fabrication Area
- Specialized in Aluminum, Stainless, and Carbon Steel
- Four – Full Length Crane Bays
- 20+ Welding Machines
- 20-ton Lift Capacity
- Shear & Plasma Cutting
- Hydrostatic Testing
- Large Round Tank Welding Rollers
- CWB 47.1 and 47.2, ASME B31.3 Certified / Compliant

Machine Shop



- Lathe (22"x90" capacity)
- Milling Machine (40" dia. c/w 30" vert. travel)
- Press Brake & Sheer
- 50-ton Press
- Industrial Parts Washer
- Multiple Band Saws (capacity up to 31.5")

Electrical Panel Shop



- CSA 22.2 & UL 508A certified
- 26' Overhead Clearance

Shipping / Receiving



- 18,000 ft² Indoor Warehouse
- Four Loading Bays, 3 at Grade
- 20-ton Lift Capacity (when crane loading)
- Four Forklifts (3,000-17,000 lbs)

Secured Yard



- Large Paved Yard Area (Fully Enclosed Portions)
- 24hr Monitored Security
- Large Crane and Truck Loading Area
- Local Off-Site Storage Capabilities

QA/QC Testing Capabilities



- Full Quality Assurance Program
- 10,000 USG Freshwater Storage Tank
- Water Recirculation Pumps (400-200gpm @ 20-85psi)
- Complete Water, Electrical and Automation Testing Station
- Up to 600V Capabilities

INDUSTRIES SERVED



Mining &
Aggregates



Pulp & Paper



Food & beverage



Oil & Gas



Chemicals



Water &
Wastewater

Proprietary & Confidential

APPENDIX C – Page 13



APPENDIX C SITE SERVICES RATE SHEET



OPERATOR SITE SERVICES RATE SHEET

AWC's site Operators bring an enhanced level of support through a range of services such as plant operations, support for routine maintenance, ongoing training, monthly reviews, remote diagnostics, and troubleshooting for the life of the plant. Our operation team works closely with all stakeholders significantly reducing the time required to start up, commission, and train.

Daily Rate	\$2,600
Hours	Maximum of 10 hours per day
Travel	Travel time charged at Daily Rate Transportation charged at cost + 15%
Meals	\$140 per day
Accommodations	Cost + 15%

PRICES QUOTED IN CANADIAN DOLLARS
RATES ARE PER OPERATOR
RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE



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All prices are in CAD.



STAFF REPORT

To: Mayor and Council
From: Keir Gervais, CAO
Subject: 2023-2027 Five-Year Financial Plan Bylaw Amendment
Meeting date: June 4, 2024

BACKGROUND

On January 16, 2024 the following resolution was passed by Council:

MOTION R24/14

MOVED AND SECONDED

THAT Five Year Financial Plan Amendment Bylaw No. 505, 2023 be given first, second and third reading.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

DISCUSSION

The attached Bylaw No. 505, 2023 has been prepared based on Council's direction.

RECOMMENDATIONS

THAT Five Year Financial Plan Amendment Bylaw No. 505, 2023 be given fourth and final reading.

Respectfully submitted,

Keir Gervais, CAO

Attachments:

- **January 16, 2024 Staff Report - 2023-2027 Five-Year Financial Plan Bylaw Amendment**
- **2023-2027 Five-Year Financial Plan Amendment Bylaw No. 505, 2023**



STAFF REPORT

For: Mayor and Council
Prepared by: Keir Gervais, CAO
Subject: **2023-2027 Five-Year Financial Plan Bylaw Amendment**
Meeting date: January 16, 2024

PURPOSE

To present Council with the necessary amendments to Bylaw #498-2023 Five-Year Financial Plan Bylaw 2023-2027 and for Council to consider first, second and third reading of Bylaw #505-2024 Five-Year Financial Plan Amendment Bylaw 2023-2027.

BACKGROUND

On May 2, 2023 Council adopted Five Year Financial Plan (2023-2027) Bylaw No. 498, 2023. Since the plan's adoption there have been a few expenditures approved by Council resolution that require an amendment to the five-year financial plan.

To allow staff to act on opportunities or make significant changes to projects in the current year and comply with legislation the current practice is for staff to first obtain approval from Council for any additional expenditures.

In addition to Council's approval of these expenditures, the District's Five-Year Financial Plan Bylaw must be amended to reflect these changes prior to the adoption of the next year's financial plan.

DISCUSSION

In the 2023 fiscal year, 4 additional expenditures were passed by Council resolution, as follows:

1. 23 R 178 CARRIED (*Kelsey Centre – Emergency Cooling Enhancement Project*)
THAT Council approve a budget of up to \$7,500 for the project, and that the budget be sourced from the Growing Communities Fund. THAT the 2023-2027 Financial Plan be amended accordingly.

2. 23 R 244 CARRIED

THAT the 2023-2027 Financial Plan be amended to incorporate \$20,000 from the regional UBCM CEPF ESS grant, \$30,000 from the regional UBCM CEPF EOC grant, \$70,000 from the ICET Rural Advisory Program grant, \$99,360 from the UBCM CRI FireSmart grant, and \$5,000 from the BC Healthy Communities Plan H Community Connectedness grant, to fund the projects identified in the September 5, 2023 report from the CFO.

3. 23 R 245 CARRIED

THAT the 2023-2027 Financial Plan be amended to transfer \$10,000 from the Growing Communities Fund for the Firehall #1 generator project.

4. 23 R 247 CARRIED

THAT the 2023-2027 Financial Plan be amended to transfer \$2,750 from operating surplus to fund the budget overages identified in the September 5, 2023 report from the CFO.

In addition to the above-mentioned expenditures that have been previously approved by Council, there is one additional expenditure that requires approval and that is \$16,428 of engineering costs related to the replacement of the heat pump at the RCMP detachment at 610 Kelsey Way.

The additional expenditures and revenues mentioned above have been included in the draft 2023-2027 Five-Year Financial Plan Amendment Bylaw #505-2023 attached. All figures that have been updated are highlighted in yellow for quick reference.

Policy/Legislation

It is common for changes and opportunities to arise as the year progresses. The Community Charter also recognizes that a Council has the right to amend the financial plan during the fiscal year. Subsection 165(2) states, "For certainty, the financial plan may be amended by bylaw at any time."

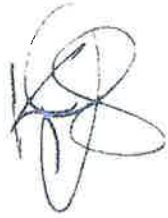
RECOMMENDATIONS

THAT the 2023 – 2027 Financial Plan be amended to transfer \$16,428 from the LGCAP Reserve to fund engineering costs related to the replacement heat pump for the RCMP detachment at 610 Kelsey Way in the amount of \$16,428; and

THAT Council receive the 2023-2027 Five-Year Financial Plan Bylaw Amendment staff report for information and discussion; and

THAT 2023-2027 Five Year Financial Plan Amendment Bylaw #505-2023 be given first, second and third reading.

Respectfully submitted,



Keir Gervais, CAO

Attachments:

- **2023-2027 Five-Year Financial Plan Bylaw #498-2023**
- **Draft 2023-2027 Five-Year Financial Plan Amendment Bylaw #505-2023**

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
GENERAL REVENUE				
<i>Revenue</i>				
Taxation - General Municipal Purpose	01-01-00-0100	414,993	414,993	456,492
Taxation - NMC				
Total Taxes		414,993	414,993	456,492
Utilities Tax - B.C. Hydro	01-01-00-0110	4,039	4,039	4,132
Utilities Tax - Telus	01-01-00-0111	1,946	1,946	2,004
Utilities Tax - Cable	01-01-00-0112	550	0	567
Total Utilities Taxes		6,534	5,984	6,702
Federal Grant-in-lieu-of Taxes	01-01-00-0130	8,065	7,525	8,872
Federal Community Works Fund Grant	01-01-00-0136	71,568	75,149	75,149
Provincial Govt Grant - GCF	01-01-00-0139	622,000	622,000	0
Provincial Govt Grant - Small Comm	01-01-00-0140	360,000	343,000	384,000
LGCAP Grant	01-01-00-0141	41,082	41,082	120,373
HOG Administration Fee	01-01-00-0145	2,100	2,129	2,100
Revenue - Other	01-01-00-0192	1,700	994	1,250
Unrealized Gain (Loss)	01-01-00-0258	0	0	0
Interest Income General	01-01-00-0259	13,500	54,622	74,622
Interest & Tax Penalties	01-01-00-0260	9,000	13,275	13,275
Tax Sale Revenue	01-01-00-0275	0	0	0
Total Other General Revenue		1,129,015	1,159,776	679,640
Total General Revenue		1,550,543	1,580,753	1,142,835

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
OTHER GOVERNMENTS				
Revenue				
Comox Strathcona Waste Management	01-01-00-0119	8,500	8,469	8,500
School Tax	01-01-00-0120	100,000	110,633	100,000
Regional Hospital	01-01-00-0121	21,000	21,492	21,000
BC Assessment Authority	01-01-00-0122	2,600	2,843	2,600
Municipal Finance Authority	01-01-00-0123	15	17	15
Regional District	01-01-00-0124	16,500	17,743	16,500
Regional Library	01-01-00-0125	14,700	14,889	14,700
Police Tax	01-01-00-0126	18,000	21,336	18,000
Total Other Governments Revenue		181,315	197,422	181,315
Expenditure				
Requisitions - School Tax	01-02-00-0577	100,000	110,633	100,000
Requisitions - Regional Hospital	01-02-00-0578	21,000	21,492	21,000
B.C. Assessment Authority	01-02-00-0579	2,600	2,843	2,600
Municipal Finance Authority	01-02-00-0580	15	17	15
Regional District	01-02-00-0581	16,500	17,730	16,500
Regional Library	01-02-00-0582	14,700	14,623	14,700
Requisitions - Police Tax	01-02-00-0583	18,000	21,336	18,000
Comox Strathcona Waste Management	01-02-00-0584	8,500	8,471	8,500
Total Other Governments Expenditure		181,315	197,145	181,315
Net Other Governments		0	278	0

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
MAYOR & COUNCIL				
Revenue				
Revenue - Other	01-01-02-0192	0	1,556	0
Total Legislative Revenue		0	1,556	0
Expenditure				
Honorarium - Mayor	01-02-02-0365	10,640	9,780	10,640
Honorarium - Councillors	01-02-02-0366	32,960	29,880	32,960
Payroll Costs - Mayor & Council	01-02-02-0370	900	1,047	900
Travel & Education - Council	01-02-02-0380	13,050	13,759	22,350
Information Technology	01-02-02-0414	4,400	5,521	4,400
COVID-19 Expenses	01-02-02-0452	0	0	0
Council - Special Projects	01-02-02-0501	3,500	6,296	2,500
Grants in Aid	01-02-02-0502	1,500	500	1,500
Council - Office Supplies/Expenses	01-02-02-0510	1,750	1,342	1,750
Cellular phone costs	01-02-02-0540	0	0	0
Total Legislative Expenditure		68,700	68,125	77,000
Net Legislative		(68,700)	(66,570)	(77,000)

Council - Special Projects

Canada Day	1,500
Art for Indigenous People	125
Plaque Stand	450
Bronze Plaque	3,605
Legion Military Book Ad	285
Chamber Membership	330
	<u>6,295</u>
Grant in Aid	
Secret Santa	500
	<u>500</u>

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
ADMINISTRATION				
Revenue				
Grants - Admin	01-01-03-0140	36,750	78,558	207,800
First Nations Relations Revenue	01-01-03-0144	0	0	0
Area A Fire Administration Fee	01-01-03-0150	2,500	2,500	2,500
Business Licenses	01-01-03-0165	2,700	5,165	3,900
Dog Licenses & Fines	01-01-03-0166	700	1,041	700
Photocopies & Fax	01-01-03-0190	750	381	400
Sayward News Revenue	01-01-03-0191	5,750	13,225	13,000
Revenue - Other	01-01-03-0192	100	1,446	1,000
Transfer from Reserves		10,000	0	40,000
Total Administration Revenue		59,250	102,316	269,300
Expenditure				
Salaries - Admin	01-02-03-0350	203,766	213,239	208,696
Wages - Custodian	01-02-03-0353	1,532	1,642	1,568
Salaries - Public Works	01-02-03-0360	3,371	12,431	2,982
Payroll Costs: Admin & PW	01-02-03-0370	51,080	50,651	55,812
Employee Benefits	01-02-03-0378	0	0	0
Travel & Education - Admin	01-02-03-0380	6,500	6,303	6,500
Advertising	01-02-03-0400	750	0	750
First Nations Relations Expenses	01-02-03-0403	0	0	0
Sayward News	01-02-03-0405	4,700	5,104	5,257
Internet	01-02-03-0406	1,050	1,034	1,082
Postage	01-02-03-0409	1,632	1,154	1,681
Audit	01-02-03-0410	16,207	16,900	16,694
Legal	01-02-03-0411	16,000	55,750	55,750
Information Technology	01-02-03-0414	16,500	18,929	16,270
Bank Charges, Fees & Interest	01-02-03-0420	3,500	2,957	3,605
Tax Sale Fees	01-02-03-0421	1,000	1,182	1,030
Dues, Memberships & Subscriptions	01-02-03-0435	4,500	4,302	4,635
Insurance - Building	01-02-03-0445	2,781	2,653	2,864
Insurance - Liability	01-02-03-0447	3,417	3,416	3,519
Maintenance & Repairs - Admin Office	01-02-03-0450	2,000	1,466	2,060
COVID-19 Expenses	01-02-03-0452	0	0	0
Cleaning Supplies - Office	01-02-03-0454	300	21	309
Office Supplies	01-02-03-0510	5,500	5,650	5,665
Tax Printing	01-02-03-0514	500	549	515
Business Travel/Meetings	01-02-03-0518	500	441	515
Equipment - Admin Office	01-02-03-0529	12,500	1,023	12,875
Contract Labour	01-02-03-0532	59,250	52,934	237,800
Copier - Rent & Supplies	01-02-03-0538	6,500	7,151	6,695
Telephone & Cell Phone	01-02-03-0540	4,400	5,721	4,532
Heating Fuel	01-02-03-0550	11,000	6,144	6,267
Utilities	01-02-03-0555	3,800	6,762	6,897
Total Administration Expenditure		444,537	485,508	672,824
Net Administration		(385,287)	(383,193)	(403,524)

CONTRACT LABOUR

50,000	Development Process Review
36,000	Emergency Planning CEPF
5,000	PlanH Grant
5,000	Bylaw and Inspections - NOT COVERED BY GRANTS
25,000	CFO Contract - NOT COVERED BY GRANTS
5,000	C2C
61,800	Zoning Review
50,000	Economic Development Position
<u>237,800</u>	

LEGAL BILLINGS

3,345	Human Resources
127	Planning & Development
6,401	General Advice
<u>9,873</u>	

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
ELECTION				
<i>Revenue</i>				
Revenue - Other	01-01-04-0192			
Transfer from Election Reserve				
Total Election Revenue		0	0	0
<i>Expenditure</i>				
Salaries - Admin	01-02-04-0350	0		0
Salaries - Public Works	01-02-04-0360	0		0
Payroll Costs - Admin & PW	01-02-04-0370	0		0
Election Expense	01-02-04-0520	0		10,000
Transfer to Election Reserve	01-04-00-0940	3,363	3,363	3,363
Total Election Expenditure		3,363	3,363	13,363
Net Election		(3,363)	(3,363)	(13,363)

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
RECREATION CENTRE				
<i>Revenue</i>				
Grants - Recreation	01-01-06-0140	0	0	0
Kelsey Centre Gift Certificates	01-01-06-0167	0	30	30
Age Friendly Program Revenue	01-01-06-0168	750	1,011	1,200
Swim Lesson Fees	01-01-06-0169	1,200	4,250	2,730
Ten Pack	01-01-06-0171	2,700	6,480	4,562
Single User - Pool	01-01-06-0173	1,100	3,113	2,000
Single User - Gymnasium	01-01-06-0174	550	176	200
Drop In Fitness Fees	01-01-06-0177	150	886	600
Drop In Weight Room Fees	01-01-06-0178	500	221	250
Monthly Passes	01-01-06-0179	250	1,229	1,000
Shower Fees	01-01-06-0181	100	0	0
After School Program/Day Care Fees	01-01-06-0182	1,500	1,423	1,400
Concession Sales	01-01-06-0183	2,500	4,404	3,500
Pool Rental	01-01-06-0185	500	6,111	3,000
Gym Rental	01-01-06-0186	2,000	1,714	2,194
Room Rental	01-01-06-0187	400	4,006	400
Rentals - Tables and Chairs	01-01-06-0188	150	314	150
Birthday Party/Event Revenue	01-01-06-0189	1,750	2,480	2,000
Revenue - Other	01-01-06-0192	0	0	0
Kelsey Centre Van Donations	01-01-06-0270	3,750	1,335	3,290
Special Event Revenue/Donations	01-01-06-0271	1,400	9,817	4,500
Afterschool Program Donations	01-01-06-0272	0	30	0
Transfer from Reserves		750	0	0
Total Recreation Centre Revenue		22,000	49,030	33,006

Recreation Center Expenses				
Operating Expenses				
Salaries - Admin	01-02-06-0350	44,179	38,104	48,155
Wages - Recreation	01-02-06-0352	32,458	45,685	33,732
Wages - Custodian	01-02-06-0353	4,979	4,879	5,096
Wages - Lifeguards	01-02-06-0354	43,470	38,636	45,608
Payroll Costs: Admin & PW	01-02-06-0370	23,362	20,490	27,957
Travel & Education - Recreation	01-02-06-0380	3,000	594	3,800
Advertising	01-02-06-0400	750	0	750
Information Technology	01-02-06-0414	1,600	2,640	1,600
Bank Charges, Fees & Interest	01-02-06-0420	475	530	475
Dues, Memberships & Subscriptions	01-02-06-0435	500	1,186	600
Afterschool Supplies/Expenses	01-02-06-0437	1,000	1,279	1,300
Concession	01-02-06-0438	1,500	2,621	2,100
Seniors Special Events	01-02-06-0439	500	199	250
Special Events Expense	01-02-06-0440	1,500	7,163	4,000
Swim Lesson Expenses	01-02-06-0442	150	349	650
Age Friendly Programming Expenses	01-02-06-0443	0	0	0
COVID-19 Expenses	01-02-06-0452	750	54	100
M & R, Gas & Oil - Age Friendly Van	01-02-06-0480	2,875	4,095	4,100
Office Supplies	01-02-06-0510	1,500	1,982	1,500
Chemicals & Maintenance - Pool	01-02-06-0515	7,500	10,916	5,000
Rec Centre Supplies	01-02-06-0516	1,200	1,085	1,200
Business Travel/Meetings	01-02-06-0518	650	195	650
Equipment - Recreation Centre	01-02-06-0529	5,050	6,750	5,050
Telephone & Internet	01-02-06-0540	2,750	2,773	2,805
Sub Total Operating Expenses		181,698	192,206	196,478
Building Expenses				
Salaries - Public Works	01-02-06-0360	12,709	14,069	11,744
Insurance - Building	01-02-06-0445	11,408	10,882	11,208
Insurance - Liability	01-02-06-0447	1,424	1,424	1,441
Maintenance & Repairs - Recreation	01-02-06-0450	28,000	25,446	26,000
Cleaning Supplies	01-02-06-0454	1,300	1,174	1,000
Heating Fuel	01-02-06-0550	44,000	24,439	24,928
Utilities	01-02-06-0555	16,000	27,048	27,589
Sub Total Building Expenses		114,841	104,482	103,910
Total Recreation Centre Expenditure		296,539	296,688	300,388
Net Recreation Centre		(274,539)	(247,657)	(267,382)

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
FIRE DEPARTMENT				
Operating Revenue				
Fire Protection - Area A Share	01-01-07-0156	52,944	52,944	40,862
Fire Protection - Village Share	01-01-07-0157	35,296	49,856	49,113
Grants - Fire Dept.	01-01-07-0140	29,910	14,955	49,680
Rescue Revenue	01-01-07-0158	0	7,203	5,000
Miscellaneous Fire Dept Revenue	01-01-07-0190	0	0	0
Revenue - Other	01-01-07-0192	0	93	0
Transfer from Reserves		0	0	0
Total Fire Department Operating Revenue		118,150	125,051	144,655
Operating Expenditure (Shared)				
Stipends - Fire Chief/Deputy/Admin	01-02-07-0362	9,600	11,180	10,000
Volunteer Fire Dept Grant	01-02-07-0363	3,600	3,600	3,600
WorkSafeBC	01-02-07-0375	245	183	250
Travel, Training & Education - Fire Dept	01-02-07-0380	16,000	8,569	16,000
Information Technology	01-02-07-0414	1,000	1,153	1,000
Dues, Memberships & Subscriptions	01-02-07-0435	1,000	2,626	2,600
Insurance - Equipment	01-02-07-0445	800	471	816
Firefighters Insurance (Disability and Life)	01-02-07-0446	4,750	3,719	4,750
Insurance - Liability	01-02-07-0447	949	949	961
Insurance & License - Vehicles	01-02-07-0448	2,604	2,524	2,656
Cleaning Supplies	01-02-07-0454	250	123	250
M & R - Vintage truck and trailer	01-02-07-0469	3,500	63	3,500
M & R, Gas & Oil - Equipment	01-02-07-0470	1,800	2,245	1,800
M & R, Gas & Oil - Engine #4 (2007 model at #1 Firehal	01-02-07-0471	6,000	1,840	6,000
M & R, Gas & Oil - Engine #3 (1997 model at #2 Firehal	01-02-07-0472	3,200	1,018	4,200
M & R, Gas & Oil - Rescue #33 (1990 Rescue Truck)	01-02-07-0473	5,000	1,199	5,000
M & R Communications	01-02-07-0475	1,200	223	1,200
M & R, Gas & Oil - Rescue #22 (2015 Rescue Truck)	01-02-07-0476	1,750	2,917	1,750
Office Supplies	01-02-07-0510	1,000	76	1,000
Firefighter Supplies	01-02-07-0511	22,000	2,130	23,100
Fire Prevention	01-02-07-0513	850	733	850
Equipment - Fire Dept	01-02-07-0529	21,500	44,995	22,575
Telephone & Internet - Hall #1	01-02-07-0540	1,576	1,918	1,650
Telephone - Hall #2	01-02-07-0541	976	945	975
Utilities - Hall #1	01-02-07-0555	3,200	5,738	3,850
Utilities - Hall #2	01-02-07-0556	3,800	1,663	2,450
Total Fire Dept Operating Expenses (Shared)		118,150	102,800	122,783
Maintenance & Repairs - Hall #2	01-02-07-0451	0		0
Other Expenses (Village - Hall #1)				
Custodian	01-02-07-0353	383	729	392
Salaries - Public Works	01-02-07-0360	810	991	891
Payroll Costs: Admin & PW	01-02-07-0370	130	135	135
Fire Inspections	01-02-07-0412	3,000	0	3,000
Maintenance & Repairs - Hall #1	01-02-07-0450	3,000	7,206	3,060
Insurance - Building (Hall #1)	01-02-07-0533	1,163	737	1,279
Fire Truck Insurance - Village Share	01-02-07-0573	450	420	459
Total Fire Dept Other Expenses (Village)		8,936	10,218	9,216
Total Fire Dept Operating Expense (Village)		44,232	60,074	58,329

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
POLICE SERVICES				
Revenue				
RCMP Rent	01-01-08-0198	24,000	24,000	24,000
RCMP Maintenance	01-01-08-0199	9,748	9,748	9,748
Total Police Services Revenue		33,748	33,748	33,748
Expenditure				
Salaries - Public Works	01-02-08-0360	3,109	566	2,972
Payroll Costs: Admin & PW	01-02-08-0370	552	70	616
Insurance - Building	01-02-08-0445	1,281	1,112	1,409
Insurance - Liability	01-02-08-0447	190	190	192
Maintenance & Repairs - Police	01-02-08-0450	1,500	1,030	1,500
Municipal Services Expense	01-02-08-0573	4,409	0	4,497
Total Police Services Expenditure		11,040	2,968	11,186
Net Police Services		22,708	30,780	22,562

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
ROADS				
Revenue				
Snow Removal Revenue	01-01-09-0190	1,750	600	1,750
Transfer from Reserves				
Total Roads Revenue		1,750	600	1,750
Expenditure				
Salaries - Public Works	01-02-09-0360	9,272	4,718	8,289
Payroll Costs: Admin & PW	01-02-09-0370	1,897	887	2,105
Maintenance & Repairs - Roads	01-02-09-0450	5,000	933	10,000
Sand & Salt	01-02-09-0531	10,000	10,000	7,500
Contract Labour	01-02-09-0532	1,500	0	2,000
Utilities - Street Lighting	01-02-09-0555	23,892	20,559	24,370
Total Roads Expenditure		51,561	37,097	54,264
Net Roads Services		(49,811)	(36,497)	(52,514)

Maintenance & Repairs - Roads

10,000 includes, street sweeping, vac truc
and minor patching

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
DRAINAGE				
Revenue				
Parcel Taxes for Drainage project		30,499	0	30,499
Transfer from Reserves	01-01-10-0315	0	0	
Total Drainage Revenue		30,499	0	30,499
Expenditure				
Salaries - Public Works	01-02-10-0360	3,832	1,304	3,469
Payroll Costs: Admin & PW	01-02-10-0370	772	168	856
Maintenance & Repairs - Drainage	01-02-10-0450	4,000	0	9,000
Contract Labour	01-02-10-0532	1,000	0	1,000
Drainage Principal B/L #XXX		15,659	0	15,659
Drainage Interest B/L #XXX		14,840	0	14,840
Total Drainage Expenditure		40,102	1,472	44,824
Net Drainage		(9,603)	(1,472)	(14,325)

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
SEWER				
Revenue				
Frontage Tax - Sewer Kelsey	01-01-11-0107	6,032	6,032	6,032
Sewer User Fees	01-01-11-0170	89,399	91,149	92,528
Sewer Connection Fees	01-01-11-0175	0	300	0
Revenue - Other	01-01-11-0192	200	305	0
Actuarial Adjustment sewer	01-01-11-0250	2,500	0	0
Transfer from Reserves		0	0	0
Total Sewer Revenue		98,132	97,786	98,561
Expenditure				
Salaries - Admin	01-02-11-0350	25,471	26,654	26,087
Salaries - Public Works	01-02-11-0360	23,910	17,708	21,791
Payroll Costs: Admin & PW	01-02-11-0370	11,053	9,193	12,239
Travel & Education - Sewer	01-02-11-0380	3,500	0	5,000
Insurance - Building	01-02-11-0445	2,380	2,509	2,618
Insurance - Liability	01-02-11-0447	475	475	522
Maintenance & Repairs - Sewer	01-02-11-0450	10,000	17,641	12,000
Sewer Connection Costs	01-02-11-0495	0	0	0
Equipment - Sewer	01-02-11-0529	1,000	0	3,000
Contract Labour	01-02-11-0532	8,000	350	3,000
Sewer Lease Fees	01-02-11-0535	480	470	480
Utilities - Agitator, Lift Stations	01-02-11-0555	9,100	9,120	9,282
Sewer Principal B/L #338	01-02-11-0561	4,931	4,931	4,931
Sewer Interest B/L # 338	01-02-11-0571	1,101	1,101	1,101
Total Sewer Expenditure		101,400	90,152	102,052
Net Sewer		(3,268)	7,634	(3,491)

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
WATER				
Revenue				
Frontage Tax - Water Kelsey	01-01-12-0107	2,075	2,075	2,075
Grants - Water	01-01-12-0140	0	0	0
Water User Fees	01-01-12-0170	156,786	159,029	161,490
Water Connection Fees	01-01-12-0175	0	700	0
Revenue - Other	01-01-12-0192	0	2,336	0
Actuarial adjustment	01-01-12-0250	800	0	0
Transfer from Reserves		0	0	0
Total Water Revenue		159,661	164,140	163,565
Expenditure				
Salaries - Admin	01-02-12-0350	25,471	26,654	26,087
Salaries - Public Works	01-02-12-0360	38,315	35,639	34,693
Payroll Costs: Admin & PW	01-02-12-0370	13,993	11,906	6,857
Travel & Education	01-02-12-0380	4,000	0	4,000
Insurance - Building	01-02-12-0445	7,849	7,420	8,634
Insurance - Liability	01-02-12-0447	569	569	577
Maintenance & Repairs - Water	01-02-12-0450	8,000	175	8,000
Maintenance & Repairs - Plant	01-02-12-0452	5,000	5,751	15,000
Chemicals - Water	01-02-12-0515	25,500	20,180	25,500
Equipment - Water	01-02-12-0529	2,500	0	10,000
Contract Labour	01-02-12-0532	2,500	426	2,500
Water Lease Fees	01-02-12-0535	2,000	1,443	2,040
Telephone & Internet	01-02-12-0540	250	118	255
Utilities	01-02-12-0555	10,500	11,696	10,710
Water Principal B/L #337	01-02-12-0561	1,697	1,697	1,697
Water Interest B/L #337	01-02-12-0571	379	379	379
Total Water Expenditures		148,523	124,053	156,928
Net Water		11,138	40,087	6,637

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
PARKS				
Revenue				
Grants - Parks	01-01-13-0140	0	0	0
Camping Revenue	01-01-13-0190	13,500	18,615	13,905
Revenue - Other	01-01-13-0192	0	0	0
Park Bench Revenue	01-01-13-0195	1,500	0	1,500
Transfer from Reserves		0	0	0
Total Parks Revenue		15,000	18,615	15,405
Expenditure				
Wages - Custodian	01-02-13-0353	766	417	784
Salaries - Public Works	01-02-13-0360	19,288	17,073	18,879
Payroll Costs: Admin & PW	01-02-13-0370	3,377	2,363	3,670
Advertising	01-02-13-0400	275	0	275
Insurance - Building	01-02-13-0445	788	752	867
Insurance - Vehicles	01-02-13-0448	739	739	739
Maintenance & Repairs - Parks	01-02-13-0450	2,300	1,956	2,500
Cleaning Supplies	01-02-13-0454	300	41	500
M & R - Equipment	01-02-13-0475	1,000	2,957	3,000
Diesel & Oil - Kubota Mower	01-02-13-0477	750	675	750
Supplies - Parks	01-02-13-0516	1,500	2,108	2,100
Equipment - Parks	01-02-13-0529	1,500	0	1,500
Contract Labour	01-02-13-0532	1,000	807	1,000
Park Bench Expense	01-02-13-0534	1,400	0	500
Utilities	01-02-13-0555	2,300	2,852	2,346
Total Parks Expenditure		37,283	32,741	39,410
Net Parks		(22,283)	(14,126)	(24,005)

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
SOLID WASTE				
Revenue				
Solid Waste User Fees	01-01-14-0170	45,555	46,687	48,744
Recycling Revenue	01-01-14-0190	500	63	500
Revenue - Other	01-01-14-0192	3,410	4,123	3,410
Transfer from Reserves		0	0	0
Total Solid Waste Revenue		49,465	50,873	52,654
Expenditure				
Maintenance & Repairs - Solid Waste	01-02-14-0450	1,000	0	500
Contract Labour	01-02-14-0532	4,500	1,700	2,000
Waste Disposal & Tipping Fees	01-02-14-0536	43,500	46,021	46,000
Total Solid Waste Expenditure		49,000	47,721	48,500
Net Solid Waste		465	3,152	4,154

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
PUBLIC WORKS				
Revenue				
Revenue - Other	01-01-15-0192	250	800	250
Transfer from Reserves		0	0	0
Total Public Works Revenue		250	800	250
Expenditure				
Salaries - Public Works	01-02-15-0360	46,743	52,627	41,969
Payroll Costs: Admin & PW	01-02-15-0370	9,512	8,429	10,553
Travel & Education - Public Works	01-02-15-0380	1,500	0	1,500
Dues, Memberships & Subscriptions	01-02-15-0435	750	781	800
Insurance - Building	01-02-15-0445	1,274	1,208	1,401
Insurance - Liability	01-02-15-0447	2,468	2,468	2,498
Insurance & Licenses - Vehicles	01-02-15-0448	4,370	4,371	4,457
M & R - Public Works	01-02-15-0450	2,500	5,303	2,500
M & R - Tractor and Dump Truck	01-02-15-0475	500	149	3,000
Diesel & Oil - Tractor and Dump Truck	01-02-15-0477	1,000	521	1,000
Gas & Oil - Public Works Trucks	01-02-15-0478	8,000	4,241	5,000
M & R - Public Works Trucks	01-02-15-0480	3,750	1,041	4,000
Office Supplies	01-02-15-0510	750	341	500
General Supplies	01-02-15-0516	3,400	1,403	2,500
Business Travel/Meetings	01-02-15-0518	500	0	500
Equipment	01-02-15-0529	1,200	0	2,500
Telephone & Internet	01-02-15-0540	2,450	2,915	2,499
Utilities	01-02-15-0555	2,700	2,232	2,754
MFA Principal - Truck Loan	01-02-15-0561	13,650	11,670	13,642
MFA Interest - Truck Loan	01-02-15-0571	218	2,200	76
Total Public Works Expenditure		107,234	101,899	103,650
Net Public Works		(106,984)	(101,099)	(103,400)

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
PLANNING & BUILDING INSPECTION				
<i>Revenue</i>				
Building Permits	01-01-16-0160	7,500	200	7,500
Planning Fee Revenue	01-01-16-0161	1,000	5,539	1,000
Total Planning Revenue		8,500	5,739	8,500
<i>Expenditure</i>				
Building Inspections	01-02-16-0413	7,500	2,082	7,500
Planning & Rezoning Costs	01-02-16-0517	4,500	1,008	4,500
Contract Labour	01-02-16-0532	10,000	17,701	10,000
Payroll Costs	01-02-16-0570	1,450	1,796	1,479
Total Planning Expenditure		23,450	22,586	23,479
Net Planning		(14,950)	(16,847)	(14,979)

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
EMERGENCY PLANNING				
Revenue				
Grants - Emergency Program	01-01-17-0140	2,500	7,823	2,500
Revenue - Other	01-01-17-0192	0		0
Total Emergency Planning Revenue		2,500	7,823	2,500
Expenditure				
Stipend - Municipal Emergency Program	01-02-17-0364	3,600	3,600	3,600
Payroll Costs - Emergency Program	01-02-17-0370	120	4	120
Travel & Education - Emergency Program	01-02-17-0380	2,000	0	2,000
Insurance - Property	01-02-17-0445	680	849	714
Insurance - Liability	01-02-17-0447	1,132	510	1,189
Municipal Emergency Program Expenses	01-02-17-0522	1,500	0	1,500
Equipment - Emergency Program	01-02-17-0529	0	0	0
Emergency Program Projects	01-02-17-0532	0	7,759	0
Total Emergency Planning Expenditure		9,032	12,722	9,123
Net Emergency Planning		(6,532)	(4,899)	(6,623)

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
HEALTH CENTRE				
<i>Revenue</i>				
Revenue - Other	01-01-20-0192	0	80	0
Total Health Centre Revenue		0	80	0
<i>Expenditure</i>				
Maintenance and Repairs - Health Clinic	01-02-20-0450	1,000	1,433	1,000
Total Health Centre Expenditure		1,000	1,433	1,000
Net Health Centre		(1,000)	(1,353)	(1,000)



VILLAGE OF SAYWARD

BYLAW NO. 505

A BYLAW TO PROVIDE FOR THE AMENDMENT OF THE FINANCIAL PLAN (2023-2027)

WHEREAS pursuant to Section 165 of the *Community Charter*, "Five Year Financial Plan Bylaw No. 483, 2022" was adopted on May 2, 2023;

AND WHEREAS pursuant to Section 165 (2) of the *Community Charter*, the financial plan may be amended by bylaw at any time;

NOW THEREFORE, the Council of the Village of Sayward in open meeting assembled enacts as follows:

1. This Bylaw may be cited as "**Five Year Financial Plan Amendment Bylaw No. 504, 2023**"
2. "Five Year Financial Plan Bylaw No. 498 2023" is hereby amended by deleting Schedule "A" in its entirety and replacing it with Schedule "A" attached to and forming part of this Bylaw.

Read a first time on the 16th day of January 2024.

Read a second time on the 16th day of January 2024.

Read a third time on the 16th day of January 2024.

Adopted on the 4th day of June 2024.

Certified a true copy of Bylaw No. 505
this ____ day of _____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

2023 – 2027 Five Year Financial Plan Amendment Bylaw No. 505, 2024 – Schedule A

	2023	2024	2025	2026	2027
REVENUES					
Taxation					
Property Value Taxes	414,993	456,492	502,142	552,356	607,591
Parcel Taxes	38,607	38,607	38,607	38,607	38,607
Utilities/Payments in Lieu of Taxes	14,600	15,134	15,690	16,271	16,877
Total Taxation	468,200	510,233	556,439	607,234	663,075
Fees and Charges					
Recreation	21,250	21,280	21,311	21,342	21,374
Licences/Permits	10,900	10,900	10,900	10,900	10,900
Sewer Utility	92,099	92,528	95,767	99,119	102,588
Water Utility	157,586	161,490	166,334	171,324	176,464
Solid Waste Fees	45,555	48,744	50,450	52,216	54,043
Other Revenue	91,058	91,521	92,996	93,484	93,986
Total Fees and Charges	418,449	426,463	437,758	448,385	459,355
Other Revenue					
Federal Government Grants	71,568	75,149	75,149	75,149	75,149
Provincial Government Grants	1,206,360	360,000	360,000	360,000	360,000
Capital Asset Grants	1,350,198	0	0	0	0
Other Grants	110,242	43,582	43,582	43,582	43,582
Total Other Revenue	2,738,368	478,731	478,731	478,731	478,731
Proceeds From Borrowing	400,000	0	0	0	0
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	235,631	0	0	10,100	0
TOTAL REVENUE	4,260,647	1,415,427	1,472,928	1,544,449	1,601,161
EXPENSES					
Municipal Purposes					
General Government Services	607,687	493,746	500,747	518,036	515,355
Fire, Emergency & Protective Services	114,842	78,292	78,802	81,802	83,300
Public Works, Roads, Drainage	154,531	155,194	155,940	160,774	161,701
Parks & Recreation	341,269	332,248	339,072	346,157	353,521
Sewer Utility	95,368	92,544	94,276	96,068	97,924
Water Utility	146,448	147,610	150,903	154,336	157,920
Solid Waste Operations	49,000	49,870	50,757	51,663	52,586
Interest Payment on Municipal Debt	16,538	16,396	16,320	16,320	16,320
Amortization	214,986	214,986	214,986	214,986	214,986
Annual Surplus/(Deficit)	2,519,980	-165,459	-128,875	-95,693	-52,452

Village of Sayward
2024 – 2028 Five Year Financial Plan Bylaw No. 505, 2024 – Schedule A cont'd

Capital Expenditures					
General Capital Expenditures	1,950,576	0	0	0	0
Sewer Capital Expenditures	0	0	0	0	0
Water Capital Expenditures	0	0	0	0	0
Principal Payment on Municipal Debt	35,937	35,929	22,287	22,287	22,287
Adjustment for Non-Cash Items (Amortization)	-214,986	-214,986	-214,986	-214,986	-214,986
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	748,451	13,598	63,824	97,006	140,247
FINANCIAL PLAN BALANCE	0	0	0	0	0



1 SERVICE PROPOSAL

AWC understands the importance of ongoing operational support. We can provide technical assistance, training, and operational guidance to your staff, ensuring they have the necessary knowledge and skills to efficiently operate and maintain your water treatment system.

For your facility, AWC has accounted for the procurement and programming for a rush replacement of an HMI for the Sayward WTP. We have also provided a rate table for on-site support as required.

2 COMMERCIAL TERMS AND DELIVERABLES

AWC's commercial deliverables are provided below. If you have any questions concerning these deliverables, please do not hesitate to contact us.

2.1 Pricing

Pricing is subject to the acceptance of financial credit check of the client by AWC. Applicable taxes are not included and shall be extra. Pricing is based on AWC's standard Terms and Conditions. Any deviations may result in price changes.

Item#	Quantity	Equipment Description	Unit Price	Extended Price
1	Lot	Replacement HMI, programming and freight inc.	\$ 7,615	\$ 7,615
2	T&M	Site Support, as needed	\$ 2,600/day	TBD

2.2 Currency

All pricing excludes taxes and is in **CDN \$** currency.

2.3 Validity

Pricing for HMI replacement is valid for 30 days.

For site support, Actual time and material costs will be charged per AWC's prevailing Operator Site Services Rate Sheet (**See Appendix C**)

2.4 Payment Terms

AWC invoices shall be paid in Net 30 calendar days.

Payment terms are subject to the acceptance of financial credit check of the client by AWC.

Payment of invoices when due is of the essence and non-compliance constitutes a material breach of this agreement. At AWC's sole discretion, non-payment or late payment may result in suspension of performance of this agreement, holding shipment, modification of future payment terms, and/or any other action AWC deems



necessary to protect its interests including termination of this agreement. Purchaser agrees to pay to AWC any additional costs incurred by AWC as a consequence of breach of this agreement.

2.5 Insurance

AWC operators are covered by Workers Compensation and are covered by AWC's commercial liability insurance.

2.6 Terms and Conditions

AWC Standard Terms and Conditions shall apply, which are attached in Appendix B for reference.

2.7 Schedule

Please contact AWC to coordinate site visits.

NOTE: All schedules are preliminary and subject to change based on time of order and AWC operator availability.



2.8 Commitment to Purchase

Proposal Acceptance and Commitment to Purchase

By signing below, you, _____ [Client's Name], representing the Village of Sayward, hereby acknowledge your commitment to purchase the products and services outlined in this proposal, prepared by AWC Solutions, in accordance with the terms and conditions in Appendix A of this proposal.

This commitment signifies your intent to proceed with the proposed project under the terms specified in this proposal.

Item#	Option Selected Yes/No	Equipment Description	Extended Price
1		Replacement HMI, programming and freight inc.	\$ 7,615
2		Site Support, as needed	\$ 2,600/day

Total Options Selected: - 1 -

Client's Full Name: KEIR GOUAS

Client's Company: Village of Sayward

Date: May 30, 2024

Signature: [Signature]

****Authorized Signature****

By signing above, you acknowledge and agree that you have the authority to commit the Village of Sayward to this purchase.



APPENDIX A AWC TERMS AND CONDITIONS

DEFINITIONS:

- i. **"Agreement"** means the Buyer's agreement to purchase the Product(s) and/or Services from the Seller.
- ii. **"Buyer"** means the company, partnership, person, or entity purchasing the Product(s) and/or Services from the Seller identified in the Purchase Documents.
- iii. **"Product(s)"** means the equipment parts and materials being purchased by the Buyer identified in the Purchase Documents.
- iv. **"Purchase Documents"** means the documents accompanying these Terms and Conditions which more fully describe the Products and/or Services being purchased from the Seller, including, as applicable, the Buyer's request for quotation, purchase orders, and the Seller's quotation.
- v. **"AWC Solutions", "AWC" and "Seller"** means AWC Process Solutions Ltd or AWC Water Solutions Ltd.
- vi. **"Force Majeure"** means an event beyond reasonable control, including, without limitation, acts of God, earthquake, tsunami, storm, washout, landslide, avalanche or other extreme weather conditions, fire, flood, vandalism, explosions, strikes, lockouts or other industrial disturbances, unavailability of any goods, materials or equipment, acts of the Queen's or public enemies, wars, blockades, insurrections, riots, arrests, restraints or other civil disturbances, epidemics, restraints or prohibitions by any court or governmental board, department, commission or agency, and new or amended laws, and all other events of a similar nature.

2. APPLICATION: These terms and Conditions apply to every sale of Product(s) and every supply of Services by the Seller to the Buyer. The Buyer specifically agrees and acknowledges that unless the Seller agrees in writing to a modification of these Terms and Conditions, these Terms and Conditions apply and take precedence over any of the Buyer's Terms and Conditions whether set out in the Purchase Documents or otherwise.

3. PRICES: Unless otherwise specified by the Seller, the Seller's price for the sale of the Product(s) will remain in effect for forty-five (45) days from the date provided. The Seller's prices do not include applicable taxes which will be added to the price quoted and appear as a separate line item on the Seller's invoice. In case of any discrepancies between Buyer's Purchase Order and Seller's Order Confirmation it is the responsibility of Buyer to notify Seller within 24 hours of receiving the Seller's Order Confirmation after which point Buyer is bound to prices in Seller's Order Confirmation.

4. TERMS OF PAYMENT: Payment terms and schedule are of the essence. Subject to approval of the Seller's accounting department, the Buyer shall pay the Seller the price of the Product(s) and/or Services provided within thirty (30) days from the date of the Seller's invoice. If the Seller and the Buyer have agreed to a milestone payment schedule, the payment specified in the milestone payment schedule shall be paid on the dates that each milestone is achieved. All overdue payments bear interest commencing on the day on which the amount became payable, calculated at the rate of 1.2% per month compounded monthly (15.3895% per annum).

5. DELIVERY AND TRANSFER OF TITLE AND RISK: All delivery dates of the Product(s) and/or Services to be provided by the Seller are approximate only and are based on the Seller having received from the Buyer all information required by the Seller to provide the Product(s) and/or Services. Seller shall in good faith attempt to effect delivery by the date specified but shall not be responsible or liable for delays due to unexpected circumstances. In no event will Seller be liable for incidental or consequential damages resulting from failure to meet the specified or amended delivery dates. All Product(s) shall be delivered to the Buyer at the location indicated in the Purchase Documents, EX WORKS at the point of the manufacture of the Product(s). All risk of loss or damage to the Products while in transit shall be borne by the Buyer. Title to the Product(s) shall pass to the Buyer on the Buyer making payment in full for the Product(s) or on the Product(s) being delivered to the Buyer, whichever occurs later.

6. DOCUMENTATION: The Seller shall supply the Buyer with the documentation specified in the Seller's quotation. Any additional copies of the documentation or the supply of documentation on alternative media will be provided by the Seller to the Buyer at the Seller's price in effect at the time of the request.

7. INSTALLATION: The Buyer shall be responsible for transporting, receiving, storing, installing, starting up, and maintaining all Product(s). If requested, the Seller may, at its option, provide Services to assist the Buyer in the installation of the Product(s) at a price agreed upon between the Buyer and the Seller or at the rates set out in the Seller's published rate schedule at the time the Services are rendered.

8. EXCUSE OF PERFORMANCE: The Seller shall be excused from the performance of any term or condition of this sale or the provision of Services when and to the extent that the performance is delayed beyond its reasonable control including, without limitation to, acts of God, wars, riots, labour unrest, inability to obtain materials or components, explosions, accidents, governmental requests, laws, regulations, orders or actions. If such an event occurs, the delivery date and the price of the Product(s) and/or Services to be provided by the Seller may be revised by agreement made between the Buyer and the Seller or the Seller may at its option cancel the sale of the Product(s) or agreement to provide Services in which case the Buyer will pay the Seller any and all losses, damages, dismantling, restocking fees, and any other costs or expense incurred by the Seller arising from such a termination.

9. TERMINATION AND SUSPENSION: The Buyer may terminate or suspend its purchase of all the Product(s) and/or Services provided that it pays the Seller for any and all losses, dismantling, restocking fees and any other costs or expenses arising from such termination or suspension. The Seller shall have the right, in addition to any other remedy deemed necessary, to either terminate its agreement to sell the Product(s) or provide the Services or suspend further deliveries of the Product(s) or provision of the Services to the Buyer in the event the Buyer fails to make any payment required to be made to the Seller when due.

10. WARRANTY: Subject to the limitations of liability and remedies set out in Section 12, the Seller warrants its Product(s) and/or Services as follow:

Seller's Products: The Seller will, at its option, repair or replace any defects in material or workmanship in any Product(s) manufactured by the Seller which appear within the earlier of twelve (12) months from the date of initial installation of the Seller's Product(s) by the Buyer, or eighteen months from the date the Seller's Products(s) were delivered to the Buyer.

Re-Sale Products: The Product(s) manufactured by any third party (including the Seller's principals and their affiliated companies) provided by the Seller to the Buyer as the manufacturer's distributor shall be subject to the manufacturer's standard warranty. The Buyer agrees that the Seller shall have no liability for correcting any defect in the materials and workmanship in any re-sale Product(s) and that the Seller's only obligation is to make a reasonable commercial effort to assist the Buyer in making a warranty claim as against the manufacturer's standard warranty.

Services: Any Services supplied by the Seller, including component integration, device configuration, and the repair of Product(s) are warranted against defects in workmanship for a period of the earlier of ninety (90) days from the date of the installation of the Product(s) or one hundred and twenty (120) days from the date of the



delivery of the Product(s) to the Buyer. Any interpretative services provided by the Seller are not warranted wither as to the accuracy or correctness of any such interpretations or any recommendations made by the Seller based upon these interpretations.

On-Site Warranty Support: If the Buyer requires the Seller to provide any Services relating to any defect in the Product(s) and/or Services rendered or any warranty claim made by the Buyer in respect of the Product(s) and/or Services, including diagnosis, dismantling, and reinstallation of Product(s), at the Buyer's site, all costs of travel to and from the Buyer's site and of these Services shall be paid by the Buyer at the rates set out in the Seller's published rate schedule in effect at the time the Services are actually provided.

11. WARRANTY EXCLUSIONS:

- a) The Seller does not warrant the performance of any Product(s) and/or services provided by it to the extent that the actual operating or other conditions differ from the specifications or other data supplied by the Buyer for the purpose of selection of design of the Product(s) and/or Services to be provided by the Seller.
- b) This limited warranty shall not apply to any repair or replacement of Product(s) caused by abuse, accidental damage, misuse, improper installation, and improper application, corrosion or inadequate or improper preventative maintenance of the Product(s).
- c) Except as expressly provided herein, there are no other representations or warranties of any kind, express or implied, as to the merchantability, fitness for particular purpose, or any other matter with respect to the product (s) or services.

12. LIMITATION OF REMEDY AND LIABILITY: The Seller shall not be liable for any kind of consequential damages including loss of anticipated profits, loss of use of equipment or any associated equipment, the loss of product from the Buyer's facility(s) or the loss of capital however caused. The Buyer agrees that the Seller's sole and exclusive liability for all losses and damages arising out of or connected in any way with the Product(s) and/or Services provided by the Seller shall be limited to the repair, correction, or replacement of the Product(s) and/or Services in accordance with the terms of limited warranty set out in Section 10 herein. The Buyer further agrees that the Seller's total liability arising out or connected in any way with the provision of the Product(s) and/or Services is limited to the value of the Product(s) and/or Services provided by the Seller under this Agreement.

13. INDEMNITY: The Seller agrees to protect, defend, and indemnify the Buyer, its respective officers, directors, employees, and consultants from and against any and all claims, demands, losses, causes of action, liability and costs (including all legal costs and attorney fees) of every kind and nature arising out of or connected in any way with damage to property, person injury, or death of the Buyer's employees, or third parties alleged to have been caused by any act or omission of the Seller connected with the Product(s) and/or Services provided by the Seller. The Buyer agrees to protect, defend, and indemnify the Seller, its respective officers, directors, employees, and consultants from and against all claims, demands, losses, causes of action, liability and costs (including all legal costs and attorney fees) of every kind and nature arising out of or connected in any with damage to property, personal injury, or death of the Seller's employees, or third parties alleged to have been caused by any act or omission of the Buyer.

14. INSURANCE: The Buyer shall provide at its expense property damage insurance or "all risk" builder's risk insurance covering all its property on the basis of full replacement cost value without depreciation which will name the Seller and any manufacturer of the Product(s) as additional insureds with a waiver of subrogation against all insured parties thereunder.

15. GENERAL PROVISIONS:

- a) Buyer shall not assign its rights or obligations under this Agreement without Seller's prior written consent.
- b) There are no understandings, agreements, or representations, express or implied, not specified in this Agreement.
- c) No action, regardless of form, arising out of transactions under this Agreement, may be brought by either party more than two (2) years after the cause of action arose.
- d) This Agreement is formed and shall be construed, performed and enforced under the laws of the Province of British Columbia. Any suit, action, or proceeding arising out of or connected in any way with this agreement shall be brought in a Court of the Province of British Columbia which the parties shall have exclusive jurisdiction to hear and resolve such disputes, subject only to the parties agreeing to resolve such disputes through arbitration.

16. CANCELLATION, CHANGES, AND / OR DELAYS: In the event an order is cancelled; a cancellation charge shall be applied. Cancellation fees shall be at the sole discretion of AWC, and based upon on allocated or buy-in material's status and/or labor applied, as well as a reasonable amount to cover overhead and profit.

Changes to the scope of supply as described in the prevailing Purchase Order, after approval of drawings or release to manufacture shall be subject to a change-order charge and subsequent delivery delay. Where possible AWC shall endeavor to accommodate such changes, however AWC cannot be held responsible for Deliverables that may become affected as a result of such change/s, whether a charge is applicable or not.

In the event of a delay outside the control of AWC, and where substantial work or costs have been incurred by AWC, payment terms shall be adjusted to preserve AWC's initially projected cash position.

AWC shall not accept an order which contains a penalty clause for late delivery unless otherwise described in the quoted Bill of Materials. AWC shall not participate with or become partners in a project where a penalty for late/non-compliant delivery would constitute a financial back-charge or discount to the agreed upon order value. AWC will not accept back-charges or claims for late delivery whether directly or indirectly caused by AWC or its suppliers.

17. FORCE MAJEURE: Neither Party shall be liable for delay or failure in the performance of any of its obligations hereunder if such delay or failure is due to causes beyond its reasonable control, including, without limitation, acts of God, fires, earthquakes, strikes and labor disputes, acts of war, terrorism, civil unrest or intervention of any governmental authority ("Force Majeure"); provided, however, that the affected Party promptly notifies the other Party and further provided that the affected Party shall use its commercially reasonable efforts to avoid or remove such causes of non-performance and to mitigate the effect of such occurrence, and shall continue performance with the utmost dispatch whenever such causes are removed. When such circumstances arise, the Parties shall negotiate in good faith any modifications of the terms of this Agreement that may be necessary or appropriate in order to arrive at an equitable solution. Each Party shall bear its own costs and expenses incurred in connection with Force Majeure (including for any efforts to mitigate the effect or impact of the Force Majeure), and neither shall seek recovery of such costs or expenses from the other Party. Throughout any period of Force Majeure, the Party affected shall provide the other Party with regular status updates, including reasonable and non-binding predictions as to when the Force Majeure condition is likely to cease.



APPENDIX B AWC COMPANY OVERVIEW

AWC Water Solutions Ltd. (AWC) designs and builds complete, packaged, and modular water and wastewater treatment systems. AWC has one of the most experienced groups of water and wastewater treatment experts in the industry. The team has decades of experience designing and successfully commissioning hundreds of unique and exceptional water treatment solutions. Our in-house engineering and technical team will work with clients to select the best process, and design a custom package to reliably meet environmental, financial, and quality standards for your project.

In addition to packaged and modular water treatment systems, AWC offers a wide variety of in-house services including engineering & design, fabrication & machining, automation & controls including an in-house panel shop, project management, and a full field service support team for all manufactured and distributed products.

AWC has a track record of supplying treatment plants to remote locations including permits, turnkey package plants, and site installation, startup, commissioning, operations, and training.

Water and Wastewater Treatment Capabilities

AWC and its predecessor companies have been in operation for over 40 years and have built over 500 packaged water and wastewater treatment plants. We have experience in both the municipal and industrial markets. We maintain close relationships with many world-leading Original Equipment Manufacturer (OEM) process suppliers enabling us to offer the high performance, state-of-the-art systems for our clients' applications at an affordable price due to our competitive OEM pricing. The inclusion of advanced process controls and remote monitoring to our systems enables us to monitor system performance long after the commissioning of the plant. Core to AWC's success is the ability to quickly assist clients, optimize their system performance or importantly troubleshoot operating challenges. As we control the designs of our systems, we are also able to upgrade original installations to meet increased capacity, increased water quality requirements or changing raw water quality.

Certified Operators

To add value for our clients, AWC has enhanced our field service offering by bringing on board a team highly trained and experienced operators. Working with our technicians in the field, our operators are able to significantly reduce the time required to commission and train. Our operators bring an enhanced level of support offerings for our clients by being able to provide a range of services such as full plant Operations contracts for the life of the plant, routine maintenance and membrane CIP support, ongoing training, monthly reviews, remote diagnostics and troubleshooting support.

AWC strives to bring added value to our clients. We believe that with our experience, proprietary designs, manufacturing capabilities, our field service and full lifecycle support, we bring intangible value to our clients.

Safety First – HSE at AWC

A company's most valuable resource is the employees. AWC is committed to ensuring all workers (those who work at AWC, and those who with AWC such as contractors and Owners' representatives) to have a safe working environment.

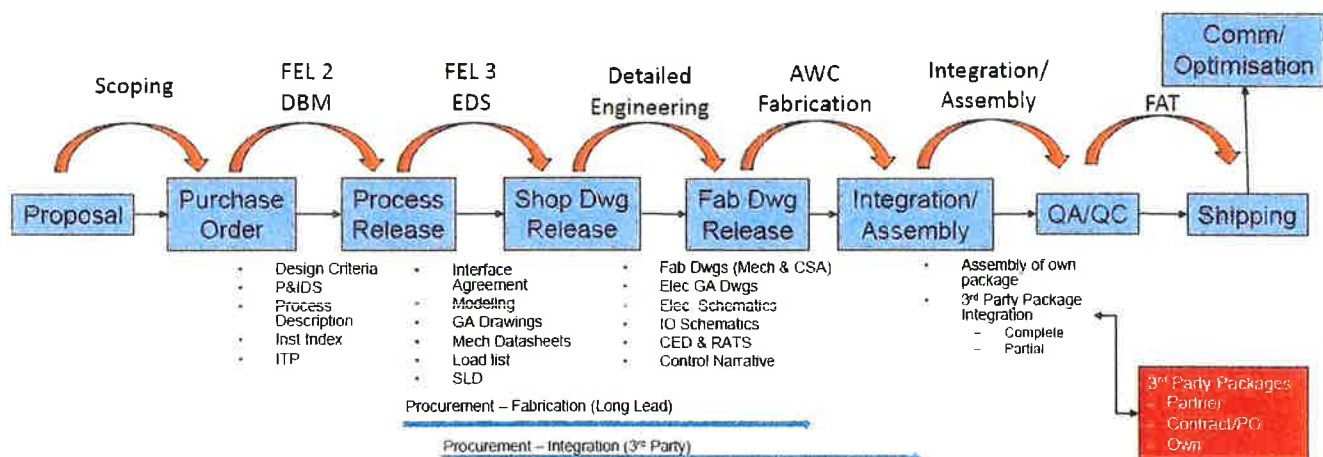
A safety-first mentality is of the highest priority to all staff. AWC takes pride in our excellent safety record, which is reflected in the **1+ million hours worked with ZERO Lost Time Injury incidents**. Our goal is to maintain an open, cooperative workplace environment where everyone is invested in each other's health and safety.



AWC strives to provide a sound and minimal risk work environment for each employee through the prevention of accidents, occupational illness, and injuries. We prepare and implement a site-specific Health and Safety Plan for every site that we work on and conduct a safety kickoff at the beginning of every project. On-site, our staff completes daily safety toolbox meetings to review safe work practices for the day and identify any risks that may be encountered.

Project Execution Approach

AWC project execution follows a rigorous approach, based on processes and procedures used at the major EPCM companies (see Figure 1). This means our documentation and quality standards for project design, procurement, fabrication, assembly, testing, and Startup are robust and thorough to minimize any risks to the Client when our package arrives at site. Our team includes senior engineering project managers that have executed large industrial projects for major blue-chip resource clients.



AWC strives to bring added value to our clients. We believe that with our experience, proprietary designs, manufacturing capabilities, our field service and full lifecycle support, we bring intangible value to our clients.



Quality Assurance/Quality Control Program

AWC is committed to providing quality, efficient systems that meet applicable regulatory and customer specifications. Our Project Quality program confirms deliverables and milestones that are consistent with the scope of work defined in the project. The overall project performance is measured against these criteria using quality assurance and quality control techniques.

The purpose of this program ensures that AWC has a documented procedure for project management as well as a Quality Assurance/Quality Control (QA/QC) plan for every project. The objective is to execute and deliver a superior product to the Owner and implement actions to achieve planned results for continual improvement.

The output of the project deliverables should be consistent with the planning activities (i.e. quality reviews, test performance, customer acceptance, etc.). Any corrective and preventive actions identified will follow established procedures to ensure similar situations do not arise in the future. The following factors are taken into consideration for each project executed by AWC:

- Project Overview – Provides the background and justification for the project.
- Quality Standards – Defined by AWC, the customer, regulatory bodies, and other relevant stakeholders.
- Quality Tools – Tools and techniques used by the Project Management Team to manage the objectives of the project.
- Responsibilities – Team member roles (including the Management Representative) are outlined to ensure ownership, accountability, and success of the project.
- Quality Assurance – Key processes that support the project and determination of evaluation methods and frequency (reviews, inspection & testing, customer acceptance and commissioning, etc.)
- Monitoring – Project related information is monitored to ensure quality objectives are suitably managed. Project team members are solicited for their progress, actions are assigned, and resources are allocated as appropriate.
- Quality Control Procedures – Listing of QC controls and activities that are required in the project.
- Inspection and Testing – Verification and validation activities to confirm objectives of the project have been accomplished. Our in-house testing capabilities include:
 - A 10,000 USG Freshwater Storage Tank
 - Water Recirculation Test Pumps Range from 400gpm @ 20psi to 200gpm @85psi
 - Complete Water, Electrical and Automation Testing Station
 - Up to 600V Capabilities
- Changes – Suitable mechanisms for review, communication, and implementation of necessary changes to the Project Quality Plan are critical for subsequent stages of production and operations.
- Records shall be maintained to support the Project activities and the resulting management.

Facility

AWC has a 60,000 ft² integrated office, warehouse, and manufacturing facility in Langley, BC.

Fabrication



- 27,000 ft² Fabrication Area
- Specialized in Aluminum, Stainless, and Carbon Steel
- Four – Full Length Crane Bays
- 20+ Welding Machines
- 20-ton Lift Capacity
- Shear & Plasma Cutting
- Hydrostatic Testing
- Large Round Tank Welding Rollers
- CWB 47.1 and 47.2, ASME B31.3 Certified / Compliant

Machine Shop



- Lathe (22"x90" capacity)
- Milling Machine (40" dia. c/w 30" vert. travel)
- Press Brake & Sheer
- 50-ton Press
- Industrial Parts Washer
- Multiple Band Saws (capacity up to 31.5")

Electrical Panel Shop



- CSA 22.2 & UL 508A certified
- 26' Overhead Clearance

Shipping / Receiving



- 18,000 ft² Indoor Warehouse
- Four Loading Bays, 3 at Grade
- 20-ton Lift Capacity (when crane loading)
- Four Forklifts (3,000-17,000 lbs)

Secured Yard



- Large Paved Yard Area (Fully Enclosed Portions)
- 24hr Monitored Security
- Large Crane and Truck Loading Area
- Local Off-Site Storage Capabilities

QA/QC Testing Capabilities



- Full Quality Assurance Program
- 10,000 USG Freshwater Storage Tank
- Water Recirculation Pumps (400-200gpm @ 20-85psi)
- Complete Water, Electrical and Automation Testing Station
- Up to 600V Capabilities

INDUSTRIES SERVED



Mining &
Aggregates



Pulp & Paper



Food & beverage



Oil & Gas



Chemicals



Water &
Wastewater

Proprietary & Confidential

APPENDIX C – Page 13



APPENDIX C SITE SERVICES RATE SHEET



OPERATOR SITE SERVICES RATE SHEET

AWC's site Operators bring an enhanced level of support through a range of services such as plant operations, support for routine maintenance, ongoing training, monthly reviews, remote diagnostics, and troubleshooting for the life of the plant. Our operation team works closely with all stakeholders significantly reducing the time required to start up, commission, and train.

Daily Rate	\$2,600
Hours	Maximum of 10 hours per day
Travel	Travel time charged at Daily Rate Transportation charged at cost + 15%
Meals	\$140 per day
Accommodations	Cost + 15%

PRICES QUOTED IN CANADIAN DOLLARS
RATES ARE PER OPERATOR
RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE



9087A 19th Street
Langley, British Columbia, Canada
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service@awcsolutions.com

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All prices are in CAD.



STAFF REPORT

To: Mayor and Council
From: Keir Gervais, CAO
Subject: 2023-2027 Five-Year Financial Plan Bylaw Amendment
Meeting date: June 4, 2024

BACKGROUND

On January 16, 2024 the following resolution was passed by Council:

MOTION R24/14

MOVED AND SECONDED

THAT Five Year Financial Plan Amendment Bylaw No. 505, 2023 be given first, second and third reading.

Opposed Cllr Burchett, Cllr Poulsen

CARRIED

DISCUSSION

The attached Bylaw No. 505, 2023 has been prepared based on Council's direction.

RECOMMENDATIONS

THAT Five Year Financial Plan Amendment Bylaw No. 505, 2023 be given fourth and final reading.

Respectfully submitted,

Keir Gervais, CAO

Attachments:

- January 16, 2024 Staff Report - 2023-2027 Five-Year Financial Plan Bylaw Amendment
- 2023-2027 Five-Year Financial Plan Amendment Bylaw No. 505, 2023



STAFF REPORT

For: Mayor and Council
Prepared by: Keir Gervais, CAO
Subject: **2023-2027 Five-Year Financial Plan Bylaw Amendment**
Meeting date: January 16, 2024

PURPOSE

To present Council with the necessary amendments to Bylaw #498-2023 Five-Year Financial Plan Bylaw 2023-2027 and for Council to consider first, second and third reading of Bylaw #505-2024 Five-Year Financial Plan Amendment Bylaw 2023-2027.

BACKGROUND

On May 2, 2023 Council adopted Five Year Financial Plan (2023-2027) Bylaw No. 498, 2023. Since the plan's adoption there have been a few expenditures approved by Council resolution that require an amendment to the five-year financial plan.

To allow staff to act on opportunities or make significant changes to projects in the current year and comply with legislation the current practice is for staff to first obtain approval from Council for any additional expenditures.

In addition to Council's approval of these expenditures, the District's Five-Year Financial Plan Bylaw must be amended to reflect these changes prior to the adoption of the next year's financial plan.

DISCUSSION

In the 2023 fiscal year, 4 additional expenditures were passed by Council resolution, as follows:

1. 23 R 178 CARRIED (*Kelsey Centre – Emergency Cooling Enhancement Project*)
THAT Council approve a budget of up to \$7,500 for the project, and that the budget be sourced from the Growing Communities Fund. THAT the 2023-2027 Financial Plan be amended accordingly.

2. 23 R 244 CARRIED

THAT the 2023-2027 Financial Plan be amended to incorporate \$20,000 from the regional UBCM CEPF ESS grant, \$30,000 from the regional UBCM CEPF EOC grant, \$70,000 from the ICET Rural Advisory Program grant, \$99,360 from the UBCM CRI FireSmart grant, and \$5,000 from the BC Healthy Communities Plan H Community Connectedness grant, to fund the projects identified in the September 5, 2023 report from the CFO.

3. 23 R 245 CARRIED

THAT the 2023-2027 Financial Plan be amended to transfer \$10,000 from the Growing Communities Fund for the Firehall #1 generator project.

4. 23 R 247 CARRIED

THAT the 2023-2027 Financial Plan be amended to transfer \$2,750 from operating surplus to fund the budget overages identified in the September 5, 2023 report from the CFO.

In addition to the above-mentioned expenditures that have been previously approved by Council, there is one additional expenditure that requires approval and that is \$16,428 of engineering costs related to the replacement of the heat pump at the RCMP detachment at 610 Kelsey Way.

The additional expenditures and revenues mentioned above have been included in the draft 2023-2027 Five-Year Financial Plan Amendment Bylaw #505-2023 attached. All figures that have been updated are highlighted in yellow for quick reference.

Policy/Legislation

It is common for changes and opportunities to arise as the year progresses. The Community Charter also recognizes that a Council has the right to amend the financial plan during the fiscal year. Subsection 165(2) states, "For certainty, the financial plan may be amended by bylaw at any time."

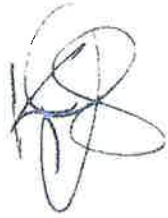
RECOMMENDATIONS

THAT the 2023 – 2027 Financial Plan be amended to transfer \$16,428 from the LGCAP Reserve to fund engineering costs related to the replacement heat pump for the RCMP detachment at 610 Kelsey Way in the amount of \$16,428; and

THAT Council receive the 2023-2027 Five-Year Financial Plan Bylaw Amendment staff report for information and discussion; and

THAT 2023-2027 Five Year Financial Plan Amendment Bylaw #505-2023 be given first, second and third reading.

Respectfully submitted,



Keir Gervais, CAO

Attachments:

- **2023-2027 Five-Year Financial Plan Bylaw #498-2023**
- **Draft 2023-2027 Five-Year Financial Plan Amendment Bylaw #505-2023**

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
GENERAL REVENUE				
<i>Revenue</i>				
Taxation - General Municipal Purpose	01-01-00-0100	414,993	414,993	456,492
Taxation - NMC				
Total Taxes		414,993	414,993	456,492
Utilities Tax - B.C. Hydro	01-01-00-0110	4,039	4,039	4,132
Utilities Tax - Telus	01-01-00-0111	1,946	1,946	2,004
Utilities Tax - Cable	01-01-00-0112	550	0	567
Total Utilities Taxes		6,534	5,984	6,702
Federal Grant-in-lieu-of Taxes	01-01-00-0130	8,065	7,525	8,872
Federal Community Works Fund Grant	01-01-00-0136	71,568	75,149	75,149
Provincial Govt Grant - GCF	01-01-00-0139	622,000	622,000	0
Provincial Govt Grant - Small Comm	01-01-00-0140	360,000	343,000	384,000
LGCAP Grant	01-01-00-0141	41,082	41,082	120,373
HOG Administration Fee	01-01-00-0145	2,100	2,129	2,100
Revenue - Other	01-01-00-0192	1,700	994	1,250
Unrealized Gain (Loss)	01-01-00-0258	0	0	0
Interest Income General	01-01-00-0259	13,500	54,622	74,622
Interest & Tax Penalties	01-01-00-0260	9,000	13,275	13,275
Tax Sale Revenue	01-01-00-0275	0	0	0
Total Other General Revenue		1,129,015	1,159,776	679,640
Total General Revenue		1,550,543	1,580,753	1,142,835

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
OTHER GOVERNMENTS				
<i>Revenue</i>				
Comox Strathcona Waste Management	01-01-00-0119	8,500	8,469	8,500
School Tax	01-01-00-0120	100,000	110,633	100,000
Regional Hospital	01-01-00-0121	21,000	21,492	21,000
BC Assessment Authority	01-01-00-0122	2,600	2,843	2,600
Municipal Finance Authority	01-01-00-0123	15	17	15
Regional District	01-01-00-0124	16,500	17,743	16,500
Regional Library	01-01-00-0125	14,700	14,889	14,700
Police Tax	01-01-00-0126	18,000	21,336	18,000
Total Other Governments Revenue		181,315	197,422	181,315
<i>Expenditure</i>				
Requisitions - School Tax	01-02-00-0577	100,000	110,633	100,000
Requisitions - Regional Hospital	01-02-00-0578	21,000	21,492	21,000
B.C. Assessment Authority	01-02-00-0579	2,600	2,843	2,600
Municipal Finance Authority	01-02-00-0580	15	17	15
Regional District	01-02-00-0581	16,500	17,730	16,500
Regional Library	01-02-00-0582	14,700	14,623	14,700
Requisitions - Police Tax	01-02-00-0583	18,000	21,336	18,000
Comox Strathcona Waste Management	01-02-00-0584	8,500	8,471	8,500
Total Other Governments Expenditure		181,315	197,145	181,315
Net Other Governments		0	278	0

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
MAYOR & COUNCIL				
Revenue				
Revenue - Other	01-01-02-0192	0	1,556	0
Total Legislative Revenue		0	1,556	0
Expenditure				
Honorarium - Mayor	01-02-02-0365	10,640	9,780	10,640
Honorarium - Councillors	01-02-02-0366	32,960	29,880	32,960
Payroll Costs - Mayor & Council	01-02-02-0370	900	1,047	900
Travel & Education - Council	01-02-02-0380	13,050	13,759	22,350
Information Technology	01-02-02-0414	4,400	5,521	4,400
COVID-19 Expenses	01-02-02-0452	0	0	0
Council - Special Projects	01-02-02-0501	3,500	6,296	2,500
Grants in Aid	01-02-02-0502	1,500	500	1,500
Council - Office Supplies/Expenses	01-02-02-0510	1,750	1,342	1,750
Cellular phone costs	01-02-02-0540	0	0	0
Total Legislative Expenditure		68,700	68,125	77,000
Net Legislative		(68,700)	(66,570)	(77,000)

Council - Special Projects

Canada Day	1,500
Art for Indigenous People	125
Plaque Stand	450
Bronze Plaque	3,605
Legion Military Book Ad	285
Chamber Membership	330
	<u>6,295</u>
Grant in Aid	
Secret Santa	500
	<u>500</u>

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
ADMINISTRATION				
Revenue				
Grants - Admin	01-01-03-0140	36,750	78,558	207,800
First Nations Relations Revenue	01-01-03-0144	0	0	0
Area A Fire Administration Fee	01-01-03-0150	2,500	2,500	2,500
Business Licenses	01-01-03-0165	2,700	5,165	3,900
Dog Licenses & Fines	01-01-03-0166	700	1,041	700
Photocopies & Fax	01-01-03-0190	750	381	400
Sayward News Revenue	01-01-03-0191	5,750	13,225	13,000
Revenue - Other	01-01-03-0192	100	1,446	1,000
Transfer from Reserves		10,000	0	40,000
Total Administration Revenue		59,250	102,316	269,300
Expenditure				
Salaries - Admin	01-02-03-0350	203,766	213,239	208,696
Wages - Custodian	01-02-03-0353	1,532	1,642	1,568
Salaries - Public Works	01-02-03-0360	3,371	12,431	2,982
Payroll Costs: Admin & PW	01-02-03-0370	51,080	50,651	55,812
Employee Benefits	01-02-03-0378	0	0	0
Travel & Education - Admin	01-02-03-0380	6,500	6,303	6,500
Advertising	01-02-03-0400	750	0	750
First Nations Relations Expenses	01-02-03-0403	0	0	0
Sayward News	01-02-03-0405	4,700	5,104	5,257
Internet	01-02-03-0406	1,050	1,034	1,082
Postage	01-02-03-0409	1,632	1,154	1,681
Audit	01-02-03-0410	16,207	16,900	16,694
Legal	01-02-03-0411	16,000	55,750	55,750
Information Technology	01-02-03-0414	16,500	18,929	16,270
Bank Charges, Fees & Interest	01-02-03-0420	3,500	2,957	3,605
Tax Sale Fees	01-02-03-0421	1,000	1,182	1,030
Dues, Memberships & Subscriptions	01-02-03-0435	4,500	4,302	4,635
Insurance - Building	01-02-03-0445	2,781	2,653	2,864
Insurance - Liability	01-02-03-0447	3,417	3,416	3,519
Maintenance & Repairs - Admin Office	01-02-03-0450	2,000	1,466	2,060
COVID-19 Expenses	01-02-03-0452	0	0	0
Cleaning Supplies - Office	01-02-03-0454	300	21	309
Office Supplies	01-02-03-0510	5,500	5,650	5,665
Tax Printing	01-02-03-0514	500	549	515
Business Travel/Meetings	01-02-03-0518	500	441	515
Equipment - Admin Office	01-02-03-0529	12,500	1,023	12,875
Contract Labour	01-02-03-0532	59,250	52,934	237,800
Copier - Rent & Supplies	01-02-03-0538	6,500	7,151	6,695
Telephone & Cell Phone	01-02-03-0540	4,400	5,721	4,532
Heating Fuel	01-02-03-0550	11,000	6,144	6,267
Utilities	01-02-03-0555	3,800	6,762	6,897
Total Administration Expenditure		444,537	485,508	672,824
Net Administration		(385,287)	(383,193)	(403,524)

CONTRACT LABOUR

50,000	Development Process Review
36,000	Emergency Planning CEPF
5,000	PlanH Grant
5,000	Bylaw and Inspections - NOT COVERED BY GRANTS
25,000	CFO Contract - NOT COVERED BY GRANTS
5,000	C2C
61,800	Zoning Review
50,000	Economic Development Position
<u>237,800</u>	

LEGAL BILLINGS

3,345	Human Resources
127	Planning & Development
6,401	General Advice
<u>9,873</u>	

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
ELECTION				
<i>Revenue</i>				
Revenue - Other	01-01-04-0192			
Transfer from Election Reserve				
Total Election Revenue		0	0	0
<i>Expenditure</i>				
Salaries - Admin	01-02-04-0350	0		0
Salaries - Public Works	01-02-04-0360	0		0
Payroll Costs - Admin & PW	01-02-04-0370	0		0
Election Expense	01-02-04-0520	0		10,000
Transfer to Election Reserve	01-04-00-0940	3,363	3,363	3,363
Total Election Expenditure		3,363	3,363	13,363
Net Election		(3,363)	(3,363)	(13,363)

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
RECREATION CENTRE				
Revenue				
Grants - Recreation	01-01-06-0140	0	0	0
Kelsey Centre Gift Certificates	01-01-06-0167	0	30	30
Age Friendly Program Revenue	01-01-06-0168	750	1,011	1,200
Swim Lesson Fees	01-01-06-0169	1,200	4,250	2,730
Ten Pack	01-01-06-0171	2,700	6,480	4,562
Single User - Pool	01-01-06-0173	1,100	3,113	2,000
Single User - Gymnasium	01-01-06-0174	550	176	200
Drop In Fitness Fees	01-01-06-0177	150	886	600
Drop In Weight Room Fees	01-01-06-0178	500	221	250
Monthly Passes	01-01-06-0179	250	1,229	1,000
Shower Fees	01-01-06-0181	100	0	0
After School Program/Day Care Fees	01-01-06-0182	1,500	1,423	1,400
Concession Sales	01-01-06-0183	2,500	4,404	3,500
Pool Rental	01-01-06-0185	500	6,111	3,000
Gym Rental	01-01-06-0186	2,000	1,714	2,194
Room Rental	01-01-06-0187	400	4,006	400
Rentals - Tables and Chairs	01-01-06-0188	150	314	150
Birthday Party/Event Revenue	01-01-06-0189	1,750	2,480	2,000
Revenue - Other	01-01-06-0192	0	0	0
Kelsey Centre Van Donations	01-01-06-0270	3,750	1,335	3,290
Special Event Revenue/Donations	01-01-06-0271	1,400	9,817	4,500
Afterschool Program Donations	01-01-06-0272	0	30	0
Transfer from Reserves		750	0	0
Total Recreation Centre Revenue		22,000	49,030	33,006

Recreation Center Expenses				
Operating Expenses				
Salaries - Admin	01-02-06-0350	44,179	38,104	48,155
Wages - Recreation	01-02-06-0352	32,458	45,685	33,732
Wages - Custodian	01-02-06-0353	4,979	4,879	5,096
Wages - Lifeguards	01-02-06-0354	43,470	38,636	45,608
Payroll Costs: Admin & PW	01-02-06-0370	23,362	20,490	27,957
Travel & Education - Recreation	01-02-06-0380	3,000	594	3,800
Advertising	01-02-06-0400	750	0	750
Information Technology	01-02-06-0414	1,600	2,640	1,600
Bank Charges, Fees & Interest	01-02-06-0420	475	530	475
Dues, Memberships & Subscriptions	01-02-06-0435	500	1,186	600
Afterschool Supplies/Expenses	01-02-06-0437	1,000	1,279	1,300
Concession	01-02-06-0438	1,500	2,621	2,100
Seniors Special Events	01-02-06-0439	500	199	250
Special Events Expense	01-02-06-0440	1,500	7,163	4,000
Swim Lesson Expenses	01-02-06-0442	150	349	650
Age Friendly Programming Expenses	01-02-06-0443	0	0	0
COVID-19 Expenses	01-02-06-0452	750	54	100
M & R, Gas & Oil - Age Friendly Van	01-02-06-0480	2,875	4,095	4,100
Office Supplies	01-02-06-0510	1,500	1,982	1,500
Chemicals & Maintenance - Pool	01-02-06-0515	7,500	10,916	5,000
Rec Centre Supplies	01-02-06-0516	1,200	1,085	1,200
Business Travel/Meetings	01-02-06-0518	650	195	650
Equipment - Recreation Centre	01-02-06-0529	5,050	6,750	5,050
Telephone & Internet	01-02-06-0540	2,750	2,773	2,805
Sub Total Operating Expenses		181,698	192,206	196,478
Building Expenses				
Salaries - Public Works	01-02-06-0360	12,709	14,069	11,744
Insurance - Building	01-02-06-0445	11,408	10,882	11,208
Insurance - Liability	01-02-06-0447	1,424	1,424	1,441
Maintenance & Repairs - Recreation	01-02-06-0450	28,000	25,446	26,000
Cleaning Supplies	01-02-06-0454	1,300	1,174	1,000
Heating Fuel	01-02-06-0550	44,000	24,439	24,928
Utilities	01-02-06-0555	16,000	27,048	27,589
Sub Total Building Expenses		114,841	104,482	103,910
Total Recreation Centre Expenditure		296,539	296,688	300,388
Net Recreation Centre		(274,539)	(247,657)	(267,382)

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
FIRE DEPARTMENT				
Operating Revenue				
Fire Protection - Area A Share	01-01-07-0156	52,944	52,944	40,862
Fire Protection - Village Share	01-01-07-0157	35,296	49,856	49,113
Grants - Fire Dept.	01-01-07-0140	29,910	14,955	49,680
Rescue Revenue	01-01-07-0158	0	7,203	5,000
Miscellaneous Fire Dept Revenue	01-01-07-0190	0	0	0
Revenue - Other	01-01-07-0192	0	93	0
Transfer from Reserves		0	0	0
Total Fire Department Operating Revenue		118,150	125,051	144,655
Operating Expenditure (Shared)				
Stipends - Fire Chief/Deputy/Admin	01-02-07-0362	9,600	11,180	10,000
Volunteer Fire Dept Grant	01-02-07-0363	3,600	3,600	3,600
WorkSafeBC	01-02-07-0375	245	183	250
Travel, Training & Education - Fire Dept	01-02-07-0380	16,000	8,569	16,000
Information Technology	01-02-07-0414	1,000	1,153	1,000
Dues, Memberships & Subscriptions	01-02-07-0435	1,000	2,626	2,600
Insurance - Equipment	01-02-07-0445	800	471	816
Firefighters Insurance (Disability and Life)	01-02-07-0446	4,750	3,719	4,750
Insurance - Liability	01-02-07-0447	949	949	961
Insurance & License - Vehicles	01-02-07-0448	2,604	2,524	2,656
Cleaning Supplies	01-02-07-0454	250	123	250
M & R - Vintage truck and trailer	01-02-07-0469	3,500	63	3,500
M & R, Gas & Oil - Equipment	01-02-07-0470	1,800	2,245	1,800
M & R, Gas & Oil - Engine #4 (2007 model at #1 Firehal	01-02-07-0471	6,000	1,840	6,000
M & R, Gas & Oil - Engine #3 (1997 model at #2 Firehal	01-02-07-0472	3,200	1,018	4,200
M & R, Gas & Oil - Rescue #33 (1990 Rescue Truck)	01-02-07-0473	5,000	1,199	5,000
M & R Communications	01-02-07-0475	1,200	223	1,200
M & R, Gas & Oil - Rescue #22 (2015 Rescue Truck)	01-02-07-0476	1,750	2,917	1,750
Office Supplies	01-02-07-0510	1,000	76	1,000
Firefighter Supplies	01-02-07-0511	22,000	2,130	23,100
Fire Prevention	01-02-07-0513	850	733	850
Equipment - Fire Dept	01-02-07-0529	21,500	44,995	22,575
Telephone & Internet - Hall #1	01-02-07-0540	1,576	1,918	1,650
Telephone - Hall #2	01-02-07-0541	976	945	975
Utilities - Hall #1	01-02-07-0555	3,200	5,738	3,850
Utilities - Hall #2	01-02-07-0556	3,800	1,663	2,450
Total Fire Dept Operating Expenses (Shared)		118,150	102,800	122,783
Maintenance & Repairs - Hall #2	01-02-07-0451	0		0
Other Expenses (Village - Hall #1)				
Custodian	01-02-07-0353	383	729	392
Salaries - Public Works	01-02-07-0360	810	991	891
Payroll Costs: Admin & PW	01-02-07-0370	130	135	135
Fire Inspections	01-02-07-0412	3,000	0	3,000
Maintenance & Repairs - Hall #1	01-02-07-0450	3,000	7,206	3,060
Insurance - Building (Hall #1)	01-02-07-0533	1,163	737	1,279
Fire Truck Insurance - Village Share	01-02-07-0573	450	420	459
Total Fire Dept Other Expenses (Village)		8,936	10,218	9,216
Total Fire Dept Operating Expense (Village)		44,232	60,074	58,329

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
POLICE SERVICES				
Revenue				
RCMP Rent	01-01-08-0198	24,000	24,000	24,000
RCMP Maintenance	01-01-08-0199	9,748	9,748	9,748
Total Police Services Revenue		33,748	33,748	33,748
Expenditure				
Salaries - Public Works	01-02-08-0360	3,109	566	2,972
Payroll Costs: Admin & PW	01-02-08-0370	552	70	616
Insurance - Building	01-02-08-0445	1,281	1,112	1,409
Insurance - Liability	01-02-08-0447	190	190	192
Maintenance & Repairs - Police	01-02-08-0450	1,500	1,030	1,500
Municipal Services Expense	01-02-08-0573	4,409	0	4,497
Total Police Services Expenditure		11,040	2,968	11,186
Net Police Services		22,708	30,780	22,562

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
ROADS				
Revenue				
Snow Removal Revenue	01-01-09-0190	1,750	600	1,750
Transfer from Reserves				
Total Roads Revenue		1,750	600	1,750
Expenditure				
Salaries - Public Works	01-02-09-0360	9,272	4,718	8,289
Payroll Costs: Admin & PW	01-02-09-0370	1,897	887	2,105
Maintenance & Repairs - Roads	01-02-09-0450	5,000	933	10,000
Sand & Salt	01-02-09-0531	10,000	10,000	7,500
Contract Labour	01-02-09-0532	1,500	0	2,000
Utilities - Street Lighting	01-02-09-0555	23,892	20,559	24,370
Total Roads Expenditure		51,561	37,097	54,264
Net Roads Services		(49,811)	(36,497)	(52,514)

Maintenance & Repairs - Roads

10,000 includes, street sweeping, vac truc
and minor patching

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
DRAINAGE				
Revenue				
Parcel Taxes for Drainage project		30,499	0	30,499
Transfer from Reserves	01-01-10-0315	0	0	
Total Drainage Revenue		30,499	0	30,499
Expenditure				
Salaries - Public Works	01-02-10-0360	3,832	1,304	3,469
Payroll Costs: Admin & PW	01-02-10-0370	772	168	856
Maintenance & Repairs - Drainage	01-02-10-0450	4,000	0	9,000
Contract Labour	01-02-10-0532	1,000	0	1,000
Drainage Principal B/L #XXX		15,659	0	15,659
Drainage Interest B/L #XXX		14,840	0	14,840
Total Drainage Expenditure		40,102	1,472	44,824
Net Drainage		(9,603)	(1,472)	(14,325)

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
SEWER				
Revenue				
Frontage Tax - Sewer Kelsey	01-01-11-0107	6,032	6,032	6,032
Sewer User Fees	01-01-11-0170	89,399	91,149	92,528
Sewer Connection Fees	01-01-11-0175	0	300	0
Revenue - Other	01-01-11-0192	200	305	0
Actuarial Adjustment sewer	01-01-11-0250	2,500	0	0
Transfer from Reserves		0	0	0
Total Sewer Revenue		98,132	97,786	98,561
Expenditure				
Salaries - Admin	01-02-11-0350	25,471	26,654	26,087
Salaries - Public Works	01-02-11-0360	23,910	17,708	21,791
Payroll Costs: Admin & PW	01-02-11-0370	11,053	9,193	12,239
Travel & Education - Sewer	01-02-11-0380	3,500	0	5,000
Insurance - Building	01-02-11-0445	2,380	2,509	2,618
Insurance - Liability	01-02-11-0447	475	475	522
Maintenance & Repairs - Sewer	01-02-11-0450	10,000	17,641	12,000
Sewer Connection Costs	01-02-11-0495	0	0	0
Equipment - Sewer	01-02-11-0529	1,000	0	3,000
Contract Labour	01-02-11-0532	8,000	350	3,000
Sewer Lease Fees	01-02-11-0535	480	470	480
Utilities - Agitator, Lift Stations	01-02-11-0555	9,100	9,120	9,282
Sewer Principal B/L #338	01-02-11-0561	4,931	4,931	4,931
Sewer Interest B/L # 338	01-02-11-0571	1,101	1,101	1,101
Total Sewer Expenditure		101,400	90,152	102,052
Net Sewer		(3,268)	7,634	(3,491)

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
WATER				
Revenue				
Frontage Tax - Water Kelsey	01-01-12-0107	2,075	2,075	2,075
Grants - Water	01-01-12-0140	0	0	0
Water User Fees	01-01-12-0170	156,786	159,029	161,490
Water Connection Fees	01-01-12-0175	0	700	0
Revenue - Other	01-01-12-0192	0	2,336	0
Actuarial adjustment	01-01-12-0250	800	0	0
Transfer from Reserves		0	0	0
Total Water Revenue		159,661	164,140	163,565
Expenditure				
Salaries - Admin	01-02-12-0350	25,471	26,654	26,087
Salaries - Public Works	01-02-12-0360	38,315	35,639	34,693
Payroll Costs: Admin & PW	01-02-12-0370	13,993	11,906	6,857
Travel & Education	01-02-12-0380	4,000	0	4,000
Insurance - Building	01-02-12-0445	7,849	7,420	8,634
Insurance - Liability	01-02-12-0447	569	569	577
Maintenance & Repairs - Water	01-02-12-0450	8,000	175	8,000
Maintenance & Repairs - Plant	01-02-12-0452	5,000	5,751	15,000
Chemicals - Water	01-02-12-0515	25,500	20,180	25,500
Equipment - Water	01-02-12-0529	2,500	0	10,000
Contract Labour	01-02-12-0532	2,500	426	2,500
Water Lease Fees	01-02-12-0535	2,000	1,443	2,040
Telephone & Internet	01-02-12-0540	250	118	255
Utilities	01-02-12-0555	10,500	11,696	10,710
Water Principal B/L #337	01-02-12-0561	1,697	1,697	1,697
Water Interest B/L #337	01-02-12-0571	379	379	379
Total Water Expenditures		148,523	124,053	156,928
Net Water		11,138	40,087	6,637

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
PARKS				
Revenue				
Grants - Parks	01-01-13-0140	0	0	0
Camping Revenue	01-01-13-0190	13,500	18,615	13,905
Revenue - Other	01-01-13-0192	0	0	0
Park Bench Revenue	01-01-13-0195	1,500	0	1,500
Transfer from Reserves		0	0	0
Total Parks Revenue		15,000	18,615	15,405
Expenditure				
Wages - Custodian	01-02-13-0353	766	417	784
Salaries - Public Works	01-02-13-0360	19,288	17,073	18,879
Payroll Costs: Admin & PW	01-02-13-0370	3,377	2,363	3,670
Advertising	01-02-13-0400	275	0	275
Insurance - Building	01-02-13-0445	788	752	867
Insurance - Vehicles	01-02-13-0448	739	739	739
Maintenance & Repairs - Parks	01-02-13-0450	2,300	1,956	2,500
Cleaning Supplies	01-02-13-0454	300	41	500
M & R - Equipment	01-02-13-0475	1,000	2,957	3,000
Diesel & Oil - Kubota Mower	01-02-13-0477	750	675	750
Supplies - Parks	01-02-13-0516	1,500	2,108	2,100
Equipment - Parks	01-02-13-0529	1,500	0	1,500
Contract Labour	01-02-13-0532	1,000	807	1,000
Park Bench Expense	01-02-13-0534	1,400	0	500
Utilities	01-02-13-0555	2,300	2,852	2,346
Total Parks Expenditure		37,283	32,741	39,410
Net Parks		(22,283)	(14,126)	(24,005)

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
SOLID WASTE				
Revenue				
Solid Waste User Fees	01-01-14-0170	45,555	46,687	48,744
Recycling Revenue	01-01-14-0190	500	63	500
Revenue - Other	01-01-14-0192	3,410	4,123	3,410
Transfer from Reserves		0	0	0
Total Solid Waste Revenue		49,465	50,873	52,654
Expenditure				
Maintenance & Repairs - Solid Waste	01-02-14-0450	1,000	0	500
Contract Labour	01-02-14-0532	4,500	1,700	2,000
Waste Disposal & Tipping Fees	01-02-14-0536	43,500	46,021	46,000
Total Solid Waste Expenditure		49,000	47,721	48,500
Net Solid Waste		465	3,152	4,154

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
PUBLIC WORKS				
Revenue				
Revenue - Other	01-01-15-0192	250	800	250
Transfer from Reserves		0	0	0
Total Public Works Revenue		250	800	250
Expenditure				
Salaries - Public Works	01-02-15-0360	46,743	52,627	41,969
Payroll Costs: Admin & PW	01-02-15-0370	9,512	8,429	10,553
Travel & Education - Public Works	01-02-15-0380	1,500	0	1,500
Dues, Memberships & Subscriptions	01-02-15-0435	750	781	800
Insurance - Building	01-02-15-0445	1,274	1,208	1,401
Insurance - Liability	01-02-15-0447	2,468	2,468	2,498
Insurance & Licenses - Vehicles	01-02-15-0448	4,370	4,371	4,457
M & R - Public Works	01-02-15-0450	2,500	5,303	2,500
M & R - Tractor and Dump Truck	01-02-15-0475	500	149	3,000
Diesel & Oil - Tractor and Dump Truck	01-02-15-0477	1,000	521	1,000
Gas & Oil - Public Works Trucks	01-02-15-0478	8,000	4,241	5,000
M & R - Public Works Trucks	01-02-15-0480	3,750	1,041	4,000
Office Supplies	01-02-15-0510	750	341	500
General Supplies	01-02-15-0516	3,400	1,403	2,500
Business Travel/Meetings	01-02-15-0518	500	0	500
Equipment	01-02-15-0529	1,200	0	2,500
Telephone & Internet	01-02-15-0540	2,450	2,915	2,499
Utilities	01-02-15-0555	2,700	2,232	2,754
MFA Principal - Truck Loan	01-02-15-0561	13,650	11,670	13,642
MFA Interest - Truck Loan	01-02-15-0571	218	2,200	76
Total Public Works Expenditure		107,234	101,899	103,650
Net Public Works		(106,984)	(101,099)	(103,400)

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
PLANNING & BUILDING INSPECTION				
<i>Revenue</i>				
Building Permits	01-01-16-0160	7,500	200	7,500
Planning Fee Revenue	01-01-16-0161	1,000	5,539	1,000
Total Planning Revenue		8,500	5,739	8,500
<i>Expenditure</i>				
Building Inspections	01-02-16-0413	7,500	2,082	7,500
Planning & Rezoning Costs	01-02-16-0517	4,500	1,008	4,500
Contract Labour	01-02-16-0532	10,000	17,701	10,000
Payroll Costs	01-02-16-0570	1,450	1,796	1,479
Total Planning Expenditure		23,450	22,586	23,479
Net Planning		(14,950)	(16,847)	(14,979)

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
EMERGENCY PLANNING				
Revenue				
Grants - Emergency Program	01-01-17-0140	2,500	7,823	2,500
Revenue - Other	01-01-17-0192	0		0
Total Emergency Planning Revenue		2,500	7,823	2,500
Expenditure				
Stipend - Municipal Emergency Program	01-02-17-0364	3,600	3,600	3,600
Payroll Costs - Emergency Program	01-02-17-0370	120	4	120
Travel & Education - Emergency Program	01-02-17-0380	2,000	0	2,000
Insurance - Property	01-02-17-0445	680	849	714
Insurance - Liability	01-02-17-0447	1,132	510	1,189
Municipal Emergency Program Expenses	01-02-17-0522	1,500	0	1,500
Equipment - Emergency Program	01-02-17-0529	0	0	0
Emergency Program Projects	01-02-17-0532	0	7,759	0
Total Emergency Planning Expenditure		9,032	12,722	9,123
Net Emergency Planning		(6,532)	(4,899)	(6,623)

Description	Account Codes	2023 Budget	2023 Actual	2024 Budget
HEALTH CENTRE				
<i>Revenue</i>				
Revenue - Other	01-01-20-0192	0	80	0
Total Health Centre Revenue		0	80	0
<i>Expenditure</i>				
Maintenance and Repairs - Health Clinic	01-02-20-0450	1,000	1,433	1,000
Total Health Centre Expenditure		1,000	1,433	1,000
Net Health Centre		(1,000)	(1,353)	(1,000)



VILLAGE OF SAYWARD

BYLAW NO. 505

A BYLAW TO PROVIDE FOR THE AMENDMENT OF THE FINANCIAL PLAN (2023-2027)

WHEREAS pursuant to Section 165 of the *Community Charter*, "Five Year Financial Plan Bylaw No. 483, 2022" was adopted on May 2, 2023;

AND WHEREAS pursuant to Section 165 (2) of the *Community Charter*, the financial plan may be amended by bylaw at any time;

NOW THEREFORE, the Council of the Village of Sayward in open meeting assembled enacts as follows:

1. This Bylaw may be cited as "**Five Year Financial Plan Amendment Bylaw No. 504, 2023**"
2. "Five Year Financial Plan Bylaw No. 498 2023" is hereby amended by deleting Schedule "A" in its entirety and replacing it with Schedule "A" attached to and forming part of this Bylaw.

Read a first time on the 16th day of January 2024.

Read a second time on the 16th day of January 2024.

Read a third time on the 16th day of January 2024.

Adopted on the 4th day of June 2024.

Certified a true copy of Bylaw No. 505
this ____ day of _____, _____

Chief Administrative Officer
Village of Sayward

Mayor

Corporate Officer

2023 – 2027 Five Year Financial Plan Amendment Bylaw No. 505, 2024 – Schedule A

	2023	2024	2025	2026	2027
REVENUES					
Taxation					
Property Value Taxes	414,993	456,492	502,142	552,356	607,591
Parcel Taxes	38,607	38,607	38,607	38,607	38,607
Utilities/Payments in Lieu of Taxes	14,600	15,134	15,690	16,271	16,877
Total Taxation	468,200	510,233	556,439	607,234	663,075
Fees and Charges					
Recreation	21,250	21,280	21,311	21,342	21,374
Licences/Permits	10,900	10,900	10,900	10,900	10,900
Sewer Utility	92,099	92,528	95,767	99,119	102,588
Water Utility	157,586	161,490	166,334	171,324	176,464
Solid Waste Fees	45,555	48,744	50,450	52,216	54,043
Other Revenue	91,058	91,521	92,996	93,484	93,986
Total Fees and Charges	418,449	426,463	437,758	448,385	459,355
Other Revenue					
Federal Government Grants	71,568	75,149	75,149	75,149	75,149
Provincial Government Grants	1,206,360	360,000	360,000	360,000	360,000
Capital Asset Grants	1,350,198	0	0	0	0
Other Grants	110,242	43,582	43,582	43,582	43,582
Total Other Revenue	2,738,368	478,731	478,731	478,731	478,731
Proceeds From Borrowing	400,000	0	0	0	0
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	235,631	0	0	10,100	0
TOTAL REVENUE	4,260,647	1,415,427	1,472,928	1,544,449	1,601,161
EXPENSES					
Municipal Purposes					
General Government Services	607,687	493,746	500,747	518,036	515,355
Fire, Emergency & Protective Services	114,842	78,292	78,802	81,802	83,300
Public Works, Roads, Drainage	154,531	155,194	155,940	160,774	161,701
Parks & Recreation	341,269	332,248	339,072	346,157	353,521
Sewer Utility	95,368	92,544	94,276	96,068	97,924
Water Utility	146,448	147,610	150,903	154,336	157,920
Solid Waste Operations	49,000	49,870	50,757	51,663	52,586
Interest Payment on Municipal Debt	16,538	16,396	16,320	16,320	16,320
Amortization	214,986	214,986	214,986	214,986	214,986
Annual Surplus/(Deficit)	2,519,980	-165,459	-128,875	-95,693	-52,452

Village of Sayward
2024 – 2028 Five Year Financial Plan Bylaw No. 505, 2024 – Schedule A cont'd

Capital Expenditures					
General Capital Expenditures	1,950,576	0	0	0	0
Sewer Capital Expenditures	0	0	0	0	0
Water Capital Expenditures	0	0	0	0	0
Principal Payment on Municipal Debt	35,937	35,929	22,287	22,287	22,287
Adjustment for Non-Cash Items (Amortization)	-214,986	-214,986	-214,986	-214,986	-214,986
Transfers Between Funds					
Statutory Reserve Funds	0	0	0	0	0
Surplus/Reserve Accounts	748,451	13,598	63,824	97,006	140,247
FINANCIAL PLAN BALANCE	0	0	0	0	0