



**VILLAGE OF SAYWARD
REGULAR COUNCIL MEETING AGENDA
May 21, 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 May 21, 2024, be approved.

5. Minutes of Previous Meetings - None

6. Petitions and Delegations

- a) Cpl. Sebastien Brunet, Detachment Commander, Sayward Detachment, Royal Canadian Mounted Police RE: Sayward Policing Reports and 2024-2025 Priorities

7. Correspondence

- a) Jason Johnson, Interim Chair, Sayward Futures Society RE: Canada Day Celebrations Request for Support

Recommended Resolution:

THAT correspondence a) be received.

8. Council Reports - None

9. Reports of Committees - None

10. Mayor's Report – None

11. Unfinished Business

a) Deputy Mayor Designation – Keir Gervais, CAO

Recommended Resolutions:

THAT Council receive the Deputy Mayor Designation report for information and discussion; and,

THAT Councillor _____ be designated Deputy Mayor.

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) 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) Sayward Royal Canadian Legion Service Agreement - Share Shed – Keir Gervais, CAO

Recommended Resolution:

THAT Council receive the Sayward Royal Canadian Legion Service Agreement - Share Shed Staff report for information and discussion; and,

THAT Council approve the renewal of the Sayward Legion and Village of Sayward Working Agreement - Share Shed for one (1) year; and,

THAT Council authorize the CAO to execute said Service Agreement on behalf of the Village.

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 - None

18. Adjournment



Sayward Policing Report

Royal Canadian Mounted Police
Gendarmerie royale du Canada

To: Mayor, Council, and Regional District

Policing Report for January 1, 2024 to March 31st, 2024

Dear Mayor Baker and Councilors, Regional District Representative,

Please find enclosed the policing report that reflects the crime statistics for the months of January to March 31st, 2024. During these months, Sayward RCMP had a total of 137 calls for service, up from 116 for the same period last year.

Report statistics January 1, 2024 – March 31st, 2024:	Village	Rural
911-FALSE/ABANDONED CALLS: 1	0	1
Abandoned Vehicles: 3	0	3
Animal Calls: 3	1	2
Assault: 6	4	2
Breach of Peace: 1	1	0
Breach Bail: 0	0	0
Cause a Disturbance: 2	1	1
Check Wellbeing: 9	6	3
Checkstop Program / Road Block: 5	1	4
Children, Family & Community Services: 0	0	0
Collision Damage under \$10,000: 3	0	3
Coroner's Act: 1	0	1
False Alarms: 7	7	0
Firearms Act: 0	0	0
Impaired OP Motor Veh: 2	2	0
Mental Health Act: 0	0	0
Mischief: 2	2	0
Missing Persons: 1	1	0
Other Permit Issue - Provincial: 3	1	2
Property – Lost & Found: 4	1	3
Sex Assault / Interference: 0	0	0
Theft: 5	2	3
Traffic-Other Moving including Bulk VT's & Warnings: 12	6	6
Unspecified Assist: 12	10	2

Traffic Stats for the period:

- 25 written Warnings
- 9 written Violation Tickets

Community Interactions:

No data recorded for this period.

Boat Patrols for the period:

NIL – boat away for maintenance and repairs in March/April.

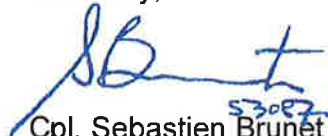
Significant files and police interactions:

1. Members started planning the Khusam Klimb police operational plan.
2. Cpl. BRUNET started planning the operations surrounding the wild fires and preventive measures with the Strathcona Regional District and Sayward Volunteer Fire Department.
3. Cpl. BRUNET planned the mailing of fire season preparedness documents with the Strathcona Regional District coordinator and with the local Canada Post postmaster.
4. Cst. ROSSI met twice with the organizers of the Bike Rodeo to assist in planning the event.

Staffing:

Sayward Detachment was fully staffed this period. When members were away on training or vacation, they were replaced by a reservist or a member from another jurisdiction on overtime.

Sincerely,



Cpl. Sebastien Brunet
Detachment Commander
Sayward RCMP



Sayward Policing Report

Royal Canadian Mounted Police
Gendarmerie royale du Canada

To: Mayor, Council, and Regional District

Policing Report for April 1st to June 30th 2023

Dear Mayor Baker and Councilors, Regional District Representative,

Please find enclosed the policing report that reflects the crime statistics for the months of April 1st to June 30th, 2023. During these months, Sayward RCMP had a total of 115 calls for service, up from 103 for the same period last year.

Report statistics April 1, 2023 – June 30th, 2023:	Village	Rural
911-FALSE/ABANDONED CALLS: 2	2	0
Abandoned Vehicles: 3	0	3
Animal Calls: 1	0	1
Assault: 1	1	0
Breach of Peace: 4	2	2
Breach Bail: 0	0	0
Cause a Disturbance: 2	2	0
Check Wellbeing: 3	3	0
Checkstop Program / Road Block: 5	1	4
Children, Family & Community Services: 0	0	0
Collision Damage under \$10,000: 7	1	6
Coroner's Act: 3	1	2
False Alarms: 1	1	0
Firearms Act: 0	0	0
Impaired OP Motor Veh: 0	0	0
Mental Health Act: 0	0	0
Mischief: 1	1	0
Missing Persons: 0	0	2
Other Permit Issue - Provincial: 0	0	0
Property – Lost & Found: 3	0	3
Sex Assault / Interference: 0	0	0
Theft: 5	2	3
Traffic-Other Moving including Bulk VT's & Warnings: 13	3	10
Unspecified Assist: 31	9	22

Traffic Stats for the period:

- 37 written Warnings
- 13 written Violation Tickets

Community Interactions:

1. Due to the transfer out of the Detachment Commander, no data was recorded for this category.

Boat Patrols for the period:

1. Nil.

Significant files and police interactions:

1. Only significant file was the report of an abducted person who escaped his abductors and ran to the Sayward COOP for assistance. The investigation revealed that the young victim had made up the story to avoid going to respite care. (file 2023-162 refers)

Staffing:

Sayward Detachment was fully staffed this period. When members were away on training or vacation, they were replaced by a reservist or a member from another jurisdiction on overtime.

Sincerely,

A handwritten signature in blue ink, appearing to read 'SB' followed by a stylized flourish. Below the signature, the number '53087' is handwritten.

Cpl. Sebastien Brunet
Detachment Commander
Sayward RCMP



Sayward Policing Report

Royal Canadian Mounted Police
Gendarmerie royale du Canada

To: Mayor, Council, and Regional District

Policing Report for July 1st to September 30st 2023

Dear Mayor Baker and Councilors, Regional District Representative,

Please find enclosed the policing report that reflects the crime statistics for the months of July 1st to September 30th, 2023. During these months, Sayward RCMP had a total of 187 calls for service, up from 113 for the same period last year.

Report statistics July 1st to September 30th 2023	Village	Rural
911-FALSE/ABANDONED CALLS: 2	2	0
Abandoned Vehicles: 1	0	1
Animal Calls: 3	1	2
Assault: 3	1	2
Breach of Peace: 4	4	0
Breach Bail: 1	1	0
Cause a Disturbance: 8	8	0
Check Wellbeing: 15	11	4
Checkstop Program / Road Block: 2	0	2
Children, Family & Community Services: 0	0	0
Collision Damage under \$10,000: 6	0	6
Coroner's Act: 1	1	0
False Alarms: 5	5	0
Firearms Act: 0	0	0
Impaired OP Motor Veh: 4	3	1
Mental Health Act: 1	1	0
Mischief: 5	5	0
Missing Persons: 3	2	1
Other Permit Issue - Provincial: 0	0	0
Property – Lost & Found: 6	1	5
Sex Assault / Interference: 0	0	0
Theft: 12	3	9
Traffic-Other Moving including Bulk VT's & Warnings: 17	3	14
Unspecified Assist: 29	19	10

Traffic Stats for the period:

- 27 written Warnings
- 32 written Violation Tickets

Community Interactions:

1. Members, while on patrol, met with First Nations members at the Naka Creek Recreation Site as they were having a reunion, meals and discussions about the mental health of their communities. Interactions were positive and they were invited to stop by the detachment at any time.
2. Cpl. BRUNET met and introduce himself with multiple stakeholders and members of the community as he transferred in and started on August 17, 2023.

Boat Patrols for the period:

1. One boat patrol on July 16, 2023, by members on overtime, to Helmcken Island.

Significant files and police interactions:

1. The most significant police files were the wildfires around Sayward. These fires are still under investigation by Natural Resources and at least one fire was believed to be an arson.

Staffing:

Sayward Detachment was fully staffed this period. When members were away on training or vacation, they were replaced by a reservist or a member from another jurisdiction on overtime.

Sincerely,

A handwritten signature in blue ink, appearing to read 'SB +', with the number '53082' written below it.

Cpl Sebastien Brunet
Detachment Commander
Sayward RCMP



Sayward Policing Report

Royal Canadian Mounted Police
Gendarmerie royale du Canada

To: Mayor, Council, and Regional District

Policing Report for October 1st to December 31st 2023

Dear Mayor Baker and Councilors, Regional District Representative,

Please find enclosed the policing report that reflects the crime statistics for the months of October 1st to December 31st, 2023. During these months, Sayward RCMP had a total of 130 calls for service, down from 183 for the same period last year.

Report statistics October 1st to December 31st 2023	Village	Rural
911-FALSE/ABANDONED CALLS: 0	0	0
Abandoned Vehicles: 3	1	2
Animal Calls: 5	3	2
Assault: 1	1	0
Breach of Peace: 1	1	0
Breach Bail: 2	2	0
Cause a Disturbance: 6	6	0
Check Wellbeing: 8	7	1
Checkstop Program / Road Block: 3	0	3
Children, Family & Community Services: 0	0	0
Collision Damage under \$10,000: 6	1	5
Coroner's Act: 5	0	5
False Alarms: 3	3	0
Firearms Act: 1	1	0
Impaired OP Motor Veh: 1	1	0
Mental Health Act: 0	0	0
Mischief: 5	5	0
Missing Persons: 3	2	1
Other Permit Issue - Provincial: 0	0	0
Property – Lost & Found: 5	2	3
Sex Assault / Interference: 0	0	0
Theft: 14	5	9
Traffic-Other Moving including Bulk VT's & Warnings: 9	3	6
Unspecified Assist: 14	7	7

Traffic Stats for the period:

- 9 written Warnings
- 5 written Violation Tickets
- 4 ATV/UTV Permit's written

Community Interactions:

1. Members attended the Sayward School for Halloween and visited the haunted house and gave candies to the children.
2. Members set up a table outside the detachment with lit up beacons on the grounds for Halloween and gave candies to children. Members were also grateful that their neighbours (Fire Department) had a BBQ going on and fed them great hotdogs.
3. Cpl. BRUNET attended the Senior's Lunch at the Kelsey Centre.

Boat Patrols for the period:

Nil

Significant files and police interactions:

No significant files for this period.

Staffing:

Sayward Detachment was fully staffed this period. When members were away on training or vacation, they were replaced by a reservist or a member from another jurisdiction on overtime.

Sincerely,

A handwritten signature in blue ink, appearing to read 'SB' followed by a stylized 't' and a date stamp '53087'.

Cpl Sebastien Brunet
Detachment Commander
Sayward RCMP



Collator Code : E5331

Fiscal Year: 2024 - 2025

Sayward

District / Detachment Information - Renseignements sur le district ou le détachement

Fiscal Year - Année financière: 2024 - 2025

RCMP COST CENTRE STANDARD HIERARCHY

C

ISLAND DISTRICT

SAYWARD DETACHMENT

SAYWARD DETACHMENT P

Sayward

Community Name(s) - Nom(s) de la(des) collectivité(s)

1. Sayward

This letter acknowledges that the stakeholders of the above-noted detachment / district / unit area or community(ies) and the RCMP have consulted and discussed our progress against last year's priority issues. Further it has been agreed that over the coming year we will collectively focus on the following priority issues.

La présente lettre atteste que les responsables de la région du détachement/district/service ou de la ou des collectivités susmentionnées et de la GRC se sont consultés et ont discuté des progrès accomplis par rapport aux enjeux prioritaires de l'année dernière. Il a aussi été convenu que les enjeux suivants constituent les enjeux prioritaires sur lesquels nous concentrerons conjointement nos efforts au cours de l'année à venir.

Community Priority Issue(s) - Enjeu(x) prioritaire(s) pour la collectivité

1. Police / Community Relations - Police Visibility
2. Safety - Watercrafts
3. Traffic - Speeding
4. Organized Crime - Drug Trafficking

District / Detachment Commander - Chef de district / détachement

Sebastien Brunet

District / Detachment Commander

Signature - Signature

Date

Community Representative - Représentant(e) de la collectivité

Mayor Mark Baker

Name - Nom

Signature - Signature

Date



SAYWARD FUTURES SOCIETY

Our Community, Our Future

Sayward Futures Society
16 Sayward Road
Box 143
Sayward, BC
V0P 1R0

April 9, 2024

RE: Canada Day Celebrations 2024

Dear Mayor and Council,

The time is upon us again and Sayward Futures Society is proud to start planning and organizing the 2024 Canada Day Celebrations.

We would respectfully ask the Village of Sayward for their monetary support in the amount of \$1500 to offset some of the costs incurred by hosting the Canada Day Celebrations as well as the following donations in kind:

- All day use of H'Kusam Park including the Gazebo on June 30th for the set-up and July 1st for the event. We are hoping to have access to water and power on June 30th at the Gazebo as well as work with Public Works to have the Gazebo power washed June 29th to be able to properly highlight this amazing amenity.
- Use of the outdoor washroom facility (open to attendees of the event).
- The use of the Kesey Center kitchen/cold holding for the storage of food items in advance of the event (not to exceed 3 days).
- Appropriate power (110 15amp) to accommodate a children's "bouncy castle" as well as power to support live entertainment (4x 110V).
- The use of tables and chairs to support the event (40 chairs for entertainment-theater style), six round tables for seating/8 chairs at each) and 10 6-foot rectangular tables to support food services. We also request use of the portable hand wash station and assistance from the Public Works Department to move the above listed items to the event site in advance of the event.
- Full use of all garbage cans in the park and gazebo area.
- Use of the first camping stall (closest to the gazebo) on June 30th and July 1 for the event.
- We request permission to barricade the north and south ends of Kelsey Way to control traffic flow during the event and to ensure safety for all involved.
- We also request permission to work with the Kelsey Centre on children's programming as this event will continue to have a strong focus on family. Ideally, we would like to have KC Staff lead children's programming like games and SFS will secure entertainment for children.



SAYWARD FUTURES SOCIETY

Our Community, Our Future

- The use of kitchen wares inclusive to:
 1. Four rectangular chaffing dishes (if available) and fuel
 2. One round/ warmer (if available) and fuel
 3. Cutting board
 4. Frying pan
 5. Four flippers, four tongs and two kitchen knives
 6. Coffee maker
 7. Flat top (if available)
- In the event of inclement weather-use of the Kelsey Center Gym, kitchen, and washroom facilities to accommodate the event.

Note that this year will be a pancake breakfast with bacon and eggs instead of barbeque salmon and burgers due to available volunteers, timing, and costs.

We are incredibly grateful for the Village of Sayward's support and collaboration in creating a wonderful day of celebration overflowing with fun, excitement, and enjoyment for everyone. Thank you again!

Sincerely,

Jason Johnson
Interim Chair, Sayward Futures Society

Appendix A – Application for Grant in Aid



Village of
Sayward

Name of Organization	SAYWARD FUTURES SOCIETY
Address of Organization	BOX 143, SAYWARD BC VOP 1R0
Full Mailing Address	
Telephone Number & Email	CHAIR: 604-385-1552 OFFICE 250-282-0018
Contact Person/Title	JAN JOHANSEN, CHAIR

Primary purpose of organization: _____

SEE EMAIL DATED 2024-05-14 (CORRESPONDENCE)

Event or reason for request: _____

SEE EMAIL DATED 2024-05-14 (CORRESPONDENCE)
& LETTER OF MSK DATED 2024-04-09

Date of event: JULY 01-2024 (SETUP NIGHT PRICING)

Amount of grant requested (or items requested if in-kind): _____

SEE LETTER OF MSK DATED 2024-04-09 AND
EMAIL DATED 2024-05-14

In order to be considered for a grant in aid (financial) please ensure you attach the following when submitting your application:

- 1.) Most recent Financial Statements
- 2.) Budget & details for event

N/A

Grant Funding / CORPORATE SUPPORT

Have you received a previous grant in aid from the Village?

☒

Yes

☐

No

Applicant's signature: _____

Date: _____

2024-05-14

Note: Personal information is collected by the Village of Sayward under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act* for the purpose of processing and administering grant-in-aid applications. Should you have any questions about the collection of this personal information, please contact the Corporate Officer (250) 282-5512, 652 H'Kusam Way, Sayward, BC, VOP 1R0

From: Jason Johnson <jasonrjohnson2003@gmail.com>
Sent: May 14, 2024 12:27 PM
To: Keir Gervais; Saywardfutures Info; Ken McRae; Jason Johnson
Subject: Canada Day
Attachments: 20240409 Letter to Village of Sayward-Canada Day 2024.pdf; 20240514 VoS Grant Aid Policy Form.pdf

Hello Keir

I hope this email finds you well. Attached to this email you will find a copy of the Village Form as part of 300-08 Grant in Aid Policy together with our original letter from April 9th 2024. In looking at the Village form, there does not appear to be sufficient room to complete information and as it is a PDF, I cannot change the spacing for information. Considering this, ***please treat this email as an addition to the form and as correspondence to be added to the agenda for this upcoming Regular Council Meeting on May 21, 2024.*** If this email cannot be added to the upcoming Regular Council Meeting, please advise and we will consider the previous decision by Council to not support the event to be final for 2024.

In regards to question 1, "Primary Purpose of the Organization."

Answer:

Sayward Futures Society is a not-for-profit organization. We own and operate the Kelsey Bay Wharf and Ocean View Gallery and Gifts on the wharf. We are currently working with a number of different parties to first have comprehensive reports completed on the overall condition of the wharf (now complete) and next to secure grant(s) to ensure that the wharf is available for the community to enjoy for generations to come. Without grant(s) comprehensive work needed on this amazing community amenity would not be possible. Our organization also works with Recreation Sites and Trails BC and is responsible for 4 sites in the Sayward Area inclusive to the area that Kusam Klimb is hosted. We maintain recreation sites, work with RTSBC on the development and upkeep on other sites as an advocate for the Sayward Valley and ensure these incredible areas are safe, secure and enjoyed by both residents and people visiting our area alike. Lastly, Sayward Futures either takes the lead or works with a number of other stakeholders to host events in our community. All of this is done with a small board of dedicated volunteers and 2 paid part time staff members. The reason for this email today is to follow-up on Canada Day, which Sayward Futures has traditionally led the planning, organization and execution.

In regards to question 2- "Event or reason for request."

On April 9th, Sayward Futures submitted a letter of ask (see attached) to the Village of Sayward as it has done for the last many years requesting use of Village grounds to host the event, road closures to ensure the event is safe, small wares usage from the Kelsey Center and lastly a financial contribution of \$1500 (the same amount that was granted last year). This year we also had discussions with the Recreation Manager at Kelsey Bay to see if there was interest in their staff running a expanded kids program as our vision this year was a return to a family oriented event. We are happy to state that there was interest so the letter also asked for this resource as well.

As I understand it, the letter was defeated at a Council Meeting that I believe occurred on May 6th (date is not important) which is surprising as this event has been going on for a number of years in its present

form and to my knowledge, well received by the community. No part of the letter of ask was approved (all asks were defeated) which means the event can not move forward.

To my knowledge, there was mainly resistance to part of the ask, being the financial contribution of \$1500 but not part of the letter was approved. I am happy to report that FOR THIS YEAR ONLY, Sayward Futures was successful in acquiring a Heritage Grant and some corporate sponsorship that would allow **just enough** funding to cover **costs** of the event.

Question 3-Date of the Event and Items Requested in Kind (Grant request removed)

In this way, Sayward Futures no longer requires the Village of Saward financial contribution for the Canada Day Event, July 1 2024, after some revisions to the event were made. The rest of the letter still stands however as a ask of the Village of Sayward being:

1. Power wash of the gazebo area before the event
2. Use of the field, gazebo, bathrooms at the campground during the event
3. Use of tables, chairs and basic small wares (comprehensive list to Kelsey Centre at least 1 week prior to event)
4. Kelsey Center staff to be paid to work the event (funded by the Village) to independently run children's programming around the established agenda
5. Use of the Hand Wash station, access to power and water (as in all previous years).
6. Closure of Sayward Road to allow for the parade and safety of all those in attendance.
7. Use of all garbage's in the field as well as gazebo area and the support of Public Works to change these once full.
8. The support of Public Works to deliver tables, chairs and the hand wash station the evening before the event to allow for setup and to also grant access to water and power at that time for setup.

Please see original letter for more details (attached here).

In closing, we are still not aware why Council did not approve the original letter of ask however it is thought that the removal of the financial contribution (for 2024 only due to the generosity of sponsors and grant funding) should now allow for Council approval of the above.

Please note that time is now of the essence meaning that **without approval by May 25th, this event will not move forward in its present form** as there would be insufficient time for planning and no approval for venue use. Please note that the Canada Day Event has been well received by the community and surrounding communities for years and despite it being a lot of work to organize, particularly for a small board like ours, it was worth doing in seeing the results. That said, if the process becomes overly difficult to secure permissions, small community organizations and non profits like ours simply wont be able to offer assistance on events like this going forward let alone leading planning, organization and execution of events this size and scope.

Thank you to Staff and Council for your consideration and I look forward to your response on or before may 25th 2024.

On Behalf of Sayward Futures,

Jason Johnson
Board Chair.



STAFF REPORT

To: Mayor and Council
From: Keir Gervais, CAO
Subject: **Deputy Mayor Designation**
Meeting date: May 21, 2024

PURPOSE

To provide background information regarding the designation of the Deputy Mayor.

BACKGROUND

The Village of Sayward Council Procedure Bylaw states:

PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

9.) (1) In December of each year Council must, from amongst its members designate a Councillor to serve as Deputy Mayor who is responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

(2) The Councillor designated under section 9 (1) must fulfil the responsibilities of the Mayor in his or her absence.

(3) If both the Mayor and the member designated under section 9 (1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.

(4) The member designated under section 9 (1) or chosen under section 9 (3) has the same powers and duties as the Mayor in relation to the applicable matter.

DISCUSSION

With the recent resignation as Councillor by Tom Tinsley, another Councillor is required to be designated Deputy Mayor.

At the May 13, 2024 Special Council Meeting, *Deputy Mayor Appointment* was added as a late item to the agenda; however, the meeting ended prematurely due to quorum being lost and the item was not discussed. Staff is bringing the item back to Council as Unfinished Business.

RECOMMENDATIONS

THAT Council receive the Deputy Mayor Designation report for information and discussion; and,
THAT Councillor _____ be designated Deputy Mayor.

Respectfully submitted,



Keir Gervais, CAO



STAFF REPORT

To: Mayor and Council
From: Keir Gervais, CAO
Subject: Council Appointments 2024
Meeting date: May 21, 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: May 21, 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.

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***

Keir Gervais

From: MUNI UBCM Meeting Requests MUNI:EX <MUNI.UBCM.MeetingRequests@gov.bc.ca>
Sent: May 15, 2024 2:06 PM
Subject: 2024 UBCM Convention – Provincial Appointment Book & MACC Staff Meeting Request Process
Attachments: 2024 UBCM Convention Provincial Appointment Book.pdf
Importance: High

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

Subject: 2024 UBCM Convention - Provincial Appointment Book and Ministry, Agency, Commission, and Corporation (MACC) Staff Meeting Request Process
Intended Recipient(s): Mayors/Regional District Chairs/Islands Trust Chair/CAOs/Chiefs and Chief Councillors
and cc: General Email/Administrative Support staff/Alternates
Attachments: One (1) plus message below

If you have received this message in error, please forward it to the appropriate person in your organization.

2024 UBCM Convention: September 16 – 20, 2024, Vancouver, B.C.

Further to the May 15, 2024 letter from the Honourable Anne Kang, Minister of Municipal Affairs, regarding the 2024 UBCM Convention, I am pleased to attach the **2024 Provincial Appointment Book (PAB)** for your use in requesting meetings with staff from provincial ministries, agencies, commissions, and corporations (MACC) available to meet with delegates at Convention.

To request a meeting with MACC staff, please complete the form located at:

<https://www.civicinfo.bc.ca/UBCMMeetingRequest/Staff>

Invitation code: **MACCStaff2024** (case sensitive)

The deadline to submit online meeting requests is **Wednesday, August 21**. Decisions regarding MACC staff meeting requests will be communicated by September 11 to the contact(s) identified on your meeting request form.

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

Monday, September 16

Vancouver Convention Centre, East Building - Lobby

8:30 am – 4:00 pm

Tuesday, September 17 - Thursday, September 19

Fairmont Waterfront Hotel, Concourse Level – Mackenzie Ballroom

8:30 am – 4:00 pm

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



TABLE OF CONTENTS

INTRODUCTION.....	3
MEETING REQUEST INFORMATION AND LINKS.....	4
PROVINCIAL GOVERNMENT MINISTRIES AVAILABLE DURING THE 2024 UBCM CONVENTION.....	5
MINISTRY OF AGRICULTURE AND FOOD.....	5
ATTORNEY GENERAL.....	7
MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT.....	9
MINISTRY OF CITIZENS' SERVICES.....	10
MINISTRY OF EDUCATION AND CHILD CARE.....	14
MINISTRY OF EMERGENCY MANAGEMENT AND CLIMATE READINESS.....	15
MINISTRY OF ENERGY, MINES AND LOW CARBON INNOVATION.....	17
MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY.....	21
MINISTRY OF FINANCE.....	24
MINISTRY OF FORESTS.....	26
MINISTRY OF HEALTH.....	28
MINISTRY OF HOUSING.....	30
MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION.....	33
MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND INNOVATION.....	34
MINISTRY OF LABOUR.....	38
MINISTRY OF MENTAL HEALTH AND ADDICTIONS.....	39
MINISTRY OF MUNICIPAL AFFAIRS.....	40
MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS.....	43
MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL.....	45
MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION.....	49
MINISTRY OF TOURISM, ARTS, CULTURE AND SPORT.....	51
MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE.....	53
MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP.....	55
PROVINCIAL AGENCIES, COMMISSIONS, AND CORPORATIONS AVAILABLE DURING THE UBCM 2024 CONVENTION.....	59

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
<i>Office of Chief Information Officer</i>	• 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.
<i>Procurement and Supply</i>	• 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 ENERGY, MINES, AND LOW CARBON INNOVATION

DIVISION/BRANCH	TOPIC
<i>Energy Resources Division</i>	• 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
<i>Conservation and Recreation</i>	• 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.
<i>Climate Action Secretariat</i>	• 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, <i>Integrated 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 <u>Minister</u> meeting requests for the Liquor Distribution Branch or the Insurance Corporation of BC please direct these to the <u>Ministry of Public Safety and Solicitor General</u>. **For <u>staff</u> meeting requests for the Liquor Distribution Branch please direct these to the <u>Ministry of Public Safety and Solicitor General</u>. **For <u>staff</u> meeting requests for the Insurance Corporation of BC please see their description in the <u>Provincial Agencies, Commissions, and Corporations section</u>.
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
Trade and Industry Development Division Continued...	• 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
<i>Employment Standards</i>	Administration of the <i>Employment Standards Act</i> to ensure employees receive basic standards of compensation and conditions of employment, including the minimum wage. Provide fair and efficient procedures for resolving employment standards disputes between employees and employers. Responsible for the Employment Standards Branch and the Employment Standards Tribunal. Responsible for enforcement of the <i>Temporary Foreign Worker Protection Act</i>.
<i>Bridging to Retirement Program (Forest Worker Supports)</i>	Delivery of the Bridging to Retirement program which supports forestry workers, contractors and their employees impacted by Old Growth deferrals who are 55+ to transition to retirement in their communities and also enables workers in working forestry operations to voluntarily retire, with employer participation.
<i>Labour Relations</i>	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>.
<i>Workers' Compensation</i>	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
BC Coroners Service	- Responsible for investigating and determining the circumstances of all unnatural, sudden, and unexpected, unexplained, or unattended deaths in the province. - Makes recommendations to improve public safety and prevent death in similar circumstances. - Responsible for the investigation of all child death (under the age of 19 years) in B.C. and for investigating all deaths in custody.
BC Corrections	Responsible for the supervision of individuals, 18 years or older, on bail or serving a sentence in the community, and the supervision of individuals in custody awaiting trial, serving a sentence under two years.
Cannabis, Consumer Protection, and Corporate Policy Branch	- 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>.
Community Safety and Victim Services Branch	- 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 <u>Minister</u> meeting requests for the Insurance Corporation of BC please direct these to the <u>Ministry of Public Safety and Solicitor General</u>.</i> <i>**For <u>staff</u> meeting requests for the Insurance Corporation of BC please see their description in the <u>Provincial Agencies, Commissions, and Corporations section</u>.</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. - Wildlife Act 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

To: Mayor and Council
From: Keir Gervais, CAO
Subject: **WorkSafeBC Inspection Report and Order WCA21(2)(e) – Respectful Workplace Training**
Meeting date: May 21, 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 May 21, 2024 Regular Council meeting or raise them at the May 21, 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 May 21, 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)
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.

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*

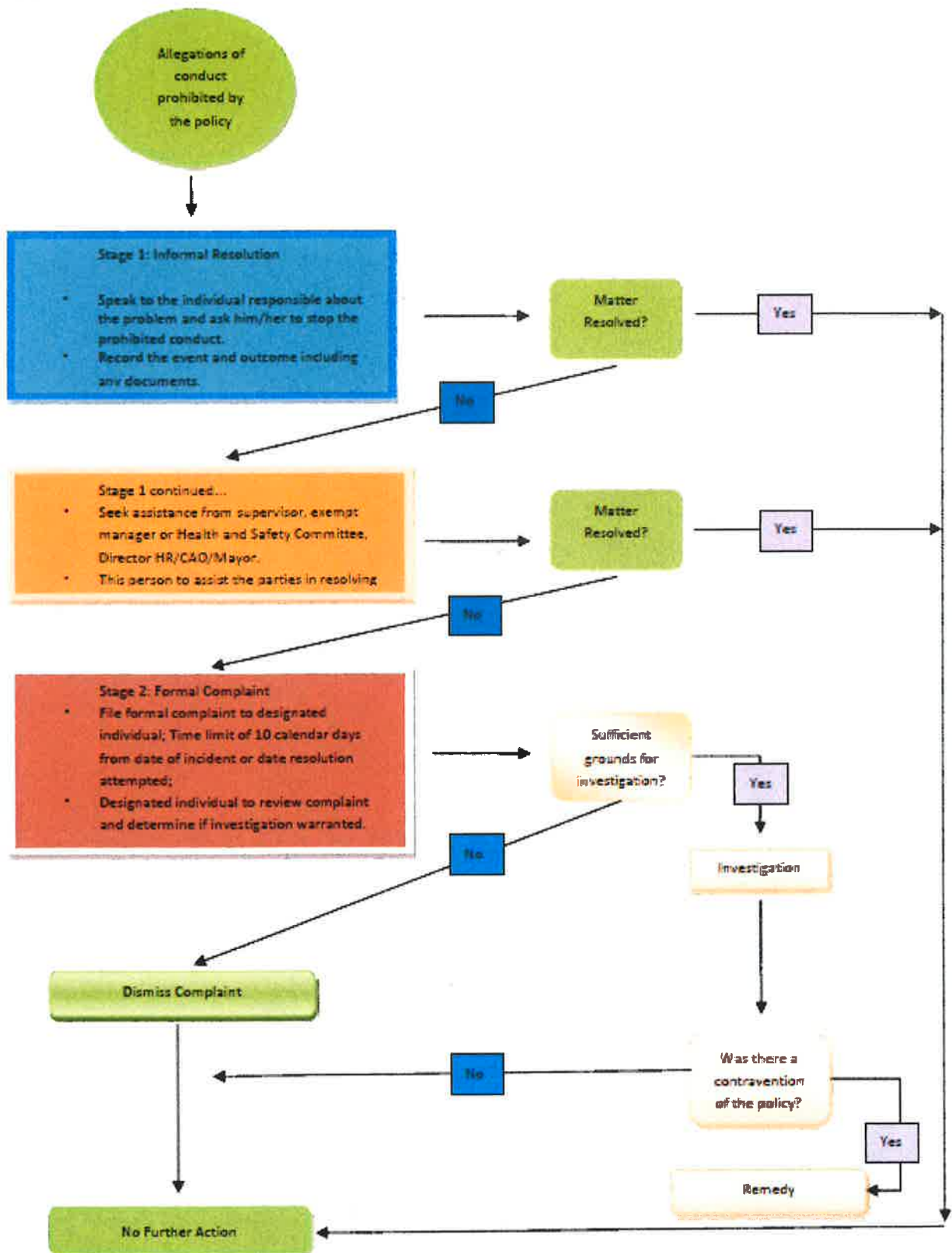
7.0 APPROVAL HISTORY

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: Sayward Royal Canadian Legion Service Agreement - Share Shed
Meeting date: May 21, 2024

PURPOSE

To received direction from Council with respect to Service Agreement the Village has with the Sayward Royal Canadian Legion Service Agreement RE the Share Shed.

BACKGROUND

As per Council Resolution R23/55, the Village of Sayward formed a one-year Service Agreement (Agreement) with the Sayward Royal Legion, Branch 147 (Legion) for operating the Share Shed. The Agreement expired on March 31, 2024.

DISCUSSION

The Legion would like to renew the Agreement with the Village for another term. There are no suggested changes to the Agreement by the Legion or by Village staff; the partnership is mutually beneficial and provides a good service to the community.

Revenues collected at the Share Shed are distributed 80/20, with 80% of all proceeds going to the Legion and 20% of all proceeds going to the Village to help recover costs for renovations, utilities, garbage, recycling fees and ongoing maintenance. Revenues for 2023 were \$4,606.20 (\$921.23 to the Village, \$3,684.97 to the Legion).

RECOMMENDATIONS

THAT Council receive the Sayward Royal Canadian Legion Service Agreement - Share Shed report for information and discussion; and,

THAT Council approve the renewal of the Sayward Legion and Village of Sayward Working Agreement - Share Shed for one (1) year; and,

THAT Council authorize the CAO to execute said Service Agreement on behalf of the Village.

S:\WORKING FILES\COUNCIL\2024\5 May\May 21\Staff Report - Sayward Royal Canadian Legion Service Agreement - Share Shed .docx

Respectfully submitted,



Keir Gervais
CAO

Attachment:

- ***2023-2024 Service Agreement***



Village of
Sayward

Service Agreement

March 03, 2023

Sayward Royal Canadian Legion
Branch 147
699 Sayward Road
Sayward, BC
V0P 1R0
(250) 282-5591

The Village of Sayward (the "Village") Mayor and Council thank the Sayward Royal Canadian Legion Branch 147 (the "Legion") for agreeing to operate the Community Share Shed (the "Shed"). Historically the Shed has been a place where Village and Valley residents can donate items in reasonable condition or better to volunteers, then volunteers would offer those items to the public by donation or set price. Reopening the Shed has been a long-standing goal for the Village and provides good usable items to be repurposed by others, diverting them from landfill. This letter serves to underpin the details of this Agreement between the Legion and Village for 2023-2024.

A) LEGION RESPONSIBILITIES

1. The Legion will provide staffing for the Shed to maintain at least four (4) days a week of service with hours of operation not less than three (3) hours per day. Any changes to the schedule that would alter a four (4) day/ three (3) hour per day operational week to be confirmed with the Chief Administrative Officer for the Village.
2. The Legion would take every reasonable opportunity to maintain the Shed in terms of cleanliness and ensure all items that do not meet requirements for resale are efficiently recycled or failing this, disposed of in a timely manner.
3. The Legion agrees to adhere to all safety protocols, not blocking any exits and to ensure all staff/ volunteers are knowledgeable on their role to working safely.
4. The Legion agrees that the Shed is secured when not staffed or open and only staff as appointed by the Legion to be working in the Shed.
5. The Legion will be responsible for providing a safe work environment for volunteers and workers and will advise the Village as to any safety concerns that need to be addressed for the safe operation of the Shed.
6. All volunteers and staff and (by nature of being Village property), the public are accountable to Policy 200-03 Respectful Workplace Policy.
7. The legion will take all reasonable means to ensure accounting is accurate and give a written monthly report to the CAO, outlining proceeds, submission of any funds under section C of

Sayward Village Office, 652 H'Kusam Way, PO Box 29, Sayward, BC, V0P 1R0
Phone: 250-282-5512 Fax: 250-282-5511 e-mail: village@saywardvalley.ca

this agreement and reporting any concerns, recommendations, or opportunities. Ideally the report would also include measures for diversion of waste to landfill. The CAO will then prepare a Staff Report for mayor and Council.

8. The Legion agrees to post the operating hours on the entrance door for public viewing.

B) VILLAGE RESPONSIBILITIES

9. The Village will be responsible for funding the utilities of the Shed, the ongoing maintenance of the Shed and will provide advanced notice of not less than four (4) business days when general work is required at the Shed to the Legion.
10. The Village will, at its own cost, advertise the hours of the Shed in the Village Newsletter and through Social Media sites at reasonable intervals.

C) DISTRIBUTION OF REVENUE

11. All revenues will be divided 80% to the Legion, to be allocated at their own discretion, and 20% to the Village for cost recovery for renovations and other expenses such as utilities, garbage and recycling fees and ongoing maintenance.
12. At the close of this agreement, the Village will audit the proceeds versus costs to ensure that proceeds did not exceed true costs. If proceeds at 20% outweigh costs as indicated in section 11 of this agreement, the overage will be forward to the Legion to allocate at their discretion.

D) TERM

13. The term of this agreement shall be one (1) year commencing on April 1, 2023, and expiring March 31, 2024.
14. The Legion will contact the Village in terms of renewal of the agreement not later than March 1, 2024, and the Village will give the Legion first right of refusal, provided either party did not exercise their rights under section 15 of this agreement AND the terms of this agreement have been satisfied in year one of this agreement.
15. Either party may end their responsibilities under this agreement by providing to the other written notice of not less than two (2) months. In the case of major breach of the agreement or safety concern, the Village can give immediate notice to the Legion and reserves the right to shut down operations until the conditions are made safe as the landowner.
16. When the Agreement ends, and is not renewed, the Legion agrees to leave the Shed empty of all items and clean.

IN WITNESS WHEREOF, the Parties have signed this MOU as of the date first written above.

Village of Sayward

Per: _____

Keir Gervais

Chief Administrative Officer

Royal Canadian Legion

Per: _____

Name

DEBBIE GRILL

Title

PRESIDENT - LEGION BRANCH #147

Sayward Village Office, 652 H'Kusam Way, PO Box 29, Sayward, BC, V0P 1R0
Phone: 250-282-5512 Fax: 250-282-5511 e-mail: village@saywardvalley.ca



STAFF REPORT

To: Mayor and Council
From: Keir Gervais, CAO
Subject: 2023-2027 Five-Year Financial Plan Bylaw Amendment
Meeting date: May 21, 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,

A handwritten signature in blue ink, appearing to be 'KG' with a large loop.

Keir Gervais, CAO

Attachments:

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



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 21st day of May 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