



DISTRICT OF HUDSON'S HOPE

AGENDA – REGULAR COUNCIL MEETING

Council Chambers

May 27, 2024

(Start time to follow the Committee of the Whole meeting that is being held at 5:00 pm)

First Nations Acknowledgement

The District of Hudson's Hope would like to respectfully acknowledge that the land on which we gather is in the traditional territory of the Treaty 8 First Nations.

1. Call to Order

2. Dedication Page

3. Delegations

4. Notice of New Business

5. Adoption of Agenda by Consensus

6. Declaration of Conflict of Interest

7. Adoption of Minutes:

M1 April 22, 2024, Draft Minutes (to be handed out) Page 3

M2 April 29, 2024, Draft Minutes (to be handed out) Page 11

M3 May 6, 2024, Draft Minutes (to be handed out) Page 23

8. Business Arising from the Minutes:

9. Public Hearing:

10. Staff Reports:

SR1 2024 UBCM Minister Meeting Request Page 30

SR2 Statement of Financial Information Page 95

SR3 Credit Card Convenience Fee Page 143

SR4 DOHH Gathering Centre Advisory Committee TOR

Page 144

11. Committee Meeting Reports:

12. Bylaws

B1 Water Conservation Bylaw No. 947, 2024

Page 152

B2 Public Notice Bylaw No. 951, 2024

Page 166

13. Correspondence:

C1 Permission to Install Signage Jamieson Woods

Page 188

C2 Road Closure Request

Page 190

14. Reports by Mayor & Council

15. Old Business:

DIARY

Diarized

» Commercial Water Rate Increase-annual budget Consideration

2019

» ATV Campground – Naming / Memorial Plaque

2022

» Council Remuneration Policy

2023

» Indigenous Cultural Safety and Cultural Humility Training Grant

2023

16. New Business:

17. Public Inquiries:

18. In-Camera Session

Notice of Closed Session – May 27, 2024

Page 224

19. Adjournment



SPECIAL COUNCIL MEETING
District Office – Council Chambers
April 22, 2024, 6:00 pm

Present: Mayor Travous Quibell
Councillor Debbie Beattie
Councillor Greta Goddard
Councillor James Cryderman
Councillor KK Charlesworth
Councillor Tashana Winnicky
Councillor Tina Jeffrey via Teams

Staff: Chief Administrative Officer, Crystal Brown
Corporate Officer, Andrea Martin
Deputy Treasurer, Tonia Alexander
Director of Public Works, Robert Dauphinee
Deputy Fire Chief, Allan Graham joined at 7:02

Other: There were zero community members in the gallery.

1. CALL TO ORDER

Mayor Quibell called the meeting to order at 6:00 pm.

2. ADOPTION OF AGENDA BY CONSENSUS

3. DECLARATION OF CONFLICT OF INTEREST

- Mayor Quibell declared a conflict of interest with SR4 Financial Assistance Grants 2024, due to being a voting member on the Hudson's Hope Lions Club and Hudson's Hope Radio Amateur Club.
- Councillor Beattie declared a conflict of interest with SR4 Financial Assistance Grants 2024, due to be a voting member on the Hudson's Hope Health Care & Housing Society and Hudson's Hope Rodeo Society.
- Councillor Goddard declared a conflict of interest with SR4 Financial Assistance Grants 2024, due to be a voting member on the Hope for Health Society.

4. ADOPTION OF MINUTES

M1 REGULAR COUNCIL MINUTES APRIL 8, 2024

RESOLUTION NO. 221/2024

M/S Councillors Winnicky/Beattie

That the minutes of the April 8, 2024, Regular Council Meeting be adopted as amended, to include a correction to the spelling of "Jeffrey" and "Winnicky".

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

It was noted that Resolution No. 153/2024 from the April 8, 2024, Regular Council Meeting Minutes was not voted on. Council lifted it from the Minutes and voted.

MOTION AS AMENDED

RESOLUTION NO. 153/2024

M/S Councillors Charlesworth/Goddard

That Council receives the report titled "Draft 2024 Capital Budget – Fire Equipment" dated April 8, 2024; further, that Council moves the expenditure "Fire Hose – 4" – 2.5" – 1.5" totalling \$10,000 from the Draft 2024 Capital Budget for Fire Equipment to the draft 2025 Capital Budget; and further that Council moves the expenditures "Sea-Can for Training x 2 – 40ft" totalling \$7,000 from the Draft 2024 and 2025 Capital Budget for Fire Equipment to the 2026 and 2027 Draft Capital Budget; and finally, that Council includes the draft 2024 Capital Budget for Fire Equipment, totaling \$105,900, in the 2024 Financial Plan.

CARRIED

6. PUBLIC HEARING

7. STAFF REPORTS

SR1 REVISED 2024 ACTING MAYOR SCHEDULE

RESOLUTION NO. 222/2024

M/S Councillors Charlesworth/Winnicky

That Council receives the report titled "Revised 2024 Acting Mayor Schedule" dated April 15, 2024; further, that Council approves the Revised 2024 Acting Mayor Schedule as follows:

- Councillor Beattie – January and July 2024
- Councillor Jeffrey – February and August 2024
- Councillor Cryderman – March and September 2024
- Councillor Winnicky – April and October 2024
- Councillor Charlesworth - May and November 2024
- Councillor Goddard - June and December 2024

AMENDMENT

RESOLUTION NO. 223/2024

M/S Councillors Winnicky/ Beattie

That Council amends the motions to swap June and October.

CARRIED

MOTION AS AMENDED

RESOLUTION NO. 222/2024

M/S Councillors Charlesworth/Winnicky

That Council receives the report titled "Revised 2024 Acting Mayor Schedule" dated April 15, 2024; further, that Council approves the Revised 2024 Acting Mayor Schedule as follows:

- Councillor Beattie – January and July 2024
- Councillor Jeffrey – February and August 2024
- Councillor Cryderman – March and September 2024
- Councillor Winnicky – April and June 2024
- Councillor Charlesworth - May and November 2024
- Councillor Goddard - October and December 2024

CARRIED

SR2 REVISED DRAFT 2024 CAPITAL BUDGET SUMMARY

RESOLUTION NO. 224/2024

M/S Councillors Beattie/Charlesworth

That Council receives the report titled "Revised Draft 2024 Capital Budget Summary" dated April 22, 2024, for information.

CARRIED

SR3 REVISED DRAFT 2024 OPERATING BUDGET SUMMARY

RESOLUTION NO. 225/2024

M/S Councillors Beattie/Cryderman

That Council receives the report titled "Revised Draft 2024 Operating Budget Summary" dated April 22, 2024, for information.

CARRIED

SR4 FINANCIAL GRANT-IN-AID REQUESTS 2024

RESOLUTION NO. 226/2024

M/S Councillors Goddard/Beattie

That Council defers consideration of the report titled "Financial Grant-in-Aid Requests – 2024" dated April 22, 2024, to the April 29, 2024, Council Meeting.

CARRIED

SR5 DRAFT 2024 OPERATING BUDGET PROPOSED CHANGES

RESOLUTION NO. 227/2024

M/S Councillors Beattie/ Winnicky

That Council receives the report titled "Draft 2024 Operating Budget Proposed Changes" dated April 22, 2024; further, that Council authorizes a reduction to expenditure "Volunteer Stipend", totalling \$5,000, in the draft 2024 Operating Budget for Protective Services & Emergency Preparedness, including inflationary affect for 2025-2028, with a combined total of \$8,767, and decreases Revenue shortfall by \$8,767 in the draft 2024 Five-Year Financial Plan.

CARRIED

OPPOSED: Councillor Jeffrey and Goddard

RESOLUTION NO. 228/2024

M/S Councillors Cryderman/Beattie

That Council authorizes a reduction to expenditure "O&M Airstrip" by \$5,000 in years 2024-2028, plus inflationary affect, for a combined total of \$26,545 and decreases Revenue shortfall by \$26,545, for Public Works in the draft 2024 Financial Plan.

AMENDMENT

RESOLUTION NO. 229/2024

M/S Councillors Beattie/Goddard

That Council amends the motion to change "O&M Airstrip" to "Public Works Shop"

CARRIED

MOTION AS AMENDED

RESOLUTION NO. 228/2024

M/S Councillors Cryderman/Beattie

That Council authorizes a reduction to expenditure "Public Works Shop" by \$5,000 in years 2024-2028, plus inflationary affect, for a combined total of \$26,545 and decreases Revenue shortfall by \$26,545, for Public Works in the draft 2024 Financial Plan.

CARRIED

RESOLUTION NO. 229/2024

M/S Councillors Winnicky/Goddard

That Council authorizes a reduction to expenditure "O&M Roads", totalling \$10,000 and decreases Revenue shortfall by \$10,000, in the draft 2024 Operating Budget for Public Works.

CARRIED

RESOLUTION NO. 230/2024

M/S Councillors Beattie/Cryderman

That Council authorizes a reduction to expenditure "Landfill Fees" by \$5,000 in years 2025-2028, plus inflationary affect, for a combined total of \$20,917 and decreases Revenue shortfall by \$20,917, for Waste Management in the draft 2024 Financial Plan.

CARRIED

RESOLUTION NO.231/2024

M/S Councillors Beattie/Goddard

That Council authorizes a reduction to expenditure "O&M Arena Expenses" by \$5,000 in years 2024-2028, plus inflationary affect, for a combined total of \$53,091 and decreases Revenue shortfall by \$53,091, for Parks and Recreation – Arena, in the draft 2024 Financial Plan.

AMENDMENT

RESOLUTION NO. 232/2024

M/S Councillors Beattie/Goddard

That Council amends the motion to change the expenditure "O&M Arena Expenses" from \$5,000 to \$10,000 in years 2024-2028 plus inflationary affect.

CARRIED

MOTION AS AMENDED

RESOLUTION NO. 231/2024

M/S Councillors Beattie/Goddard

That Council authorizes a reduction to expenditure "O&M Arena Expenses" by \$10,000 in years 2024-2028, plus inflationary affect, for a combined total of \$53,091 and decreases Revenue shortfall by \$53,091, for Parks and Recreation – Arena, in the draft 2024 Financial Plan.

CARRIED

RESOLUTION NO.233/2024

M/S Councillors Beattie/Cryderman

That Council authorizes a reduction to expenditure "O&M Pool Expenses" by \$5,000 in years 2024-2028, plus inflationary affect, for a combined total of \$26,545 and decreases Revenue shortfall by \$26,545, for Parks and Recreation - Pool, in the draft 2024 Financial Plan.

CARRIED

OPPOSED: Councillor Jeffrey

RESOLUTION NO. 234/2024

M/S Councillors Cryderman/Beattie

That Council authorizes the removal of expenditure "Tree Program Expenses" in 2024-2026, plus inflationary affect for 2027-2028, totalling \$8,189 and decreases Revenue shortfall by \$8,189, for Parks and Recreation - Grounds, in the draft 2024 Financial Plan.

DEFEATED

OPPOSED: Mayor Quibell, Councillors Charlesworth, Cryderman, Winnicky, Goddard and Jeffrey.

RESOLUTION NO. 235/2024

M/S Councillors Charlesworth/Winnicky

That Council authorizes a reduction to expenditure "Winter Festival Expenses" by \$3,500 in years 2024-2028, plus inflationary affect, for a combined total of \$10,500 plus inflationary effect and decreases Revenue shortfall by \$10,500 plus inflationary effect for Parks and Recreation - Special Events, in the draft 2024 Financial Plan.

CARRIED

RESOLUTION NO. 236/2024

M/S Councillors Cryderman/Winnicky

That Council authorizes a reduction to expenditure "Winter Festival Expenses" by \$5,000 in years 2024-2028, plus inflationary affect, for a combined total of \$26,546 and decreases Revenue shortfall by \$26,545, for Parks and Recreation - Special Events, in the draft 2024 Financial Plan.

CARRIED

RESOLUTION NO. 237/2024

M/S Councillors Cryderman/Beattie

That Council authorizes a funding commitment in the amount of \$100,000, payable from the Growing Community Reserves Fund, to be used to offset Revenue short fall in the draft 2024 Water Utility Operating Budget.

CARRIED

OPPOSED: Mayor Quibell, Councillor Jeffrey.

RESOLUTION NO. 238/2024

M/S Councillors Cryderman/Goddard

That Council authorizes a reduction to expenditure "O&M Water Treatment and Distribution" by \$47,825 in years 2025-2028, plus inflationary affect, for a combined total of \$200,082 and decreases Revenue shortfall by \$200,082, for Water Utility, in the draft 2024 Financial Plan.

CARRIED

RESOLUTION NO. 239/2024

M/S Councillors Cryderman/Beattie

That Council authorizes a reduction to expenditure "O&M Sewer and Piping" by \$10,000 in 2024, and a further \$30,000 in years 2025-2028, plus inflationary affect, for a combined total of \$138,459 and decreases Revenue shortfall by \$138,459, for Wastewater Utility, in the draft 2024 Financial Plan.

CARRIED

SR6 2024 CEPF: PUBLIC NOTIFICATION AND EVACUATION ROUTE PLANNING GRANT

RESOLUTION NO. 240/2024

M/S Councillors Winnicky/Goddard

That Council receives the report titled, "2024 CEPF: Public Notification and Evacuation Route Planning Grant" date April 22, 2024; further that Council authorizes the submission of a grant application to the UBCM Public Notification and Evacuation Route Planning Grant for a grant of up to \$30,000 for Public Notification and Evacuation Route Planning; and further that Council supports the project and commits to be responsible for grant management and any associated ineligible costs and cost over runs if required.

CARRIED

SR7 WILDFIRE DEPLOYMENT IN THE REGION AND NEIGHBORING COMMUNITIES

RESOLUTION NO. 241/2024

M/S Councillors Beattie/Winnicky

That Council receives the report titled, "Wildfire Deployment in the Region and Neighboring Communities" dated April 22, 2024; further, that Council authorizes the Fire Chief to deploy one fire apparatus and volunteers when requested by the Office of the Fire Commissioner, BC Wildfire, or a neighboring community, subject to an assessment of local conditions, wildfire risk, and available resources at the time of the request.

CARRIED

SR8 2024 REPLACEMENT FIRE APPARATUS LEASE/ PURCHASE

RESOLUTION NO. 242/2024

M/S Councillors Goddard/Winnicky

That Council receives the report titled, "2024 Replacement Fire Apparatus Lease/Purchase" dated April 22, 2024' further, that Council authorizes a contract with De Lage Landen Financial Services Canada Inc., for a five-year lease with no downpayment, at a monthly cost of approximately \$46,126.15 (excluding taxes) for 59 months with a \$10.00 buy out at the end of the lease, for an approximate total cost of \$2,721,442.85 CAD, for the purchase of a Quint Engine Fire Truck, with monthly payments beginning upon delivery of the apparatus with an anticipated delivery time of 600-700 days after the completion of the pre-construction meeting.

CARRIED

OPPOSED: Councillors Cryderman and Winnicky

8. COMMITTEE MEETING REPORTS

9. BYLAWS

10. CORRESPONDENCE

11. REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES

12. OLD BUSINESS

13. NEW BUSINESS

14. PUBLIC INQUIRIES

17. IN-CAMERA SESSION

ICSR1 NOTICE OF CLOSED SESSION – APRIL 22, 2024

RESOLUTION NO. 243/2024

M/S Councillors Cryderman/Beattie

That Council receive the report titled "Notice of Closed Session – April 22, 2024"; further, that Council recess to a Closed Meeting for the purpose of discussing the following items:

- **Agenda items ICSR1** – *Community Charter* Section 90(1)(c), labour relations and employee relations.

CARRIED

Mayor Quibell recessed the meeting for a Closed Session at 7:05 pm.

18. ADJOURNMENT

Mayor Quibell reconvened the open meeting and adjourned it to 8:52 pm.

CERTIFIED A TRUE AND CORRECT COPY OF THE MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD MONDAY, APRIL 22, 2024.

Travous Quibell, Mayor

Andrea Martin, Corporate Officer

**REGULAR COUNCIL MEETING
District Office – Council Chambers
April 29, 2024, 6:00 pm**

Present: Mayor Travous Quibell
Councillor Debbie Beattie
Councillor Greta Goddard
Councillor KK Charlesworth
Councillor Tashana Winnicky
Youth Councillor Taylor Sanderson

Absent: Councillor James Cryderman
Councillor Tina Jeffrey

Staff: Chief Administrative Officer, Crystal Brown
Corporate Officer, Andrea Martin
Deputy Treasurer, Tonia Alexander
Director of Protective Services, Fred Burrows
Deputy Fire Chief, Allan Graham

Other: There were five community members in the gallery.

1. CALL TO ORDER

Mayor Quibell called the meeting to order at 6:00 pm.

2. DEDICATION PAGE

Mayor Quibell thanked Staff for preparing the Dedication Page in memory of 'Josh' Joslin who was a former member of Council for the District of Hudson's Hope from 1999 to 2005. Josh was also a foundational member of the community and will be dearly missed by all.

3. DELEGATIONS

D1 Jordan Kealy, MLA Candidate Conservative Party of BC - Verbal update on matters that are affecting the region.

Council received a delegation from Mr. Kealy as a candidate for the Conservative Party of BC for Peace River North. Topics included history of the Conservative Party, the reason he got into politics, and his position on the affordability, Carbon Tax, fiscal responsibility, health care, decriminalization of drugs, and crime.

D2 KPMG – 2023 Audited Financial Statements and Audit Findings Report.

Council received a delegation from Micaela Roque KPMG Partner regarding the audit for the year ending December 31, 2023. Topics included Auditors report, consolidated financial statements, findings report, Asset Retirement Obligation standard, and the impact the water treatment plant had the time needed to perform the audit, and the impact to the District's capital assets. KPMG is issuing a clean audit opinion on the financial statements in accordance with the Canadian Public Sector Accounting Standards and they did not identify any significant controls that kept them from providing their opinion.

4. NOTICE OF NEW BUSINESS

5. ADOPTION OF AGENDA BY CONSENSUS

6. DECLARATION OF CONFLICT OF INTEREST

- Mayor Quibell declared a conflict of interest with SR4 Financial Assistance Grants 2024, due to being a voting member on the Hudson's Hope Lions Club and Hudson's Hope Radio Amateur Club.
- Councillor Beattie declared a conflict of interest with SR4 Financial Assistance Grants 2024, due to be a voting member on the Hudson's Hope Health Care & Housing Society and Hudson's Hope Rodeo Society.
- Councillor Goddard declared a conflict of interest with SR4 Financial Assistance Grants 2024, due to be a voting member on the Hope for Health Society.

7. ADOPTION OF MINUTES

8. BUSINESS ARISING FROM THE MINUTES

9. PUBLIC HEARING

10. STAFF REPORTS

SR1 DRAFT 2023 AUDITED FINANCIAL STATEMENTS

RESOLUTION NO. 244/2024

M/S Councillors Beattie/Goddard

That Council receives the report titled "Draft 2023 Financial Statements" dated April 29, 2024; further, that Council approves the Draft 2023 Financial Statements, as presented by KPMG, as the final Financial Statements for the year ending December 31, 2023, effective April 29, 2024; and further that the Mayor and Chief Administrative Officer be authorized to sign the 2023 District of Hudson's Hope Financial Statements.

CARRIED

SR2 FIRE RESPONSE FOR CAMERON LAKE CAMPGROUND

RESOLUTION NO. 245/2024

M/S Councillors Winnicky/Beattie

That Council receives the report titled "Fire Response for Cameron Lake Campground" dated April 26, 2024; further, that Council authorizes the District of Hudson's Fire Department to respond to reported fires at the Cameron Lake Campground to ensure public safety, property conservation, and protect the environment; and further, that Council authorizes the Fire Department to respond to roadside fires up to Cameron Lake and do our utmost to reduce or eliminate the spread of wildfire during these types of incidents

CARRIED

SR3 FINANCIAL GRANT-IN-AID REQUESTS

RESOLUTION NO. 246/2024

M/S Councillors Winnicky/Goddard

That Council receives the report titled "Financial Grant-in-Aid Requests – 2024" dated April 29, 2024, for discussion.

CARRIED

RESOLUTION NO. 247/2024

M/S Councillors Winnicky/Beattie

That Council authorizes a grant in the amount of \$8,000, payable from the 2024 Financial Grant-in-Aid allocation, to be issued to the Double H Saddle Club for various Rodeo Ground upgrades based on the requirement that they can secure the remaining amount of \$7000; further Council requests that Double H Saddle Club provide a detailed report with invoices and receipts for all work done on projects in relation to this application upon their completion.

CARRIED

RESOLUTION NO. 248/2024

M/S Councillors Beattie/Charlesworth

That Council authorizes a grant in the amount of \$2,500, payable from the 2024 Financial Grant-in-Aid allocation, to be issued to the House of Hope Community Church; further Council request that House of Hope Community Church provide a detailed report with invoices and receipts for all funds used in relation to this application upon the event completion.

AMENDMENT

RESOLUTION NO. 249/2024

M/S Councillors Goddard/Charlesworth

That Council amends the motion to reduce the amount of \$2,500 to \$1,500.

CARRIED

MOTION AS AMENDED

RESOLUTION NO. 248/2024

M/S Councillors Beattie/Charlesworth

That Council authorizes a grant in the amount of \$2,500, payable from the 2024 Financial Grant-in-Aid allocation, to be issued to the House of Hope Community Church; further Council request that House of Hope Community Church provide a detailed report with invoices and receipts for all funds used in relation to this application upon the event completion.

CARRIED

OPPOSED: Councillor Winnicky

Councillor Beattie declared a conflict of interest and left the meeting at 7:15 pm.

RESOLUTION NO. 250/2024

M/S Councillors Winnicky/Charlesworth

That Council authorizes a grant in the amount of \$2,000, payable from the 2024 Financial Grant-in-Aid allocation, to be issued to the Hudson's Hope Rodeo Society; further, that Council requests that Hudson's Hope Rodeo Society provide a detailed report with invoices and receipts for all funds used in relation to this application upon the event completion; and further again, that Council informs the Hudson's Hope Rodeo Society that future Grant-In-Aid requests are to be for capital expenditures improve the grounds.

CARRIED

RESOLUTION NO. 251/2024

M/S Councillors Charlesworth/ Goddard

That Council authorizes a grant in the amount of \$5,000, payable from the 2024 Financial Grant-in-Aid allocation, to be issued to the Hudson's Hope Health Care and Housing Society for the required maintenance to the exterior of the facility; further Council requests that Hudson's Hope Health Care Society provide a detailed report with invoices and receipts for all funds used in relation to this application upon the event completion.

CARRIED

OPPOSED: Councillor Winnicky

Councillor Beattie returned to the meeting at 7:23 pm.

Mayor Quibell declared a conflict of interest and left the meeting at 7:23 pm. Acting

Mayor Winnicky took over as Presiding Member.

RESOLUTION NO. 252/2024

M/S Councillors Beattie/Charlesworth

That Council authorizes a grant in the amount of \$10,000, payable from the 2024 Financial Grant-in-Aid allocation, to be issued to the Hudson's Hope Lions Club for the Lions Kitchen Trailer Project; further Council requests that Hudson's Hope Lions Club to provide a detailed report with invoices and receipts for all funds used in relation to this project upon completion.

CARRIED

RESOLUTION NO. 253/2024

M/S Councillors Charlesworth/Beattie

That Council authorizes a grant in the amount of \$1,000, payable from the 2024 Financial Grant-in-Aid allocation, to be issued to the Hudson's Hope Radio Amateur Club for the Signal Hill Revitalization Project; further Council requests that Hudson's Hope Radio Amateur Club provide a detailed report with invoices and receipts for all funds used in relation to this application upon the event completion.

CARRIED

Mayor Quibell returned to the meeting at 7:30 pm and took over as Presiding Member.

RESOLUTION NO. 254/2024

M/S Councillors Winnicky/Charlesworth

That Council authorizes a grant in the amount of \$1,750, payable from the 2024 Financial Grant-in-Aid allocation, to be issued to the Hudson's Hope Grad Society for assistance with Grad Live Streaming of the Ceremony; further, that staff work with Hudson's Hope Grad Society to assign work to the grads so they can have the opportunity to perform jobs around the community to earn the funds; and further, that Council requests that Hudson's Hope Grad Society provide a detailed report with invoices and receipts for all funds used in relation to this project upon completion.

CARRIED

RESOLUTION NO. 255/2024

M/S Councillors Beattie/Charlesworth

That Council authorizes a grant of in-kind donation in the amount of \$300, to be issued to the Hudson's Hope Figure Skating Club Society, to be used for rental of the to allow for the club members to set up for their Annual Skating Carnival.

CARRIED

Councillor Goddard declared a conflict of interest and left the meeting at 7:34 pm.

RESOLUTION NO. 256/2024

M/S Councillors Winnicky/Beattie

That Council authorizes a grant in the amount of \$2,500, payable from the 2024 Financial Grant-in-Aid allocation, to be issued to the Hope for Health Society for the assistance of costs for That Dam Run event and the Community Wellness Conference; further, that Staff arrange for the in-kind donation for the use of orange safety cones and sandwich boards to be picked up and returned by the Society; and further, that Council requests that Hope for Health Society provide a detailed report with invoices and receipts for all funds used in relation to this project upon completion.

CARRIED

Councillor Goddard returned to the meeting at 7:37 pm.

RESOLUTION NO. 257/2024

M/S Councillors Winnicky/Beattie

That Council authorizes a grant in the amount of \$4,293, payable from the 2024 Financial Grant-in-Aid allocation, to be issued to the Hudson's Hope Minor Soccer for the assistance of various expenses that the Club incurs to host the Annual Youth Soccer Tournament and operate the Club; further that Staff arrange for in-kind donation of District Swag and the use of picnic tables and garbage cans provided there is no additional work load for district employees

CARRIED

11. COMMITTEE MEETING REPORTS

12. BYLAWS

B1 HUDSON'S HOPE FEES AND CHARGES AMENDMENT BYLAW NO. 944, 2024

RESOLUTION NO. 258/2024

M/S Councillors Winnicky/Beattie

That Council receives the report titled "District of Hudson's Hope Fees and Charges Amendment Bylaw No. 944, 2024" dated April 29, 2024; further, that Council adopts "District of Hudson's Hope Fees and Charges Amendment Bylaw No. 944, 2024".

CARRIED

B2 DISTRICT OF HUDSON'S HOPE FIVE-YEAR FINANCIAL PLAN BYLAW NO. 945, 2024

RESOLUTION NO. 259/2024

M/S Councillors Winnicky/Charlesworth

That Council receives the report titled "District of Hudson's Hope Five-Year Financial Plan Bylaw No. 945, 2024" dated April 29, 2024; further, that Council gives District of Hudson's Hope Five-Year Financial Plan Bylaw No. 945, 2024, first and second reading.

CARRIED

RESOLUTION NO. 260/2024

M/S Councillors Beattie/ Goddard

That Council gives District of Hudson's Hope Five-Year Financial Plan Bylaw No. 945, 2024, third reading.

CARRIED

B3 DISTRICT OF HUDSON'S HOPE TAX RATE BYLAW NO. 946, 2024

RESOLUTION NO. 261/2024

M/S Councillors Beattie/Winnicky

That Council receives the report titled "District of Hudson's Hope Tax Rate Bylaw No. 946, 2024" dated April 29, 2024; further, that Council gives District of Hudson's Hope Tax Rate Bylaw No. 946, 2024, first and second reading.

CARRIED

RESOLUTION NO. 262/2024

M/S Councillors Winnicky/Beattie

That Council gives District of Hudson's Hope Tax Rate Bylaw No. 946, 2024, third reading.

CARRIED

B4 DISTRICT OF HUDSON'S HOPE COUNCIL PROCEDURE AMENDMENT BYLAW NO. 948, 2024

RESOLUTION NO. 263/2024

M/S Councillors Goddard/Charlesworth

That Council receives the report titled "District of Hudson's Hope Council Procedure Amendment Bylaw No. 948, 2024" dated April 29, 2024; further, that Council gives District of Hudson's Hope Council Procedure Amendment Bylaw No. 948, 2024, which allows all Members of Council to participate in a Meeting by electronic means during an emergency, first and second reading.

CARRIED

RESOLUTION NO. 264/2024

M/S Councillors Winnicky/Beattie

That Council gives District of Hudson's Hope Council Procedure Amendment Bylaw No. 948, 2024, third reading.

CARRIED

13. CORRESPONDENCE

C1 CAITLIN VINCE – HH FARMERS' MARKET

RESOLUTION NO. 265/2024

M/S Councillors Winnicky/Beattie

That Council receives the correspondence titled "Caitlin Vince – HH Farmers' Market" for information; further that Council approves the request from the Hudson's Hope Farmers Market for the use of Beattie Park from the third Tuesday in May, 2024 to the last Tuesday in September 2024 and that vendors be able to utilize the power in the park.

CARRIED

C2 LETTER FROM VIC GOULDIE

RESOLUTION NO. 266/2024

M/S Councillors Charlesworth/Winnicky

That Council receives the correspondence titled "Letter from Vic Gouldie" for information.

CARRIED

C3 LETTER FROM JOHN SIMCOCK AND KEVIN HOWARD

RESOLUTION NO. 267/2024

M/S Councillors Winnicky/Goddard

That Council receives the correspondence titled "Letter from John Simcock and Kevin Howard" for discussion.

CARRIED

C4 ASKI RECLAMATION LP – SEED COLLECTION

RESOLUTION NO. 268/2024

M/S Councillors Winnicky/Beattie

That Council receives the correspondence titled "Aski Reclamation LP – Seed Collection" for discussion; further that Council supports the Aksi Reclamation Seed Project subject to obtaining access from all landowners that may be affected by this project.

CARRIED

C5 RESPONSE - MIKE FARNWORTH – BILL 34

RESOLUTION NO. 269/2024

M/S Councillors Winnicky/Goddard

That Council receives the correspondence titled " Response – Mike Farnworth – Bill 34" for information.

CARRIED

C6 PRRD – COMMUNITY ENGAGEMENT

RESOLUTION NO. 269/2024

M/S Councillors Winnicky/Goddard

That Council receives the correspondence titled "PRRD - Community Engagement" for information.

CARRIED

C7 REQUEST FOR MORE CHILDRENS ACTIVITIES

RESOLUTION NO. 270/2024

M/S Councillors Winnicky/Goddard

That Council receives the correspondence titled "Request for more Childrens Activities" for discussion.

CARRIED

RESOLUTION NO. 271/2024

M/S Councillors Winnicky/Goddard

That Council directs staff to undertake public engagement regarding District of Hudson's Hope community events to gather feedback from the community regarding the quality and quantity of events being provided by the District, and the type of events that they would like to see offered by the District, further, that staff Council with attendance numbers for new events versus old events; and further, that staff connect with local societies and organizations to determine how the District can best work together to ensure events are not duplicated or dis-jointed, and further again, that staff connect with neighboring communities to determine what kind of events they are providing.

CARRIED

C8 2024 NCLGA NORTHERN HEALTH MEETING INVITATION

RESOLUTION NO. 272/2024

M/S Councillors Winnicky/Charlesworth

That Council receives the correspondence titled "2024 NCLGA Northern Health Meeting Invitation"; further that Council authorizes a meeting to be booked with Northern Health during the 2024 North Central Local Government Association Conference to discuss the following items:

- a. Bringing health professionals to small rural communities to reduce the traveled required for residents requiring health services such as physiotherapy;
- b. Increasing health care capacity within the District of Hudson's Hope to accommodate residents that travel from outside the District to receive medial services by increasing the allocation used to determine staffing levels in the District for doctors and nurse practitioners;
- c. Providing education through workshops or information sessions on topics such as such as arthritis, diabetes, and aging in place for community members; and
- d. Hospital closures and diversions.

CARRIED

C9 SCHOOL DISTRICT 72 REQUEST FOR PINS

RESOLUTION NO. 273/2024

M/S Councillors Winnicky/Charlesworth

That Council receives the correspondence titled "School District 72 Request for Pins" for discussion; further that Council authorizes Staff to forward 30 District pins as requested.

CARRIED

C10 LETTER TO COUNCIL FOR SCHOOL CROSSWALK PAINTING

RESOLUTION NO. 274/2024

M/S Councillors Winnicky/Beattie

That Council receives the correspondence titled "Letter to Council for School Crosswalk Painting" for discussion; further that Council approves the request from the HHESS School's GSA Club to repaint the crosswalk at the same location at the school.

CARRIED

C11 DOUBLE H SADDLE CLUB

RESOLUTION NO. 275/2024

M/S Councillors Charlesworth/Beattie

That Council receives the correspondence titled "Double H Saddle Club" for discussion.

CARRIED

RESOLUTION NO. 276/2024

M/S Councillors Winnicky/Goddard

That Council authorizes the District of Hudson's Hope to partner with the Double H Saddle Club on the submission of a grant application to the FCC AgriSpirit Fund, for a grant up to \$25,000, to be used to purchase eight horse shelters; further that the Double H Saddle Club be responsible for preparing and submitting the Grant Application and any required Reporting; further, that if the Double H Saddle Club is successful in obtaining the grant funds, the District of Hudson's Hope will enter into an agreement with FCC AgriSpirit to receive the funds on behalf of the Double H Saddle Club, and be responsible for grant management of the funds.

C12 CO-OP AGM

RESOLUTION NO. 277/2024

M/S Councillors Beattie/Winnicky

That Council receives the correspondence titled "Co-op AGM" dated April 26, 2024; further that Council authorizes Councillor Beattie to attend the AGM on May 29, 2024, at the Ramada in FSJ.

CARRIED

C13 SUPPORT FOR BLACK BEAR CUB CONFLICT

RESOLUTION NO. 278/2024

M/S Councillors Charlesworth/Beattie

That Council receives the correspondence titled "Support for Black Bear Cub Conflict" for information.

CARRIED

14. REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES

R1 DISTRICT OF HUDSON'S HOPE CAMPGROUNDS

RESOLUTION NO. 279/2024

M/S Councillors Beattie/Charlesworth

That Council receives the report titled "District of Hudson's Hope Campgrounds" dated April 29, 2024; further, that Council authorizes the District Campgrounds to open early for the 2024 season to accommodate residents that may need a place to stay during an evacuation.

OPPOSED: Councillor Winnicky, Charlesworth and Goddard

DEFEATED

15. OLD BUSINESS

16. NEW BUSINESS

17. PUBLIC INQUIRIES

PI1 Ross Tremblay approached Council to advise them that the Municipal Advisory Committee has been established and they are currently reviewing three bylaws that have been discussed at previous meetings. The committee is wanting to get involved with more community engagement and bringing the committees goals to Council. The committee's next meeting will be held in the basement of Silver Willow Wednesday, May 1, 2024 at 7:00 pm.

PI2 Youth Councillor Taylor Sanderson provided a brief update on Grad ceremonies.

17. IN-CAMERA SESSION

ICSR1 NOTICE OF CLOSED SESSION – APRIL 29, 2024

RESOLUTION NO. 280/2024

M/S Councillors Beattie/Winnicky

That Council receive the report titled “Notice of Closed Session – April 29, 2024”; further, that Council recess to a Closed Meeting for the purpose of discussing the following items:

- **Agenda items ICSR1** – *Community Charter* Section 90(1)(c), labour relations and employee relations.

CARRIED

Mayor Quibell recessed the meeting for a Closed Session at 8:38 pm.

17. ADJOURNMENT

Mayor Quibell reconvened the open meeting and adjourned it to 9:16 pm.

CERTIFIED A TRUE AND CORRECT COPY OF THE MINUTES OF THE REGULAR MEETING OF COUNCIL
HELD MONDAY, APRIL 29, 2024.

Travous Quibell, Mayor

Andrea Martin, Corporate Officer



REGULAR COUNCIL MEETING
District Office – Council Chambers
May 6, 2024, 6:00 pm

Present: Mayor Travous Quibell
Councillor Debbie Beattie
Councillor Greta Goddard
Councillor Tashana Winnicky
Councillor Tina Jeffrey
Youth Councillor Taylor Sanderson

Absent: Councillor James Cryderman (with notice)
Councillor KK Charlesworth (with notice)

Staff: Chief Administrative Officer, Crystal Brown
Corporate Officer, Andrea Martin
Director of Protective Services, Fred Burrows
Deputy Fire Chief, Allan Graham
Recreation Officer, Kelsey Shewfelt

Other: There were four community members in the gallery.

1. CALL TO ORDER

Mayor Quibell called the meeting to order at 6:00 pm.

2. DELEGATIONS

D1 Ross Tremblay – Hudson's Hope Municipal Advisory Committee

Council received a delegation from Mr. Tremblay from the Hudson's Hope Municipal Advisory Committee (Committee). Topics included, a brief outline of the newly created Committee, how the Committee was created, and the goals of the Committee. The Committee wishes to establish a line of communication between concerned residents and Council, and to submit alternative recommendations to the bylaw amendments that Council are currently reviewing.

Mr. Tremblay requested on behalf of the Committee, that Council defer consideration of the Property Maintenance Bylaw No. 941, 2024, Garbage Collection Amendment No. Bylaw 942, 2024, and Municipal Ticket Information System Bylaw No. 943, 2024, to the June 17, 2024, Council Meeting, to allow the Committee more time to finish their reviews and comments; and further, that Council provide a meeting space that can seat 20 members so the Committee can meet.

RESOLUTION NO. 281/2024

M/S Jeffery/Beatty

That Council adds the Hudson's Hope Municipal Advisory Committee request for meeting space the agenda under New Business.

TABLED

CARRIED

3. NOTICE OF NEW BUSINESS

NB1 District of Hudson's Hope Public Notice Bylaw No. 951, 2024.

NB2 Hudson's Hope Advisory Committee request for meeting space.

4. ADOPTION OF AGENDA BY CONSENSUS

5. DECLARATION OF CONFLICT OF INTEREST

6. ADOPTION OF MINUTES

M1 REGULAR COUNCIL MEETING MINUTES APRIL 15, 2024

RESOLUTION NO. 282/2024

M/S Councillors Jeffery/Goddard

That the minutes of the April 15, 2024, Regular Council Meeting be adopted as amended, to replace '?' to '/' in Resolution No. 186/2024 and remove the wording 'Housing shortage' from Resolution No. 213/2004.

CARRIED

7. BUSINESS ARISING FROM THE MINUTES

8. PUBLIC HEARING

9. STAFF REPORTS

SR1 2024 UBCM MINISTER MEETING REQUEST

RESOLUTION NO. 283/2024

M/S Councillors Jeffery/ Winnicky

That Council receive the report titled "2024 UBCM Minister Meeting Requests" dated May 6, 2024, further, that Council identifies topics to be requested with provincial Ministers during the 2024 Union of BC Municipalities Convention.

CARRIED

SR2 NORTHERN HEALTH IMAGINE GRANT

RESOLUTION NO. 284/2024

M/S Councillors Beattie/Winnicky

That Council receives the report titled "Northern Health Imagine Grant" dated, May 6, 2024; further, that Council authorizes the submission of a grant application to the Northern Health Imagine Grant for a grant of up to \$10,000 for the purchase of portable skateboard park equipment; and further, that Council supports the project and commits to providing overall grant management, and to be responsible for any associated ineligible costs and cost overruns if required.

CARRIED

SR3 YOUTH COUNCILLOR REPORT - UPDATE

RESOLUTION NO. 285/2024

M/S Councillors Beattie/Winnicky

That Council receives the report titled "Student Council Update", dated April 7th, 2024, for information.

CARRIED

10. COMMITTEE MEETING REPORTS

11. BYLAWS

B1 DISTRICT OF HUDSON'S HOPE WATER CONSERVATION BYLAW NO. 947, 2024

RESOLUTION NO. 286/2024

M/S Councillors Beattie/Winnicky

That Council receive the report titled "District of Hudson's Hope Water Conservation Bylaw No. 947, 2024" dated March 4, 2024; further, that Council gives "District of Hudson's Hope Water Conservation Bylaw No. 947, 2024", which establishes water conservation measures for the preservation of the Community Water System, first and second reading.

CARRIED

RESOLUTION NO. 287/2024

M/S Councillors Jeffrey/Winnicky

That Council receive the report titled "District of Hudson's Hope Water Conservation Bylaw No. 947, 2024" dated March 4, 2024, for discussion.

CARRIED

RESOLUTION NO. 288/2024

M/S Councillors Winnicky/Jeffrey

That Council authorizes the submission of a grant application to the BC Infrastructure Planning Grant Program, for a grant of up to \$10,000 to be used toward the development of a water conversation plan; further, that Council commits to providing overall grant management, and to be responsible for any associated ineligible costs and cost overruns if required.

CARRIED

B2 DISTRICT OF HUDSON'S HOPE COUNCIL PROCEDURE AMENDMENT BYLAW NO. 948, 2024

RESOLUTION NO. 289/2024

M/S Councillors Jeffery/ Winnicky

That Council receives the report titled "District of Hudson's Hope Council Procedure Amendment Bylaw No. 948, 2024" dated May 6, 2024; further, that Council adopts the District of Hudson's Hope Council Procedure Amendment Bylaw No. 948, 2024.

CARRIED

B3 DISTRICT OF HUDSON'S HOPE FIVE-YEAR FINANCIAL PLAN BYLAW NO. 945, 2024

RESOLUTION NO. 290/2024

M/S Councillors Winnicky/Beattie

That Council receives the report titled "District of Hudson's Hope Five-Year Financial Plan Bylaw No. 945, 2024" dated May 6, 2024; further, that Council adopts the District of Hudson's Hope Five-Year Financial Plan Bylaw No. 945, 2024.

CARRIED

B4 DISTRICT OF HUDSON'S HOPE TAX RATE BYLAW NO. 946, 2024

RESOLUTION NO. 291/2024

M/S Councillors Winnicky/Jeffrey

That Council receives the report titled "District of Hudson's Hope Tax Rate Bylaw No. 946, 2024" dated May 6, 2024; further, that Council adopts District of Hudson's Hope Tax Rate Bylaw No. 946, 2024.

CARRIED

B5 DISTRICT OF HUDSON'S HOPE LOAN AUTHORIZATION BYLAW NO. 950, 2024

RESOLUTION NO. 292/2024

M/S Councillors Beattie/Goddard

That Council receives the report titled "Loan Authorization Bylaw No. 950, 2024" dated May 6, 2024; further, that Council gives District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024, which will allow Council to borrow \$4,756,000 for the construction of a permanent Water Treatment Plant, first and second reading.

CARRIED

RESOLUTION NO. 293/2024

M/S Councillors Winnicky/Beattie

That Council gives District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024, third reading.

CARRIED

RESOLUTION NO. 294/2024

M/S Councillors Jeffrey/Winnicky

That Council authorizes assent voting as the method of obtaining elector approval for the proposed District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024.

CARRIED

RESOLUTION NO. 295/2024

M/S Councillors Winnicky/Jeffrey

That Council appoints Becky Mercereau as the Chief Election Officer and Andrea Maryin and Crystal Brown as the Deputy Chief Election Officers for the District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024, assent vote.

CARRIED

RESOLUTION NO. 296/2024

M/S Councillors Beattie/Jeffrey

That approves the Assent Voting Question for District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024, as follows:

"Are you in favour of the District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024, to authorize the District of Hudson's Hope to borrow up to \$4,756,000, with interest, over a period not exceeding 15 years, in order to finance the construction of a permanent Water Treatment Plant?"

CARRIED

RESOLUTION NO. 297/2024

M/S Councillors Winnicky/Jeffrey

That the Council authorizes that the Notice of Assent Voting for 'District of Hudson's Hope Water Treatment Plant Loan Authorization Bylaw No. 950, 2024' include a synopsis of the bylaw as permitted under the Local Government Act s.176 (4) and (5).

CARRIED

B6 DISTRICT OF HUDSON'S HOPE GARBAGE COLLECTION BYLAW NO.942, 2024

RESOLUTION NO. 298/2024

M/S Councillors Winnicky/Goddard

That Council receive the report titled "District of Hudson's Hope Garbage Collection Amendment Bylaw No. 942, 2024" dated March 4, 2024; further, that Council gives "District of Hudson's Hope Garbage Collection Amendment Bylaw No. 942, 2024", which regulates the storage and placement of garbage bins to prevent the attraction of dangerous wildlife into the District of Hudson's Hope, for discussion.

CARRIED

OPPOSED: Councillor Jeffrey

RESOLUTION NO. 299/2024

M/S Councillors Winnicky/Beattie

That Council defers the reports titled "District of Hudson's Hope Garbage Collection Amendment Bylaw No. 942, 2024", dated March 4, 2024, the "District of Hudson's Hope Property Maintenance Bylaw No. 941, 2024" dated March 4, 2024, and the "District of Hudson's Hope Municipal Ticket Information System Bylaw No. 943, 2024" dated March 4, 2024", to the June 17, 2024, Council Meeting to allow the Hudson's Hope Municipal Advisory Committee the opportunity to provide written comments regarding the proposed bylaws.

CARRIED

12. CORRESPONDENCE

C1 AMENDMENTS TO THE WILDLIFE AND GARBAGE BYLAWS -

RESOLUTION NO. 300/2024

M/S Councillors Jeffrey/Beattie

That Council receives the correspondence titled "Amendments to the Wildlife and Garbage Bylaws" for information.

CARRIED

C2 BLUEY DAY SHAVE DAY 2024 INVITATION

RESOLUTION NO. 301/2024

M/S Councillors Winnicky/Jeffrey

That Council receives the correspondence "Bluey Day Shave Day 2024 Invitation" dated April 29, 2024; further, that Council authorizes two members to attend the Annual Bluey Day held on May 27, 2024, in Fort St. John at the Centennial Park.

CARRIED

C3 LETTER OF CONCERN – RAY GALLANT

RESOLUTION NO. 302/2024

M/S Councillors Jeffrey/Beattie

That Council receives the correspondence titled "Letter of Concern" dated April 9, 2024, for information.

CARRIED

13. REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES

14. OLD BUSINESS

15. NEW BUSINESS

16. PUBLIC INQUIRIES

17. IN-CAMERA SESSION

ICSR1 NOTICE OF CLOSED SESSION – APRIL 29, 2024

RESOLUTION NO. 303/2024

M/S Councillors Beattie/Winnicky

That Council receive the report titled "Notice of Closed Session – May 6, 2024"; further, that Council recess to a Closed Meeting for the purpose of discussing the following items:

- **Agenda items ICSR1 – Agenda item ICSR1 – *Community Charter* Section 90(1)(c), labour relations and employee relations, and *Community Charter* Section 90(1)(k), negotiations and related discussions respecting the proposed provision of a municipal service.**

CARRIED

Mayor Quibell recessed the meeting for a Closed Session at 7:01 pm.

17. ADJOURNMENT

Mayor Quibell reconvened the open meeting and adjourned it to 8:15 pm.

CERTIFIED A TRUE AND CORRECT COPY OF THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD MONDAY, MAY 6, 2024.

Travous Quibell, Mayor

Andrea Martin, Corporate Officer

STAFF REPORT

TO: Mayor and Council

FROM: Crystal Brown, Chief Administrative Officer

DATE: May 27, 2024

SUBJECT: 2024 UBCM Minister Meeting Requests

RECOMMENDATION #1:

That Council receive the report titled “2024 UBCM Minister Meeting Requests” dated May 27, 2024, further, that Council authorizes that the following meetings be requested with provincial Ministers during the 2024 Union of BC Municipalities Convention:

- a. **Honourable Josie Osborne, Minister of Energy, Mines and Low Carbon Innovation** regarding funding for the District of Hudson’s Hope permanent water treatment plant, and the BC Hydro Gran in lieu allocation for the District of Hudson’s Hope;
- b. **Honourable Rob Fleming, Minister of Transportation and Infrastructure** regarding poor roads conditions on Highway 29, including areas of erosion, slides, and lanes closures, and the installation of a passing lane on the switchback (on the uphill lane) to be used for slow moving industrial vehicles and breakdown area;
- c. **Honourable Adrain Dix, Minister of Health** regarding increasing health care capacity within the District of Hudson’s Hope to accommodate residents that travel from outside the District to receive medial services by increasing the allocation used to determine staffing levels in the District for doctors, nurse practitioners, BC Ambulance, and other health professionals such as physiotherapists; providing education through workshops or information sessions on topics such as such as arthritis, diabetes, and aging in place for community members; and hospital closures and diversions;
- d. **Honourable Bowinn Ma, Minister of Emergency Management and Climate Readiness** regarding the new Emergency and Disaster Management Act and the downloading of provincial responsibilities to local government without the proper resources to conduct the work.

RECOMMENDATION #2:

That Council rank its priority order for the meeting requests (most important to least important).

BACKGROUND:

On May 6, 2024, Council passed the following resolution:

MOVED, SECONDED, and CARRIED

That Council receives the report titled “2024 UBCM Minister Meeting Requests” dated May 6, 2024, further, that Council identifies topics to be requested with provincial Ministers during the 2024 Union of BC Municipalities Convention.

Union of BC Municipalities (UBCM) Ministry Meetings will be held from September 16-20, 2024. The deadline to request Minister meetings has yet to be announced, although, in previous years, the deadline has been at the end of June. This year, registration for meetings with Provincial Cabinet Ministers during the 2024 UBCM Convention will go live on May 15, 2024.

DISCUSSION:

Typically, Each Minister meeting request is limited to three topics. Each topic submitted must include a one-sentence summation of what Council would like from the meeting, with a brief backgrounder (maximum 700 characters) about the topic. It is required that the background information submitted with the meeting request provides a complete picture of the topics and requests. Minister meetings are granted based on a variety of criteria rather than in the order they are received, so please take your time to provide clear and detailed information.

Due to the volume of requests and scheduling availability, Council must rank its priority order for the meeting requests (most important to least important).

The deadline for meeting requests is June 21, 2024.

FINANCIAL CONSIDERATIONS:

None at this time.

ALTERNATIVE OPTIONS:

1. That Council receive the report titled "2024 UBCM Minister Meeting Requests" dated May 6, 2024, further, that Council identifies topics to be requested with provincial Ministers during the 2024 Union of BC Municipalities Convention; and further, that Council rank the priority order for the meeting request.

ATTACHMENTS:

1. 2024 UBCM Convention Provincial Appointment

Prepared By: *Crystal Brown, Chief Administrative Officer*

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
<i>Connectivity</i>	• 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.
<i>Government Digital Experience</i>	• 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
<i>Corporate Services Division</i>	• 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.
<i>Disaster Recovery</i>	• 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.
<i>Disaster Risk Management</i>	• 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 Minister meeting requests for the Liquor Distribution Branch or the Insurance Corporation of BC please direct these to the Ministry of Public Safety and Solicitor General. **For staff meeting requests for the Liquor Distribution Branch please direct these to the Ministry of Public Safety and Solicitor General. **For staff meeting requests for the Insurance Corporation of BC please see their description in the Provincial Agencies, Commissions, and Corporations section.
Policy and Legislation Division / Financial And Corporate Sector Policy Branch	- Anti-money laundering in real estate and the financial sector, including beneficial ownership transparency initiatives. - Corporate and financial sector policy including: - Securities. - Real Estate (including mortgage brokers and real estate developers). - Financial institutions. - Money Services Businesses. - Insurance. - Pensions. - Personal Property Security. - Business Organizations (including companies, societies, and cooperatives). - Land Title & Survey Authority (LTSA).

MINISTRY OF FINANCE CONTINUED...

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

MINISTRY OF FORESTS

DIVISION/BRANCH	TOPIC
<i>Associate Deputy Minister's Office</i>	• 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.
<i>BC Wildfire Service</i>	• Wildfire Suppression, Wildfire Prevention and Community Resiliency Initiative. • Wildfire Recovery and All Hazard Response.
<i>Forest Resiliency and Archaeology</i>	• Old growth deferrals. • Provincial Forest Landscape Planning. • Archaeology Branch. • <i>The Heritage Conservation Act Transformation Project</i> (HCATP).
<i>Integrated Resource Operations Division</i>	• Compliance and Enforcement. • Engineering. • Forest Tenures. • Resource Worker Safety.
<i>Office of the Chief Forester</i>	• 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). - Nationally harmonized technical requirements for new buildings.
<i>Short-Term Rental Branch</i>	Compliance and enforcement of short-term rental legislation and regulations, local government short-term rental data sharing, and delisting requests.
<i>Housing Targets Branch</i>	- Administers the housing targets program to issue targets for specified municipalities under the authorities set out in the <i>Housing Supply Act</i> and regulations. - Analysis to select specified municipalities for targets assessment, forecast housing needs and produce housing targets. - Consultation with specified municipalities and first nations with land interests, issues timebound Housing Target Orders and evaluates progress reports that track progress toward meeting housing targets: 1) housing units by type, tenure, and affordability; and 2) municipal processes to increase housing supply (housing policies, bylaws, development approvals and permitting). - Consideration of compliance measures if satisfactory progress has not been made by municipalities to meet housing targets.
<i>Planning and Land Use Management Branch</i>	- Land use planning policy and program development. - Legislation and program supports for: - Small-scale, multi-unit housing. - Housing needs reports. - Proactive zoning. - Amenity cost charges. - Inclusionary zoning.

MINISTRY OF HOUSING CONTINUED...

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

MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION

DIVISION/BRANCH	TOPIC
<i>Negotiations and Regional Operations Division</i>	• Leads provincial engagement with First Nations to advance reconciliation initiatives, including negotiating and implementing agreements with First Nations partners in conjunction with other provincial agencies, federal and local government, and working with stakeholders to ensure the success of reconciliation initiatives. • Leads and collaborates with other Ministries to advance shared decision-making initiatives with First Nations, consistent with sections 6 and 7 of the <i>Declaration on the Rights of Indigenous Peoples Act</i>.
<i>Reconciliation Transformation and Strategies Division</i>	• Leads provincial development and implementation of strategic reconciliation initiatives, such as the <i>Declaration on the Rights of Indigenous Peoples Act</i>. Facilitates collaboration and partnership between Indigenous and non-Indigenous peoples, stakeholders, and all levels of government to build capacity and support outcomes that advance reconciliation at the local, regional, and provincial levels.
<i>Strategic Partnerships and Initiatives Division</i>	• Leads and supports the development and implementation of key strategies to strengthen the socio-economic conditions of Indigenous people in B.C. • Leads B.C.'s efforts in socio-cultural reconciliation with Indigenous communities and the development of provincial strategies for improving outcomes for Métis and urban Indigenous populations. Leads community engagement and the coordination of the provincial response to residential school sites in B.C.

MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND INNOVATION

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

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

DIVISION/BRANCH	TOPIC
<i>Investment Division</i>	• Responsible for InBC Investment Corporation, a \$500 million strategic investment fund that invests in B.C.'s high-growth potential businesses to help them scale up. • Facilitates investments through the Major Investments Office: ◦ Assesses the technical, financial, and strategic scope of investment opportunities to determine the appropriate level of ministry engagement. ◦ Engages with potential investors who have a viable project opportunity and provides customized support to enable the investment to advance in B.C. ◦ Works closely with other Ministries to boost B.C. as a global exporter of climate solutions, carbon capture, storage, and other low carbon technologies. ◦ Leads and/or collaborates on complex cross ministry/government activities or strategic initiatives. ◦ Develops partnerships with investors to match project financing needs with strategic sources of capital. ◦ Leads the ministry's investment evaluation process. • Develops and implements the Province's Life Sciences and Biomanufacturing Strategy to position B.C. as a hub for the biotechnology sector: ◦ Conducts life sciences policy analysis. ◦ Develops and maintains sector intelligence resources on B.C.'s life sciences sector, including through engagement with sector stakeholders and in collaboration with BC Stats.
<i>Trade and Industry Development Division</i>	• Facilitates trade promotion, investment attraction, industry development, and supports initiatives to increase export capacity in all regions of the province. • Works collaboratively with key stakeholders, industry, and all levels of government to build an inclusive, sustainable, and innovative economy.

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

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

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

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

MINISTRY OF LABOUR

DIVISION/BRANCH	TOPIC
<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
Immigration Services and Strategic Planning Division	
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.
Local Government Division	
Governance Structures	- Incorporation, restructuring, boundary extensions, structure-related legislation and processes, and local and regional governance. - Local government administration, elections, governance operations-related legislative requirements/powers, and local and regional services. - Local government-First Nations/Indigenous relations, Crown Grant/Nominal Rent Tenure sponsorships, Business Improvement Areas, and Resort Associations. - Dispute resolution related to Regional District service reviews/withdrawals and other intergovernmental disputes.
Governance Services	
Governance Relations	

MINISTRY OF MUNICIPAL AFFAIRS CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Local Government Division Continued...</i>	
<i>Infrastructure and Engineering</i>	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.
<i>Local Government Finance</i>	- 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.
<i>Local Government Policy, Research and Legislation</i>	- 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>	
<i>Land Use / Planning Programs</i>	• 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.
<i>Public Libraries Branch (PLB)</i>	• Working with public library boards, library staff, and local governments, in their roles and responsibilities under the <i>Library Act</i>. • Helping communities improve and access public library services. • Provides advice and guidance on related legislation, governance, financial reporting, provincial funding, digital infrastructure, provincial-wide services, and provincial policies. • Apportionment of provincial public library grants (not capital). • Local government questions about financing new library buildings/significant renovations, ownership, or infrastructure questions should be directed to Local Government Infrastructure and Finance Branch, but PLB may also be included.

MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS

DIVISION/BRANCH	TOPIC
<i>Finance, Technology And Management Services Division</i>	Operating and capital grants to 25 PSIs, FTE and PSI financial health monitoring and reporting, ministry's 10-year capital plan, PSI property acquisition and disposition, manage ministry budget, maintain ministry IT systems and digital information security, Administrative Service Delivery Transformation Initiative, lead ministry's business continuity and emergency response readiness with PSIs, and strategic HR for the ministry.
<i>Governance, Legislation and Engagement Division</i>	- Responsible for the ministry's legislative development, as well as OIC board appointments, labour relations and governance, Indigenous policy & engagement, Indigenous programs & partnerships, and intergovernmental relations and corporate reporting. - The division includes the Office of the Superintendent of Professional Governance (OSPG) and is also responsible for improving foreign/international credential recognition.
<i>Post-Secondary Policy and Programs Division</i>	- Twenty-Five public post-secondary institutions (PSIs) and their programs including: Indigenous Education, Adult Education, StudentAid BC including the BC Access Grant, Science, Technology, Engineering and Math (STEM) programs, the Provincial Tuition Waiver for Former Youth in Care and the BC Loan Forgiveness Program, tech-relevant programs, adult basic education, and health and medical education. Enhancing the learner experience through student mental health initiatives, combatting sexualized violence, promoting work integrated learning and co-ops, micro-credentials and improving foreign/international credential recognition, Education Quality Assurance designation, and advice and recommendations to the Minister on new degree programs through the Degree Quality Assessment Board. - The division is responsible for public and private post-secondary institution accountability including mandate direction and accountability reporting. - Governance, regulation and monitoring of over 300 private training institutions, including student protection. - Reporting and advice through sector data management and analysis to support decision making and inform policy development.

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

DIVISION/BRANCH	TOPIC
<i>Post-Secondary Policy and Programs Division Continued...</i>	• BC's Post-Secondary Digital Learning Strategy and Digital Services Strategy which aim to improve how digital technologies support access to flexible, high-quality post-secondary education. • Division is also responsible for international education, leading strategic policy/liaison function for the sector, and providing oversight for the Crown corporation - the British Columbia Council for International Education (BCCIE).
<i>Labour Market Development Division</i>	• Responsible for the development and management of targeted labour market and workforce development policies and programs to help people get the information and skills they need to participate in B.C.'s labour market. This includes oversight of B.C.'s StrongerBC Future Ready Action Plan, the trades training system, including Skilled Trades Certification and the Crown agency responsible, SkilledTradesBC. • Responsible for a number of programs for people, employers, and communities. These include the Sector Labour Market Partnerships program, the Community Workforce Response Grant, the BC Employer Training Grant, Skills Training for Employment programs, and skills training for forestry dependent communities. • The division produces a wide range of labour market information and insights, including BC's Labour Market Outlook, and disseminates labour market information, career planning tools, and other resources through the WorkBC.ca website.

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

DIVISION/BRANCH	TOPIC
<i>BC Coroners Service</i>	• Responsible for investigating and determining the circumstances of all unnatural, sudden, and unexpected, unexplained, or unattended deaths in the province. • Makes recommendations to improve public safety and prevent death in similar circumstances. • Responsible for the investigation of all child death (under the age of 19 years) in B.C. and for investigating all deaths in custody.
<i>BC Corrections</i>	• Responsible for the supervision of individuals, 18 years or older, on bail or serving a sentence in the community, and the supervision of individuals in custody awaiting trial, serving a sentence under two years.
<i>Cannabis, Consumer Protection, and Corporate Policy Branch</i>	• Responsible for consumer protection policy, which includes consumer contracts, cost of credit disclosure, ticket sales, film classification, and licensing of travel agents, motor dealers, funeral services, payday lenders, high-cost credit grantors, debt collectors, and home inspectors. • Responsible for leading and supporting the development and implementation of provincial cannabis policy, leading negotiation of government-to-government agreements with Indigenous nations pursuant to Section 119 of the <i>Cannabis Control and Licensing Act</i> and working with First Nations and key partners to advance a collaborative approach to cannabis-related governance and jurisdiction, as outlined in the DRIPA Action Plan commitment 4.47. • Responsible for the development of policy and legislation related to the <i>Restricting Public Consumption of Illegal Substances Act</i>.
<i>Community Safety and Victim Services Branch</i>	• Responsible for coordinating a provincial network of programs and services for victims of crime including programming for violence against women, gender-based violence, and sexual assault. • Responsible for coordinating the province's work in the areas of restorative justice, and human trafficking. • Includes the Civil Forfeiture Office which manages the Civil Forfeiture Crime Prevention and Remediation Grant Program and the Crime Victim Assistance Program.

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Gaming Policy and Enforcement Branch</i>	- Regulates all gambling in British Columbia and ensures the integrity of gambling industry companies, people, and equipment. - Regulates oversight of commercial gambling conducted and managed by the British Columbia Lottery Corporation (e.g., lotteries, casinos, community gaming centres, commercial bingo halls and online gambling on PlayNow.com), British Columbia's horse racing industry, and licensed charitable gambling events. - Administers the Gambling Support BC program, which includes a continuum of responsible and problem gambling prevention and treatment services. - Administers Host Financial Assistance Agreements with local governments that host a gaming facility within their jurisdiction.
<i>Insurance Corporation of BC (ICBC)</i>	- ICBC is mandated to provide universal compulsory auto insurance to drivers in B.C. - ICBC provides British Columbians with Optional auto insurance products and driver licensing services. - ICBC champions a safe driving culture by working with communities, law enforcement, and other stakeholders on various road safety campaigns and initiatives. - ICBC is responsible to the Minister of Public Safety and Solicitor General, who is supported within government by the Crown Agencies Secretariat in the Ministry of Finance. <i>**For <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 <u>Minister</u> meeting requests and 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>.</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
<i>RoadSafetyBC Continued...</i>	• 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.
<i>Policing and Security Branch</i>	• 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
<i>Arts and Culture</i>	• 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.
<i>BC Athletic Commission</i>	• Legislation and regulatory oversight of professional boxing, kickboxing, and mixed martial arts, as well as all amateur combat sports.
<i>Creative Sector</i>	• 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.
<i>Heritage</i>	• 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.
<i>Mountain Resorts</i>	• Delivers a one window regulatory approach for resort development and community ski area administration and the review and authorization of expansions and new proposals on Crown land across the province. Evaluates phased development plans and conducts major project reviews through working with First Nations, public engagement, and community and stakeholder engagement. Provides advice and information on resort development policy and programs.

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

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

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

DIVISION/BRANCH	TOPIC
<i>Highways and Regional Services Division</i>	• The Highways and Regional Services Division is responsible for: ◦ Developing, maintaining, and operating safe, secure provincial and regional transportation networks. ◦ Leading the ministry in provincial issue management, emergency response and preservation of transportation infrastructure. ◦ Promoting compliance of safety regulations within the transport sector, with the goal of increasing road safety and protecting public health, the environment, and transportation infrastructure. ◦ Planning and delivering rehabilitation and capital projects in the region. ◦ Fostering partnerships and delivering on commitments with First Nations and Indigenous communities. ◦ Supporting provincial economic growth through regional work and development services. ◦ Implementing sustainable, resilient, and innovative transportation solutions. • The division, through their Commercial Vehicle Safety Enforcement (CVSE) program, also: Regulates and manages commercial vehicle activities on the provincial highway network and aligns requirements with neighboring provinces to ensure the safe and efficient movement of goods within B.C. and beyond. • This division also includes the Passenger Transportation Branch, which regulates commercial passenger vehicles including taxis, ride hailing companies, limousines, charter, and inter-city (scheduled) buses, in accordance with the <i>Passenger Transportation Act</i>.

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE CONTINUED...

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

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE CONTINUED...

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

MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP

DIVISION/BRANCH	TOPIC
<i>Land Use Planning and Cumulative Effects</i>	• Responsible for leading B.C.'s land stewardship strategies, supported by science and knowledge, that promote and guide the province's goals for reconciliation with First Nations. • Responsible for delivering the following programs: ◦ Modernized Land Use Planning delivered in partnership with First Nations. ◦ Collaborative Indigenous Stewardship Framework. ◦ Cumulative Effects Framework. ◦ Recommendations within the Old Growth Report, including ecosystem health and biodiversity. ◦ Regional Management Committees.

MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP

DIVISION/BRANCH	TOPIC
<i>Water, Fisheries and Coast</i>	• The Water, Fisheries and Coast Division brings together program areas responsible for the Watershed Security Strategy and implementation, Water Management, Wild Salmon Strategy, and Coastal Marine Planning. • It works to support functioning and resilient marine, aquatic, and coastal ecosystems that support a diversity of economic activities and provide the foundation for vibrant and thriving coastal communities and cultures. • The division provides provincial leadership on water and coordinates government's strategy on 'source to tap' drinking water protection. It is also responsible for watershed-related strategic planning, policy, science, assessments and analysis tools for B.C., as well supporting the use of water governance and planning tools in the <i>Water Sustainability Act</i> (e.g., water sustainability plans and water objectives). This work is collaborative by design and will include First Nations, local governments, and other interested parties. • B.C. and for setting objectives for water quality and sustainability. • The division leads the implementation of the <i>Water Sustainability Act</i> and other water related legislation and regulations as it pertains to the management of water allocation, dam safety and flood safety with a focus on public safety and resiliency of the environment. It also leads on policy, planning and supports in relation to water-related hazards such as flood and drought for the province. • The division supports restoration and rebuilding of wild fish populations and provides leadership for aquatic habitat policy and restoration. It also sets fisheries and aquaculture policy, develops new strategies to protect and revitalize B.C.'s wild salmon populations, and is the provincial lead for interfacing with Fisheries and Oceans Canada (DFO). • Is the Statutory Decision Maker (SDM) under the <i>Wildlife Act</i> for BC's recreational freshwater fisheries as well as administration of the <i>Riparian Areas Protection Act</i>. • Leads prevention and provincial response to aquatic invasives. • In natural disaster response, leads actions and direction to protect or recover aquatic ecosystems and the aquatic/fish species that rely on them. • The division is the provincial hub for marine and coastal policy, planning, and science providing expertise to drive development and implementation of strategic and operational policies and plans that lead the way on collaborative decision-making with First Nations and Canada.

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

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

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

DIVISION/BRANCH	TOPIC
<i>Natural Resource Information and Digital Services (NRIDS)</i>	Provides essential Information Management (IM) services by way of the creation, maintenance, and publication of foundational datasets and geospatial information – this also includes operation of the provincial aerial imagery and LiDAR programs, maintenance of land survey monumentation and data, and species and ecosystems information. This work provides essential context and intelligence to support decision making across the Natural Resource Ministries (NRM) and beyond. The Digital Road Atlas (DRA) program provides GIS business processes that support BC's current 9-1-1 requirements. For the implementation of Next Generation 9-1-1 (NG9-1-1), NRIDS is advocating for improved public access to high quality geospatial data that delivers the broadest and best use as a strategic asset. The IM offerings include ready-made, authoritative, spatial information about the shape, landscape, environment, and condition of B.C. as well as offering on-demand custom analysis, visualization, and mapping products for the NRM.
<i>Resource Stewardship Division</i>	- The division is responsible for the Together for Wildlife Strategy, wildlife policy regulations and allocation, ecosystem health and biodiversity, conservation of wildlife and habitat and economic diversity and sustainability, fish and wildlife angling and hunting opportunities, Tripartite Agreement of Nature Conservation (implementation planning and fund coordination), the draft Biodiversity and Ecosystem Health Framework and advancing wildlife co-management with First Nations and partnerships to support shared stewardship of wildlife. - Responsible for delivering the following core programs: - Wildlife Management. <i>Wildlife Act</i> and its regulation and policy framework. - Fish and Wildlife Population Assessment and Decision Support. - Regional Action Planning for fish and wildlife stewardship and Management. - First Nations Partnerships and Co-management. - Biodiversity Conservation Science and Research. - Species at Risk Recovery and Implementation. - Invasive Aquatic and Terrestrial Species Management. - Species at Risk Recovery and the Provincial Caribou Recovery Program.

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

MACC	TOPIC
<i>Agriculture Land Commission</i>	Information and advice regarding the Agricultural Land Reserve (ALR) and work of the Provincial Agricultural Land Commission (ALC). ALC Chair and/or Chief Executive Officer will be in attendance.
<i>BC Emergency Health Services (BCEHS)</i>	- As part of the Provincial Health Services Authority, BCEHS governs the emergency medical services system in B.C. and provides pre-hospital emergency and inter-facility patient transfer services. BCEHS paramedics, emergency medical call takers and dispatch staff provide pre-hospital emergency care and medically necessary transport (ground and air ambulances) for British Columbians. BCEHS also oversees patient inter-facility transfers in the province, working with health authorities to coordinate the transfer of acute and critically ill patients to an appropriate level of care both within and outside of B.C. - Members of the BCEHS executive team look forward to participating in productive and engaging sessions with municipal leaders.
<i>BC Energy Regulator</i>	The British Columbia Energy Regulator oversees the full life cycle of energy resource activities in B.C. from site planning to restoration. This includes oil, gas, geothermal, hydrogen, ammonia, and methanol. We look forward to addressing any questions you may have on our regulatory oversight.
<i>BC Housing</i>	- BC Housing works in partnership with private and non-profit sectors, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. These affordable housing options span the housing continuum, including emergency shelter and housing for the homeless, transitional supportive and assisted living, independent social housing, rent assistance in the private market, and affordable owner-purchase housing. - Through the <i>Homeowner Protection Act</i>, BC Housing also licenses residential builders, administers owner builder authorizations, ensures that mandatory licensing and home warranty insurance provisions are complied with, oversees the third-party home-warranty insurance, and carries out research and education that benefits the residential construction industry, consumers, and the affordable housing sector.

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

MACC	TOPIC
<i>BC Hydro</i>	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.
<i>BC Transit</i>	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.
<i>Insurance Corporation of British Columbia (ICBC)</i>	- 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: Tonia Alexander, Deputy Treasurer

DATE: May 27, 2024

SUBJECT: Statement of Financial Information - SOFI

RECOMMENDATION:

That Council receives the report titled "Statement of Financial Information - SOFI" dated May 27, 2024; further, that Council approves Statement of Financial Information for the year ending December 31, 2023; and further, that the Mayor and Chief Administrative Officer be authorized to sign it on behalf of the District of Hudson's Hope.

BACKGROUND:

The *Financial Information Act* requires the Council and Chief Financial Officer to approve the Statement of Financial Information (SOFI) report and upload it to the province. The statement of financial information must be made available for public viewing by June 30 each year and be accessible for the following three years.

The purpose of financial reporting is to ensure the transparency and accountability of the local government system. Local governments are ultimately accountable to their citizens for how they choose to raise and spend funds. The SOFI includes, for the year being reported, the District's audited financial statements and information on:

- remuneration paid to the Mayor and Council
- remuneration paid to every employee who received more than \$75,000
- the amount paid to supplier of goods and/or services who received more than \$25,000
- all grants paid by the City

FINANCIAL CONSIDERATIONS:

See attached report.

ALTERNATIVE OPTIONS:

None.

ATTACHMENTS:

1. Statement of Financial Information (SOFI) - 2023.

Prepared By: *Tonia Alexander, Deputy Treasurer*

Approved By: *Crystal Brown, Chief Administrative Officer*



9904 Dudley Drive
Hudson's Hope BC V0C 1V0
Telephone 250-783-9901
Fax: 250-783-5741

Statement of Financial Information (SOFI) - 2023

District of Hudson's Hope
Statement of Financial Information
For the Year Ended December 31, 2023

The following information package, prepared in accordance with the *Financial Information Act*, was approved by the District of Hudson's Hope Council in open meeting assembled on May 27, 2024.

On behalf of Council:

Travous Quibell
Mayor

Date

The information contained in this package is certified as accurate and correct.

Crystal Brown
Chief Administrative Officer

Date

District of Hudson's Hope
Statement of Financial Information
For the Year Ended December 31, 2023

Severance Agreements

The District of Hudson's Hope had 1 severance agreements under which payment was commenced to a non-unionized employee during the fiscal year 2023 for an 8-month period. Compensation was based on salary and benefits.

District of Hudson's Hope
Statement of Financial Information
For the Year Ended December 31, 2023

MANAGEMENT REPORT

The District of Hudson's Hope was incorporated in 1965 as a District Municipality under the *Community Charter*, formerly the *Municipal Act*, a statute of the Province of British Columbia. Its principal activities include the provision of local government services to residents of the incorporated area. These include administrative, protective, transportation, environmental, recreational, water, sanitary sewer, and fiscal services. The authority to collect property taxes and user fees and the authority to create and enforce bylaws is granted under provisions of the *Local Government Act* and the *Community Charter*. Services are provided primarily within the political boundaries of the District of Hudson's Hope.

The role of Council is to legislate bylaws; to establish goals, regulations, and policies; and to provide overall direction for management in achieving these goals. The role of management is to carry out Council's directions in accordance with established bylaws, regulations, and policies. Management also oversees the day-to-day operations of the municipality. Specifically, the role of the financial manager consists of fulfilling all statutory requirements relating to finance, investment of surplus funds, safeguarding of assets, and financial reporting. The role of the municipal auditors is to provide an annual independent audit of the municipality's financial statements. Portions of this information package are excerpts of the 2023 audited financial statements.

Crystal Brown

Chief Administrative Officer

Date

District of Hudson's Hope
Statement of Financial Information
For the Year Ended December 31, 2023

Schedule of Indemnity Agreements

The District of Hudson's Hope has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

District of Hudson's Hope
Statement of Financial Information
For the Year Ended December 31, 2023

Debts Covered by Sinking Funds or Reserves

The District of Hudson's Hope had no debt covered by sinking funds or reserves.

District of Hudson's Hope
Statement of Financial Information
For the Year Ended December 31, 2023

Loan Guarantee Agreement

The District of Hudson's Hope had no loan guarantee agreements.

District of Hudson's Hope
Schedule of Remuneration and Expenses
31-Dec-23

Elected Officials

Name	Position	Reumneration	Expenses	Total
Dave Heiberg	Mayor	10,292.15	2,992.33	13,284.48
Kelly Miller	Councillor	9,187.69	8,038.37	17,226.06
Travous Quibell	Mayor/Councillor	13,783.69	342.81	14,126.50
James Cryderman	Councillor	10,910.76	-	10,910.76
Tina Jeffrey	Councillor	12,510.76	138.04	12,648.80
Debbie Beattie	Councillor	15,760.76	5,757.15	21,517.91
Tashana Winnicky	Councillor	13,410.76	4,192.78	17,603.54
KK Charlesworth	Councillor	4,091.54	-	4,091.54
		<u>89,948.11</u>	<u>21,461.48</u>	<u>111,409.59</u>

Other Employees

Employees Over \$75,000

KEITH RESCHKE	98,590.53	727.84	99,318.37
KIM TRASK	92,457.90	602.91	93,060.81
JOHN VANDENBERG	88,665.94	390.46	89,056.40
CINDY EDGAR	87,016.77	3,465.02	90,481.79
GORDON DAVIES	85,055.90	598.82	85,654.72
MARCEL BUDALICH	84,485.02	-	84,485.02
GREGG SCHAFFER	83,167.58	356.55	83,524.13
TONIA ALEXANDER	81,408.30	-	81,408.30
ALYSE BAILIE	79,813.16	-	79,813.16
MOKLES RAHMAN	79,122.91	80.00	79,202.91
PHILIP MASON	76,686.87	78.44	76,765.31
Consolidated Total of Other Employees and expenses Under \$75,000	1,173,556.35	61,252.49	1,234,808.84
		<u>2,110,027.23</u>	<u>2,177,579.76</u>

Reconciliation

Total Remuneration - Elected Officials	89,948.11
Total Remuneration - Employees	2,110,027.23
Total Severance - Employees	56,936.66
District Portion of EI and CPP	<u>140,722.28</u>
Subtotal	2,397,634.28
Reconciling Items	
Superannuation and WCB Payments Included in Expense Accounts Below	184,035.54
Benefit Payments Included in Below	161,579.65
Unreconciled Difference	<u>2,743,249.47</u>

Total Per Statement of Revenue
and Expenditure

Note 18	Wages and Benefits	2,682,350.00
	Wages Not Included in Note 18:	<u>60,899.47</u>
		<u>2,743,249.47</u>

District of Hudson's Hope
Schedule Showing Payments Made for Provision of Goods and Services
31-Dec-23

Suppliers With Aggregate Payments Exceeding \$25,000

Supplier Name	Amount	
ACL CONSTRUCTION LTD	286,836.91	
BC HYDRO - BILL PAYMENT ONLINE	166,418.65	
BCGEU	25,962.96	
B.C. ASSESSMENT	42,292.16	
BRENNTAG CANADA INC.	34,539.51	
BIG LEAGUE UTILITIES	34,435.60	
CVIK CHRIS	25,418.59	
COLLABRIA VISA - ONLINE PAYMENT	143,023.53	
VYTAL FILTRATION INC	27,915.16	
CARIBOO CHILCOTIN DIVERS LTD	35,049.24	
CLEAR BLUE WATER SYSTEMS LTD.	840,036.86	
DELCO AUTOMATION INC.	49,412.16	
DIAMOND INTERNATIONAL TRUCKS	288,104.07	
EPSCAN	189,890.14	
FORT ST. JOHN CO-OPERATIVE ASSOC.	183,072.23	
FORTISBC - NATURAL GAS	75,129.68	
G-T-XCAVATING LTD.	53,534.05	
GREGG DISTRIBUTORS LP	26,718.45	
ICBC	77,364.94	
INLAND TRUCK & EQUIPMENT	200,876.01	
I.T. PARTNERS	69,817.89	
KARLIN ENTERPRISES	65,400.56	
KPMG LLP T4348	44,625.00	
MASON RICHARD	43,046.53	
MINISTER OF FINANCE SCHOOL TAXES	2,951,590.88	
MUNICIPAL PENSION PLAN - ONLINE PAYMENT	257,768.15	
MCELHANNEY LTD	278,002.82	
MURRAY CHEVROLET	71,575.71	
PEACE RIVER REGIONAL DISTRICT	307,402.85	
PEACE RIVER REGIONAL HOSPITAL DISTRICT	260,001.22	
PETRON COMMUNICATIONS LTD.	138,410.72	
PACIFIC BLUE CROSS - ONLINE PAYMENT	118,813.28	
RECEIVER GENERAL FOR CANADA - PAYROLL	532,097.72	
RECEIVER GENERAL FOR CANADA - PAYROLL	93,322.41	
ROCKY MOUNTAIN PHOENIX	832,009.85	
SAFETEK EMERGENCY VEHICLES LTD	100,000.00	
TERUS CONSTRUCTION LTD.	181,870.90	
TELUS - ONLINE PAYMENT	45,101.24	
TELUS MOBILITY	34,749.82	
URBAN SYSTEMS	82,120.48	
VEOLIA WATER TECHNOLOGY INC.	772,579.04	
VALLEY PURE WATER & BREWING	86,005.50	
WORK SAFE BC - ONLINE PAYMENT	48,790.10	
WILLIS CANADA INC.	135,625.00	
YETI REFRIGERATION INC.	82,294.63	
Payments Made (Vendors Over \$25,000)	<u>10,439,053.20</u>	
Consolidated Total Paid to Suppliers Who Received Aggregate Payments of \$25,000 or Less	837,918.54	
Consolidated Total of Grants and Contributions Exceeding \$25,000	217,995.32	
Consolidated Total of Grants and Contributions Under \$25,000	9,520.00	
	<u><u>1,065,433.86</u></u>	
Total of All Payments Above		11,504,487.06

Reconciliation**Total of All Payments Above**

11,504,487.06

Reconciling Items

DEDUCT TRANSFERS TO OTHER GOVERNMENTS NETTED AGAINST TAXATION REVENUE (F/S NOTE 11)	(3,740,611.00)	
ADD RENUMERATION PAID TO EMPLOYEES AND GOVERNMENT APPOINTED OFFICIALS	2,397,634.28	
DEDUCT AMTS PAID TO GOV OFFICIALS INCLUDED IN PYMTS TOTAL	-	
ADD HOMEOWNER GRANT DEDUCTIONS INCLUDED IN TRANSFERS DEDUCTIONS (PER T4/T4A SUMMARY)	238,609.85	
EHT PAYMENTS EFT	(745,460.25)	
DEDUCT RECOVERABLE GST INCLUDED IN PAYMENTS ABOVE	42,766.37	
ADD BANK CHARGED AUTOMATICALLY DEBITED	(280,055.43)	
ADD LEASE PAYMENTS	3,938.91	
DEDUCT PAYMENTS ON 12 MILE EXTENSION	10,864.82	
DEDUCT LOAN PRINCIPAL	-	
CHANGE IN INVENTORIES	-	
ADD PREPAID EXPENSES 2022	5,517.00	
DEDUCT PREPAID EXPENSES 2023	19,450.00	
DEDUCT 2022 ACCOUNTS PAYABLE	(120,262.00)	
ADD 2023 ACCOUNTS PAYABLE	(375,688.00)	
UNRECONCILED DIFFERENCE	245,959.00	
	139.43	
	(2,297,197.02)	
Adjusted Total Payments		<u>9,207,290.04</u>
 TOTAL EXPENDITURES PER CONSOLIDATED STATEMENT		
FINANCIAL ACITIVITIES	10,315,205.00	
ADD EXPENSE REIMBURSEMENT (employee expenses)	67,552.53	
LESS AMORITIZATION EXPENSE	(1,255,336.00)	
ADD CAPITAL EXPENDITURES	3,185,555.00	
WRITE-DOWN OF WATER TREATMENT PLANT	(3,098,399.00)	
DEDUCT LOSS ON DISPOSAL	(7,287.49)	
		<u>9,207,290.04</u>
		-

District of Hudson's Hope
Schedule of Grants-in-aid
31-Dec-23

HUDSON'S HOPE PUBLIC LIBRARY ASSOCIATION	127,773.37
HUDSON'S HOPE HISTORICAL SOCIETY	90,221.95
HUDSON'S HOPE FIGURE SKATING CLUB	5,150.00
HOPE FOR HEALTH	2,500.00
HUDSON'S HOPE FALL FAIR SOCIETY	970.00
HUDSON'S HOPE MINOR SOCCER	550.00
DOUBLE H SADDLE CLUB	350.00
Total	<u>227,515.32</u>

Consolidated Financial Statements of



DISTRICT OF HUDSON'S HOPE

And Independent Auditor's Report thereon

Year ended December 31, 2023



DISTRICT OF HUDSON'S HOPE

Table of Contents

	Page
Consolidated Financial Statements	
Management Responsibility for the Consolidated Financial Statements	
Independent Auditor's Report	
Financial Statements:	
Consolidated Statement of Financial Position	1
Consolidated Statement of Operations and Accumulated Surplus	2
Consolidated Statement of Change in Net Financial Assets	3
Consolidated Statement of Cash Flows	4
Notes to Consolidated Financial Statements	5 - 27
Schedules to Financial Statements	28



MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS

The accompanying consolidated financial statements of the District of Hudson's Hope (the "District") are the responsibility of the District's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the District. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the District's consolidated financial statements.


Mrs. Crystal Brown
Chief Administrative Officer


Mrs. Tonia Alexander
Deputy Treasurer



KPMG LLP

177 Victoria Street, Suite 400
Prince George, BC V2L 5R8
Canada
Telephone (250) 563 7151
Fax (250) 563 5693

INDEPENDENT AUDITOR'S REPORT

To the Mayor and Council of District of Hudson's Hope

Opinion

We have audited the consolidated financial statements of District of Hudson's Hope (the District), which comprise:

- the consolidated statement of financial position as at December 31, 2023
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of change in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the District as at December 31, 2023 and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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



Emphasis of Matter - Restatement of Financial Statements

We draw attention to note 15 to the financial statements, which explains that certain comparative information presented for the year ended December 31, 2022 has been restated.

Note 15 explains the reason for the restatement and also explains the adjustments that were applied to restate certain comparative information.

Our opinion is not modified in respect to this matter.

Other Information

Management is responsible for the other information. The other information comprises:

- Information, other than the financial statements and the auditor's report thereon, included in Schedule 1 - COVID-19 Safe Restart Grant, and Schedule 2 - Growing Community Fund Reserve

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information, identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

We obtained the Information, other than the financial statements and the auditor's report thereon, included in Schedule 1 - COVID-19 Safe Restart Grant and Schedule 2 - Growing Communities Fund Reserve as at the date of this auditor's report.

If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditor's report.

We have nothing to report in this regard.

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

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

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

Those charged with Governance are responsible for overseeing the District's financial reporting process.



Auditor's Responsibilities for the Audit of the Financial Statements

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

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

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

We also:

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



Page 4

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Chartered Professional Accountants

Prince George, Canada

May 3, 2024



HUDSON'S
HOPE
PLAYGROUND OF THE PEACE

DISTRICT OF HUDSON'S HOPE

Consolidated Statement of Financial Position

December 31, 2023, with comparative information for 2022

	2023	2022 (restated - note 15)
Financial assets:		
Cash and cash equivalents (note 2)	\$ 7,803,287	\$ 8,121,812
Accounts receivable (note 3)	1,327,408	956,839
	9,130,695	9,078,651
Financial liabilities:		
Accounts payable and accrued liabilities (note 4)	245,959	375,688
Deferred revenue (note 5)	1,053,093	510,393
Asset retirement obligation (note 6)	702,456	702,456
	2,001,508	1,588,537
Net financial assets	7,129,187	7,490,114
Non-financial assets:		
Tangible capital assets (note 7)	25,203,747	26,416,178
Land held for resale (note 8)	88,363	112,683
Prepaid expenses	120,262	19,450
Inventories	84,349	89,866
	25,496,721	26,638,177
Accumulated surplus (note 9)	\$ 32,625,908	\$ 34,128,291

Commitments and contingencies (note 10)

See accompanying notes to consolidated financial statements.

Mayor

Chief Administrative Officer



DISTRICT OF HUDSON'S HOPE

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget (note 16)	2023 Actual	2022 Actual (restated - note 15)
Revenue (note 18):			
Net taxation revenue (note 11)	\$ 2,758,495	\$ 2,725,935	\$ 2,422,754
Grants in lieu of taxes	2,041,321	2,017,538	1,945,097
Sales of services and user charges (note 12)	1,945,118	557,805	528,708
Other	122,411	174,066	535,465
Government transfers: (note 13)			
Provincial	2,237,315	3,230,017	1,873,597
Federal	100,000	107,461	102,552
Total revenue	9,204,660	8,812,822	7,408,173
Expenses (note 18):			
General government services and administration	1,513,169	2,129,964	2,102,276
Protective services	570,275	343,134	479,092
Public works services	2,029,599	1,640,360	1,609,089
Environmental and public health services	63,000	35,134	51,574
Environmental development services	120,000	38,984	17,174
Recreation and cultural services	1,034,915	857,703	949,888
Planning, development and bylaw services	107,899	84,348	84,904
Water utility and sanitary sewer systems	493,162	5,185,578	1,779,514
Total expenses	5,932,019	10,315,205	7,073,511
Annual surplus (deficit)	3,272,641	(1,502,383)	334,662
Accumulated surplus, beginning of year	34,128,291	34,128,291	34,384,571
Adjustment on adoption of the asset retirement obligation standard	-	-	(590,942)
Accumulated surplus, end of year	\$ 37,400,932	\$ 32,625,908	\$ 34,128,291

See accompanying notes to consolidated financial statements.



DISTRICT OF HUDSON'S HOPE

Consolidated Statement of Change in Net Financial Assets

Year ended December 31, 2023, with comparative information for 2022

	2023 Budget (note 16)	2023	2022 (restated - note 15)
Annual surplus (deficit)	\$ 3,272,641	\$ (1,502,383)	\$ 334,662
Acquisition of tangible capital assets	(3,397,000)	(3,185,555)	(1,119,436)
Proceeds on sale of land held for resale	-	26,500	328,377
Amortization of tangible capital assets	-	1,255,336	1,093,832
Write-down of water treatment plant	-	3,098,399	-
(Gain) loss on sale of land held for resale	-	(2,180)	82,940
Loss on sale of tangible capital assets	-	4,242	290,387
Proceeds on sale of tangible capital assets	-	40,000	26,801
	(124,359)	(265,641)	1,037,563
Use of inventories	-	5,526	15,126
Use of prepaid expenses	-	19,450	18,580
Acquisition of prepaid expenses	-	(120,262)	(19,450)
Change in net financial assets	(124,359)	(360,927)	1,051,819
Net financial assets, beginning of year	7,490,114	7,490,114	7,140,751
Adjustment on adoption of the asset retirement obligation standard	-	-	(702,456)
Net financial assets, end of year	\$ 7,365,755	\$ 7,129,187	\$ 7,490,114

See accompanying notes to consolidated financial statements.



DISTRICT OF HUDSON'S HOPE

Consolidated Statement of Cash Flows

Year ended December 31, 2023, with comparative information for 2022

	2023	2022
	Actual	Actual (restated - note 15)
Cash provided by (used in):		
Operating activities:		
Annual (deficit) surplus	\$ (1,502,383)	\$ 334,662
Items not involving cash:		
Amortization of tangible capital assets	1,255,336	1,093,832
Loss on sale of tangible capital assets	4,242	290,387
(Gain) Loss on sale of land held for resale	(2,180)	82,940
Write down of capital assets	3,098,399	-
Changes in non-cash operating working capital:		
Accounts receivable	(370,569)	(721,370)
Deposit - Municipal Finance Authority	-	528
Inventories	5,517	15,126
Accounts payable and accrued liabilities	(129,720)	(150,306)
Reserve - Municipal Finance Authority	-	(528)
Prepaid expenses	(100,812)	(870)
Deferred revenue	542,700	(9,315)
	4,302,913	935,086
Capital activities:		
Proceeds on sale of tangible capital assets	40,000	26,801
Acquisition of tangible capital assets	(3,185,555)	(1,119,436)
Proceeds on sale of land held for resale	26,500	328,377
	(3,119,055)	(764,258)
Financing activities:		
Repayment of debt	-	(3,056)
(Decrease) increase in cash and cash equivalents	(318,525)	167,772
Cash and cash equivalents, beginning of year	8,121,812	7,954,040
Cash and cash equivalents, end of year	\$ 7,803,287	\$ 8,121,812

See accompanying notes to consolidated financial statements.



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements

Year ended December 31, 2023

Nature of operations:

The District of Hudson's Hope (the "District") was incorporated in 1965 as a District Municipality under the Community Charter, formerly the Municipal Act, a statute of the Province of British Columbia. Its principal activities include the provision of local government services to residents of the incorporated area. These include administrative, protective, transportation, environmental, recreational, water, sanitary sewer and fiscal services.

1. Significant accounting policies:

The consolidated financial statements of the District are prepared in accordance with Canadian generally accepted accounting principles for governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the District are as follows:

(a) Basis of consolidation:

(i) Consolidated entities:

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the District and which are owned or controlled by the District.

(ii) Accounting for Region and School Board Transactions:

The taxation, other revenues, expenses, assets and liabilities with respect to the operation of the Region and the School Board are not reflected in these consolidated financial statements.

(iii) Trust funds:

Trust funds and their related operations administered by the District are not included in these consolidated financial statements.



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(b) Basis of accounting:

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(c) Revenue recognition:

The District recognizes revenue in accordance with the provisions of the Community Charter. The District is required to act as the agent for the collection of certain taxes and fees imposed by other authorities. Collections for other authorities are excluded from the District's taxation revenues.

The Village is entitled to collect interest and penalties on overdue taxes. This revenue is recorded in the period the interest and penalties are levied.

Revenue unearned in the current period is reported on the consolidated statement of financial position as deferred revenue.

(d) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding agency or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

(e) Cash and cash equivalents:

Cash equivalents include short-term highly liquid investments with a term to maturity of 90 days or less at acquisition.



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(f) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful life - years
Building and site improvements	10 - 50
Machinery and equipment	5 - 25
Road infrastructure	15 - 40
Water and sanitary sewer infrastructure	15 - 40

Annual amortization is charged in the year that an asset becomes available for productive use and in the year of disposal.

Assets under construction are not amortized until the asset is available for productive use.



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(f) Non-financial assets (continued):

(ii) Contributions to tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

(iii) Interest capitalization:

The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital asset.

(iv) Land held for resale:

Land held for sale is recorded at the lower of cost and net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing.

(v) Inventories:

Inventories consist of crushed gravel and sand. Inventories are valued at the lower of cost and replacement cost with cost determined using a moving average basis.



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(g) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Equity instruments that are quoted in an active market are subsequently measured at fair value as at the reporting date. All other financial instruments are subsequently measured at cost or amortized cost, unless the District has elected to carry the instruments at fair value. The District has not elected to carry any such financial instruments at fair value.

Unrealized changes in fair value would be recognized on the consolidated statement of remeasurement gains and losses. They are recorded in the consolidated statement of operations when they are realized. There are no unrealized changes in fair value as at December 31, 2023 and December 31, 2022. As a result, the District does not have a consolidated statement of remeasurement gains and losses.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. Transaction costs incurred on the acquisition of financial instruments recorded at cost or amortized cost are included in the cost.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the consolidated statement of operations.

(h) Use of estimates:

The preparation of the consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Items subject to such estimates and assumptions include the carrying amount of tangible capital assets and accounts payable and accrued liabilities. Actual results could differ from these estimates.



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

1. Significant accounting policies (continued):

(i) Contaminated sites:

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard.

A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- i) an environmental standard exists;
- ii) contamination exceeds the environmental standard;
- iii) the organization is directly responsible or accepts responsibility for the liability;
- iv) future economic benefits will be given up, and
- v) a reasonable estimate of the liability can be made.

(j) Asset retirement obligations::

An asset retirement obligation is recognized when, as at the financial reporting date, all of the following criteria are met:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

The recognition of a liability resulted in an accompanying increase to the respective tangible capital assets. The increase to the tangible capital assets is being amortized in accordance with the amortization policies outlined in (f)(i).

(k) Government transfers:

Government transfers, which include legislative grants, are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfer revenue is recognized in the statements of operations as stipulations for liabilities are settled.



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

2. Cash and cash equivalents:

The District has established a \$200,000 operating line of credit, which bears interest at prime and is secured by term deposits and accounts receivable. As at December 31, 2023 borrowing against the operating line of credit was nil (2022 - nil).

	2023	2022
Cash	\$ 686,692	\$ 3,345,848
Short-term investments	7,116,595	4,775,964
	<u>\$ 7,803,287</u>	<u>\$ 8,121,812</u>

3. Accounts receivable:

	2023	2022
Grants	\$ 1,163,736	\$ 824,085
Sales tax	76,341	32,719
Other	21,770	23,825
Taxes	65,561	76,210
	<u>\$ 1,327,408</u>	<u>\$ 956,839</u>

4. Accounts payable and accrued liabilities:

	2023	2022
Accounts payable - trade	\$ 105,971	\$ 250,828
Wages and related costs payable	136,080	119,195
Government remittances	1,183	2,940
Cemetery	2,725	2,725
	<u>\$ 245,959</u>	<u>\$ 375,688</u>



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

5. Deferred revenue:

	2023	2022
Partnering relationship agreement	\$ 501,078	\$ 510,393
Province of BC	552,015	-
	\$ 1,053,093	\$ 510,393

6. Asset retirement obligation:

The District owns and operates several buildings, as well as water and sewer infrastructure that are known to have hazardous material, which represents a health hazard upon demolition or removal of the assets and there is a legal obligation to remove it. Following the adoption of PS 3280 - Asset Retirement Obligations, the District recognized an obligation relating to the removal and post-removal care of the hazardous materials in these assets as estimated at January 1, 2022 in the amount of \$702,456.

The transition and recognition of the asset retirement obligations involved an accompanying increase to tangible capital assets and the restatement of prior year numbers (note 15).



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

7. Tangible capital assets:

	2023						
	Land	Buildings and site improvements	Machinery and equipment	Road infrastructure	Water infrastructure	Sanitary sewer infrastructure	Total
Cost:							
Balance, beginning of year	\$ 1,888,077	\$ 10,979,536	\$ 7,116,080	\$ 6,892,156	\$ 11,239,536	\$ 4,393,646	\$ 42,509,031
Additions	285,910	54,670	1,575,945	198,433	988,561	82,036	3,185,555
Disposals	-	-	(136,156)	-	-	-	(136,156)
Write down of water plant	-	-	-	-	(3,351,719)	-	(3,351,719)
Balance, end of year	2,173,987	11,034,206	8,555,869	7,090,589	8,876,378	4,475,682	42,206,711
Accumulated amortization:							
Balance, beginning of year	-	4,780,400	3,747,179	3,928,030	2,869,450	767,794	16,092,853
Amortization expense	-	767,481	-	-	363,477	124,378	1,255,336
Disposal	-	(91,905)	-	-	-	-	(91,905)
Write down of water plant	-	-	-	-	(253,320)	-	(253,320)
Balance, end of year	-	5,455,976	3,747,179	3,928,030	2,979,607	892,172	17,002,964
Net book value, end of year	\$ 2,173,987	\$ 5,578,230	\$ 4,808,690	\$ 3,162,559	\$ 5,896,771	\$ 3,583,510	\$ 25,203,747



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

7. Tangible capital assets (continued):

	2022 (restated - note 16)						
	Land	Building and site improvements	Machinery and equipment	Road infrastructure	Water infrastructure	Sanitary sewer infrastructure	Total
Cost:							
Balance, beginning of year	\$ 1,703,921	\$ 10,215,616	\$ 7,368,624	\$ 6,705,895	\$ 10,771,676	\$ 4,856,409	\$ 41,622,141
Additions	184,156	70,319	118,675	255,429	461,707	29,150	1,119,436
Disposals	-	-	(371,219)	(69,168)	(887)	(493,728)	(935,002)
Adjustment relating to asset retirement obligation	-	693,601	-	-	7,040	1,815	702,456
Balance, end of year	1,888,077	10,979,536	7,116,080	6,892,156	11,239,536	4,393,646	42,509,031
Accumulated amortization:							
Balance, beginning of year	-	3,954,688	3,703,562	3,873,034	2,625,975	868,634	15,025,893
Amortization expense	-	243,097	365,040	124,164	237,153	124,378	1,093,832
Disposal	-	-	(321,423)	(69,168)	(190)	(227,033)	(617,814)
Adjustment relating to asset retirement obligation	-	582,615	-	-	6,512	1,815	590,942
Balance, end of year	-	4,780,400	3,747,179	3,928,030	2,869,450	767,794	16,092,853
Net book value, end of year	\$ 1,888,077	\$ 6,199,136	\$ 3,368,901	\$ 2,964,126	\$ 8,370,086	\$ 3,625,852	\$ 26,416,178



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

8. Land held for resale:

Land held for resale consists of four lots in relation to the Lucas subdivision. During the year, one of the subdivision lots were sold with three remaining as at December 31, 2023.

	2023	2022
Balance, beginning of year	\$ 112,683	\$ 524,000
Sales of lots, at cost	(24,320)	(411,317)
Net book value, end of year	\$ 88,363	\$ 112,683



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

9. Accumulated surplus:

	2023	2022 (restated - note 15)
Surplus (deficit):		
Invested in tangible capital assets	\$ 24,501,291	\$ 25,713,722
General fund	5,408,693	4,735,715
Water utility fund	(1,608,266)	(852,841)
Sanitary sewer utility fund	100,738	36,600
	28,402,456	29,633,196
Reserves set aside by Council:		
Water utility fund:		
Unexpended funds:		
MFA debt reserve	-	149,210
MFA sinking fund surplus	-	77,103
	-	226,313
Reserve funds set aside for specific purposes by Council:		
Public works, infrastructure and equipment	2,346,506	3,008,490
General capital and office equipment	71,998	137,325
Water capital, infrastructure and equipment	82,488	263,601
Sewer capital, infrastructure and equipment	119,038	79,406
Tax sale properties	227,196	224,112
Community hall	184,905	152,522
Land	424,675	403,326
Growing Communities Fund	766,646	-
	4,223,452	4,268,782
	\$ 32,625,908	\$ 34,128,291

DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

10. Commitments and contingencies:

- (a) The District is responsible, as a member of the Peace River Regional District, for its portion of any operating deficits or capital debt related to functions in which it participates. Management does not consider payment under this contingency to be likely and therefore no amounts have been accrued.
- (b) The District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2023, the plan has about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local governments.

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

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

DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

10. Commitments and contingencies (continued):

- (c) The District paid \$134,906 (2022 - \$133,569) for employer contributions to the Plan in fiscal 2023.

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

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

- (d) The District is obligated to collect and transmit property taxes levied on Hudson's Hope taxpayers in respect of the following bodies:

Ministry of Education, Province of British Columbia
Peace River Regional District
British Columbia Assessment Authority
Municipal Finance Authority
Peace River Regional Hospital District
Royal Canadian Mounted Police

- (e) The District is a participant in the Municipal Insurance Association of British Columbia. Should the Association pay out claim in excess of premiums received, it is possible that the District, along with other participants, would be required to contribute toward the deficit. Management does not consider external payment under this contingency to be likely and therefore no amounts have been accrued.
- (f) The District has entered into a contract with Hudson's Hope Public Library Association (the "Library") to provide financial assistance to the Library for library services. The term of the contract is for four years commencing on January 1, 2022 with annual payments consisting of \$125,638 plus 1.7% per year to be paid to the Library.
- (g) The District has entered into a contract with Hudson's Hope Historical Society and Museum (the "Museum") to provide financial assistance towards the operations of the Museum. The term of the contract is three years commencing on May 31, 2022 with annual payments consisting of \$87,576 plus 1.5% per year to be paid to the Museum.

DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

11. Net taxation revenue:

The District is required to collect taxes on behalf of and transfer these amounts to the government agencies noted below:

	2023	2022
Taxes collected:		
General purposes	\$ 2,720,274	\$ 2,433,060
Collections for other governments	3,746,272	3,452,967
	6,466,546	5,886,027
Less transfers to other governments:		
Province of British Columbia - school taxes	3,077,091	2,884,241
Peace River Regional District	253,824	206,043
Peace River Regional Hospital District	260,001	241,006
Royal Canadian Mounted Police	107,311	91,919
B.C. Assessment Authority	42,292	39,980
Municipal Finance Authority	92	84
	3,740,611	3,463,273
	\$ 2,725,935	\$ 2,422,754

12. Sales of services and user charges:

The District recognizes sales of services and user charges as revenues in the period in which the services are provided. The sales of services and user charges reported on the consolidated statement of operations and accumulated surplus are as follows:

	2023	2022
Water utility	\$ 128,201	\$ 147,430
Sewer system	82,635	82,222
General government services	139,066	82,684
Planning, development and bylaw services	10,234	14,245
Environmental and public health services	86,046	91,413
Recreation and cultural services	111,623	110,714
	\$ 557,805	\$ 528,708

DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

13. Government transfers:

	2023	2022
Revenue:		
Provincial grants:		
BC South Peace Mackenzie Economic Diversification and Stabilization Trust	\$ 112,500	\$ -
Growing Communities Fund	905,000	-
Climate Action revenue incentive program grant	48,083	48,082
BC Hydro	1,076,349	646,508
Federation of Canadian Municipalities	10,000	60,000
Peace River agreement - Fair Share	702,814	707,007
Small Community grant	314,000	397,000
Tourism BC grant	15,000	15,000
Local Government Infrastructure and Engineering	20,485	-
Canada Summer Student Grant	25,786	-
	3,230,017	1,873,597
Federal grants:		
Gas tax	107,461	102,552
	\$ 3,337,478	\$ 1,976,149

DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

14. Trust fund:

The District maintains a cemetery perpetual care fund in accordance with the Cemeteries and Funeral Services Act. As at December 31, 2023, the trust fund balance for both the liability and its corresponding term deposit is \$19,074 (2022 - \$18,736).

15. Change in accounting policy:

On January 1, 2022, the District adopted Public Sector Accounting Standard PS 3280 - Asset Retirement Obligations. The new accounting standard addresses the reporting of legal obligations associate with the retirement of certain tangible capital assets, such as asbestos removal in retired buildings by public sector entities. The standard was adopted on the modified retrospective basis at the date of adoption. Under the modified retrospective method the assumptions used on initial recognition are those as of the date of adoption of the standard.

The District recognized an asset retirement obligation related to several buildings, sewer and water infrastructure owned by the District that contained hazardous material. The liability was measured as of the date of when the Hazardous Materials Act was enacted in Canada in 1989 and asbestos was banned. In accordance with the provisions of this new standard, the District reflected the following adjustments at January 1, 2022:

	As previously reported	Increase (decrease)	As restated
Asset retirement obligation	\$ -	\$ 702,456	\$ 702,456
Tangible capital assets	26,311,052	105,126	26,416,178
Net financial assets	8,192,570	(702,456)	7,490,114
Opening accumulated surplus	34,384,571	(590,942)	33,793,629
General government and administration	2,095,899	6,377	2,102,276
Water utility and sanitary sewer systems	1,779,503	11	1,779,514



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

16. Budget data:

The budget data presented in these consolidated financial statements is based upon the 2023 operating and capital budgets approved by Council on April 24, 2023. Amortization was not contemplated on development of the budget and, as such, has not been included. The table below reconciles the approved budget to the budget figures reported in these consolidated financial statements.

	Budget amount
Revenues:	
Operating budget	\$ 9,204,660
Capital operations budget	3,127,000
Less:	
Transfers from other funds	(3,127,000)
	9,204,660
Expenses:	
Operating budget	5,932,019
Capital operations budget	3,397,000
Less:	
Capital expenditures	(3,397,000)
	5,932,019
	\$ 3,272,641

DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

17. Significant taxpayers:

The District derives a significant portion of its taxation revenue from the utility sector. Any changes in this sector could have an impact on the ongoing operations of the District.

18. Segmented information:

Segmented information has been identified based upon lines of services provided by the District. District services are provided by the departments and their activities are reported by functional area in the body of the consolidated financial statements. Certain lines of services that have been separately disclosed in the segmented information, are as follows:

(i) General Government Services and Administration:

The general government services and administration provides the functions of corporate administration and legislative services and any other functions categorized as non-departmental in the District.

(ii) Protective Services:

Protective services is comprised of the fire department and other community protection costs incurred by the District.

(iii) Public Works Services:

The public works department is responsible for the delivery of municipal public works services related to the planning, development and maintenance of roadway systems, the maintenance of parks and open space, and street lighting in the District.

(iv) Environmental and Public Health Services:

Environmental and public health services is responsible for environmental programs such as waste management, which encompasses garbage collection and recycling. This segment is also responsible for rental of the doctor's office in the District.

DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

18. Segmented information: (continued):

(v) Environment Development Services:

Environmental development services is responsible for community and economic development, in regard to community development projects.

(vi) Planning, Development and Bylaw Services:

Planning, development and bylaw services is responsible for community planning (OCP), zoning, bylaw enforcement, animal control and building inspection in the District.

(vii) Recreation and Culture Services:

Recreational and cultural services provides various recreational and cultural opportunities to the residents and visitors of the District, including the library, pool, arena, community hall, tourism information centre and museum.

(viii) Water Utility and Sanitary Sewer Systems:

The water utility installs and maintains water mains, pump stations and the water treatment plant. The treatment and distribution of water in the District is included in this segment. The sanitary sewer utility installs and maintains sewer mains, lift stations and the sewage treatment facility. The collection and treatment of sewage in the District is included in this segment.

Certain allocation methodologies are employed in the preparation of segmented financial information. Taxation and payments-in-lieu of taxes are allocated to the segments based on the segment that generated the revenue. Development charges earned and developer contributions received were allocated to the segment for which the charge was collected.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in note 1.



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

18. Segmented information: (continued):

2023										
	General Government Services and Administration	Protective Services	Public Works Services	Environmental and Public Health Services	Environmental Development Services	Planning, Development and Bylaw Services	Recreation and Culture Services	Water Utility and Sanitary Sewer System		Total
Revenue:										
Taxation	\$ 2,725,935	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,725,935
Government transfers	2,909,945	-	-	-	-	-	-	427,533	-	3,337,478
Grants in lieu	2,017,538	-	-	-	-	-	-	-	-	2,017,538
Sales of services and user charges	130,017	-	-	86,045	-	11,584	109,323	220,836	-	557,805
Other	174,066	-	-	-	-	-	-	-	-	174,066
Total revenues	7,957,501	-	-	86,045	-	11,584	109,323	648,369	-	8,812,822
Expenses:										
Salaries, wages and employee benefits	787,385	171,534	1,230,357	-	-	-	271,498	221,576	-	2,682,350
Operating	233,988	150,655	364,508	29,100	38,984	39,307	586,024	4,476,148	-	5,918,714
Legislature	137,998	-	-	-	-	4,390	-	-	-	142,388
Amortization	767,481	-	-	-	-	-	-	487,854	-	1,255,336
Interest	2,939	-	-	-	-	-	-	-	-	2,939
Insurance	148,416	3,210	45,495	-	-	2,143	181	-	-	199,445
Professional services	51,757	17,735	-	-	-	38,508	-	-	-	107,999
Garbage disposal	-	-	-	6,034	-	-	-	-	-	6,034
Total expenses	2,129,964	343,134	1,640,360	35,134	38,984	84,348	857,703	5,185,578	-	10,315,205
Annual surplus (deficit)	\$ 5,827,537	\$ (343,134)	\$ (1,640,360)	\$ 50,911	\$ (38,984)	\$ (72,764)	\$ (748,380)	\$ (4,537,209)	\$ -	\$ (1,502,383)



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

18. Segmented information: (continued):

2022 - (restated - note 16)									
	General Government Services and Administration	Protective Services	Public Works Services	Environmental and Public Health Services	Environmental Development Services	Planning, Development and Bylaw Services	Recreation and Culture Services	Water Utility and Sanitary Sewer System	Total
Revenue:									
Taxation	\$ 2,422,754	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,422,754
Government transfers	1,346,151	-	-	-	-	-	-	629,998	1,976,149
Grants in lieu	1,945,097	-	-	-	-	-	-	-	1,945,097
Sale of services and user charges	82,683	-	-	91,413	-	14,245	110,714	229,653	528,708
Other	535,465	-	-	-	-	-	-	-	535,465
Total revenue	6,332,150	-	-	91,413	-	14,245	110,714	859,651	7,408,173
Expenses:									
Salaries, wages and employee benefits	692,735	210,024	1,193,255	-	-	-	241,127	257,285	2,594,426
Operating	359,476	249,627	379,144	39,457	17,174	38,223	707,659	1,160,698	2,951,458
Legislature	113,976	-	-	-	-	6,108	-	-	120,084
Amortization	732,301	-	-	-	-	-	-	361,531	1,093,832
Interest	5,158	-	-	-	-	-	-	-	5,158
Insurance	146,805	3,017	36,690	-	-	2,143	1,102	-	189,757
Professional services	51,825	16,424	-	-	-	38,430	-	-	106,679
Garbage disposal	-	-	-	12,117	-	-	-	-	12,117
Total expenses	2,102,276	479,092	1,609,089	51,574	17,174	84,904	949,888	1,779,514	7,073,511
Annual surplus (deficit)	\$ 4,229,874	\$ (479,092)	\$ (1,609,089)	\$ 39,839	\$ (17,174)	\$ (70,659)	\$ (839,174)	\$ (919,863)	\$ 334,662



DISTRICT OF HUDSON'S HOPE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2023

19. Comparative information

Certain 2022 comparative information has been reclassified. The changes had no impact on prior year annual surplus.



DISTRICT OF HUDSON'S HOPE

Schedule 1 - COVID-19 Safe Restart Grant

Year ended December 31, 2023

(Unaudited)

In November 2020, the District of Hudson's Hope was the recipient of a \$499,000 grant under the COVID-19 Safe Restart for Local Governments program from the Province of BC. Due to the conditions of use this grant funding allows local governments to use the funding where the greatest need arises, the initial \$499,000 amount received was considered revenue in 2020 and included in grant revenue on the consolidated statement of operations and accumulated surplus. The District allocated \$67,277 within 2023 to cover operational costs and technology upgrades within the District.

	2023
Balance of COVID-19 Safe Restart grant funds at December 31, 2022	\$ 245,295
Less amount utilized in 2023:	
Dell latitude laptop (CAO & Deputy Fire Chief)	8,966
Dell OptiPlex - 8 office computers	4,129
Protective Services/Emergency Management/Bylaw Enforcement (wages, training & travel)	40,449
Surface laptops for Council	13,733
	67,277
12 office computers or laptops and monitors	24,000
Council Chambers renovation (chairs, electrical, TV's)	40,000
Council Chambers live stream system (2 year project)	20,000
E-Scribe software (Council meeting report writer)	6,720
Protective Services/Emergency Management/Bylaw Enforcement (wages, training, travel)	40,000
Software and website upgrades	47,298
Total 2023 allocation of COVID-19 Safe Restart grant	178,018
Remaining COVID-19 Safe Restart grant	\$ -



DISTRICT OF HUDSON'S HOPE

Schedule 2 - Growing Communities Fund

Year ended December 31, 2023
(Unaudited)

The Province of British Columbia distributed conditional Growing Communities Fund (GCF) grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The GCF provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia.

The District received \$905,000 of GCF funding in March 2023.

	2023
Growing Communities Fund	\$ 905,000
Interest	8,646
	913,646
Less amount utilized in 2023:	
ATV Dinosaur Lake campground	147,000
	766,646
Future project expenditures:	
Beryl Prairie	102,803
Arena upgrades	130,500
Curling Rink - freon detection	27,500
Residential water stands keypad (2)	25,000
Water treatment plant design	296,445
Future projects unallocated	184,398
	766,646
	\$ -

STAFF REPORT

TO: Mayor and Council

FROM: Tonia Alexander, Deputy Treasurer

DATE: May 27, 2024

SUBJECT: Credit Card Convenience Fee

RECOMMENDATION #1:

That Council receives the report titled "Credit Card Convenience Fee" dated May 27, 2024; further, that Council approves the use of credit cards as an approved form of payment at all District of Hudson's Hope locations.

RECOMMENDATION #2:

That Council approves a charge back convenience fee of 3% per transaction for payments received at the District of Hudson's Hope Office for all payments received by credit card.

BACKGROUND:

Currently the District of Hudson's Hope (District) uses Nuvei as our merchant for Debit and Credit Card charges. Our fees for Visa and Mastercard are 2.86%. The District had previously removed credit cards as an approved form of payment due to the high credit card fees expenses. Currently the District only allows credit cards to be used at the Visitor Info Centre due to tourism and Campgrounds for our online booking system. I am suggesting allowing credit cards to be at the remaining locations (Pool, Arena, and District Office) but only charging the convenience fee at the District Office as our cash receipting system allows us to charge back a convenience fee.

FINANCIAL CONSIDERATIONS:

Charge back would not have a negative effect on our budget and would cover any merchant fees we incur.

ALTERNATIVE OPTIONS:

That Council receives the report titled "Credit Card Convenience Fee" May 27, 2024; further, that Council provides alternate direction.

ATTACHMENTS:

None.

Prepared By: *Tonia Alexander, Deputy Treasurer*

Approved By: *Crystal Brown, Chief Administrative Officer*

STAFF REPORT

TO: Mayor and Council

FROM: Crystal Brown, Chief Administrative Officer

DATE: May 27, 2024

SUBJECT: DOHH Gathering Centre Advisory Committee Terms of Reference

RECOMMENDATION:

That Council receive the report titled "DOHH Gathering Centre Advisory Committee Terms of Reference" dated May 27, 2024, further, that Council approves the draft District of Hudson's Hope Gathering Centre Advisory Committee Terms of Reference.

BACKGROUND:

On March 4, 2024, Council passed the following resolutions:

MOVED, SECONDED, and CARRIED

That Council receives the report titled "RFQ – Hudson's Hope Community Centre" dated March 4, 2024, further, that Council authorizes the Chief Administrative Officer to notify the following four companies they have been shortlisted through the Request for Qualifications process and will be sent a Request for Proposal package as the next step towards the replacement of the Hudson's Hope Public Library and Community Centre:

- a. Station One Architects*
- b. II. KMBR Architects Planners Inc.*
- c. III. Urban Arts Architecture*
- d. IV. Arcadis Architects*

MOVED, SECONDED, and CARRIED

That Council establish a Select Committee to deal with the Architectural services and development for a multi-use community centre; further, that Council authorizes Mayor Quibell, Councillor Winnicky, and the Chief Administrative Officer, to develop a draft Terms of Reference for the Select Committee.

DISCUSSION:

On January 2, 2024, the District of Hudson's Hope (District) posted "Request for Qualifications (RFQ) District of Hudson's Hope New Community Centre Integrated Design Process" on BC Bid, CIVIC Info, and the District's website, with a closing date of February 2, 2024.

The District received 12 responses to the RFQ within the required timeframe and shortlisted four firms to move towards the next step. The outcome of Stage 1 of the RFP will be a detailed design and financial estimate for a new facility. All the firms understand that proceeding to Stage 2 which

is the actual construction, will depend on the final cost, outcome of a referendum, and external grants that may be available. Also, just because a firm is selected through the RFP process, it does not guarantee that they will be the firm selected for Stage 2 of the project.

During the next phase, which is the RFP process, the three shortlisted firms will be asked to provide a detailed plan for the completion of Phase 1 of the project. This will include a financial cost to engage the community and prepare a design.

Before development of the RFP, Council will need to determine the full scope of the project, including deliverables, public engagement expectations, decision making authority, and reporting process. Not having a well documented plan at the beginning of the project will lead to increased costing and delays. Part of this work involves approving the Terms of Reference for the Committee. The next step is to draft a RFP for the Council's consideration. It is expected that a draft RFP will be available for the June 17, 2024, meeting.

ALTERNATIVE OPTIONS:

1. That Council receive the report titled "DOHH Gathering Centre Advisory Committee Terms of Reference" dated May 27, 2024, further, that Council refers the draft District of Hudson's Hope Gathering Centre Advisory Committee Terms of Reference to staff for changes.

ATTACHMENTS:

1. Draft District of Hudson's Hope Gathering Centre Advisory Committee Terms of Reference.

Prepared By: *Crystal Brown, Chief Administrative Officer*



DISTRICT OF HUDSON'S HOPE GATHERING CENTRE ADVISORY COMMITTEE

TERMS OF REFERENCE

PURPOSE AND SCOPE

- 1.1 The general mandate of the Committee will include the following:
- a. To ensure requirements are met for public consultation in the development of a new community facility to ensure the new Hudson's Hope Gathering Centre reflects the needs and priorities of the community;
 - b. To provide recommendations, advice, and feedback to Council at key milestones during the planning and development process for the design and construction of the District of Hudson's Hope Gathering Centre; and
 - c. Key milestones for recommendations to Council include:
 - i. Requisition documents for services for the Gathering Centre;
 - ii. Selection of locations/options for the four pre-design plans; and
 - iii. Selection of the final pre-design plan for development of a Class A design.

PRINCIPLES

- 2.1 The activities of the Committee will reflect the following principles related to the Project:
- a. The financial implications of decisions related to the Gathering Centre must be balanced with the opportunities related to construction of a major community facility intended to service the residents of Hudson's Hope and surrounding region for the long-term; and
 - b. The process of completing the Project will encourage effective collaboration with interested members of the public, First Nation communities, and key stakeholders.

DEFINITIONS

- 3.1 In the policy;

"Committee" means the District of Hudson's Hope Gathering Centre Advisory Committee;

"Council" means the Council for the District of Hudson's Hope;

"Delegation" means any person who has requested to speak or make a presentation to the Committee;

“District” means the District of Hudson's Hope;

‘Invited Guest’ means a person who has been requested by the Committee to participate in a Committee Meeting or make presentation to the Committee; and

“Member” includes any person appointed to the Committee by resolution of Council.

COMMITTEE MEMBERSHIP

4.1 The Membership of the Committee will include the following:

- a. The Mayor plus one Councillor;
- b. One member from the community of Hudson's Hope;
- c. The District CAO or designate; and
- d. One Staff Person or Board member from the Hudson's Hope Public Library.

4.2 Despite 4.1, Council may by Council resolution, amend the Membership of the Committee.

4.3 A Committee shall elect a Committee Chair at the first meeting after each electoral term (4 years) by a majority vote.

4.4 If no Member is elected by majority vote, Council will appoint a Chair by Council resolution.

4.5 A Committee shall elect a Committee Vice - Chair at the first meeting after each electoral term (4 years) by a majority vote.

4.6 If no Member is elected by majority vote, Council will appoint a Vice-Chair by Council resolution.

4.7 Despite Section 4.3 and 4.5, if there is interest from another Member for the position of Chair or Vice-Chair, interest can be expressed at Committee meeting. A majority of vote will result in an election vote for the position of Committee Chair and Vice-chair. If defeated, a new motion for the change of the Membership organization can not be put forward by any Member until 6 months has passed.

4.8 The Committee may invite other Members of the Hudson's Hope Public Library (staff or Board members), District of Hudson's Hope staff, and consultants to attend meetings as required in an advisory support role.

OBJECTIVE

- 5.1. The primary objective of the Committee is to support the Community of Hudson's Hope and the District in the investigation and construction of a new Gathering Center in Hudson's Hope.
- 5.2. The Committee is advisory and will provide recommendations to Council for consideration and approval.
- 5.3. The Committee will adhere to the legislative and regulatory requirements of the *Local Government Act, Community Charter*, applicable bylaws, and other requirements.

PROCEDURES

- 6.1 The term of the Committee is for the duration of the Project.
- 6.2 Upon completion of the Project, the Committee is automatically disbanded.
- 6.3 Members are expected to attend all meetings.
- 6.4 If a Member is unable to attend a meeting, the Member may contact the Committee Chair and CAO, by email at least 24 hours prior to the scheduled meeting time, to identify a designated alternate for the Meeting.
- 6.5 In the absence of the Chair, the Vice-Chair will chair the meeting.
- 6.6 The Committee or Committee Chair may invite guests to attend and participate in Meetings.
- 6.7 Communications from the Committee to the District will be through the CAO of the District of Hudson's Hope or designated District Member.
- 6.8 Notice of Committee meetings will be circulated at least 72 hours prior to the meeting and will be posted on the District of Hudson's Hope Facebook page, website, and through the Hudson's Hope Public Service Announcement email distribution list.
- 6.9 The Committee will liaise with other stakeholders where appropriate.
- 6.10 Decisions, input, feedback, and advice made by the Committee will not be binding to the Council or the District.

MEETINGS

- 7.1 Meetings will be scheduled on an ad-hoc basis as called by the Committee Chair, Committee resolution, or by Council Resolution.
- 7.2 Notice of Committee meetings must be distributed by electronic means to each Member at least five days before the meeting date.
- 7.3 Meetings will be open to the public, unless authorized to be closed as per Section 90 of the Community Charter.
- 7.4 Copies of the agenda and minutes of the previous meeting will be circulated to the Committee Members and the public at least 48 hours in advance of the next scheduled meeting.
- 7.5 Items for the regular agenda must be provided to the District's designated Member by noon the Monday prior to agenda publishing.
- 7.6 Committee Meetings may be conducted by means of an Electronic Meeting.
- 7.7 In the case of an Electronic Meeting, the Meeting facilities must enable the public to hear the Committee Members participating electronically for the open portions of the Meeting.
- 7.8 The Committee Chair may request that an electronic participant be disconnected if there is significant noise, interference or other disturbance that is disruptive to the proceedings, or if the quality of the connection does not permit the public or other Members to hear, or see and hear, the Member who is participating electronically.

PARTICIPATION

- 8.1 A simple majority, one Member more than 50%, shall constitute a quorum at all Regular and Special Meetings.
- 8.2 If there is no quorum within 30 minutes after the time specified in the notice of the Meeting, the Meeting is cancelled, and all business on the agenda for that Meeting must be dealt with at the next schedule meeting.

DELEGATIONS AND PRESENTATIONS

- 9.1 Delegations will be limited to two per Meeting.
- 9.2 The maximum time for a delegation before the Committee is 15 minutes.

9.3 The maximum time for a presentation of an Invited Guest of the Committee is 60 minutes, unless otherwise permitted by resolution of the Committee.

9.4 Any materials to be distributed to the Committee as part of a delegation or presentation must be included on the Meeting Agenda.

VOTING

10.1 All Members appointed by Council are voting Members of the Committee.

10.2 Where a Committee Member who is present when a vote is taken abstains from voting, that Member shall be deemed to have voted in the affirmative.

10.3 After the vote is taken, the Committee Chair shall state the names of those Members voting in the negative, and the Recorder will enter those names in the minutes.

10.4 All recommendations of the Committee shall be determined by majority vote.

10.5 Tie votes will be defeated.

CODE OF CONDUCT

11.1 Committee Members shall:

- a. Declare a conflict of interest if they have a direct or indirect pecuniary interest in a matter under consideration;
- b. Declare a conflict if they have some other, non-pecuniary type of interest that places the Member in a conflict position (e.g. bias), which may include any benefit obtained by relations, close friends or associates of the Member;
- c. If there is a conflict of interest, it will be up to the Member to remove themselves from the discussion and decision; and
- d. Be respectful towards each other and work cooperatively.

11.2 If a Committee Member or Council believes that a conflict exists for a Committee Member that has not declared a conflict, the District or Committee Chair may exercise its prerogative to excuse the Member from the meeting and restrict their access to pertinent information.

11.3 Subject to 11.2, a reason must be stated for the conflict and recognized by the Committee Chair as being a conflict of interest to result in the removal or restriction of information towards a Member.

11.4 Council may amend these Terms of Reference at its discretion.

11.5 If amendments to the Terms of Reference are passed by resolution, an updated version will be distributed directly to the Members of the Committee either by electronic means or hard copy.

STAFF REPORT

TO: Mayor and Council

FROM: Crystal Brown, Chief Administrative Officer

DATE: May 27, 2024

SUBJECT: District of Hudson's Hope Water Conservation Bylaw No. 947, 2024

RECOMMENDATION #1:

That Council receives the report titled "District of Hudson's Hope Water Conservation Bylaw No. 947, 2024" dated May 27, 2024; further, that Council gives District of Hudson's Hope Water Conservation Bylaw No. 947, 2024, which establishes water conservation measures for the preservation of the Community Water System, third reading.

BACKGROUND:

On January 8, 2024, Council passed the following resolutions:

MOVED, SECONDED, and CARRIED

That Council receives the report titled "Water Conservation Bylaw" dated January 8, 2024; further, that Council authorizes the development of a draft Water Conservation Bylaw for Council's consideration.

MOVED, SECONDED, and CARRIED

That Council refer discussion on the Water Conservation Bylaw to a future Committee of the Whole meeting.

On May 4, 2024, Council passed the following resolutions:

MOVED, SECONDED, and CARRIED

That Council receive the report titled "District of Hudson's Hope Water Conservation Bylaw No. 947, 2024" dated March 4, 2024; further, that Council gives "District of Hudson's Hope Water Conservation Bylaw No. 947, 2024", which establishes water conservation measures for the preservation of the Community Water System, first and second reading.

MOVED, SECONDED, and CARRIED

That Council authorizes an amendment to the Municipal Ticket Information System Bylaw to include fines for non-compliance with the District of Hudson's Hope Water Conservation Bylaw No. 947, 2024.

DISCUSSION:

The purposed of the District of Hudson's Hope Water Conservation Bylaw No. 947, 2024, is to provide a mechanism for Council to enforce water conservation to control demand at the water treatment plant for the preservation of the Community Water System.

Following a decline in aquifer water quality in 2022 and a "Do Not Consume" order issued in August 2022, the wells serving the District of Hudson's Hope's water treatment plant were taken out of service and replaced by temporary pumps placed in the Peace River to extract the higher quality surface water for use in the District's potable water supply system, and a temporary treatment system was constructed.

Current Water Supply and Demand

The temporary water treatment plant has been successfully delivering surface water to the community since February 2023, however, it does come with its challenges. The problem sits with the volume of water in which the District can produce through the treatment plant to the distribution during high demand periods, water line leaks, breaks, while maintaining our fire flow level at all time. An integral part of the temporary treatment plant is the rental of a ballasted flocculation clarifier that was commissioned in April 2023. The clarifier pre-treats the water reducing the turbidity to acceptable levels prior to filtration and disinfection. The clarifier has a firm capacity of 720 cubic metres per day but can effectively treat up to 1250 cubic metres per day if river turbidity conditions remain within practical limits for the treatment process to remain effective. Typical water usage for the District of Hudson's Hope within the spring and summer months is twice the recommended guidelines for the clarifier, pushing the clarifier to its limits.

The District is also facing a number of other issues that are making it challenging to keep up with water demands, including drought conditions, river levels, algae growth, reservoir capacity of treated water, aging infrastructure, and pool use.

River Levels - The raw water supply is at an extreme low. This creates additional challenges for the District including costs directly related to the energy required to withdraw water from the river and bring it to the plant, as well as hiring certified divers to remove algae build up from the screens of the intake.

Reservoir - At 100%, the treated reservoir holds about two days of water. Under normal water demands, the reservoir maintains 97% average. 70% of this is held for fire protection, leaving less than one day for domestic purposes. Water line breaks and fire flow could easily drain our reservoir rapidly within hours. Essential Water treatment plant maintenance downtime is limited and becomes a high risk if can not complete due to high water demand.

Key Changes to Proposed Bylaw.

Key changes to the proposed bylaw include a staged approach to water restrictions based on time of year and typical seasonal water demand trends, precipitation and temperature conditions and forecasts, storage levels of the District Reservoir and draw down rates, current drought levels, and any other factor Councils considers to be relevant such as limitations on the ability to process water through the temporary water treatment plant or emergency situations.

For discussion, it would be helpful if Council looked at each individual element and determined individual restrictions at the various stages.

Watering Lawns

Stage 1	Stage 2	Stage 3	Stage 4
even-numbered civic addresses, on even calendar dates, between 4:00 am and 9:00 am and between 7:00 pm and 10:00 pm	at premises with even-numbered civic addresses on Wednesday and Saturdays between 4:00 am and 9:00 am and between 7:00 pm and 10:00 pm	at premises with even-numbered civic addresses on Wednesday and Saturdays between 4:00 am and 9:00 am and between 7:00 pm and 10:00 pm	No watering lawns
odd-numbered civic addresses, on odd calendar dates, between 4:00 a.m. and 9:00 a.m. and between 7:00 p.m. and 10:00 p.m.	at premises with odd-numbered civic addresses, on Thursdays and Sundays between 4:00 a.m. and 9:00 a.m. and between 7:00 p.m. and 10:00 p.m.	at premises with odd-numbered civic addresses, on Thursdays and Sundays between 4:00 a.m. and 9:00 a.m. and between 7:00 p.m. and 10:00 p.m.	No watering lawns
Result – each residence can water 50% of days between 4:00 am and 9:00 am and between 7:00 pm and 10:00 pm	Result – each residence can water twice a week between 4:00 am and 9:00 am and between 7:00 pm and 10:00 pm	Result – each residence can water twice a week between 4:00 am and 9:00 am and between 7:00 pm and 10:00 pm	No watering lawns

Watering trees, shrubs, flowers, or vegetables.

Stage 1	Stage 2	Stage 3	Stage 4
Use a sprinkler to water at even-numbered civic addresses, on even calendar dates, between 4:00 am and 9:00 am and between 7:00 pm and 10:00 pm	Use a sprinkler to water at premises with even-numbered civic addresses on Wednesday and Saturdays between 4:00 am and 9:00 am and between 7:00 pm and 10:00 pm	water flower gardens, vegetable gardens, decorative planters, shrubs or trees, unless such watering is carried out by hand with a hose equipped with an Automatic Shut-Off Device	No Watering
Use a sprinkler to water at odd-numbered civic addresses, on odd calendar dates, between 4:00 a.m. and 9:00 a.m. and between 7:00 p.m. and 10:00 p.m.	Use a sprinkler to water at premises with odd-numbered civic addresses, on Thursdays and Sundays between 4:00 a.m. and 9:00 a.m. and between 7:00 p.m. and 10:00 p.m.		No Watering
Result – each residence can water 50% of days between 4:00 am and 9:00 am and between 7:00 pm and 10:00 pm using a sprinkler, and 100% of the time using a device with an automatic shut off device.	Result – each residence can use a sprinkler to water twice a week between 4:00 am and 9:00 am and between 7:00 pm and 10:00 pm, and 100% of the time using a device with an automatic shut off device.	Result – each residence can water 100% of the time by hand using a device with an automatic shut off device.	No Watering

Wash sidewalks, driveways, parking lots, exterior windows, or exterior surfaces

Stage 1	Stage 2	Stage 3	Stage 4
Use a hose equipped with an Automatic Shut-off Device.	Use a hose equipped with an Automatic Shut-off Device.	Use a hose equipped with an Automatic Shut-off Device to prepare a surface for painting, sealing, or similar treatment; to prevent or control fires; or for the health or safety of a person.	Use a hose equipped with an Automatic Shut-off Device to prepare a surface for painting, sealing, or similar treatment; to prevent or control fires; or for the health or safety of a person.
Result – each residence can wash 100% of days using a hose with an automatic shut off device.	Result – each residence can wash 100% of days using a hose with an automatic shut off device.	Result – each residence can wash 100% of days using a hose with an automatic shut off device if it for the purposing of to prepare a surface for painting, sealing, or similar treatment; to prevent or control fires; or for the health or safety of a person	Result – each residence can wash 100% of days using a hose with an automatic shut off device if it for the purposing of to prepare a surface for painting, sealing, or similar treatment; to prevent or control fires; or for the health or safety of a person

Wash boats and motor vehicles

Stage 1	Stage 2	Stage 3	Stage 4
Use a hose equipped with an Automatic Shut-off Device.	Use a hose equipped with an Automatic Shut-off Device.	Use a hose equipped with an Automatic Shut-off Device to maintain visibility of lights or licence plates, or through windows, or is otherwise for the safe operation of the boat or motor vehicle;	Use a hose equipped with an Automatic Shut-off Device to maintain visibility of lights or licence plates, or through windows, or is otherwise for the safe operation of the boat or motor vehicle;
Result – each residence can wash 100% of days using a hose with an automatic shut off device.	Result – each residence can wash 100% of days using a hose with an automatic shut off device.	Result – each residence can wash 100% of days using a hose with an automatic shut off device to maintain visibility of lights or licence plates, or through windows, or the safe operation of the boat or motor vehicle.	Result – each residence can wash 100% of days using a hose with an automatic shut off device to maintain visibility of lights or licence plates, or through windows, or the safe operation of the boat or motor vehicle.

Fill garden ponds, ornamental fountains, privately owned hot-tubs, or privately owned swimming pools.

Stage 1	Stage 2	Stage 3	Stage 4
No restriction.	No restriction.	Not permitted.	Not permitted.
Result –100% of days	Result –100% of days	Not permitted.	Not permitted.

Operate a lawn sprinkler for play.

Stage 1	Stage 2	Stage 3	Stage 4
No restriction.	No restriction.	Not permitted.	Not permitted.
Result –100% of days	Result –100% of days	Not permitted.	Not permitted.

Haul bulk water for non-potable use.

Stage 1	Stage 2	Stage 3	Stage 4
No restriction.	No restriction.	Not permitted.	Not permitted.
Result –100% of days	Result –100% of days	Not permitted.	Not permitted.

FINANCIAL CONSIDERATIONS:

The proposed fines for District of Hudson's Hope Water Conservation Bylaw No. 942, 2024, are presented for consideration to be included in the Municipal Ticket Information System Bylaw.

Staff are looking for direction from Council regarding the amounts. Once approved, a Bylaw amendment will be drafted for Council's consideration.

Column 1	Column 2 Bylaw Section	Column 3 Fine
Stage 1 – Water lawn during unapproved time or day.	1.1(a)	\$100.00
Stage 1 – Water trees, shrubs, flowers, or vegetables with a sprinkler during unapproved time or day.	1.1(b)	\$100.00
Stage 1 - Use a hose without an Automatic Shut-off Device.	1.1(c)	\$100.00
Stage 2 – Water lawn during unapproved time or day.	2.1(a)	\$200.00
Stage 2 – Water trees, shrubs, flowers, or vegetables with a sprinkler during unapproved time or day.	2.1(b)	\$200.00
Stage 2 - Use a hose without an Automatic Shut-off Device.	2.1(c)	\$200.00

Stage 3 – Water lawn during unapproved time or day.	3.1(a)	\$300.00
Stage 3 – Water trees, shrubs, flowers, or vegetables without an Automatic Shut-Off Device.	3.1(b)	\$300.00
Stage 3 – Use hose to wash outdoor surfaces without Automatic Shut-Off Device or unapproved use.	3.1(c)	\$300.00
Stage 3 – Use a hose to wash boats or motor vehicles without Automatic Shut-Off Device or unapproved use.	3.1(d)	\$300.00
Stage 3 - Use water to fill garden ponds, ornamental fountains, privately owned hot-tubs, or privately owned swimming pools.	3.1(e)	\$300.00
Stage 3 - Use a hose without Automatic Shut-Off Device.	3.1(f)	\$300.00
Stage 3 - Operate a lawn sprinkler using water for play.	3.1(g)	\$300.00
Stage 3 – Haul bulk water for non-potable use.	3.1(h)	\$300.00
Stage 4 – Water lawn, trees, shrubs, flowers, vegetables, or decorative planters.	4.1(a)	\$400.00
Stage 4 – Use a hose to wash outdoor surfaces without Automatic Shut-Off Device or unapproved use.	4.1(b)	\$400.00
Stage 4 – Use a hose to wash boats or motor vehicles without Automatic Shut-Off Device or unapproved use.	4.1(c)	\$400.00
Stage 4 - Use water to fill garden ponds, ornamental fountains, privately owned hot-tubs, or privately owned swimming pools.	4.1(d)	\$400.00
Stage 4 - Use a hose to provide water.	4.1(e)	\$400.00
Stage 4 - Operate a lawn sprinkler using water for play	4.1(f)	\$400.00
Stage 4 – Haul bulk water for non-potable use.	4.1(g)	\$400.00
Obstruct Bylaw Enforcement Officer	6.2	\$240.00

COMMUNICATIONS AND OTHER CONSIDERATIONS:

A Public Service Announcement was issued on May 17, 2024, to let the public know that the Bylaw will be discussed during the May 27, 2024, Committee of the Whole Meeting. Members of the public were encouraged to submit written comments or attend the COW Meeting if they have any questions or concerns.

Council may choose to amend the proposed Bylaw to allow the CAO to bring into effect a more restrictive Stage under emergency situations.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "District of Hudson's Hope Water Conservation Bylaw No. 947, 2024" dated May 27, 2024; further, that Council refers the District of Hudson's Hope Water Conservation Bylaw No. 947, 2024, to staff for changes.

ATTACHMENTS AND EXTERNAL LINKS:

1. Draft District of Hudson's Hope Water Conservation Bylaw No. 947, 2024
2. [Water Conservation Guide](#)

Prepared By: *Crystal Brown, Chief Administrative Officer*



**DISTRICT OF HUDSON'S HOPE
BYLAW NO. 947, 2024**

A Bylaw to establish water conservation measures with the District of Hudson's Hope

WHEREAS Council has the authority to create Bylaws to regulate the use of water;

AND WHEREAS Council of the District of Hudson's Hope deems it necessary from time to time to establish regulations for the use of water for the preservation of the Community Water System;

NOW THEREFORE the Council of the District of Hudson's Hope, in open meeting assembled, enacts as follows:

GENERAL PROVISIONS

- 1.1 This Bylaw shall be cited as "District of Hudson's Hope Water Conservation Bylaw No. 947, 2024".
- 1.2 If any portion of this Bylaw is declared invalid by a court, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.
- 1.3 The headings used in this Bylaw are for convenience only and do not form part of this Bylaw and are not to be used in the interpretation of this Bylaw.
- 1.4 Schedule "A" is attached to and from part of this Bylaw.

DEFINITIONS

- 2.1 In this Bylaw,

"Automatic Shut-Off Device" means a device, attached to a water hose, that shuts off the supply of water automatically unless the application of hand pressure allows the supply of water;

"Bylaw Enforcement Officer" means a person appointed by Council as an Officer or a Bylaw Enforcement Officer;

"Corporate Officer" means the Corporate Officer of the District of Hudson's Hope;

"Council" means the Council of the District;

"District" means the District of Hudson's Hope;

"Fill" means to completely fill or partially fill with Water an empty or substantially empty hot tub, swimming pool, fountain, wading pool, or similar structure;

"Property" means real property;

"Stage" means Water Conservation Measures imposed by Council as prescribed in Schedule "A";

"Water" used as a noun, means water supplied by the District; and

"Water" used as a verb, mean the application or distribution of water to lands, plants, trees, shrubs, flowers, or vegetables.

DECLARATION OF WATER CONSERVATION MEASURES

3.1 Stage 1 is in effect each year from May 1st to September 30th.

3.2 Despite Section 3.1, Council may, by resolution:

- a. amend the effective period for Stage 1,
- b. bring into effect a Stage more restrictive than Stage 1 at any time of the year for any period, or
- c. terminate a Stage.

3.3 If Council declares a Stage under Section 3.2, the Water Conservation Measures prescribed for that Stage comes into force forty-eight hours after the Corporate Officer provides Notice.

3.4 A Stage will remain in effect until it is terminated or until the commencement of another Stage.

DETERMINING WATER CONSERVATION MEASURES

4.1 Council may consider the following factors when determining a decision under Section 3.2:

- a. time of year and typical seasonal water demand trends;
- b. precipitation and temperature conditions and forecasts;
- c. storage levels of the District Reservoir and draw down rates;
- d. current drought levels; and
- e. any other factor Councils considers to be relevant.

EXCEPTIONS TO WATER CONSERVATION MEASURES

3.1 Despite Section 3, the District may use water and is exempt from the Water Conservation Measures applicable to that stage where the use of water is needed to carry out activities needed for the purpose of protecting public health or safety.

INSPECTION

6.1 A Bylaw may enter at all reasonable times on any Property which is subject to this Bylaw to ascertain whether the requirements of this bylaw are being met or the regulations in this bylaw are being observed.

6.2 A person shall not obstruct or interfere with a Bylaw Enforcement Officer in the performance of their duties under this Bylaw.

OFFENCES AND PENALTIES

6.3 A person who contravenes this bylaw commits an offence and may be liable to a fine enforced by means of ticket issued under the District of Hudson's Hope Municipal Ticket Information System Bylaw No. 590, 1999, as amended or replaced from time to time.

6.4 Each day that an offence against this Bylaw continues constitutes a separate offence.

READ A FIRST TIME this 6th day of May 2024

READ A SECOND TIME this 6th day of May, 2024.

READ A THIRD TIME this ____ day of ____, 2024.

ADOPTED this ____ day of ____, 2024.

Travous Quibell, Mayor

Andrea Martin, Corporate Officer

Certified a true copy of Bylaw No.

This ____ day of _____, 20____.

Corporate Officer

SCHEDULE "A"**STAGE 1 WATER CONSERVATION MEASURES**

1.1 When Stage 1 Water Conservation Measures are in force, a person shall not:

a) water lawns, except:

- (i) at premises with even-numbered civic addresses, on even calendar dates, between 4:00 am and 9:00 am and between 7:00 pm and 10:00 pm; and
- (ii) at premises with odd-numbered civic addresses, on odd calendar dates, between 4:00 a.m. and 9:00 a.m. and between 7:00 p.m. and 10:00 p.m.

b) use a sprinkler to water trees, shrubs, flowers, or vegetables, except:

- (i) at premises with even-numbered civic addresses, on even calendar dates, between 4:00 am and 9:00 am and between 7:00 pm and 10:00 p.m.; and
- (ii) at premises with odd-numbered civic addresses, on odd calendar dates, between 4:00 a.m. and 9:00 a.m. and between 7:00 p.m. and 10:00 p.m. or

c) use a hose providing water to wash boats, motor vehicles, sidewalks, driveways, parking lots, exterior windows, or exterior surfaces unless the hose is equipped with an Automatic Shut-off Device.

STAGE 2 WATER CONSERVATION MEASURES

2.1 When Stage 2 Water Conservation Measures are in force, a person shall not:

a) water lawns, except:

- (i) at premises with even-numbered civic addresses on Wednesday and Saturdays between 4:00 am and 9:00 am and between 7:00 pm and 10:00 pm;
- (ii) at premises with odd-numbered civic addresses, on Thursdays and Sundays between 4:00 a.m. and 9:00 a.m. and between 7:00 p.m. and 10:00 p.m.;

b) use a sprinkler to water trees, shrubs, flowers, or vegetables, except:

- (iii) at premises with even-numbered civic addresses, on Wednesday and Saturdays, between 4:00 am and 9:00 am and between 7:00 pm and 10:00 p.m.; and
- (iv) at premises with odd-numbered civic addresses, on Wednesday and Saturdays, between 4:00 a.m. and 9:00 a.m. and between 7:00 p.m. and 10:00 p.m., or

- c) use a hose providing water to wash boats, motor vehicles, sidewalks, driveways, parking lots, exterior windows, or exterior surfaces unless the hose is equipped with an Automatic Shut-off Device.

STAGE 3 WATER CONSERVATION MEASURES

3.1 When Stage 3 Water Conservation Measures are in force, a person shall not:

- a) water lawns, except:
 - (i) at premises with even-numbered civic addresses on Wednesdays between 4:00 am and 9:00 am and between 7:00 pm and 10:00 pm;
 - (ii) at premises with odd-numbered civic addresses on Thursdays between 4:00 a.m. and 9:00 a.m. and between 7:00 p.m. and 10:00 p.m.;
- b) water flower gardens, vegetable gardens, decorative planters, shrubs or trees, unless such watering is carried out by hand with a hose equipped with an Automatic Shut-Off Device;
- c) use a hose providing water to wash sidewalks, driveways, walls, roofs, or other outdoor surfaces, unless the hose is equipped with an automatic shut-off device and the purpose of washing is:
 - (i) to prepare a surface for painting, sealing, or similar treatment;
 - (ii) to prevent or control fires; or
 - (iii) for the health or safety of a person;
- d) use a hose providing water to wash boats or motor vehicles, unless the hose is equipped with an Automatic Shut-off Device and the purpose of the washing is to maintain visibility of lights or licence plates, or through windows, or is otherwise for the safe operation of the boat or motor vehicle;
- e) use water to fill garden ponds, ornamental fountains, privately owned hot-tubs, or privately owned swimming pools;
- f) use a hose providing water unless the hose is equipped with an Automatic Shut-Off Device;
- g) operate a lawn sprinkler using water for play; or
- h) haul bulk water for non-potable use.

STAGE 4 WATER CONSERVATION MEASURES

4.1 When Stage 4 Water Conservation Measures are in force, a person shall not:

- a) water, or engage in drip irrigation of:
 - (i) lawns or landscaping, whether newly planted or otherwise;
 - (ii) flower or vegetable gardens;
 - (iii) decorative planters; or
 - (iv) shrubs or trees;
- b) use a hose providing water to wash sidewalks, driveways, walls, roofs, or other outdoor surfaces, unless the hose is equipped with an automatic shut-off device and the purpose of washing is:
 - (iv) to prepare a surface for painting, sealing, or similar treatment;
 - (v) to prevent or control fires; or
 - (vi) for the health or safety of a person;
- c) use a hose providing water to wash boats or motor vehicles, unless the hose is equipped with an Automatic Shut-Off Device and the purpose of the washing is to maintain visibility of lights or licence plates, or through windows, or is otherwise for the safe operation of the boat or motor vehicle;
- d) use water to fill garden ponds, ornamental fountains, privately owned hot-tubs, or privately owned swimming pools;
- e) use a hose providing water unless the hose is equipped with an Automatic Shut-Off Device;
- f) operate a lawn sprinkler using water for play; or
- g) haul bulk water for not potable use.

STAFF REPORT

TO: Mayor and Council

FROM: Crystal Brown, Chief Administrative Officer

DATE: May 27, 2024

SUBJECT: District of Hudson's Hope Public Notice Bylaw No. 951, 2024

RECOMMENDATION:

That Council receives the report titled "District of Hudson's Hope Public Notice Bylaw No. 951, 2024" dated May 27, 2024; further, that Council adopts District of Hudson's Hope Public Notice Bylaw No. 951, 2024.

BACKGROUND:

On May 6, 2024, Council passed the following resolutions:

MOVED, SECONDED, and CARRIED

That Council receives the report titled "District of Hudson's Hope Public Notice Bylaw No. 951, 2024" dated May 27, 2024; further, that Council gives District of Hudson's Hope Public Notice Bylaw No. 951, 2024, which provides an alternative means of publishing public notice, three readings.

DISCUSSION:

The *Community Charter* and *Local Government Act* require local governments to provide advance public notice of matters of public interest (e.g., public meetings, elections, public hearings, disposition of land). Public notice is required to facilitate transparency and accountability and is part of the public engagement process.

Public notices inform the public of opportunities to participate in local government decision-making and share views. The *Community Charter*, and *Local Government Act* set out the minimum content requirements for public notice and how notice must be provided; however, they do not limit any additional information that the local government may choose to incorporate into a notice or additional methods the local government may choose to use to provide notice to its community.

In February 2022, the *Community Charter* was amended to provide local governments two options for providing public notice:

1. continue to use the default publication requirements of publishing in a newspaper once each week for two consecutive weeks: or,
2. adopt a bylaw to provide for alternative methods of publication (i.e., a public notice bylaw).

Local governments that adopt a public notice bylaw must then publish notice by all the methods specified in the bylaw and are still required to post a notice at the public notice posting places.

A bylaw adopted under section 94.2 must:

- specify at least two methods of notice (e.g., newspaper and local government website), not including the public notice posting places; and,
- consider the principles of effective public notice described by the Public Notice Regulation before adopting a public notice bylaw.

Principles of effective public

Reliable – The publication methods are dependable and trustworthy in the community. To meet the principle of reliability consider whether the method is:

- trusted by the community to provide factual information (e.g. not solely opinions);
- a source that isn't likely to abruptly stop operating and has been part of the community for some time (e.g., is a well-established source of information); and,
- tested and able to reliably display the required information.

Suitable - The publication methods work for the purpose of informing the community. To meet the principle of suitability consider whether the method can:

- display all of the legislatively required notice information in a legible manner;
- meet specific timing requirements outlined in the legislation (e.g., publishing by at least one of the means between three and 10 days before the matter is to be considered);
- be revisited during the publication period; and,
- allow for the local government to keep a record of the date and period that the notice was published.

Accessible - The publication methods are easily accessible for people and have broad reach in the community. To meet the principle of accessibility consider whether the method(s):

- are accessible to a broad spectrum of the local population (e.g., age, location);
- provide an easy way for people to find and read the public notice information (considering also persons with disabilities, community demographics, and language needs);
- provide different ways for the public to be informed (e.g., in print and online);
- have limited barriers to access (e.g., one is free if the other is a paid subscription); and,
- take into consideration local circumstances (e.g., lack of reliable internet or a local newspaper).

Public Notice Posting Place - All notices must be posted at the public notice posting place(s) for the public notice requirements to be met, regardless of whether a local government is using the default notice requirements or has adopted a public notice bylaw. Local governments must identify places that are to be the public notice posting places in their procedure bylaw. Examples of public notice posting places include: the public notice board at municipal hall or regional district board office; the council chamber at municipal hall or regional district board meeting place.

When reviewing the current Public Notice Bylaw and the Council Procedure Bylaw, it was discovered that the definition of Public Notice Posting Place was different in the two bylaws. To ensure compliance with the *Community Charter* and *Local Government Act*, staff have prepared a new Public Notice Bylaw to match the definition in the Council Procedure Bylaw. Staff have also removed the time requirement for Posting and are opting to go with the prescribed posting times as found in the *Community Charter*, *Local Government Act*, or *another Act*.

Under a public notice bylaw, the notice must be published at least seven days before the matter for which notice is required unless a different period is prescribed in the *Community Charter*, *Local Government Act* or another Act.

FINANCIAL CONSIDERATIONS:

None at this time.

ALTERNATIVE OPTIONS:

1. That Council receives the report titled "District of Hudson's Hope Public Notice Bylaw No. 951, 2024" dated May 27, 2024; further, that rescinds third reading and refers District of Hudson's Hope Public Notice Bylaw No. 951, 2024, to staff for changes.

ATTACHMENTS AND EXTERNAL LINKS:

1. Draft District of Hudson's Hope Public Notice Bylaw No. 951, 2024
2. District of Hudson's Hope Public Notice Bylaw No. 932, 2022
3. Public Notice Guidance Material for BC Local Government

Prepared By: *Crystal Brown, Chief Administrative Officer*



**DISTRICT OF HUDSON'S HOPE
BYLAW NO. 951, 2024**

A Bylaw to provide alternate means for publishing statutory public notices.

WHEREAS the *Local Government Act* and the *Community Charter* requires local governments to provide advanced Public Notice on certain matters of public interest to facilitate opportunity for public participation in local government decision making;

AND WHEREAS Council may adopt a Bylaw to provide alternative means of publishing Public Notice;

NOW THEREFORE the Council of the District of Hudson's Hope, in open meeting assembled, enacts as follows:

GENERAL PROVISIONS

- 1.1 This Bylaw shall be cited as "District of Hudson's Hope Public Notice Bylaw No. 951, 2024".
- 1.2 District of Hudson's Hope Public Notice Bylaw No. 932, 2022, and its amendments are hereby repealed.
- 1.3 If any portion of this Bylaw is declared invalid by a court, the invalid portion shall be severed, and the remainder of the Bylaw is deemed valid.
- 1.4 The headings used in this Bylaw are for convenience only and do not form part of this Bylaw and are not to be used in the interpretation of this Bylaw.
- 1.5 A reference in this bylaw to an enactment is a reference to an enactment of the Province of British Columbia and regulations thereto, as amended, revised, consolidated, or replaced from time to time.

DEFINITIONS

- 2.1 In this Bylaw,

"Corporate Officer" means the Corporate Officer of the District of Hudson's Hope;

"Council" means the Council of the District of Hudson's Hope;

"District" means the District of Hudson's Hope;

"Facebook Page" means the District's computer and internet-based technology information resource on the Facebook social media platform;

"Public Notice" means a notice that is required to be given or published in accordance with the *Community Charter*;

"Public Notice Posting Place" means the notice boards located at the District Office and the Post Office and the District's website;

"Public Service Announcement" means public notice by way of a user-subscribed email distribution list service provided by the District.

"Website" means the official internet website of the District whose uniform resource locator is www.hudsonshope.ca.

PUBLICATION REQUIREMENTS FOR PUBLIC NOTICE

3.1 When the District is required to give Public Notice, the Public Notice shall be provided as follows:

- a. By posting the Public Notice to the Public Notice Posting Place;
- b. By posting the Public Notice to the District's Website and District's Facebook Page; and
- c. By posting the Public Notice through the issuance of a Public Service Announcement.

READ A FIRST TIME this 6th day of May 2024

READ A SECOND TIME this 6th day of May, 2024.

READ A THIRD TIME this ____ day of ____, 2024.

ADOPTED this ____ day of ____, 2024.

Travous Quibell, Mayor

Andrea Martin, Corporate Officer

Certified a true copy of Bylaw No.

This ____ day of _____, 20____.

Corporate Officer



Hudson's Hope Public Notice

Bylaw No. 932, 2022

CONSOLIDATED VERSION FOR CONVENIENCE ONLY

This is a consolidation of the bylaws listed below. Amendments have been incorporated with the parent bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the subject bylaw.

Hudson's Hope Amending Bylaw No. 934, 2023



BYLAW NO. 932, 2022

PUBLIC NOTICE BYLAW

A Bylaw to Provide for Alternative Means of Publication

WHEREAS pursuant to Section 94.2 of the *Community Charter*, Council may provide for alternative means of publication with respect to issuing public notice;

AND WHEREAS Council deems it necessary and desirable to exercise the authority provided by section 94 of the *Community Charter* to prescribe the form and manner for providing public notice and the related principles for effective public notice outlined in the *Public Notice Regulation 52/2022*;

NOW THEREFORE the Council of the District of Hudson's Hope, in a duly assembled open meeting, enacts as follows:

SECTION 1 – CITATION

- 1.1 This Bylaw may be cited as the "District of Hudson's Hope Public Notice Bylaw No. 932, 2022".

SECTION 2 – DEFINITIONS

- 2.1 For the purposes of this Bylaw, the words and terms have the following definitions assigned to them:

"District" means the District of Hudson's Hope located at 9904 Dudley Drive, Hudson's Hope, BC.;

"Corporate Officer" means the municipal officer appointed as the Corporate Officer for the District;

"Public Notice Posting Place" means the notice boards located at the District Office and the Post Office; the District's website and by way of a Public Service Announcement.

"Public Service Announcement" means public notice by way of a user-subscribed email distribution list service provided by the District.

"Social Media" means computer and internet-based technology that facilitates electronic sharing of ideas and information, interaction, community-based input, content sharing and collaboration through virtual networks and communities.

“**Website**” means the official internet website of the District whose uniform resource locator is www.hudsonshope.ca.

SECTION 3 – APPLICATION

- 3.1 When the District gives public notice or is required under a provision in legislation to give public notice, the notice shall be provided as follows:
- (a) By posting to the **Public Notice Posting Place** for a minimum of a seven (7) days before the date of the matter for which notice is required.
 - (b) By posting the public notice to the District’s **Website** and **Social Media** during the period referred to in section 3.1(a);
 - (c) By posting the public notice via a **Public Service Announcement** twice during the period referred to in section 3.1(a).

SECTION 4 – GENERAL

- 4.1 If any portion of the bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed and the remainder of the bylaw deemed valid.
- 4.2 This bylaw shall come into full force and effect the day this Bylaw is adopted.

Read a first time this 13th day of June 2022

Read a second time this 13th day of June 2022

Read a third time this 13th day of June 2022

Adopted this 27th day of June 2022

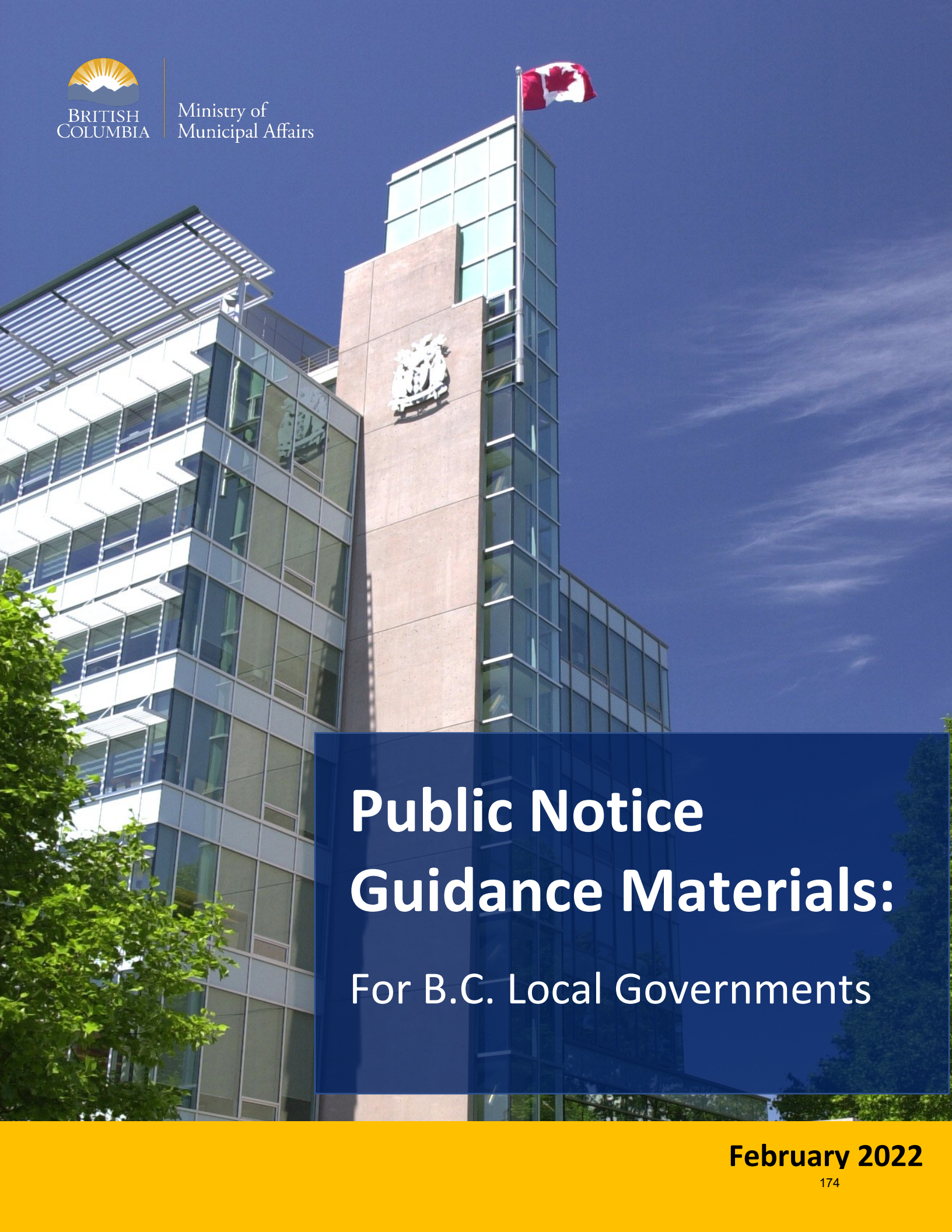
Jeanette McDougall,
Corporate Officer

Dave Heiberg, Mayor

Certified a true copy of Bylaw No. 932, 2022

this ____ day of June, 2022.

Corporate Officer



Public Notice Guidance Materials: For B.C. Local Governments

February 2022

Introduction

The *Community Charter* and *Local Government Act* require local governments to provide advance public notice of matters of public interest (e.g., public meetings, elections, public hearings, disposition of land). Public notice is required to facilitate transparency and accountability and is part of the public engagement process.

Public notices inform the public of opportunities to participate in local government decision-making and share views. The *Community Charter*, *Islands Trust Act*, *Local Government Act* and *Vancouver Charter* set out the minimum content requirements for public notice and how notice must be provided; however, they do not limit any additional information that the local government may choose to incorporate into a notice or additional methods the local government may choose to use to provide notice to its community.

Requirements for Public Notice

The public notice requirements that came into force February 28, 2022 provide local governments with two options for providing public notice under Section 94 of the *Community Charter*:

1. **continue to use the default publication requirements of publishing in a newspaper once each week for two consecutive weeks; or,**
2. **adopt a bylaw to provide for alternative methods of publication (i.e., a public notice bylaw).**

Section 94 of the *Community Charter* states that if public notice is required the notice must be published in accordance with s. 94.1 [*Default publication requirements*] or s. 94.2 [*Bylaw to provide for alternative means of publication*] and by posting in the public notice posting places.

Local governments must also provide public notice by posting the notice at the public notice posting places identified in their [procedure bylaw](#).

If a matter is subject to two or more requirements for publication (e.g., election notices), the notices may be combined as long as the requirements of the applicable provisions are met.

A local government may provide any additional notice regarding a matter that it considers appropriate, including by the internet or by other electronic methods.

Section 94.2 of the *Community Charter* refers to the “means of publication”. In this document the term “methods” is used to express the “means of publication” for a public notice bylaw to differentiate it from “alternative means” in section 94.1.

Default Publication Requirements for Public Notice (94.1)

The public notice provisions that were in place prior to February 28, 2022 (“default publication requirements for public notice”) continue to be an available option for local governments. The default publication requirements apply if a local government has not adopted a public notice bylaw to provide for alternative methods of publication specific to the community. The default rules provide that the local government must:

- publish notice in a newspaper that circulates in the community once each week for two consecutive weeks; or,
- if publication by newspaper is not practicable, the notice may be given in the area by alternative means (e.g., posted on a community bulletin board or directly mailed).

If a local government uses alternative means the notice(s) must be given within the required time period and frequency set out in the legislation. The council or board must also consider the notice to be reasonably equivalent to that which would be provided by a newspaper.

Local governments that regularly have to use alternative means because publication by newspaper is not practical may want to consider adopting a public notice bylaw so the public consistently knows where to find public notice(s) in the community.

Alternative means in section 94.1 are not defined in the legislation, and could include any type of notice that the council or board believes will adequately reach the community and meet the legislative requirements, such as online advertising, direct mailing and/or radio ad. If the local government is using alternative means to meet the notice requirements, best practice is to provide the rationale for the mean(s) chosen and adopt a resolution in an open meeting.

Bylaw to Provide for Alternative Methods of Publication (94.2)

Section 94.2 provides local governments the authority to adopt a public notice bylaw if they choose not to use the default notice provisions. Local governments that adopt a public notice bylaw **must** then publish notice by all the methods specified in the bylaw, **and** are still required to post a notice at the public notice posting places.

A bylaw adopted under section 94.2 must:

- specify at least two methods of notice (e.g., newspaper and local government website), not including the public notice posting places; and,
- consider the principles of effective public notice (*reliable, suitable and accessible*) described by the *Public Notice Regulation* before adopting a public notice bylaw (detailed information about the principles is provided below).

2022 General Local Elections

Local governments considering adopting a public notice bylaw in 2022 are recommended to do so before July 4, 2022, so there is sufficient time to develop the bylaw and let the public know about any changes to public notice before notices start for the October 15, 2022 general local elections.

Under a public notice bylaw, the notice must be published at least seven days before the matter for which notice is required (unless a different period is prescribed in the *Community Charter*, *Local Government Act* or another Act).

Principles of Effective Public Notice

Each council or board is required to consider the principles described in the *Public Notice Regulation* and think critically about the same set of principles in making public notice choices. These principles are intended to foster a shared set of good governance expectations among local governments and give British Columbian's confidence that their local governments will conduct their business in an open and transparent manner.

The principles that **must** be considered before a public notice bylaw is adopted are:

- *Reliable* – the publication methods are dependable and trustworthy;
- *Suitable* – the publication methods work for the purpose for which the public notice is intended; and,
- *Accessible* – the publication methods are easy to access and have broad reach.

As a best practice, local governments may want to note how the principles have been considered (e.g., by resolution, reflected in the minutes, or included in the preamble of the public notice bylaw). A record of the decision demonstrates that the council or board discussed the principles and that the discussion is on the public record.

For example, if a council or board is considering whether to use the local government website and a community newspaper as the two required means of publishing notice in their bylaw, they would need to consider if:

- the community can easily access the website, and that the newspaper is distributed broadly in the community (i.e., accessibility principle);
- the community considers that the website and the newspaper will provide reliable and accurate ongoing information (i.e., reliability principle); and,
- the website and newspaper together can meet specific timing requirements (e.g., between three and 10 days) and content requirements (i.e., suitability principle).

Possible methods to publish public notice:

- Online or print newspaper.
- Local government website.
- Local government subscription service.
- Community website or newsletter.
- Local government Facebook page.
- Direct email or mail out.
- Posting at recreation centres.

Examples of sources that would likely **not** meet the principles of public notice*:

- Twitter: the character limit means it is not **suitable** for displaying all the required information for a statutory public notice.
- Non-government Facebook or webpage: a source containing mostly opinions and not facts would not meet the principle of **reliability**.
- Radio/TV: because the information is only quickly displayed/read – it limits **access** to the information.

**All of the sources listed above would be appropriate as a supplemental way of informing the public; however, they would likely not meet the threshold established by the principles of effective public notice (e.g., reliable, suitable and accessible) and therefore couldn't be used as one of the official means of public notice under section 94.2 of the Community Charter.*

Reliable

The publication methods are dependable and trustworthy in the community. To meet the principle of reliability consider whether the method is:

- trusted by the community to provide factual information (e.g. not solely opinions);
- a source that isn't likely to abruptly stop operating and has been part of the community for some time (e.g., is a well-established source of information); and,
- tested and able to reliably display the required information.

Suitable

The publication methods work for the purpose of informing the community. To meet the principle of suitability consider whether the method can:

- display all of the legislatively required notice information in a legible manner;
- meet specific timing requirements outlined in the legislation (e.g., publishing by at least one of the means between three and 10 days before the matter is to be considered);
- be revisited during the publication period (e.g., won't be published once and then disappear); and,
- allow for the local government to keep a record of the date and period of time that the notice was published.

Accessible

The publication methods are easily accessible for people and have broad reach in the community. To meet the principle of accessibility consider whether the method(s):

- are accessible to a broad spectrum of the local population (e.g., age, location);
- provide an easy way for people to find and read the public notice information (considering also persons with disabilities, community demographics, and language needs);
- provide different ways for the public to be informed (e.g., in print and online);
- have limited barriers to access (e.g., one is free if the other is a paid subscription); and,
- take into consideration local circumstances (e.g., lack of reliable internet or a local newspaper).

Best Practices for Developing a Public Notice Bylaw

Best practices for development and adoption of a public notice bylaw may include:

- discussion of different options for public notice and the principles of effective public notice at an open meeting of council or regional district board before deciding on the methods and adopting the bylaw;
- a public survey to understand communication needs and practices in the community (perhaps including a question to find out how the person heard about the survey, which may show how people access information from the local government);

- outreach to the newspaper (if it is one of the methods being considered) to understand publication schedules and future plans, to ensure that the principles of reliability and suitability can continue to be met;
- outreach to member municipalities (for regional districts) to discuss the methods they use to provide public notice to be as consistent as possible;
- information for the public about the adoption of a public notice bylaw to promote accountability and transparency. This may include:
 - a press release;
 - local government open house;
 - information on the local government website and/or social media; or,
 - information at the public notice posting place.
- review of the public notice bylaw (e.g., annually) to ensure that the principles continue to be met for each of the methods identified in the bylaw.

Public Notice Posting Place

All notices must be posted at the public notice posting place(s) for the public notice requirements to be met, regardless of whether a local government is using the default notice requirements or has adopted a public notice bylaw. Local governments must identify places that are to be the public notice posting places in their [procedure bylaw](#).

Examples of public notice posting places include: the public notice board at municipal hall or regional district board office; the council chamber at municipal hall or regional district board meeting place.

Public Notice Timing Requirements

Specific timing and content requirements in the *Community Charter*, *Islands Trust Act*, *Local Government Act* and *Vancouver Charter* continue to apply whether the local government has adopted a public notice bylaw or is using the default rules. However, there is some new terminology for councils and boards to be aware of.

Notice must be published at least seven days before the matter

For most matters, local governments that adopt a public notice bylaw are required to publish notice “at least seven days before the date of the matter for which notice is required”. The [Interpretation Act](#) sets out the definitions and how to determine the beginning or end(s) of a time period. It also sets out considerations if a day falls on a holiday or the office is closed. A period of consecutive days is counted as seven days from the day before the reference day (so eight days including the reference day). If the term “at least” is used, then one day is added to this calculation.

To establish when notice must be published:

- determine the date the matter will be considered. This date will be the “reference day”;
- start counting backwards seven days from the day before the reference day; and,
- add one more day to the calculation because the term “at least” is used.

For illustration:

- If the matter is to be considered on May 12 then the notice must be published by May 4.

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4 At least seven days before +1	5	6	7	8	9
10	11	12 Reference Day	13	14	15	16
2	1					3

Notice must be published by at least one of the means “not less than” and “not more than”

For some matters (e.g., public hearings, zoning bylaws, notice of annual tax sale), the legislation specifies rules that public notice must be published within a specific timeframe. If a local government has adopted a public notice bylaw, only one of the means must be published during this specific timeframe. The other means would be subject to the default “at least seven days before the date of the matter for which notice is required” (described above).

To establish when notice must be published for “not less than three days and not more than 10 days”:

- determine the date the matter will be considered. This date will be the “reference day”;
- to determine “not less than three days” count backwards three days from the day before the reference day (so four days including the reference day) and then add one day because the term “not less than” is used;
- to determine “not more than 10 days” count backwards 10 days from the day before the reference day (so 11 days including the reference day) – do not add an extra day for this one because “not more than” is not a special period in the *Interpretation Act*; and,
- a notice must be published by one of the methods specified in the bylaw between these two dates.

For illustration:

- If the matter is to be considered on November 15 – “not less than three days” before would be November 11 and “not more than 10 days” before would be November 5. Notice must be published between November 5 and November 11.

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5 Not more than ten days before 10	6 9	7 8	8 7	9 6
10 5	11 Not less than three days before 4 (+1)	12 3	13 2	14 1	15 Reference Day	16

30 days after publication by two of the methods

For some matters, the legislation specifies the notice deadline to be “at least 30 days after the second publication of the notice” (e.g., alternative approval process), or “within 30 days after the second publication” (e.g., local area service – subject to petition against).

If a local government has adopted a public notice bylaw, the 30-day period starts on the date when the notice has been published by two means. If notice is published on:

- **two different dates**, the 30-day period starts on the day the second notice is published (as long as the first notice is still published at the same time); or,
- **the same day**, the 30-day period starts on the day both the notices are published.

Where a local government has established more than two methods in its public notice bylaw, only the first two methods used must be considered with respect to the timing requirements. However, the notice must still be published by all the methods specified in the bylaw.

To determine how to count 30 days from the start date, please refer to the *Interpretation Act* for that specific section of the legislation. For example, “at least” and “within” are counted slightly differently.

Public Notice Policy

Local governments may decide to establish a public notice policy in addition to adopting a public notice bylaw. This policy may indicate:

- additional methods of public notice (in addition to the required notices) that will be provided to specific hard-to-reach rural areas or populations;
- what additional methods would be used if staff were directed to do so by council/board (e.g., local government social media page if this is not one of the methods specified in the bylaw);
- a public notice e-mail subscription service for residents to sign-up for (if this is not one of the methods specified in the bylaw);
- the specific name of the primary newspaper that will be used for public notice (if this is one of the chosen methods in the bylaw and the name of the newspaper is not included in the bylaw);

- the specific names of alternative newspapers that would be used if the primary newspaper for public notice isn't available (if this is one of the chosen methods in the bylaw and the name of the newspaper is not included in the bylaw);
- how notice of the matter will be provided to First Nations communities in the area (if applicable) and persons living on reserve (e.g., contact the band manager to advise of notices and direct mail to persons living on reserve); and,
- records management practice for public notices.

Public Notice Bylaws and Regional Districts

Regional districts generally encompass large areas with a diverse mix of rural and urban needs which may make it challenging to find methods of public notice that will reach everyone.

One approach for regional districts that want to adopt a public notice bylaw is to specify methods that are consistent with the principles of effective public notice and as widely available as possible within the region (e.g., regional district website and Facebook) and then adopt a public notice policy to specify additional methods that will be used for different electoral areas or municipalities (e.g., a local newsletter; posting at firehalls or member municipal halls; publishing a condensed notice in the local newspaper with a link to the website for the full notice). This will give the regional district flexibility to provide notice in different ways depending on which urban or rural area it is providing notice.

Public Notice Records Management

Local governments that establish a public notice policy with additional methods to publish notice may also want to include best practices for records management of those public notices. Records management practices for public notice may consider how to keep an historical record of public notice if it is published in electronic form, posted on a bulletin board, or published in a newspaper.

Best practices for public notice records management include:

- outlining records management practices for public notice(s) in a policy;
- requiring that a date of publication be included on the notice;
- for electronic notices, taking a screen shot that shows the date and download the analytics (e.g., how long the notice was posted for; how many viewed the notice);
- for newspaper, saving the original news clipping (if printed) or a screen shot if online, and all supporting documents (e.g., information from the newspaper stating the date of publication; PDF of the notice and the invoice);
- if posting notice on a bulletin board (e.g., fire hall, recreation centre) including the dates for which the notice is to be posted on the notice itself (e.g., July 10 – July 22) and take a date stamped photo; and,
- storing all of the information related to the notice (including copies of the notice itself) in one folder for ease of access in the future and keeping a copy on an offsite server.

Public Notice Bylaws - Frequently Asked Questions

Q: Why adopt a public notice bylaw?

A: A local government may decide to use the authority to adopt a public notice bylaw in circumstances where publication by newspaper is no longer practical or where the community has a desire for more varied notice.

Considerations before adopting a public notice bylaw may include:

- Does the community have an accessible, reliable and regularly published newspaper?
- How is public notice accessed most often by the community?
- Are there areas or people in the community that may access public notice differently?
- Has the local government recently had to use “alternative means” to publish notice for a matter? If yes, what method of publication was used?
- Has there been past confusion from the public about where to find public notice?
- Would a public notice bylaw provide clarity for local government staff and/or the public?

Q: Is public engagement required to adopt or amend a public notice bylaw?

A: **No.** Section 94.2 of the *Community Charter* does not require local governments that adopt or amend a public notice bylaw to engage with the public or provide public notice that the bylaw is being adopted. However, as a best practice, notice of the proposed public notice bylaw or amendment can be posted on the local government’s website or shared in other ways (e.g., at a council or board meeting; posted to a public notice posting place; shared through a news release).

Providing the public with information about where to find public notice (especially if the method of public notice is changing) facilitates openness and transparency, a fundamental principle of good governance. Informing the community about the public notice bylaw also helps people know where to find public notices for matters affecting the community.

Q: Can a public notice bylaw use newspaper publication as one of the methods?

A: **Yes.** In many communities, local newspapers remain an accessible, reliable and suitable source for sharing information with the public. Where this is the case, a local government may choose to have newspaper as one of the methods of publication specified in a public notice bylaw, or the local government may decide not to adopt a bylaw and continue to use the default requirements for public notice.

Q: What methods may be used for publishing notice?

A: Newspapers are considered a regular source of local information in many communities and, where available, can be used for public notice; however, where this is not the case, there may be other reliable sources the public looks to for community information (e.g., local government website). Local governments that choose to adopt a public notice bylaw must consider the principles of effective public notice to determine the most appropriate methods for the community. The methods of publishing notice will vary from community to community and depend on local circumstances.

Q: Can a public notice bylaw have more than two methods of publishing notice?

A: **Yes.** Local governments can consider whether to establish additional methods of public notice, beyond the required two methods. However, *all* the methods of public notice specified in the bylaw must be completed before the public notice is considered “published”. Specifying more than two methods of publication in a public notice bylaw may increase the risk that public notice requirements may not be met. Where additional public notice is desired and the local government prefers not to include it in the bylaw, it can consider adopting a public notice policy that specifies where and when additional notice will be provided.

Q: Can a public notice bylaw use different methods of providing notice for different types of notices (e.g., elections, planning and land use)?

A: **No.** A local government adopting a public notice bylaw must use the same two or more methods specified in the bylaw for publishing **all** public notices. This ensures the public knows consistently where to find notices that may be of interest.

In the event that one of the methods for publishing notice is unavailable, the local government must amend the public notice bylaw and choose a new method of publishing notice to meet the legislated public notice requirements.

Q: Can a public notice bylaw be combined with a procedure bylaw?

A: **It is not recommended.** Local governments developing a public notice bylaw may do so as a stand-alone bylaw so the information remains easily accessible to the public. Where appropriate, local governments can refer to a public notice bylaw in their [procedure bylaw](#).

Additional Public Notice FAQs

Q: Can a local government using the default rules still publish notice by “alternative means”?

A: **Yes.** Local governments that choose to use the default public notice requirements can, where publication in a local newspaper is not practical, publish the notice using “alternative means”. The legislation specifies that if “alternative means” are being used instead of newspaper, the notice must be:

- given within the same period as required for publication;
- given with the same frequency as required for publication; and,
- provide notice the council or board considers is reasonably equivalent to that which would be provided by newspaper publication.

Section 94.1(3) of the *Community Charter* sets out how to give notice using alternative means under the default requirements.

The frequency requirement does not apply if a local government chooses to distribute the public notice directly (e.g., delivered by mail or by hand) to residents in the area impacted by the matter set out in the notice.

Q: Can public notices for two different matters be combined?

A: **Yes.** Generally public notice is given separately for different matters – this provides clarity for the public. However, if the same matter is subject to two or more requirements for publication, the notices may be combined so long as the requirements of all applicable provisions are met (e.g., timing and frequency).

Examples of Combined Notice

Notice of Assent Voting

The public notice for assent voting must be published at least six, and not more than 30 days, prior to general voting day. Notices for assent voting can be combined with the notices required for general local elections (if happening at the same time).

Disposition of Local Government Property

A local government that wishes to dispose of property below market value must provide a public notice of its intention to grant assistance, as required either by section 24 of the *Community Charter* or section 272 of the *Local Government Act*. This notice may be combined with the notice of disposition (section 26 of the *Community Charter* or 286 of the *Local Government Act*), and the notice must clearly state that it provides for both disposition and assistance.

Local Government Elections

A local government may combine required local election notices (e.g., notice of advance voting and general voting day) as long as the timing set out in the legislation is met for both notices. For example: the notice of advance elector registration, elector qualifications, list of registered electors and objection to registration of an elector can appear in one notice.

Q: Have the timing and content requirements for public notice changed?

A: **No.** The timing and content requirements specified in the *Community Charter*, *Islands Trust Act*, *Local Government Act*, and *Vancouver Charter* continue to apply regardless of whether the local government has adopted a public notice bylaw or is using the default rules.

Amendments have been made to some sections of the legislation to provide clarity on the timing rules for local governments that adopt a public notice bylaw (refer to the public notice timing section of this document for further information).

Q: Has the requirement for “publication in a newspaper” changed in the *Local Government Act* and *Islands Trust Act*?

A: **Yes.** The reference to “publication in a newspaper” has been removed from sections of the *Local Government Act* and *Islands Trust Act* and replaced with the requirement to publish notice in accordance with Section 94 of the *Community Charter*. The explanation for “giving notice by newspaper publication” in section 4 of the Schedule in the *Local Government Act* has also been removed. This means all local governments now have the same requirements and options for public notice. Regional districts and Islands Trust bodies are now required to also post notice at the public notice posting place.

Sections of the *Local Government Act* where the reference to “newspaper” has been removed and replaced with “publishing notice in accordance with Section 94 of the *Community Charter*”.

- Section 13 – Reduction of municipal area
- Section 16 – Other redefinition of boundaries
- Section 50 – Public notice by newspaper publication
- Section 225 – Procedure bylaws
- Section 272 – Publication of intention to provide certain kinds of assistance
- Section 286 – Notice of proposed disposition
- Section 376 – Annual reporting on regional district finances
- Section 466 – Notice of public hearing
- Section 467 – Notice if public hearing waived
- Section 494 – Public notice and hearing requirements
- Section 612 – Heritage designation procedure
- Section 647 – Notice of annual tax sale
- Section 659 – Application of surplus from tax sale

Q: Has the public notice requirement for regional district procedure bylaw amendments changed?

A: **Yes.** The amendments for a regional district board’s procedure bylaw are no longer required to be mailed to each director five days before the meeting at which the amendment is to be introduced. The *Local Government Act* now requires the local government to provide notice in accordance with section 94 of the *Community Charter* describing the proposed changes in general terms, which is consistent with the requirement for municipalities.

Q: Has the notice for regional district special board meetings changed?

A: **Yes.** The notice for regional district special board meetings provided in section 220 of the *Local Government Act* now has the same requirements as that of municipalities under section 127 of the *Community Charter*. Notice of a regional district special board meeting must be given at least 24 hours before the time of the meeting by:

- posting a copy of the notice at the regular board meeting place;
- posting a copy of the notice at the public notice posting places; and,
- leaving one copy of the notice for each board member at the place to which the member has directed notice be sent (this can be by email).

Additionally, the notice must include the date, time and place of the meeting and describe in general terms the purpose of the meeting and be signed by the chair or corporate officer.

The notice of a special meeting may be waived by unanimous vote of all directors. However, waiving notice for special meetings is best used sparingly and the reasons for waiving notice documented in the meeting minutes.



Ministry of
Municipal Affairs

-----Original Message-----

From: Debbie Joslin <debbiejoshjoslin@gmail.com>

Sent: Monday, May 6, 2024 3:15 PM

To: Office Admin 2 <officetwo@hudsonshope.ca>

Subject: Debbie request

Hi Becky.

Hope this reaches you? Let me know.

I would like you to ask on behalf of me:

Permission to:

1. Put up an aluminum sign 18"x24" saying= Listen Look Discover Think Never Stop Learning In memory of Josh (Jay David) Joslin
1951-2024

Keep it quiet please = surprise ha

2. And I'm trying to score some pine seedlings to plant with a few friends 20 or so.

All in Jamieson Woods.

Thanks for helping me out.

I need to order these made etc so if you can let me know if it's all good asap it would be appreciated. I would assume all good. Ha Thanks Debbie Sent from my iPhone

[WARNING: This message is from an external source]



LISTEN
LOOK
DISCOVER
THINK
NEVER STOP LEARNING

IN MEMORY OF
JOSH(Jay David) 1951-2024



February 26, 2024

District of Hudson's Hope
9904 Dudley Drive
Hudson's Hope, BC
V0C 1V0

To the Mayor and Council,

Re: The road bisecting LOT 1 SECTION 18 TOWNSHIP 81 RANGE 25 W6M PEACE RIVER DISTRICT PLAN EPP110182, PID 031-618-189, formerly part of the FRACTIONAL SOUTH HALF OF SECTION 18 TP 81 RG 25 W6M

We're writing on behalf of our client, Lake Pickell, the owner of the property noted above. The Municipality owns the road allowance that bisects this property, a corridor approximately 45m (150 feet) wide by 820m. We'd like to request that Council close the road bisecting this property, a request we believe is justified by the following rationale:

1. The land was Crown granted in 1961 to our client's grandmother. The road was not excluded from the grant.
2. In October 1963 when construction of the W.A.C. Bennett Dam and Highway 29 was about to begin, the property was bisected by a 150 foot (45m) gazetted road. This width is approximately twice the normal road width, which we believe points to the singular and temporary purpose of facilitating construction of the nearby dam and highway crossing.
3. Currently the travelled portion of the road ends on the river flats. BC Hydro (BCH) engineering plans related to the construction of the new dam and subsequent flooding of the river indicate that the post-construction/post-flood road will still end on provincial Crown land. However, it will be within the 'Preliminary Erosion Impact Line' and the 'Preliminary Stability Impact Line' i.e. it will be subject to erosion and shallow landslides, both dangerous situations.
4. When the new dam is commissioned, access to the river flats will no longer be required.

**Tryon Land Surveying Ltd. &
Tryon Engineering Inc.**
www.tryongroup.ca
mail@tryongroup.ca

Dawson Creek:
10201 – 17 Street
Dawson Creek, BC V1G 4C3
250-782-5868

Fort St. John:
11320 - 100 Ave
Fort St. John, BC V1J 1Z9
250-262-0031



The road has been upgraded twice in about the last 65 years. Once by BCH during the construction of the WAC Bennett dam and the accompanying Highway 29, and then more recently, again by BCH, for the logging of the reservoir being created by the new Site C Dam. As the property that this road services is now owned by BCH, future access could be ensured by closing the road and granting them a right of way.

To our knowledge, and that of our client whose family has resided in the area for many decades, no maintenance has been done by either MOTI nor the District of Hudson's Hope. All maintenance, aside from BCH use, has been done by the surrounding landowners.

It should be noted that before the recent use by BCH, the portion of road bisecting the subject property had deteriorated to such a state that it was only usable by foot traffic or ATV users.

Our client has had to file complaints with the RCMP on several occasions. These include theft of property valued at \$10,000.00, trespassing, & abandoned vehicles (RCMP file #'s 21-425, 22-55, 23-85). Recently he has had more incidents of people blatantly ignoring 'No Trespassing' signs to pursue their own forms of entertainment. Unfortunately, these activities are not always contained to the gazetted road and vary from ATV joyriding to bush parties involving alcohol and firearms. Our client has had to repair damage and clean up garbage that sometimes follows these incidents.

The Municipality has a responsibility to maintain public safety and prevent dangerous and destructive activity on land it owns. This remote road is a magnet and a conduit for activity that is negatively impacting local landowners.

In view of the fact that there are no recreational facilities at the terminus of the road, and the fact that no effort, other than the previous uses by BCH, has ever been done by either the MOTI or the District of Hudson's Hope to maintain the road in a safe condition, we respectfully ask that the Council give serious consideration to closing the portion that passes through our client's property.

Sincerely,



Brian Elliott, BCLS, P.Eng.
Tryon Professional Group



Attachments:

1. Township Plan of Sections 18 & 19 (c.1916)
2. Crown Grant for the Fractional South Half of Section 18, Tp 81 Rg 25 W6M (June 19, 1961)
3. Survey of Road 11, 150' Right of Way (September 13, 1963)
4. Gazette Notice establishing Right of Way for Road 11 (October 9, 1963)
5. Proceedings paper from the 11th Annual Convention of the Prestressed Concrete Institute (December 1965)
6. BCH Preliminary Impact Lines (March 2013)
7. Reference Plan EPP110182 (October 2021)
8. Contemporary Cadastral map (September 2022)

BRITISH COLUMBIA

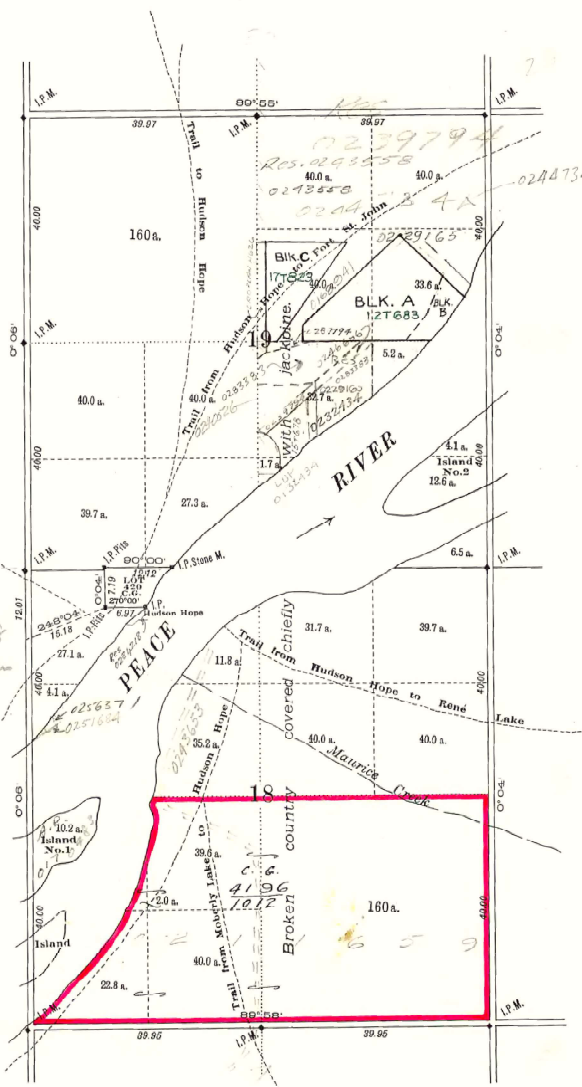
PLAN OF SECTIONS 18 AND 19

Township 81, Range 25, West of the Sixth Meridian

F.O.

FIRST EDITION

SCALE 20 CHAINS TO AN INCH



Compiled from official surveys by
 L. Brenot.....D.L.S.....16th September, 1912
 L. Brenot.....D.L.S.....24th June, 1914

DIAGRAM SHOWING THE
 NUMBERING OF LEGAL SUB-
 DIVISIONS IN A SECTION.

13	14	15	16
12	11	10	9
5	6	7	8
4	3	2	1

NOTE: The subdivisions of quarter sections shown upon this plan are legal subdivisions. Distances are in chains. Bearings are reckoned from the astronomical meridian through the centre of the township. Areas in acres are marked on all lands surveyed except lands that have been patented. Areas are taken to the banks of Peace river.

PHOTO-ZINCGRAPHED AT THE SURVEYOR GENERAL'S OFFICE, OTTAWA, CANADA.

Department of the Interior, Ottawa, 7th March, 1916. ✓

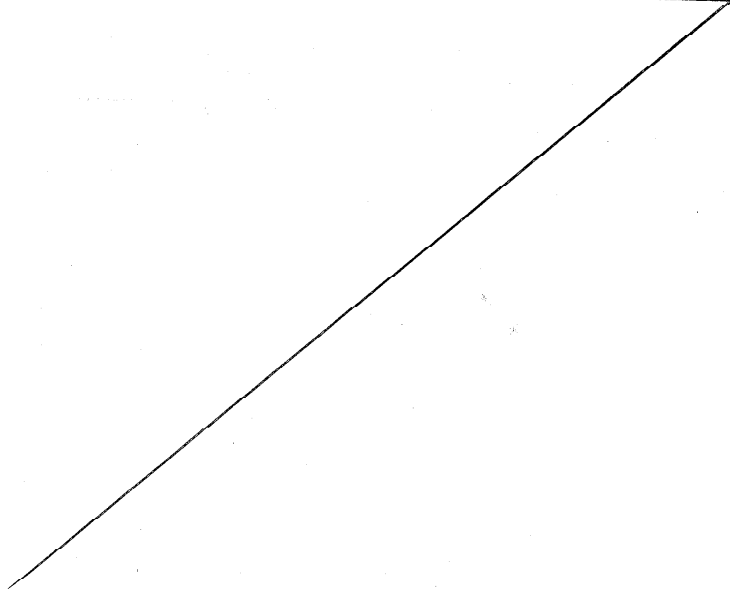
Approved and Confirmed.

E. Deville
 Surveyor General.

150741

C.G. 4196 / 1012

WBS — PROVIDED also that this Grant is issued and accepted on the understanding that the Grantee, her heirs and assigns, shall not interfere with the free and unrestricted use of and passage by the public over any trails existing through the said lands, and it is further provided that this condition shall remain in force for so long as may be deemed necessary by the Minister of Lands and Forests for and in the Right of the Province of British Columbia.



Traced by

Compared by

British



Columbia

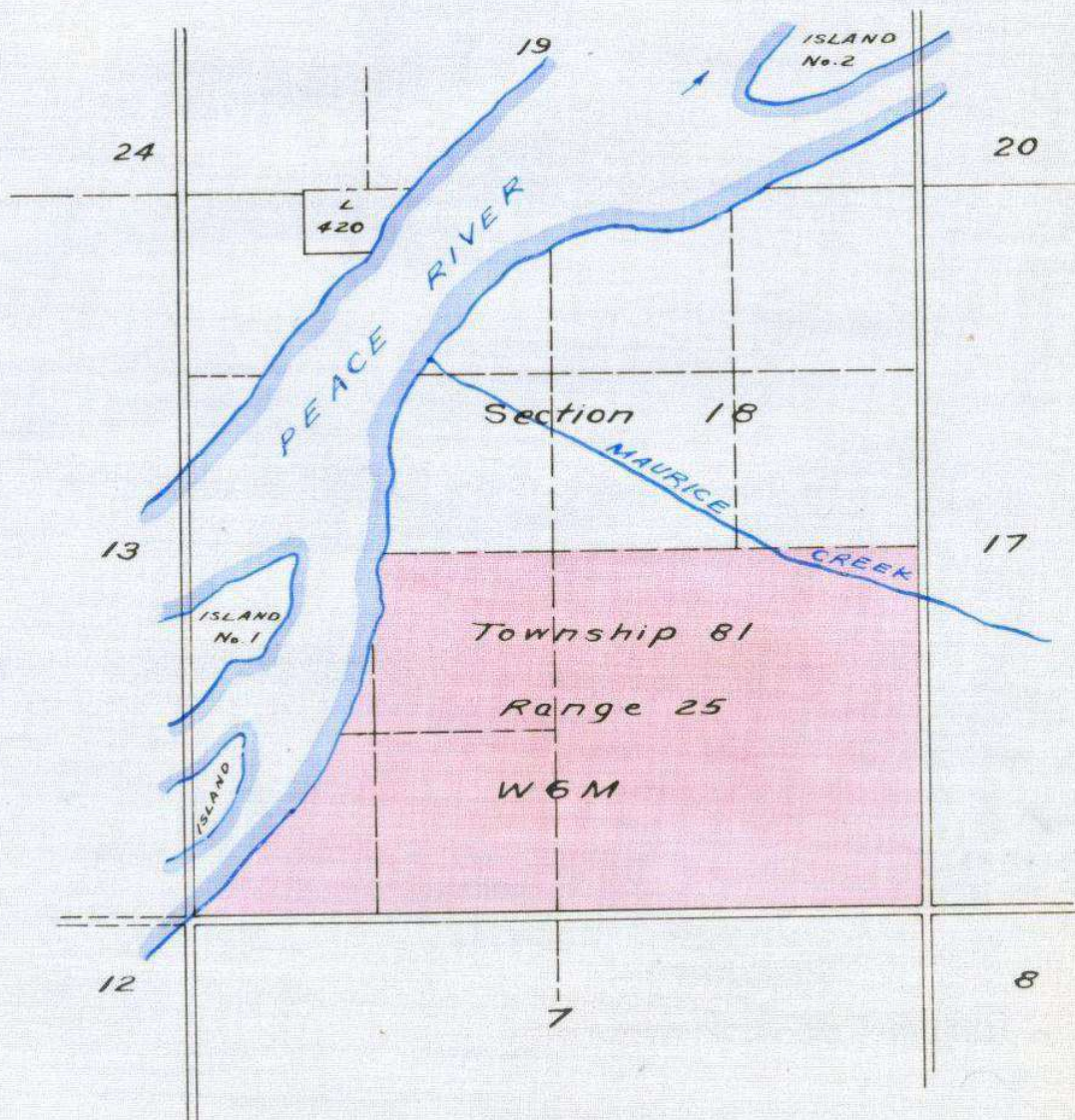
Crown Grant No. 4196
1012

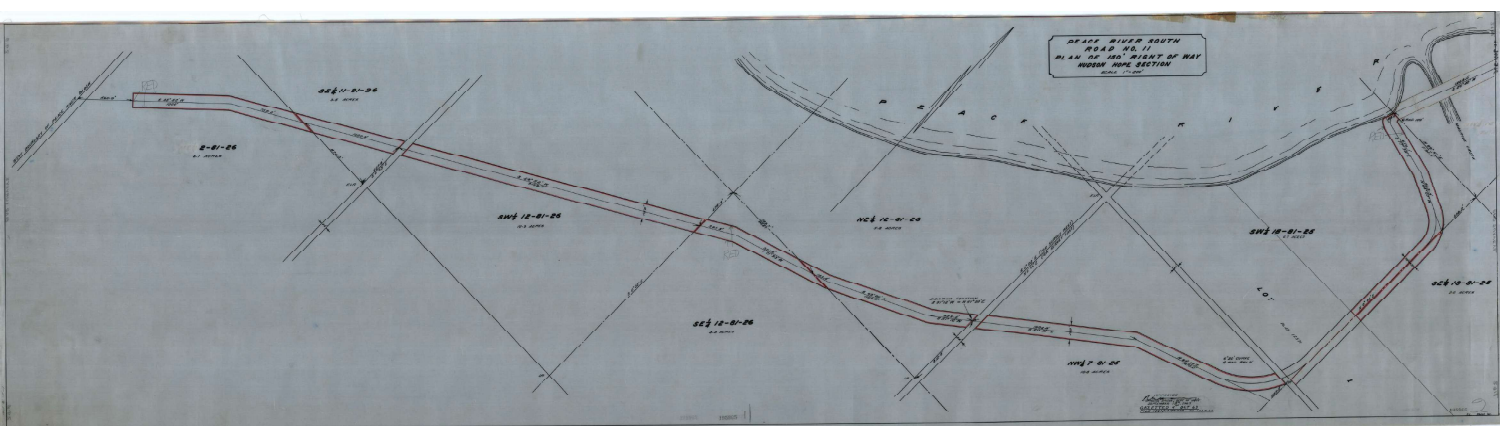
PEACE RIVER DISTRICT

Jessie Patricia Pickell

Scale, One Inch = 20 Chains

Township 81 Range 26 W6M





Attorney-General, by mail or otherwise, a written statement setting forth the nature and grounds of his complaint or claim.

Dated at the City of Victoria, in the Province of British Columbia, this 16th day of October, 1963.

GILBERT D. KENNEDY,
oc24—3248 Deputy Attorney-General.

LANDS, FORESTS, AND WATER RESOURCES

TIMBER SALE X91994

THERE will be offered for sale at public auction, at 10 a.m. on November 8, 1963, in the office of the District Forester, Prince George, B.C., the Licence X91994, to cut 1,287,000 cubic feet of spruce, balsam, lodgepole pine, and other species on an area situated 2 miles south-east of Wansa Lake, within Willow Public Sustained-yield Unit (Block 2), Cariboo Land District.

Two years will be allowed for removal of timber.

Provided anyone who is unable to attend the auction in person may submit a sealed tender, to be opened at the hour of auction and treated as one bid.

Further particulars may be obtained from the Deputy Minister of Forests, Victoria, B.C.; the District Forester, Prince George, B.C.; or the Forest Ranger, 1705 Third Avenue, Prince George, B.C.

Tenders will only be received and considered from persons entitled to obtain replacement sales in the Willow Public Sustained-yield Unit (Block 2); unless no tenders are received from such parties, then tenders will be accepted from any interested party.

oc24—3251

DEPARTMENT OF HIGHWAYS

ESQUIMALT ELECTORAL DISTRICT

Naming of Road Allowance

NOTICE is given, pursuant to section 8 (3) of the *Highway Act*, that the road allowance dedicated by Plan 16167, and extending from Goldstream Avenue on the south to Brock Road on the north, is hereby named "Strathmore Road."

P. A. GAGLARDI,

Minister of Highways,
Department of Highways,
Parliament Buildings,
Victoria, B.C., October 4, 1963.
File 3011. oc24—3255

ESQUIMALT ELECTORAL DISTRICT

Naming of Road Allowances

NOTICE is given, pursuant to section 8 (3) of the *Highway Act*, that road allowances in Sections 44, 45, and 118, Esquimalt District are hereby named as follows:

1. The 66-foot road allowance dedicated by Plans 13556, 12567, and 11731 and extending from the east boundary of Parcel C, Section 74, Metchosin District at the north-west corner of Lot 7, Plan 13556, thence in a south-easterly and north-easterly direction to its junction with the Duke Road in Lot 1, Plan 6801 a distance of 0.32 mile, more or less named as "Olympic View Drive."

2. The 66-foot road allowance dedicated by Plan 13556, lying between Lots 5 and 6 of the said Plan 13556, and ex-

tending south-westerly from Olympic View Drive (as named in paragraph 1 above) to high-water mark of Witty's Lagoon, a distance of 147.31 feet, more or less, named as "Cliff Drive."

3. The 66-foot road allowance dedicated by Plan 12567, lying between Lots 10, 11, 12, and 13 and Lots 5, 6, 7, 8, and 9 of the said Plan 12567, and extending south-westerly from its junction with Olympic View Drive (as named in paragraph 1 above) to high-water mark of Parry Bay, a distance of 0.08 mile, more or less, named as "Bradene Road."

4. The road allowance lying to the north of Lot 16, Plan 12567, and extending south-easterly from the east boundary of Lot 1, Plan 11731, to its junction with Olympic View Drive (as named in paragraph 1 above), named as "Elwyn Road."

P. A. GAGLARDI,

Minister of Highways,
Department of Highways,
Parliament Buildings,
Victoria, B.C., October 4, 1963.
File 3011. oc24—3255

ESQUIMALT ELECTORAL DISTRICT

Naming of Roads

NOTICE is given, pursuant to section 8 (3) of the *Highway Act*, that it is the intention to name road allowances in Section 3, Esquimalt District, as follows:

1. The road allowance dedicated by Plan 9875 and extending in a south-westerly direction from Glenairlie Drive to be named "Brian Place."

2. The road allowance dedicated by Plan 13732 and extending in a south-easterly direction from Brian Place (as named in paragraph 1 above) to be named "Abinger Place."

P. A. GAGLARDI,

Minister of Highways,
Department of Highways,
Parliament Buildings,
Victoria, B.C., October 1, 1963.
File 3011. oc24—3255

SOUTH PEACE RIVER ELECTORAL DISTRICT

Establishing Right-of-way for Moberly Road No. 11 from Section 2, Township 81, Range 26, west of the 6th meridian, Peace River District, to the Peace River.

NOTICE is given, pursuant to section 8 of the *Highway Act*, that all those portions of Section 2, the South-east Quarter of Section 11, the South-west Quarter of Section 12, the South-east Quarter of Section 12, and the North-east Quarter of Section 12 of Township 81, Range 26; the North-west Quarter of Section 7, the South-west and South-east Quarters of Section 18 of Township 81, Range 25, all west of the 6th meridian, Peace River District, as shown outlined in red on a plan recorded in the Provincial Department of Highways, Victoria, B.C., under "Road Surveys 2918," are hereby established as a public highway.

P. A. GAGLARDI,

Minister of Highways,
Department of Highways,
Parliament Buildings,
Victoria, B.C., October 9, 1963.
File 1331/1499750. oc24—3255

DEPARTMENT OF HIGHWAYS

CHILLIWACK ELECTORAL DISTRICT

Establishing Right-of-way for Chilliwack Lake Road

NOTICE is given, pursuant to section 8 of the *Highway Act*, that all that part of Parcel D (Reference Plan 12403) of Lot 496, Group 2, except Plan 25562, New Westminster District, having an area of 0.297 acre, more or less, shown outlined in red on a plan recorded on File 3745 in the Provincial Department of Highways, Victoria, B.C., is hereby established as a public highway.

P. A. GAGLARDI,

Minister of Highways,
Department of Highways,
Parliament Buildings,
Victoria, B.C., October 8, 1963.
File 3745/1499650. oc24—3255

OMINECA ELECTORAL DISTRICT

Establishing Additional Right-of-way Through the West Half of the South-east Quarter of Section 35, Township 12, Range 5, Coast District.

NOTICE is given, pursuant to section 8 of the *Highway Act*, that all that portion of the West Half of the South-east Quarter of Section 35, Township 12, Range 5, Coast District, having an area of 2.65 acres, more or less, as shown outlined in red on a plan recorded on File 3462 in the Provincial Department of Highways, Victoria, B.C., is hereby established as public highway.

P. A. GAGLARDI,

Minister of Highways,
Department of Highways,
Parliament Buildings,
Victoria, B.C., October 9, 1963.
File 3462/1499919. oc24—3255

ESQUIMALT ELECTORAL DISTRICT

Notice of Changes in Names of Highways

NOTICE is given, pursuant to section 8 (3) of the *Highway Act*, that the following changes in names of highways are hereby made, namely:—

1. Craigowan Road, lying between Lots 1, 2, 3, 8, 9, 10, 11, 12, 13, 14, 15, and 16, Plan 11919, on the east, and Lot 1, Plan 11627, and Lots 22, 23, and 24, Plan 11919, to the west, and Shoreline Place, lying between Lot 18, Plan 11919, on the east, and Lots 19, 20, and 21, Plan 11919, on the west, all in part of Section 2, Esquimalt District, to be renamed "Shoreline Drive," and to extend from the Island Highway to Portage Inlet.

2. The road allowance lying between Lots 16 and 17, Plan 11919, on the south-east, and Lot 18, Plan 11919, on the north-west, in part of Section 2, Esquimalt District, and extending in a north-easterly direction from Shoreline Drive as named in paragraph 1 above, to be named "Craigowan Road."

P. A. GAGLARDI,

Minister of Highways,
Department of Highways,
Parliament Buildings,
Victoria, B.C., October 4, 1963.
File 3011. oc24—3255

Design and Construction of Hudson Hope Bridge

by J. Dudra*

INTRODUCTION

The Hudson Hope Bridge, which crosses the Peace River in northern British Columbia, is located between the town of Hudson Hope and the giant Peace River Power project. The site is approximately 600 miles north of the Canada-United States border and is located in the Peace River Valley, east of the Rocky Mountains. The crossing is on the newly constructed Chetwynd-Hudson Hope highway which provides a shorter link for traffic moving from central British Columbia to the Hydro Electric project. Eventually, when additional highway construction is completed, the above will provide a shorter route connecting to the Alaska Highway.

In 1961, the British Columbia Department of Highways appointed Phillips, Barratt and Partners, consulting engineers, to conduct site surveys for a feasible crossing of the Peace River upstream from Hudson Hope, and to proceed rapidly with the final design of a bridge structure which would facilitate the passage of heavy equipment and material to the Peace River Hydro Project.

It was at this time that Col. H. H. Minshall, a well-known bridge erector in British Columbia, conceived

the idea of a precast concrete suspension bridge. This concept appeared to be particularly suitable to the Peace River site which was rich in local concrete aggregates, far removed from railhead and deprived of good highway access. Consequently, the consultants were requested to give consideration to the Minshall concept if the design proved workable and if the construction appeared economically feasible.

The initial surveys disclosed several potentially feasible crossing sites, the most economically favorable of which was in a constricted area of the river where both banks were nearly vertical. Design studies of a precast concrete suspension bridge to span the river at this site confirmed both workability and economy and this concept was therefore adopted for the final design of the crossing.

Eleven tenders were received for the construction of this bridge and the contract was awarded to the low bidder, Hans Mordhorst Ltd., in September 1963. The structure was completed and opened to traffic one year later in September 1964 (Fig. 1).

SITE AND SUBSURFACE CONDITIONS

The site is in a portion of the river which is considered part of the Lower Peace River Canyon. The river occupies a rock walled valley which

*Partner—Phillips, Barratt and Partners, Consulting Engineers, Vancouver, B.C., Canada.

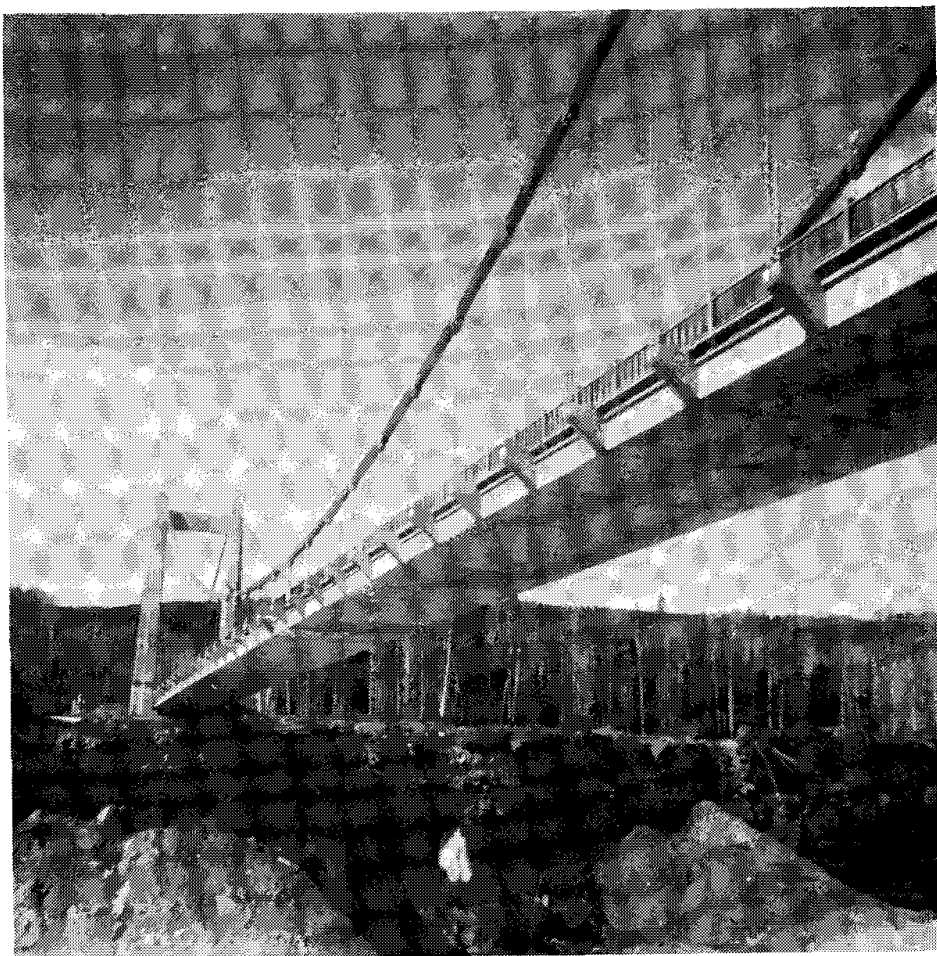


Fig. 1—Completed Bridge

has several constrictions between the dam site and a point about 3.3 miles upstream of Hudson Hope. The chosen site is the second constriction upstream of Hudson Hope.

Close to the river, the overburden is fairly shallow. The underlying strata consists of varying grades of sedimentary rock layers, which are composed of sandstones and sandy shales at the surface, and shales in the deeper portions.

These sedimentary rocks are members of the Fort St. John group of the Lower Cretaceous Age and as a result have been “prestressed” and fairly well cemented. However, they do exhibit a development of shaly weathering when exposed to air. At some locations, where the river flow impinges on the banks, erosion or

scour, chiefly of the shale, takes place. In colder weather, frost action loosens the outside layers of rock. This action, quite commonly produces a 3 to 5 ft. projection or overhang of the uppermost layers of rock. For the above reasons, any foundations above the canyon walls had to be located more than 40 ft. away from the upper edge of the walls.

The Peace River, one of the major rivers in British Columbia, is presently being prepared for the Portage Mountain Dam, some 8 miles upstream of the crossing. Until completion of the dam, when discharge will be stabilized and kept fairly uniform, the river discharge varies considerably between the minimum and maximum. At the

crossing site the low water elevation of 1503 ft. provides a channel depth of 40 ft.; whereas, at the high water elevation of 1527 ft., the channel depth becomes 64 ft. Winter freeze-up conditions have been known to produce an 18 ft. thick ice layer on the surface in some locations. Spring breakup of the ice causes a severe build up in the constricted channel portions of the river.

ALTERNATIVE CROSSINGS

Site surveys indicated two possible locations for a crossing over the river. Site A, the first constriction upstream of Hudson Hope, had a distance of 670 ft. face to face of banks. Site B, $\frac{3}{4}$ of a mile further upstream had a distance 565 ft. between the near vertical banks. The Chetwynd-Hudson Hope highway *desire* line passed east of both crossings. Therefore, Site B, when evaluated against Site A, had to be charged with an additional one and a half miles of highway. Four alternative crossings were considered:

Scheme 1—Fixed steel deck arch at Site B, 565' c/c of skewbacks

Scheme 2—Continuous steel deck truss at Site B, 160'-340'-160' main spans

Scheme 3—Concrete box girder suspension span at Site B, 675' c/c of towers

Scheme 4—Continuous steel deck truss at Site A, 150'-340'-270' main spans

Scheme 3 was a modified scheme of a segmental concrete box girder suspension bridge conceived by Col. H. H. Minshall.

Schemes 2 and 4 had their main piers located within the channel constrictions.

The fixed steel deck arch and the concrete deck suspension bridge

were not actively considered at Site A because of less favorable river bank elevations and significantly longer span requirements.

In summary, the results of the economic investigations revealed the following. Costs shown were only relative, and did not include bridge details, approaches and other portions common to all schemes.

Site B	
Scheme 1 (Steel arch)	\$1,321,000
Scheme 2 (Steel truss)	\$1,357,000
Scheme 3 (Concrete suspension)	\$1,275,000
Site A	
Scheme 4 (Steel truss less credit of \$206,000 for shorter highway)	\$1,343,000

From the foregoing cost data, the suspension scheme offered a slight saving over the other schemes considered. Additional considerations were as follows:

1. The desirability of keeping piers and thrust blocks out of a river which is being developed for hydro electric power so close upstream.

2. The problem of potential long term scour around piers or thrust blocks which are located in a narrow river constriction.

3. The indeterminacy of ice build-up and ice loads on river piers in the narrow channel.

4. The relatively short construction period during which river pier or arch thrust block work could safely be carried out in this area. It may be noted that the river peak flow occurs during the period when ideal construction time prevails.

On the basis of the above conclusions, Scheme 3 was adopted as the choice for the crossing. The choice was a sound one, as the concrete box girder suspension bridge utilized native materials to a very large extent. The area contained good aggregates for the concrete

deck, towers, and anchor housings. The sedimentary rock strata on each bank provided excellent support for the tower footings and relatively low cost anchorages for the main cables.

The successful completion of this project at a cost slightly below the consultant's estimates, served to confirm the preliminary studies on this project. Fig. 2 shows the elevation of the crossings.

BASIS OF DESIGN

The requirements for the deck and its supports as stipulated by the Department of Highways were as follows:

1. Roadway width—curb to curb 28'-0" for two 14'-0" lanes.
2. No sidewalks—curb to handrail face-10 in.
3. Design live load:
 - a. H25-S20 for slab, cross girders, suspenders and immediate connections.
 - b. H20-S16 for stiffening girder and main cable.
4. Design Specifications—"Specifications for Highway Bridges" by British Columbia Department of Highways and "Standard Specifications for Highway Bridges"—1961 edition by the American Association of State Highway Officials.

ANALYSIS OF STIFFENING GIRDER

The deck cross-section was given considerable study. The heavy wheel loads (with possible overloads of construction equipment) limited the practical span of the slab if the dead load of the deck was to be kept minimal. After several trial sections were evaluated, together with their added function as a longitudinal stiffening element, the section as shown in Fig. 3 was chosen as the one best fulfilling all the requirements.

The analysis of the longitudinal stiffening girder was based on the Deflection Theory as developed by Dr. D. B. Steinman.¹ For preliminary design of the structural components an A.S.C.E. paper by Hardesty and Wessman² was utilized.

The decision to use the deflection rather than the elastic theory for the analysis of this structure was made primarily because the former takes into account the effect of the deadload of the suspended deck components in partially overcoming the bending moments due to live load. Admittedly, the elastic theory, based on superposition of combined loading on the structure and the utilization of influence lines involves a simpler analytical process; and, where the deck dead load is a relatively small increment of the total

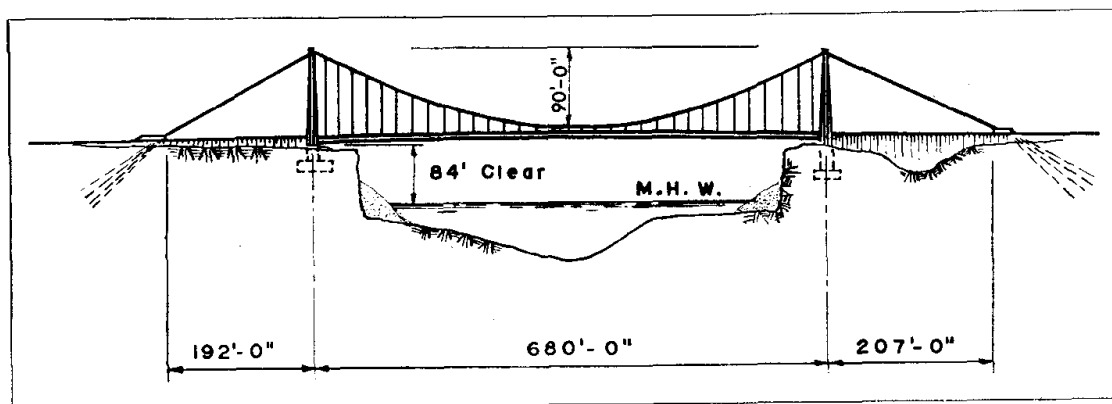


Fig. 2—Elevation

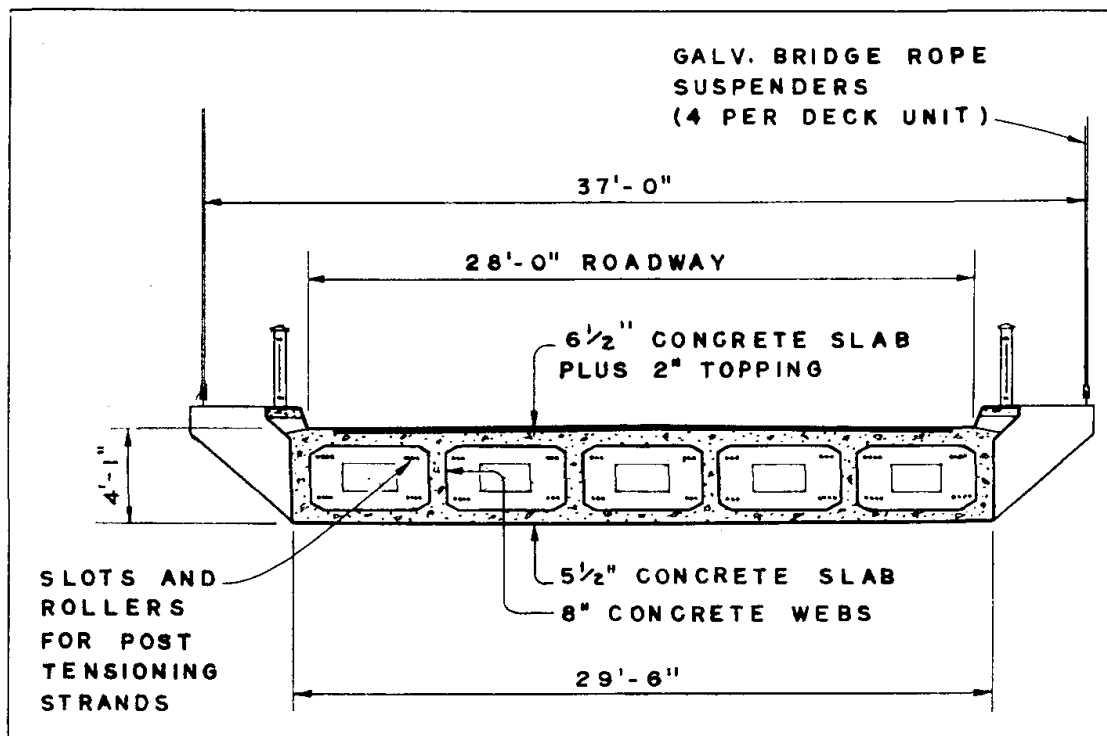


Fig. 3—Typical Section—Suspended Precast Deck Unit

load, this approximate theory is understandably adequate. However, in the case of a suspended concrete structure, the dead weight is a significant load factor which, if ignored in the live load analysis, would make the design of a concrete suspension structure completely impractical.

A further differentiation from conventional steel suspension bridge design should also be noted.

In conventional suspension bridges, the stiffening element has been the truss or girder, which is located directly below each cable. The trusses span longitudinally and are supported elastically by the suspenders. The floor system only distributes the load outward to the trusses and is ineffective as a longitudinal stiffening element.

The box girder, by its two-way load distributing action of the longitudinal webs, flanges and cross-girders restrains the loads in a more efficient and safer manner. Because

of this, the concrete box girder deck can economically and functionally compete against the conventional steel stiffening truss for spans below 800 feet and possibly longer if further improvements are made.

Fig. 4 shows the geometrics of the behavior and functions of a stiffening girder under the action of a particular live load. Observing the figure, and remembering the law of virtual work, it is evident as to the part the dead load performs in contributing to the restraint of the live load moments.

In general, the properties of the stiffening girder were arrived at from the following requirements:

1. Transverse bending set the top slab thickness of 6 1/2 in.
2. Bottom slab thickness of 5 1/2 in. was set by the Code.
3. Web thickness of 8 in. was the minimum that was felt to be practical for "on site" construction.
4. The depth, d , was a variable which required several trial analyses

before it could be established. A large d produced high unit stresses in the flanges. A small d produced a very flexible stiffening girder which approached the unstiffened cable condition. In addition, a small d prevented the creation of cell openings in the box girder through which construction and maintenance personnel could pass. Various trial designs finally confirmed that the most functional depth for this span was 4'-0" combined with a cable sag of 90 ft. (It is interesting to note that the economic and functional ratio of cable sag to span, n , for steel suspension structures is between 0.09 and 0.11, whereas the feasible ratio for this structure was 0.13.)

Fig. 5 shows the live load and its position, which produced the maximum moments along the girder.

The behavior and analysis of the concrete box section as a girder to resist the live load bending moments was directly related to the stiffness of the girder. This stiffness is not only a function of the moment of inertia, I , of the girder but also of the modulus of elasticity, E , of the concrete. In conventional steel suspension bridges, the E of steel re-

gardless of grade is fairly definitive and constant. However, this is not the case with concrete, whose variable modulus of elasticity is affected by creep and flow and whose deflections therefore, are dependent on whether the loading is short or long term.

A study was therefore necessary to establish the relationship between the variations in the concrete modulus and the bending moments in the concrete stiffening girder. This relationship is shown in Fig. 6. An examination of the results of this study revealed that the variations in the girder moment were not directly proportional to E but still great enough to introduce significant errors into the analysis of the girder. Obviously, overstress could only occur if the in-situ modulus E , was greater than the design modulus. As a safeguard against the possible overstress, a layer of reinforced neoprene was placed between each segmental concrete deck unit. This material, with its very low modulus of elasticity, served to achieve the following:

1. Reduced the modulus of elasticity of the composite girder

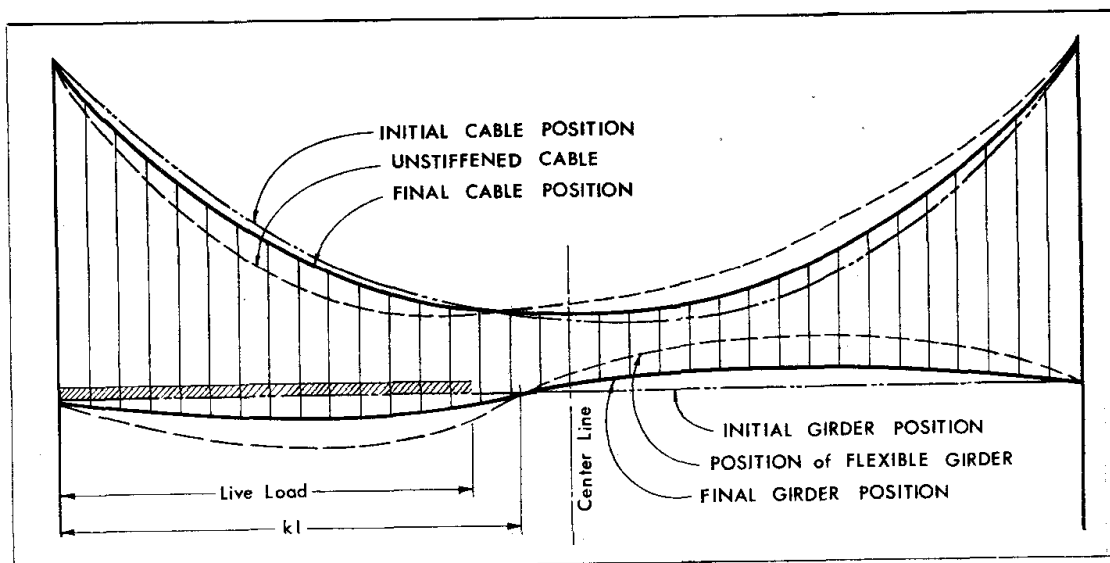


Fig. 4—Deflection of cable and stiffening girder under partial live load

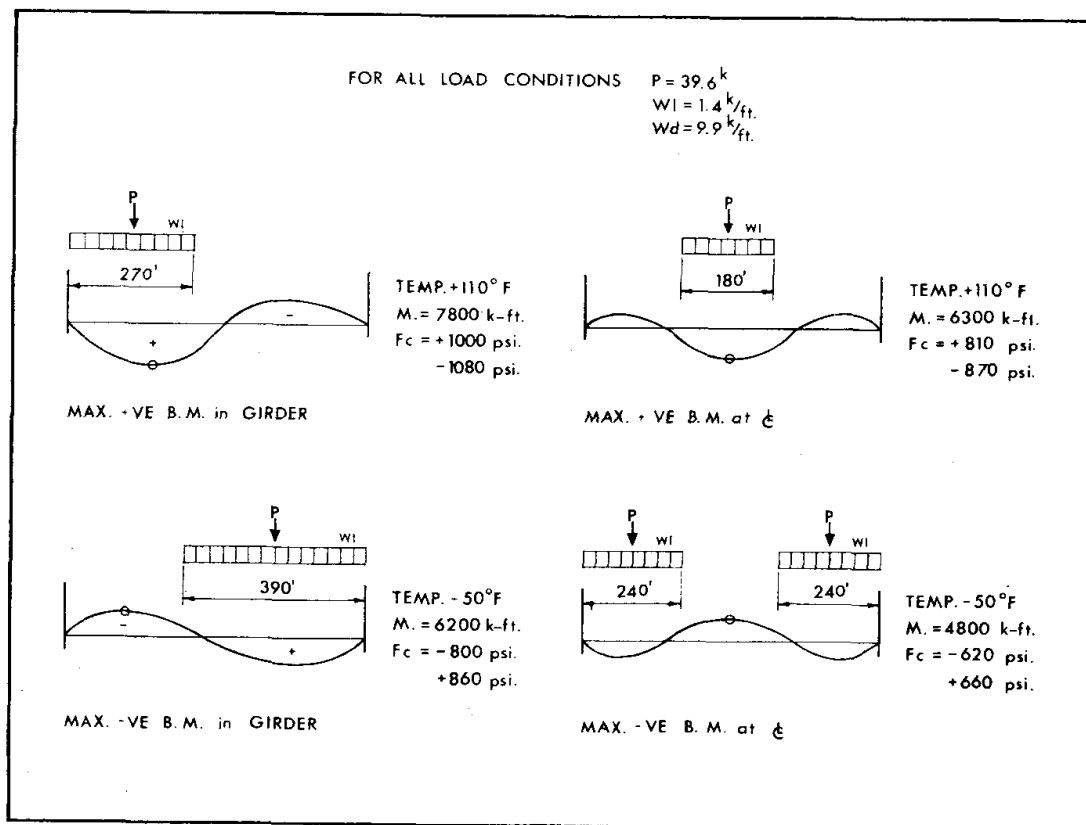


Fig. 5—Live Load Positions for Maximum Moments

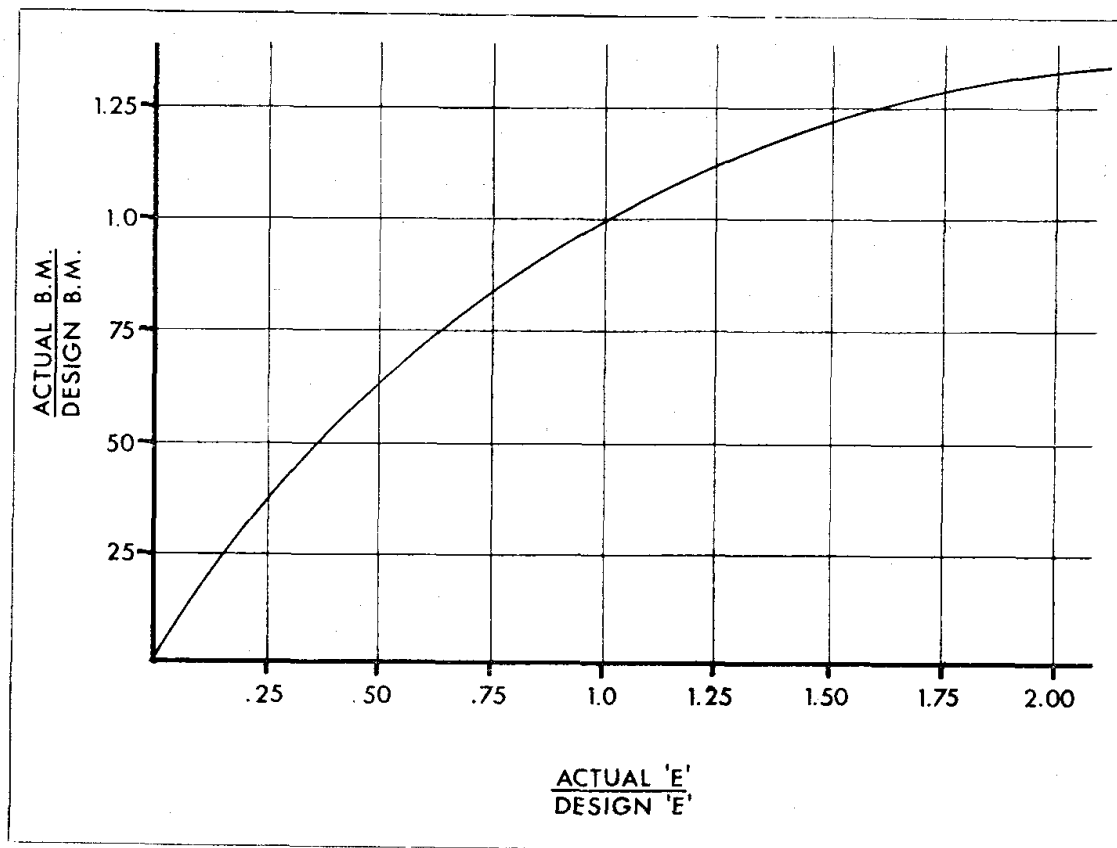


Fig. 6—Relationship between Girder Modulus and Bending Moment

as a safeguard for short term live load conditions.

2. Functioned as a "spring" or plastic hinge in the event of heavy load concentrations on the bridge.
3. Protected the abutting faces of the deck units during erection.

The design thickness of the reinforced neoprene, $\frac{1}{4}$ in., was established by analysis of the required composite modulus which, conservatively, was assumed to be a combination of the E for the neoprene and a value of the concrete modulus 50% greater than normal.

The stiffening girder was divided into 34—20 ft. long segmental units. Each unit weighed 90 tons. A cross girder located at each end of the unit served as the connection to the suspenders of the main cable system. By this system, as shown in Figs. 3 and 8, each segmental unit was supported by 4 suspenders. The

units were interlocked not only by the longitudinal prestress force, but also by 6 curved keys, one in each web. The latter provision also facilitated proper alignment of the units during and after erection.

An operation with 34 precast segmental units could result in near disaster if the joints were not matched exactly. The use of grouted joints on a suspension span which experiences considerable vertical and lateral movement was considered unsatisfactory. The solution therefore was to cast the units on a bed set to a predetermined profile and with their respective faces abutting. Detailing prevented the adjacent cross girders from bearing on each other. The reinforced neoprene, cemented to one abutting face, served as a form for its mate. Sixteen units were cast on each bank (Figs. 7 and 8) and after erection, the two end units, which contained the end

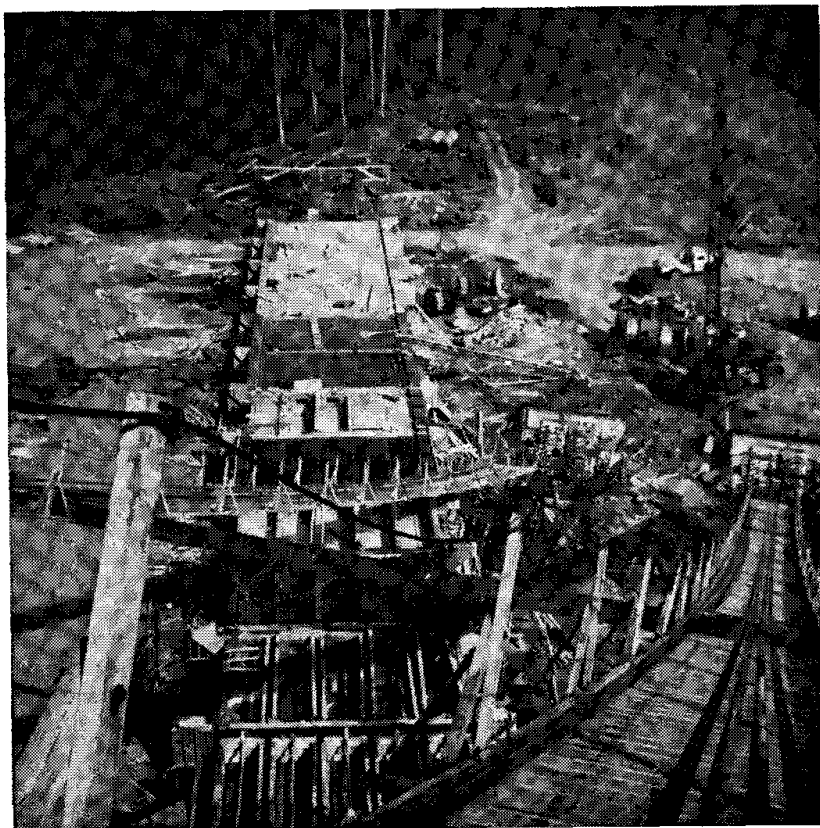


Fig. 7—Segmental Units in Casting Bed

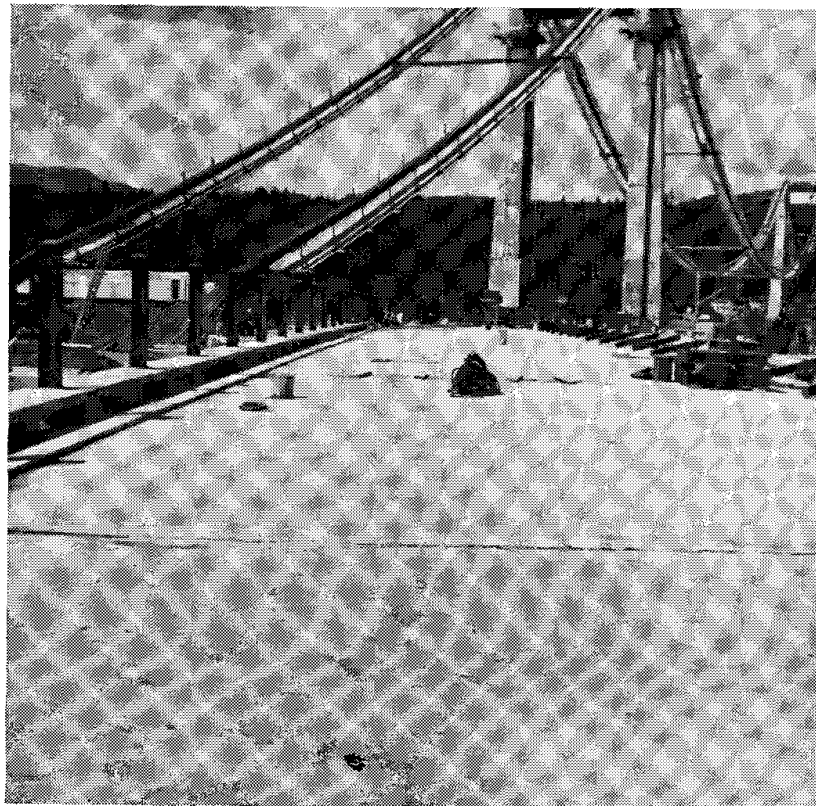


Fig. 8—Segmental Units in Casting Bed

blocks and spiral anchorages were cast in place.

After erection and post-tensioning was completed, the deck slab was protected by a 2 in. thick layer of epoxy bonded concrete topping. A transverse joint was placed over the girder joint to prevent structural action of the topping with the stiffening girder.

AERODYNAMIC STABILITY

The aerodynamic stability analysis for this bridge was based on an A.S.C.E. Proceedings paper by D. B. Steinman.³

Findings indicated that the structure was stable for both vertical and torsional oscillations—firstly, because of its relatively high dead load and secondly, due to the shape of the deck. The coefficient of rigidity, the stiffness ratio and the aerodynamic stability constant, all had values which exceeded the suggested ones

by an adequate margin. Diagonals between the stiffening girder and the main cables at the center of the span prevent relative longitudinal movement and thus help to inhibit torsional motion. Site observations since completion of the bridge have confirmed that the vibrations and oscillations of the structure are negligible under live load and high wind conditions.

WIND ANALYSIS

The structure was designed for 100 m.p.h. wind velocity and the forces were applied in accordance with A.A.S.H.O. Specifications. The main cables were assumed to be completely encased by ice at the time of maximum wind occurrence. The lateral flexibility of the main cable and suspenders caused a redistribution of some load from the main cables to the stiffening girder. The analysis, based on deflection, re-

vealed that the lateral deflection at the center of span was 11½ in. for the cables and 6¼ in. for the stiffening girder.

The small deflection value for the stiffening girder was due to its shallow depth and large lateral rigidity. Longitudinal wind forces were transferred from the deck to the main cables by tie rod connections at the center. The lateral wind load on the deck was transferred to the lower cross beam of the tower by an articulation joint. This joint allows the end of the stiffening girder to move longitudinally and also to rotate in a horizontal and vertical plane about its center.

The end bearings of the structure (roller type) were centered under the webs of the end unit. Should shrinkage and creep of the deck exceed the assumed value, longitudinal adjustment of the bearing is possible.

POST-TENSIONING

The live load analysis as previously outlined revealed flexural stresses which are shown on Fig. 5 for the various loading and temperature conditions. The girder was subject to stress reversals with the maximum ordinates occurring near the quarter point of the span. The stress reversals, though not of equal magnitude, required girder post-tensioning forces such that the combined stress for any condition of loading would remain within the following limits:

1. For Group I loading:
+0 psi to +1800 psi
2. For Group III loading:
+0 psi to +2250 psi

A 28 day ultimate concrete strength of 4500 psi was sufficient for the above stresses.

Several prestressing methods were

investigated including consideration of grouted or ungrouted tendons. At the outset, the investigation was influenced by the fact that this structure was the first of its kind and therefore warranted close observation over a sustained period of time after its completion. It was also apparent that the bridge could function, in limited fashion, without any longitudinal deck prestressing. The decision was therefore made to use strands which were continuous from one end of the structure to the other, ungrouted and so located that they could be inspected, adjusted and even replaced if the need ever arose.

The use of ungrouted tendons is normally discouraged because of corrosion and lower ultimate load capacity. For this installation the galvanized unbonded system was justified for the following reasons:

1. The crossing is in a dry belt and the girder detailing allowed for the circulation of air around the strands. Moisture is practically excluded from the strands.
2. The galvanizing, even though sacrificial, is considered sufficient for protection. Strands can be removed and replaced if ever required.
3. The post-tensioning system, is not the primary load carrying system. Its failure would not cause collapse of the structure, only limit its live load capacity.

The absence of bond between the prestressing strands and the concrete girder forced consideration of the relative movements between the strands and the girder. The maximum movement, which occurred near the point of inflection of the girder, was calculated to be 2¾ in. Intermediate fixed or sliding supports for the strands were consid-

ered prohibitive because wearing forces would soon cause the strands to fail and high friction would cause most of the prestressing force to concentrate near the girder ends where the force was least required by design. It was therefore decided to adopt simple roller supports for each of the strands, which supports, though expensive, resolved all the aforementioned problems.

The 19 wire, 1 $\frac{1}{8}$ in. dia. galvanized strand, CCL system, was chosen for the following reasons:

1. 34 strands in the top layer and 36 strands in the lower layer gave the desired distribution of the prestress force.
2. The end anchorage system proved relatively compact and simple.
3. Adjustment of tension or replacement of strands was possible if ever required.

The end blocks for the anchorages

were designed and reinforced for stresses as outlined by Guyon.⁴

Stressing of the strands was performed by calibrated center hole jacks, one at each end of the strand. In this fashion, the value of friction could be determined. Because of the roller support system, the friction was found to be less than 3%.

MAIN CABLES

The maximum tension in the main cables occurred at the tower saddles with the span fully loaded and a temperature of $-50^{\circ}F$. This loading produced a tension of 4200 kips in each main cable. In addition to the direct tension, bending stresses also occurred in the cable when it approached the curvature of the saddle or suspender clamps.

The above factors and the North American practice of allocating axial unit stresses of 70 to 85 ksi for suspension cables, led to the selection

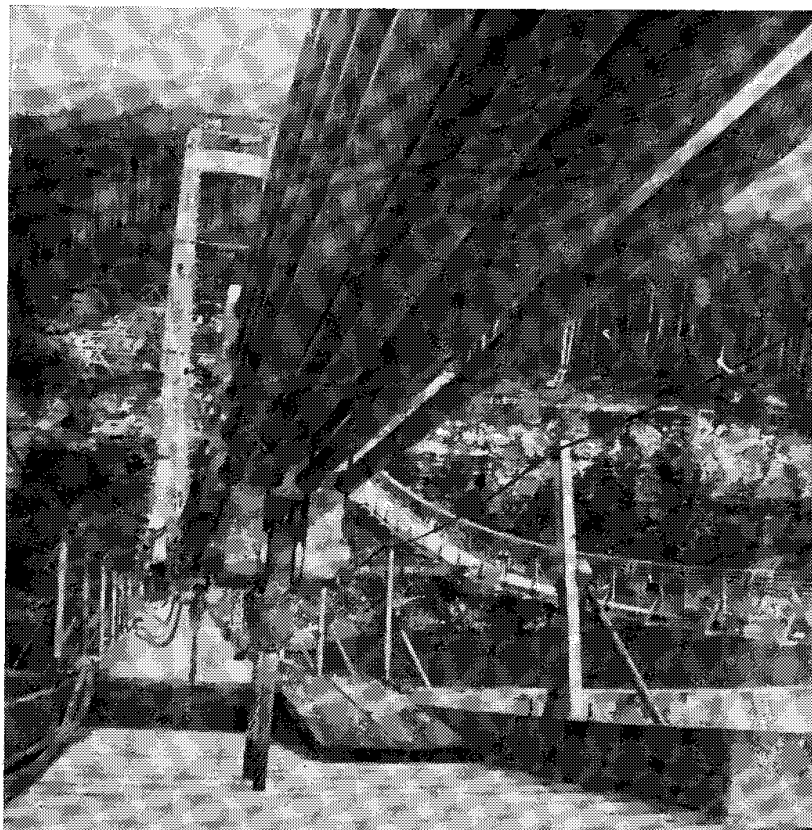


Fig. 9—Main Cable and Suspenders

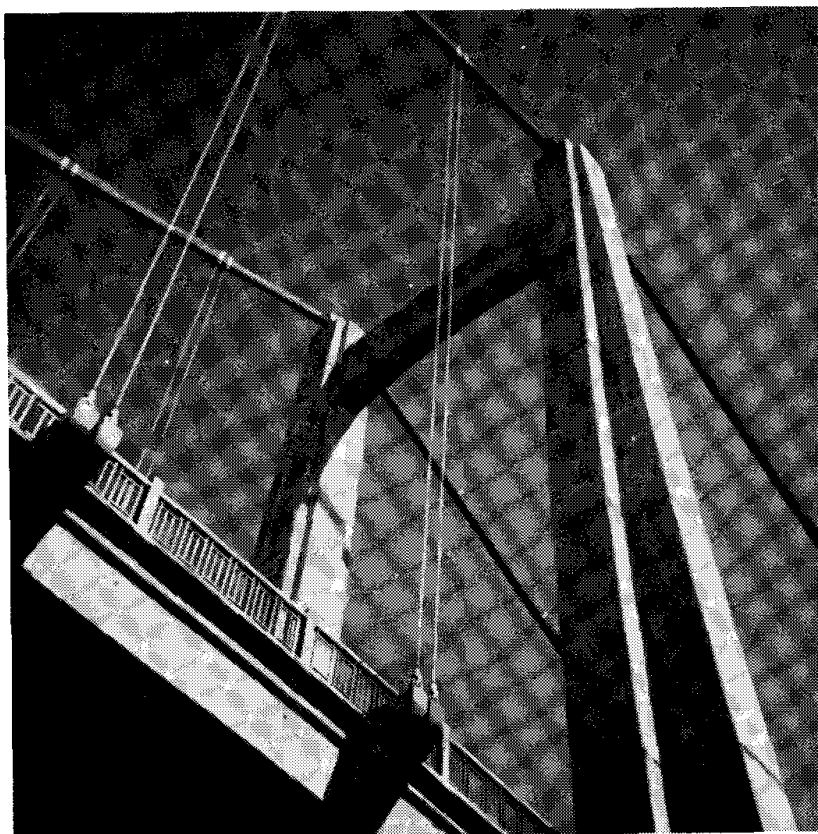


Fig. 10—Main Cable and Suspenders

of 20–2½ in. dia. galvanized bridge strands for each main cable. A maximum axial tension of 210 kips was therefore imposed on each strand whose ultimate load carrying capacity was greater than 554 kips. The ratio of working to ultimate load was therefore substantially less than the permissible prestressed concrete standard of 0.6.

It is interesting to note that for the Merelbeke Concrete Suspension Bridge in Belgium,⁵ the main cables were allocated an axial unit stress of 112 ksi. The latter was more in line with the allowable stress designations by prestressed concrete codes.

Each 2½ in. dia. strand consisted of galvanized wires and all wires were full length with no splices. All strands were prestressed to one half the specified ultimate load and held at this load for 4 hours. The load was then released to the average dead load tension occurring at 30° F.

At this tension, the strand was measured and marked for the locations of sockets, saddles, suspenders, etc. The modulus of elasticity for each strand was obtained and the average value of 24.2 ksi was above the minimum of 23.5 ksi specified.

The 20 strands which made up each cable (Figs. 9 and 10) were left separated and unwrapped, unlike the wrapped cable system employed on most other suspension bridges. The considerable economy achieved by this open system appeared justified because this Peace River area is noted for its dry climate and absence of industrial fumes. Sufficient space has been left between the strands to permit the future application of a corrosion inhibitor if ever required.

ROCK ANCHORAGES

The rock in the area of the anchorages proved to be suitable for drilled

rock anchors. The following program was performed to test its suitability.

1. Removal of overburden and washing the surface so that a visual inspection for cracks and fissures could be made.
2. Drilling core logs for the purpose of locating fissures or finding strata that was weak in shear.
3. Performing pull-out tests on both grouted and mechanical anchors. The flexibility of the rock was obtained by the use of dial indicators.

Evaluation of the above data by the Department of Highways' Geologists and the Consulting Engineers established the location of the anchorages, the minimum depth below the surface where the anchor force had to be located, and confirmed the feasibility of either mechanical anchors or grouted anchors. For either alternative, the design was such that the anchor force was located near the base of the drilled hole before

final grouting, with the anchor acting in a manner similar to the end anchorages of a post tensioning strand. Figs. 11 & 12 show the basic layout of the anchorage housing, anchor plates and the mechanical anchor. The Contractor, Hans Mordhorst Ltd., selected the mechanical anchor alternative and modified the anchor shoe arrangement.

Each anchor had to carry the load of one cable strand, equal to a maximum tension of 210 kips. The specified minimum ultimate load for the anchor was 580 kips. The anchor was stressed to a load of 290 kips by the use of a center hole jack. This load was later relaxed to 230 kips and the top of the anchor locked to the anchor plate. After all the anchors were tensioned, they were grouted for corrosion protection. The above system, in essence, "prestressed" the band of rock between the base of the hole and the anchor plates in the housing. The maximum cable tension would re-

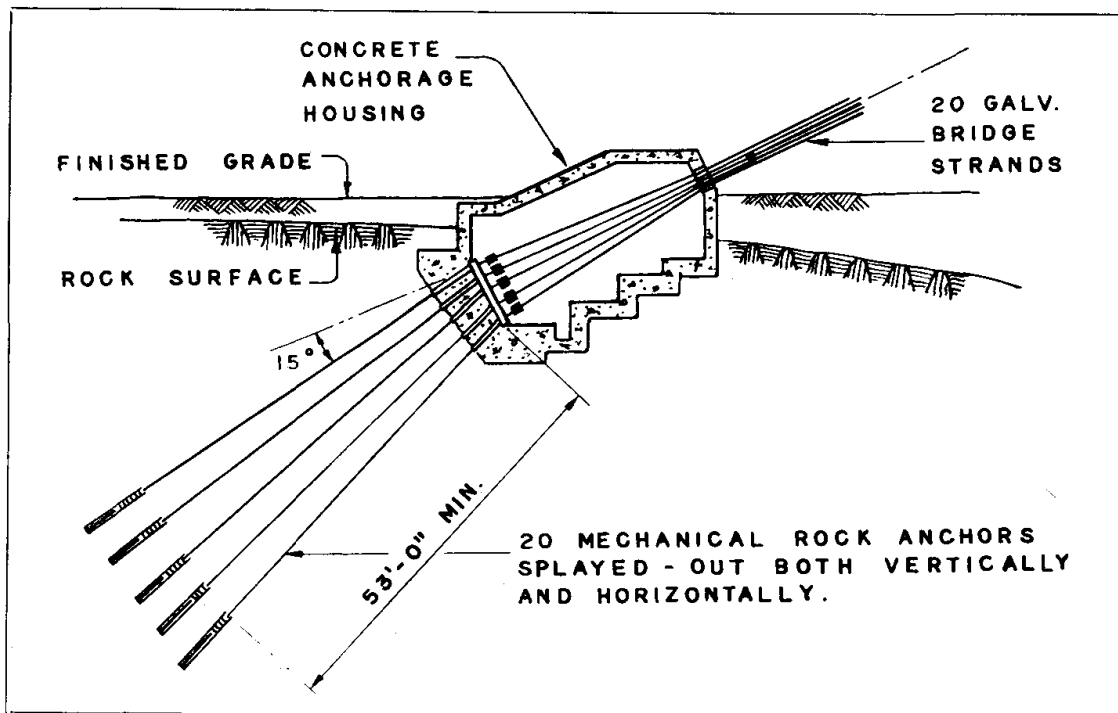


Fig. 11—Anchorage Housing—Typical Section



Fig. 12—Rock Anchorages

move most of the prestress, but a minimum of about 10%-15% of the anchor load would always remain. This system offered the following advantages:

1. No anchor load would be transferred to the surface rock which would normally be fissured or water bearing.
2. The anchor plates would remain virtually motionless under all load conditions. (This is important since it is desirable to keep the point of zero movement as close to the tower as possible.)
3. Fracturing of the surface rock by earthquake, erosion or explosives would not endanger the resistance of the anchor block.

TOWERS

The use of concrete for the project was also extended to the tower con-

struction. Fig. 13 illustrates the geometry and cross section of each tower.

One of the most significant factors which affected the tower design was the saddle movement caused by temperature variation ($+110^{\circ}F$ to $-50^{\circ}F$) and cable stretch under live load. The total movement for these conditions was $4\frac{1}{4}$ in. at the North Tower and $4\frac{1}{2}$ in. at the South Tower. The placement of rollers under each saddle was considered as a means of reducing the bending effect on the towers caused by these movements. However there was no special advantage indicated in this detail since the tower section was adequate in resisting the bending stresses. Furthermore, with rollers under the saddles, the free condition at the top created a longer *effective* column length for the tower, which had disadvantages. Consequently, the saddles were fixed to each tower

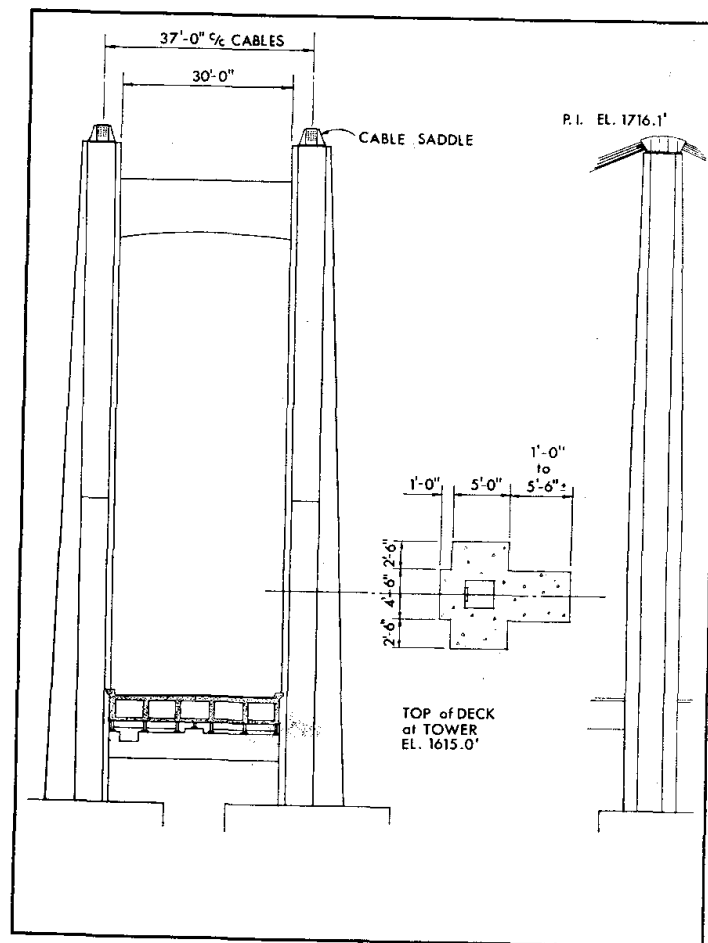


Fig. 13—Tower Details

leg.

The idea of using a pinned tower base in the longitudinal direction was intriguing, but closer examination from the viewpoint of tower construction and the erection of the deck units, made this type of detail impractical. However, to keep the stresses from the longitudinal movements as low as possible the longitudinal depth of the tower from mid height to the base was made constant.

The tower was assumed to have the following properties for the design analysis:

1. Transverse Direction—Rigid frame fixed at the base. Shafts and cross girder having a varying moment of inertia.
2. Longitudinal Direction—Col-

umn fixed at the base, pinned at top but subject to partial longitudinal movement. Varying moment of inertia from base to top.

The critical design stresses in the towers occurred from the axial load, longitudinal bending from the temperature movements and transverse bending from lateral wind. The above, when summated and applied to a rectangular cross section, produced high governing stresses at one corner of the tower leg section. By using the cruciform cross section for the tower shafts, a more efficient distribution of the combined stresses was achieved. The cruciform shape was not only more structurally efficient, but also more aesthetically attractive. A 28 day ultimate con-

crete strength of 3000 psi was used for all the tower concrete.

Before the erection of the deck units commenced, the saddles were offset from the tower center lines. These offsets, 16½ in. for the north tower and 18 in. on the south tower, were required for the effects of the removal of sag and stretch of the backstays. The tower tops could only be deflected 2½ in., otherwise overstress would have occurred at the base due to longitudinal bending. A saddle jacking arrangement which consisted of hydraulic jacks, and a fixed greased plate under each saddle resolved the above problem. As erection of the units proceeded, the tower top offset was kept within the specified limits by this jacking system. After the full dead load was in place, each saddle was permanently fastened to the tower by ten 1¾ in. dia. anchor rods grouted into preformed holes.

ERECTION OF SEGMENTAL UNITS

The erection of the segmental concrete deck units (each weighing 90 tons) posed several problems not common to conventional steel suspension bridges. The most significant problem was the imposition of the very heavy deck unit load on a cable system before the cables were substantially tensioned, thereby introducing the possibilities of local bending or "kinking" of the cables in the region of the suspender clamps.

Initially, it was felt that some preloading of the cables would have to be resorted to for the purpose of keeping the angle change at the suspender clamps within tolerable limits. The contractor devised two alternate systems of erection, each of which would have partially preloaded the cable prior to the erection of the deck units. Finally, the

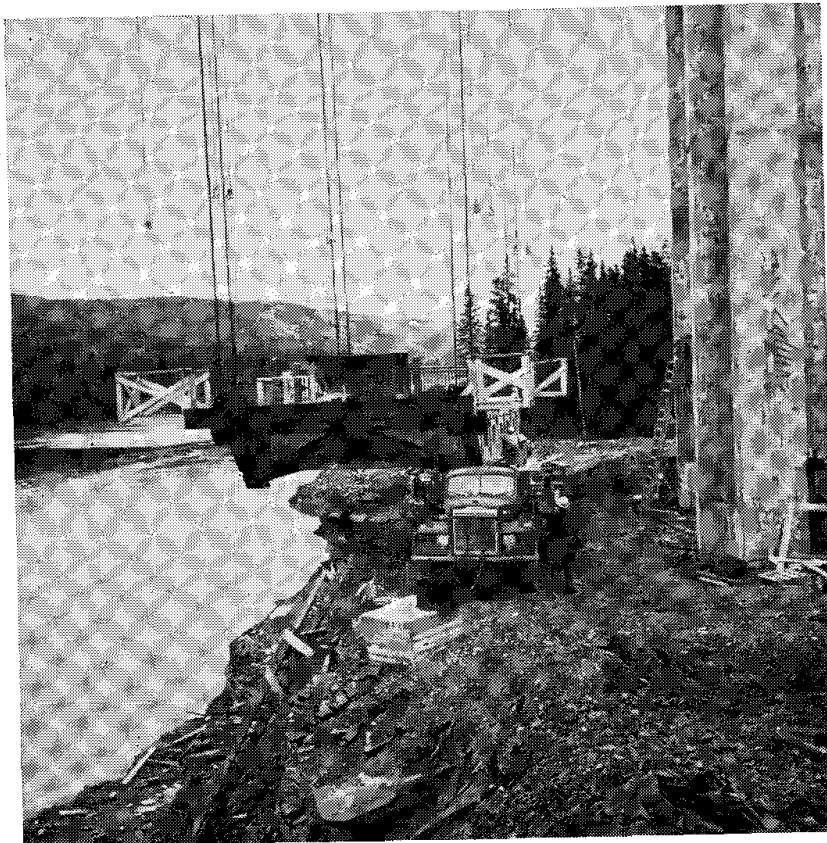


Fig. 14—Segmental Unit on Low Bed

contractor commissioned Dr. R. F. Hooley, Professor of Civil Engineering, University of British Columbia, to conduct tests on a portion of the manufactured 2½ in. dia. strand in order to determine the safe angle change the cable could withstand. Results of the tests indicated that no preloading was necessary and values for the critical angle changes were established for various cable tensions. Professor Hooley developed a revised erection system which utilized the findings to advantage. The system of a cable traveller, sling carriage and winching for erecting the units was thus developed. A model was constructed to ensure that the erection sequence adhered to the limits that were established in the cable testing program.

Each precast unit was first raised in the casting bed, transferred to a low bed trailer and trucked to the river side of the tower (Fig. 14).

From this position, a traveller, sling and two winches took over and swung the units to their final position over the river (Figs. 15 and 16).

The traveller, a specially fabricated steel frame on four rubber-covered wheels, was mounted on the permanent cable system of the bridge. Winch lines from each shore of the river controlled the traveller movements along the cable. A steel sling, contoured to fit under the deck units, was hung from the traveller.

The typical procedure for erecting each precast unit started with the unit being lifted from the low bed at the shore line of the river. Vertical dogs, bolted to the traveller and bearing against the main cable clamps, prevented the traveller from slipping down the cable during the lifting operation. Two pairs of suspenders immediately in advance of the unit were then pulled over and connected to the sling. The unit was

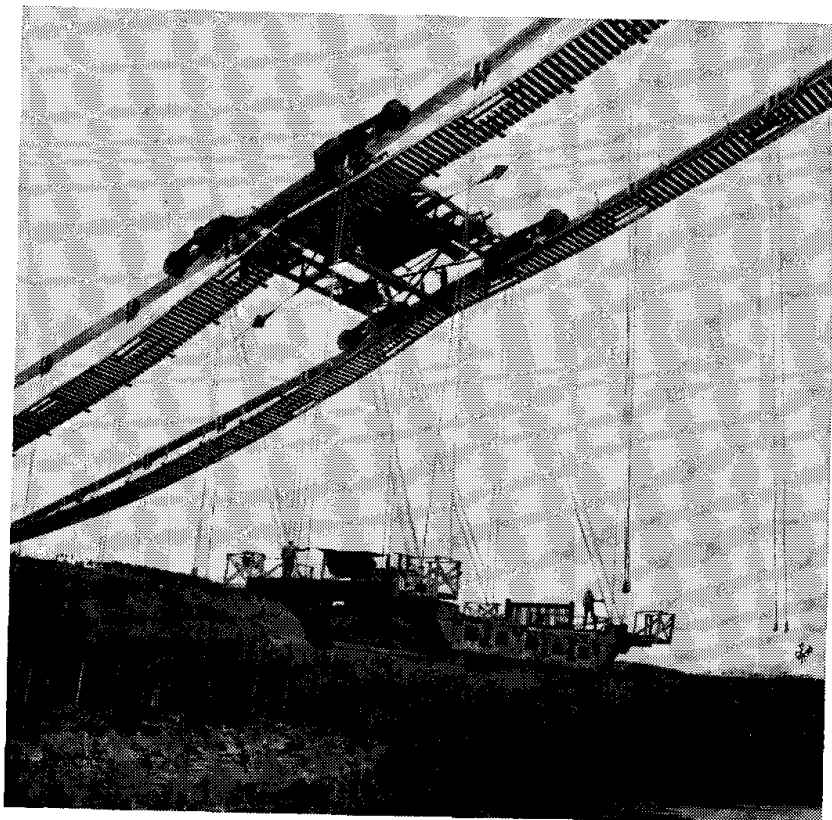


Fig. 15—Erection of Segmental Units

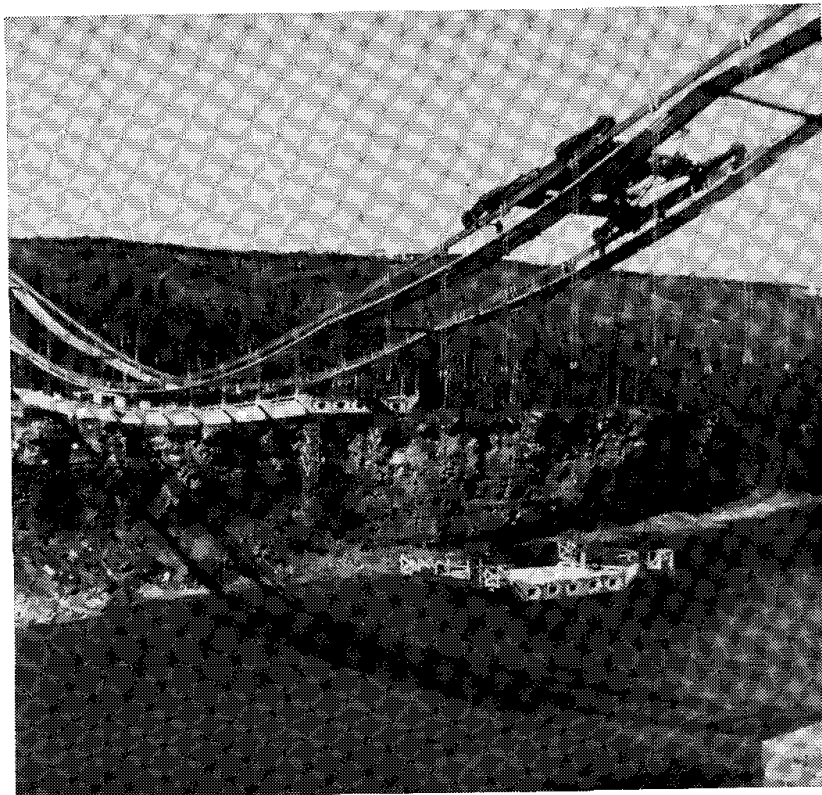


Fig. 16—Erection of Segmental Units

then attached to both the sling lines and two slack pairs of suspenders. With the traveller in a stationary position, the sling lines were lowered, the unit swung over like a pendulum, and its load was thus transferred to the suspenders. With the traveller lines now unloaded but still connected, the traveller dogs were retracted (by four hydraulic jacks mounted on the frame) and then the traveller was moved down the bridge cable to repeat the pendulum-like swinging operation which eventually enabled the concrete unit to be transferred to its final suspender position on the bridge. In the center half of the span, where the permanent bridge suspenders became too short for the swinging operation, temporary suspender extensions were attached.

In this relatively simple and inexpensive fashion, six precast units were erected from the North bank

of the river, eleven from the South bank, then ten from the North and the final five from the South. This sequence was necessary to keep within the permissible angular distortion of the main cables. The closing units, one at each end of the bridge, were then cast in place.

It is interesting to note that the 32 precast deck units were placed in about 10 working days.

TEST PROGRAM

The actual behavior of this structure, possessing a concrete stiffening girder which is unique was a matter of interest. A study program was therefore undertaken during the summer of 1965, some 9 months after the bridge was opened to traffic, for the purpose of obtaining data on the behavior of this structure.

One aspect of the program was the comparison of the actual and

theoretical behavior of the stiffening girder when subject to the passage of a 94 ton live load (two 47 ton trucks side by side) over the span.

The two trucks were positioned at 6 locations along the span. Deflection ordinates at the panel points for each position were recorded. The structure was then analyzed for two of the above locations.

Case 1—Live load at center line of span.

Case 2—Live load at S8—Probable position for maximum positive moment in girder.

The same span constants which were adopted for the design were also used for the above analysis.

Fig. 17 shows the theoretical and actual deflection curves for Case 2 above. The elastic theory curve is also shown as a matter of interest.

Examination of the results re-

vealed that the girder stiffness assumed for the design of the structure is reasonably close to the actual in situ stiffness. The results for Case 1 (not shown) revealed an even closer agreement between the actual and theoretical deflections.

The stiffening girder moments for the live load position of Case 2 are indicated on Fig. 18. Again, the elastic theory moments are shown for comparison. The moment curves clearly indicate the large difference in moments when this structure is analyzed by either the deflection or elastic theory.

The maximum moment under the 94 ton live load is about 70% of the design *live load* moment for the stiffening girder.

Another analysis has been performed for the 146 ton live load spread over a length of 80 feet. This load will occur from a low bed

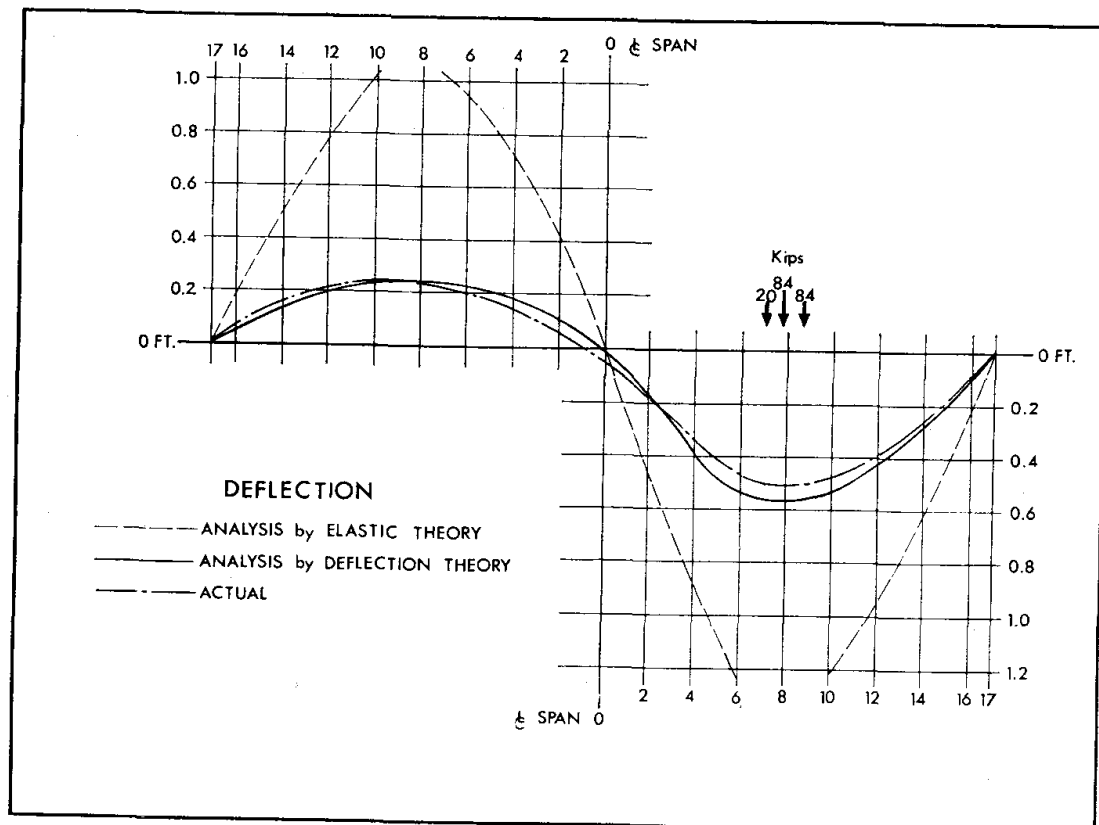


Fig. 17—94 Ton Test Load—Stiffening Girder Deflections

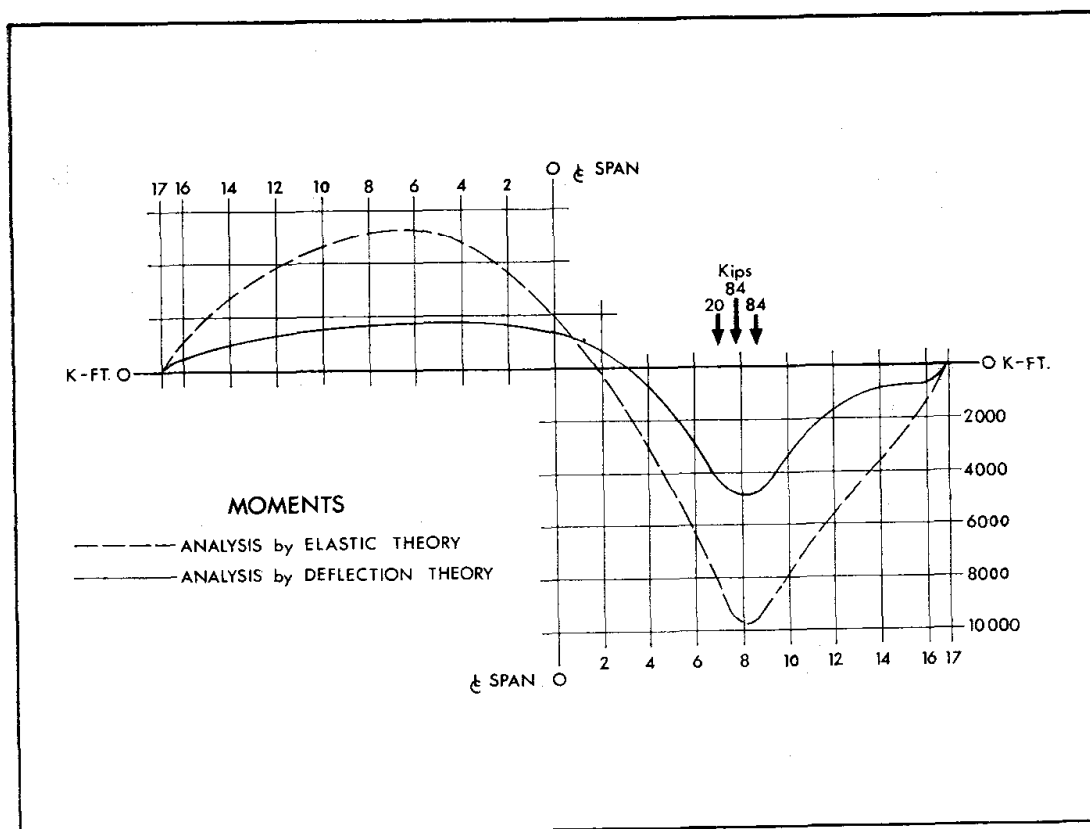


Fig. 18—94 Ton Test Load—Stiffening Girder Moments

trailer carrying generators to the Portage Mountain Dam. The results of the analysis indicated that this bridge can safely carry this load, whereas other two lane structures, designed for H25-S20 loading, would be subject to overstress from the 146 ton load.

CONCLUSIONS

The concrete box girder suspension bridge provided an economical and aesthetically pleasing solution to the problem of crossing the Peace River in the remote northern British Columbia location. The relatively short construction time of 10 months was further proof of the feasibility of the structure. The use of reinforced and prestressed concrete in a span of 680 feet confirms that concrete is able to compete in the relatively long span field which, to date, has been monopolized by structural steel.

April 1966

ACKNOWLEDGEMENT

The author wishes to express his appreciation to the following personnel who took part in the development and completion of this project.

Messrs. H. J. Barratt and L. Osipov, partners in the firm, provided guidance and assistance during the course of the project.

Col. H. H. Minshall first projected the concept of a segmental unit concrete suspension bridge. Col. Minshall currently holds a Canadian patent on this concept.

Hon. P. A. Gaglardi, Minister of Highways of British Columbia, and Mr. J. Alton, Bridge Engineer for the Department of Highways, gave this project every encouragement.

Mr. Hans Mordhorst, the General Contractor, constructed the entire bridge.

Dr. R. F. Hooley, Professor of Civil Engineering, University of

British Columbia, assisted the contractor on all design problems pertaining to the erection system.

Mr. A. Hicks was the Resident Engineer for Phillips, Barratt and Partners during construction.

REFERENCES

1. Steinman, D. B., "Deflection Theory for Suspension Bridges", *Transactions A.S.C.B.* Volume 100, 1935.
2. Hardesty, S. and Wessman, H. E., "Preliminary Design of Suspension Bridges", *Transactions A.S.C.E.*, Volume 104, 1939.
3. Steinman, D. B., "Rigidity and Aerodynamic Stability of Suspension Bridges", *Transactions A.S.C.E.*, Volume 110, 1945.
4. Guyon, Y., *Prestressed Concrete*, Contractors Record Ltd., London.
5. Van De Pitte, Daniel, "Prestressed Concrete Suspension Bridges", *Proceedings on World Conference of Prestressed Concrete*, 1957.

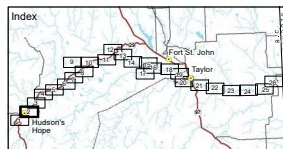
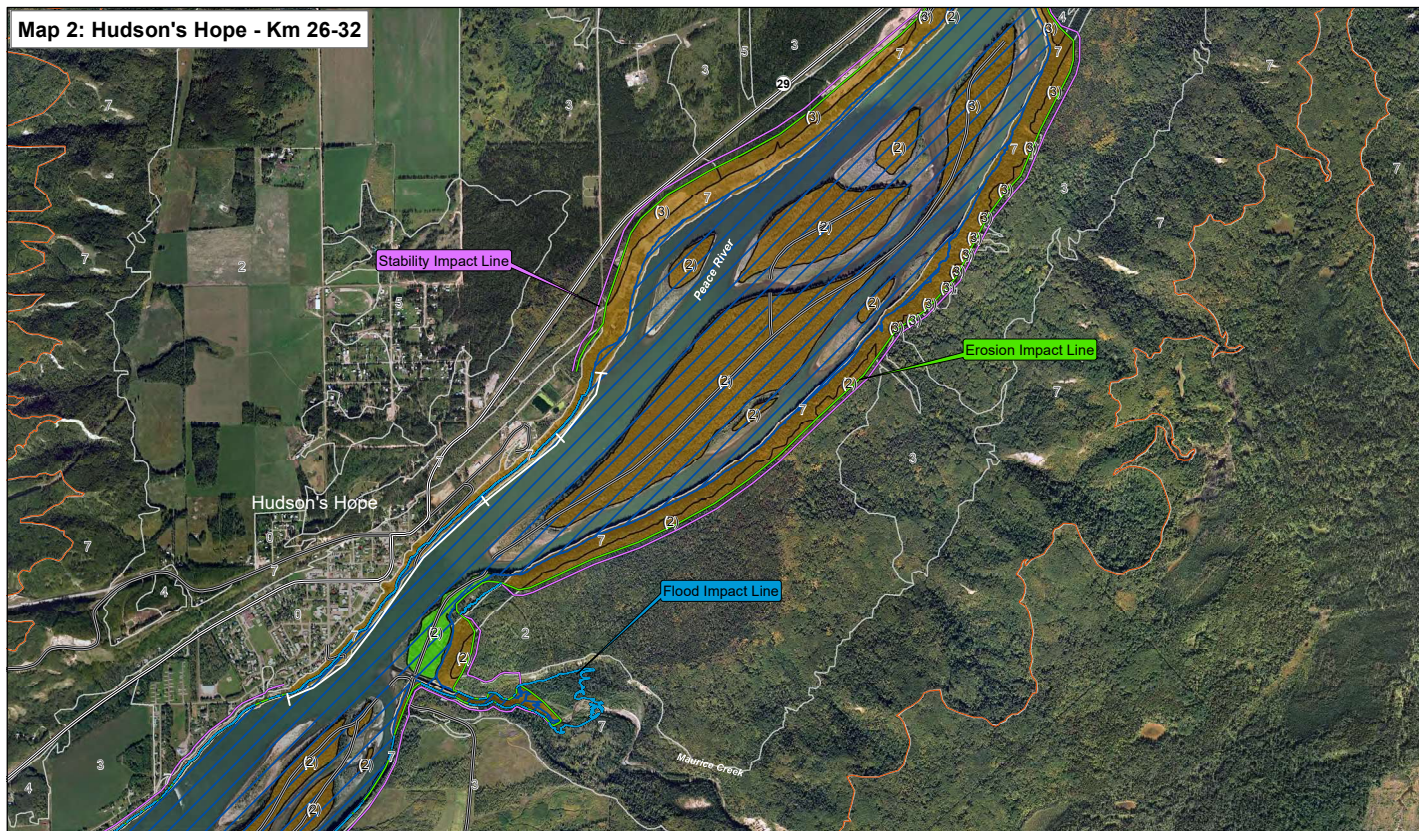
Presented at the Eleventh Annual Convention of the Prestressed Concrete Institute, Miami Beach, Florida, December 1965.

Discussion of this paper is invited. Please forward your discussion to PCI Headquarters before June 1 to permit publication in the October 1966 issue of the PCI JOURNAL.

Kilometre	Current Conditions	Reservoir Conditions and Preliminary Impact Lines Related to the Proposed Site C Reservoir
26-32	Location This map sheet covers from approximately river kilometre 26 to 32 (measured downstream from the W.A.C. Bennett Dam). It extends from just upstream of the proposed Hudson’s Hope Berm, downstream to just west of Lynx Creek. The old ferry landing at the bottom of D.A. Thomas Road is located near river kilometre 28. Geology and Topography The riverbanks on both sides of the river predominantly comprise interbedded sand, silt and clay that, in most locations, are capped by a thick layer of sand and gravel. The slopes are moderately steep to steep and range from about 25 to 50 degrees. Where the slopes are steeper they are often subject to shallow landslides. The sand and gravel cap at the top of the banks is often subject to surface erosion. Highway 29 and Other Infrastructure Highway 29 and the community of Hudson’s Hope are located along the north bank of the river.	Proposed Reservoir Within this map sheet, the proposed Site C reservoir would have a width ranging from about 350 metres to 1,250 metres. Based on the river surface elevation at the time of topographic survey, the reservoir would cause an increase in water depth over river conditions ranging from about 8 metres at the upstream end to about 14 metres at the downstream end of the map sheet. Preliminary Impact Lines Due to the steepness of the slope the reservoir shoreline and the flood impact line would be located close together in aerial-view when the reservoir is first filled. Downstream of the proposed Hudson’s Hope Berm up to approximately 80 metres of shoreline erosion could potentially occur within the interbedded sand, silt and clay materials over the life of the project and so the position of the flood impact line will move inland over time as the shoreline evolves. The erosion impact line is typically located between 40 and 80 metres from the crest of the slope and the stability impact line is typically located between 70 and 110 metres from the crest of the slope. It is extremely unlikely that sudden landslides will reach the position of the stability impact line within the life of the project. Hudson’s Hope Berm An earthfill berm is proposed along the Hudson’s Hope shoreline. Where the Hudson’s Hope Berm is constructed to prevent erosion and to offset potential impacts of the reservoir on slope stability, no shoreline erosion or stability impacts are predicted and no erosion or stability impact lines are shown. However, natural processes such as shallow landslides and surface erosion would be expected to continue up slope of the berm. Highway 29 Realignment No changes to Highway 29 would be required within this map sheet.
	Agriculture Assessment Improved (irrigated and/or drained) agricultural land capability ratings are provided for the Site C project component areas where additional soil survey work has been undertaken as part of the Agriculture Assessment. For remaining lands outside the Site C project component areas, including the Peace River valley downstream of the Site C dam, unimproved agricultural land capability ratings are provided. The unimproved ratings reflect published agricultural capability maps from the 1970s, based on an assumed low climatic moisture deficit (CMD) during the growing season in the range of 34 mm. However, subsequent climate studies have confirmed much drier conditions in the Peace River valley, with a CMD in the range of 148 mm, which results in a Class 3 unimproved climatic capability rating. With irrigation, it is likely that Peace River valley soils downstream of the Site C dam historically rated as Class 2 or Class 3 with aridity or soil water holding capacity limitations, which would now be rated as unimproved Class 3 due to climatic limitations, would improve to Class 2 or Class 1 with irrigation.	Land Use Within Preliminary Impact Lines <i>BC Hydro has developed an approach to land use on private property within the impact lines. The approach focuses on public safety, maximizing flexibility for land owners, and minimizing the amount of land required by the project. BC Hydro’s approach would be as follows:</i> <i>BC Hydro would purchase land between the current river shoreline and the area required for the proposed reservoir, up to the Maximum Normal Reservoir Level (461.8 metres above sea level)</i> <i>No new residential structures would be permitted within impact lines</i> <i>Non-residential structures could remain, pending site specific geotechnical assessment</i> <i>Within the Stability Impact Line, existing residential structures could remain for a period of time, at the owner’s request and provided a site-specific geotechnical assessment determines that it is safe to do so</i> <i>Within the Flood, Erosion or Landslide-Generated Wave Impact Line, existing residential structures would not be permitted to remain, to protect public safety</i> <i>Other activities such as agriculture, grazing and trapping could continue within the impact lines</i> <i>The establishment of reservoir impact lines is intended to ensure public safety while maximizing land use flexibility, and to minimize the amount of land required by the project. BC Hydro will purchase the property rights required for the impact lines. Where impacts and implications on zoning, land use and property acquisition cannot be avoided, BC Hydro will identify and evaluate options for mitigation.</i> <i>BC Hydro is meeting directly with property owners whose land may be impacted to discuss their specific property interests.</i>
	Peace River Valley Definition BC Hydro defined the Peace River Valley as a spatial area, reflecting the Peace River mainstem from the Peace Canyon Dam to the B.C.-Alberta border. The upper edge of the Peace River Valley is defined as the crest of the top of high bank slopes, typically between El. 620 and 850m. The purpose of spatially defining the valley was to provide a consistent area for use where relevant in the Environmental Impact Statement.	

Map Follows on Next Page
These maps are best viewed printed on 11"x17" paper

Map 2: Hudson's Hope - Km 26-32



Map Notes:
 1. Datum/Projection: NAD83/UTM Zone 10N.
 2. Orthophoto created from 1:40,000 scale photography taken Sept 2007. 1:15,000 scale photography taken Aug 2011. 10m. Base Map Area 2012.
 3. Proposed maximum normal reservoir level (full supply level) 461.8m from Digital Elevation Model (DEM) generated from LIDAR data acquired July/August 2008. The surface area of the reservoir will change over time after reservoir filling as a result of shoreline erosion and deposition of sediment.
 4. Preliminary flood impact line is based on an elevation of 461m and is only shown when located outside of the preliminary erosion impact line.
 5. Exact extent of Hudson's Hope Barrage will be determined.
 6. The amount of water level fluctuation downstream of the proposed dam will be dependent on factors such as the flow volume, depth, width and slope of the river.

Legend

- Proposed Reservoir
- Hudson's Hope Shoreline Protection
- Peace River Valley Definition
- Highway 29
- Access Routes

Preliminary Impact Lines

- Preliminary Flood Impact Line
- Preliminary Erosion Impact Line
- Preliminary Stability Impact Line

Agriculture

Agriculture Utility Class

- High
- Moderate
- Low

Agriculturally Improved Capability Class (eg. with irrigation)

- Capability Class 1-7 (Dominant)

Unimproved Capability Class

- Capability Class 1-7 (Dominant)

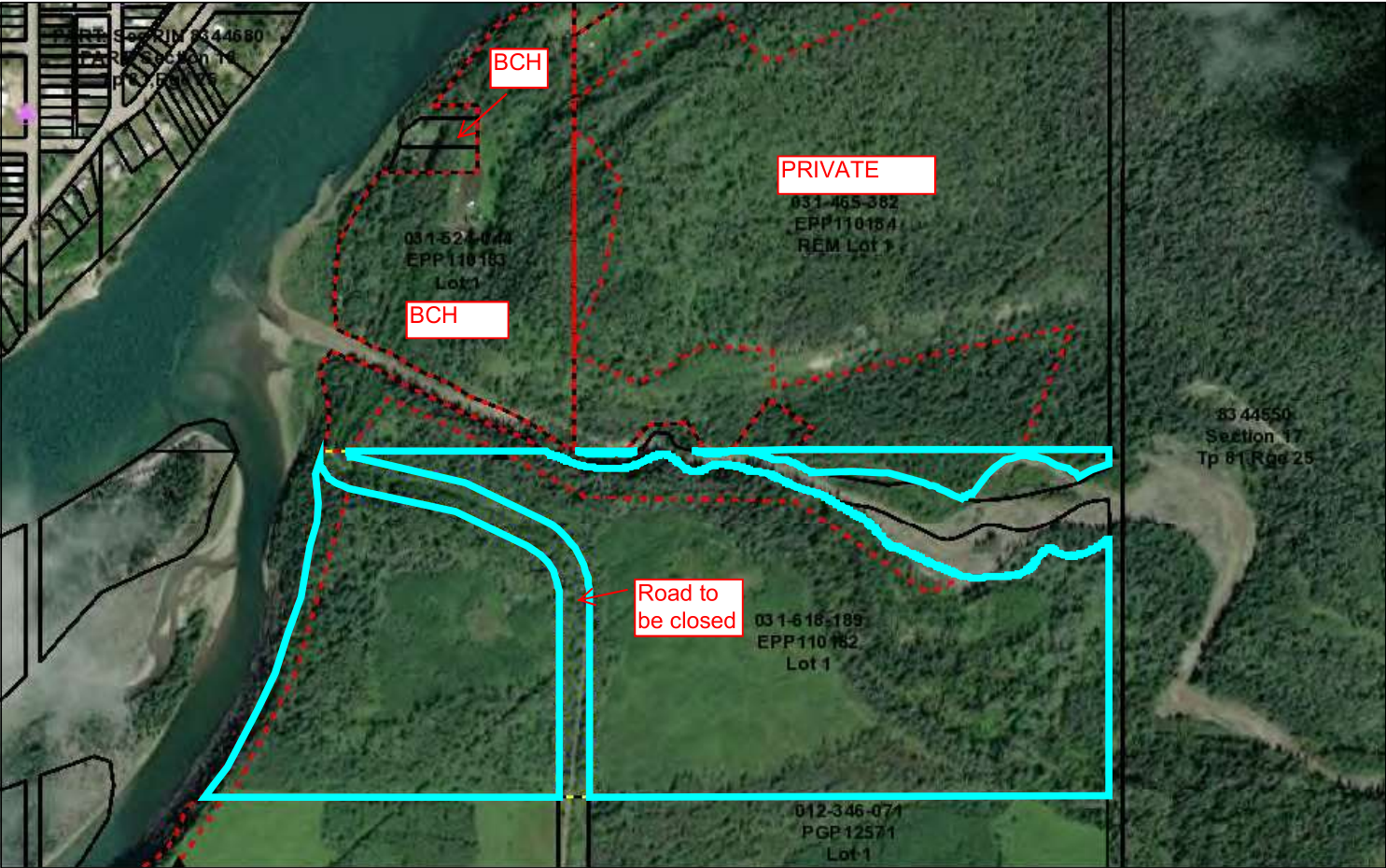
0 0.5 1 km

			
		Preliminary Impact Lines, Highway 29 Realignments & Agriculture Assessment	
Date	March 2013	DWG NO	1016-C14-R6192
			R 1

The Site C Clean Energy Project requires environmental certification and other regulatory permits and approvals before it can proceed to construction. The information presented in these maps reflects current planning for the Site C Clean Energy Project and is subject to change as the project continues to be further defined.



ParcelMap BC Print Report



September 28, 2022

WARNING: MAP IS NOT PRINTED TO SCALE

Survey Control

- △ OTHER
- ▲ SURVEY
- GEODETIC, GOOD
- GEODETIC, DESTROYED

Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Cadastral data from ParcelMap BC
Copyright 2022 LTSA

STAFF REPORT

TO: Mayor and Council
FROM: Crystal Brown, Chief Administrative Officer
DATE: May 27, 2024
SUBJECT: Notice of Closed Session – May 27, 2024

RECOMMENDATION:

That Council receive the report titled “Notice of Closed Session – May 27, 2024”; further, that Council recess to a Closed Meeting for the purpose of discussing the following items:

- **Agenda items ICM1, ICM2, ICM3, and ICM4** - *Community Charter* Section 90(1)(b), closed meeting minutes;
- **Agenda item ICSR1** – *Community Charter* Section 90(1)(c), labour relations and employee relations, *Community Charter* Section 90(1)(k), negotiations and related discussions respecting the proposed provision of a municipal service, and *Community Charter* Section 90(1)(i) the receipt of advice that is subject to solicitor-client privilege; and
- **Agenda item ICSR2** - *Community Charter* Section 90(1)(l), discussions with municipal officers and employees respecting objectives, measures and progress reports for the purposes of preparing an annual report.

ALTERNATIVE OPTIONS:

1. That Council recess to a Closed Session to discuss whether the proposed agenda items properly belong in a Closed Meeting (*Community Charter* Section 90(1) (n)).

Prepared By: *Crystal Brown, Chief Administrative Officer*