



DISTRICT OF HUDSON'S HOPE

AGENDA

Council Chambers

Monday June 25, 2018 at 6:00 PM

1. Call to Order:

2. Delegations:

D1 Jay Morrison representing Enbridge- Spruce Ridge Program Update Page 1

3. Notice of New Business:

Mayor's List

Councillors Additions

CAO's Additions

4. Adoption of Agenda by Consensus:

5. Declaration of Conflict of Interest:

6. Adoption of Minutes:

M1 June 11, 2018 Regular Council Meeting Minutes Page 14

M2 June 11, 2018 Committee of the Whole Meeting Minutes Page 18

7. Business Arising From the Minutes:

8. Staff Reports:

SR1 Travel Expense Policy Page 22

SR2 Joint Occupational Health and Safety Committee Self Evaluation Page 27

SR3 Premise Pollution Liability Insurance Policy Page 40

SR4 Recreation Society of Hudson's Hope assets Page 42

SR5 Purchase of Lagoon Boat Page 44

SR6 Public Works Operational Update Page 45

SR7 Recreation and Special Events Report Page 46

9. Committee Meeting Reports:

CM1 North Peace Regional Airport Update verbal

10. Bylaws:

- | | | |
|----|---|---------|
| B1 | Council Remuneration and Reimbursement of Expenses Bylaw No.895, 2018 | Page 50 |
| B2 | Zoning Amendment Bylaw No. 898 | Page 53 |

11. Correspondence

- | | | |
|----|---|---------|
| C1 | Hudson's Hope Health Care and Housing Society Letter of support | Page 57 |
| C2 | Pro Hardware | Page 58 |
| C3 | National Airlines Council of Canada | Page 59 |
| C4 | The Corporation of the Township of Spallumcheen | Page 64 |
| C5 | BC Bus North | Page 65 |
| C6 | UBCM Meetings | Page 67 |

12. Reports by Mayor & Council on Meetings and Liaison Responsibilities

13. Old Business:

14. New Business:

15. Public Inquiries:

16. Adjournment:



DISTRICT OF HUDSON'S HOPE

Delegation to Council Request Form

Name of person or group wishing to appear before Council:

Enbridge - Jay Morrison

Subject of presentation: Spruce Ridge Program Update

Purpose of presentation:

- ☒ information only
- ☐ requesting a letter of support
- ☐ requesting funding
- ☐ other (provide details)

Contact person (if different than above):

Telephone number: 250-262-3600

Email address: Jay.Morrison@enbridge.com

Will you be providing supporting documentation? ☐ Yes ☒ No

If yes:

- ☐ handouts at meeting
- ☐ publication in agenda (one original due by 4:30 the Wednesday prior to your appearance date)

Technical requirements:

- ☐ flip chart
- ☐ multimedia projector
- ☒ laptop
- ☐ other

Rules for Delegations:

1. fifteen minute maximum
2. name of person and or group and subject will be published in agenda (available to public and on internet)
3. direct your presentation to Council
4. Council may have questions
5. be courteous and polite
6. be respectful
7. is not a debate
8. don't expect an immediate answer
9. may not be on date requested as limit of three delegations per meeting on a first come, first served basis
10. bring enough handouts if your material is not published in agenda (the District will not provide reproduction services)

Helpful Suggestions:

- have a purpose
- get right to your point and make it
- be concise
- be prepared
- don't waste time
- state your request if any
- multiple-person presentations are still ten minutes maximum
- may be people in gallery who support or oppose you
- the Recording Secretary may ask for any relevant notes from you if not handed out or published in the agenda

I understand and agree to these rules for delegations

Shannon O'Byrne
Name of Delegate or Representative of Group

Shannon O'Byrne
Signature

May 17, 2018
Date

For Office Use	
<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
By (signature): _____	<input type="checkbox"/> Mayor <input type="checkbox"/> CAO
Appearance date if applicable: _____	
Applicant informed of approval/rejection on (date): _____	
By (signature) _____	Date: _____



Safety is a Core Value



Above all else, we are always working to ensure the safety of our people, neighbours and the environment

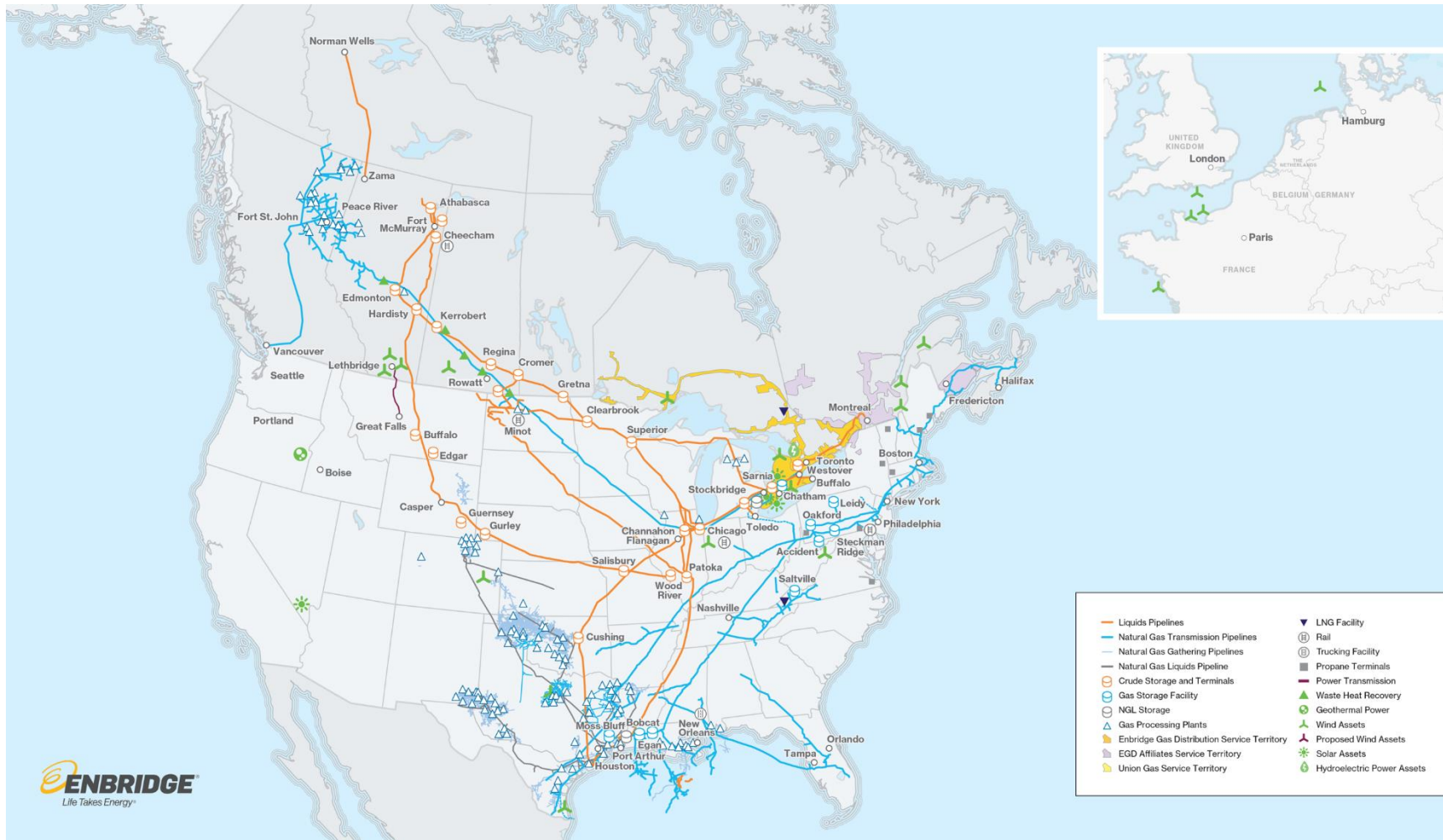
Our employees and contractors at every level demonstrate a personal commitment to continuous safety improvement. The goal is to keep ourselves, our teams and our communities safe.

Safety Principles

- Safety begins at the top
- Injuries and work-related illnesses are preventable
- Identifying and minimizing safety and health risks are priorities
- Personal ownership for safety and looking out for others is essential
- Openness, feedback and trust are keys to success
- Safety is good business, and a critical aspect of a high-performance organization



Enbridge & Spectra Energy Merger



- On Monday, February 27, 2017, Spectra Energy completed its merger with Enbridge to become the largest North American energy infrastructure company.
- Spectra Energy will now be carrying on business in British Columbia as Enbridge Inc.
- We remain committed to timely, proactive and meaningful engagement with all stakeholders – including municipalities, landowners and Aboriginal communities – in an open and honest manner.

We help to fuel people's quality of life by connecting them with the energy they need to live their lives.

Monitoring and Maintaining our System

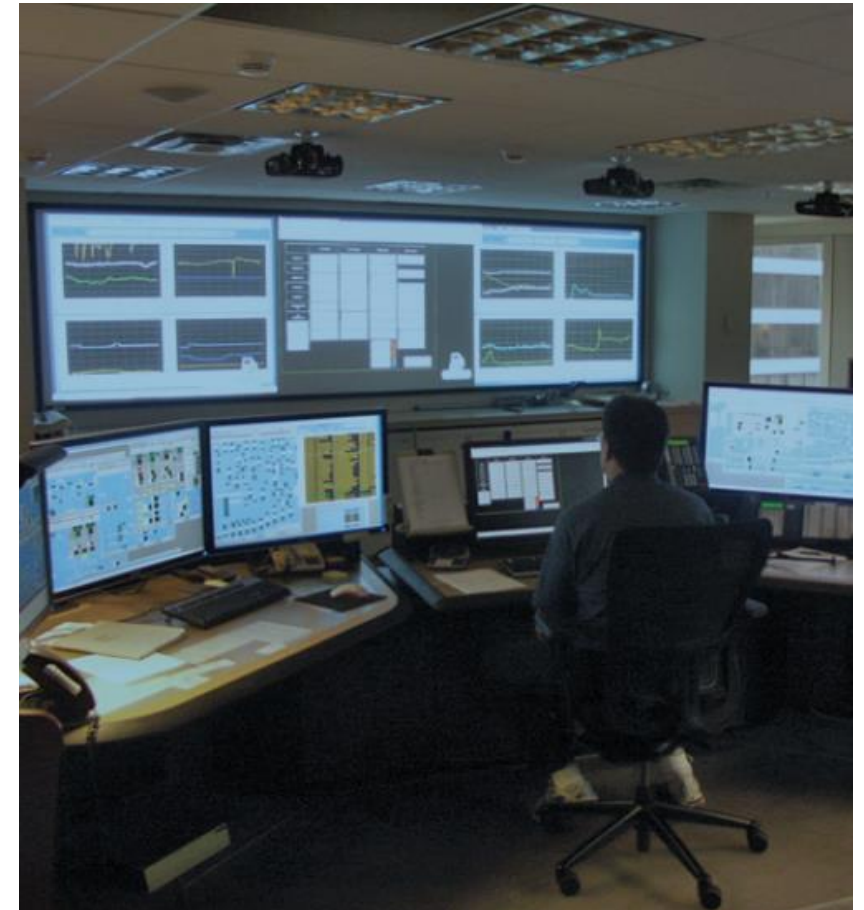
We focus on...

- Meeting or exceeding all regulatory and industry safety standards during construction, operation and maintenance
- Responding 24/7 to any incident

Monitoring our system

- Two 24/7 gas control centres where operators monitor and control gas flows using a sophisticated computer system
- Equipped with automated leak detection alarms and shut down systems

- ❑ Routine aerial patrols to check for third-party activity or abnormal system conditions
- ❑ Regularly scheduled leak surveys in which a system operator walks the right-of-way with gas detection instrument
- ❑ Excavations of the pipelines to inspect, repair and re-coat pipe sections, as required
- ❑ Inline inspections to look for anomalies such as corrosion or mechanical damage
- ❑ Valve servicing and maintenance to isolate pipeline sections in case of emergency



Operations & Maintenance Program



Preventative Maintenance Digs

- When data from an in-line inspection tool indicates a change or anomaly that requires a closer look, we undertake a preventative maintenance dig to physically examine the integrity of the pipe segment to determine if a repair or other action is needed.
- There are no confirmed digs for 2018.



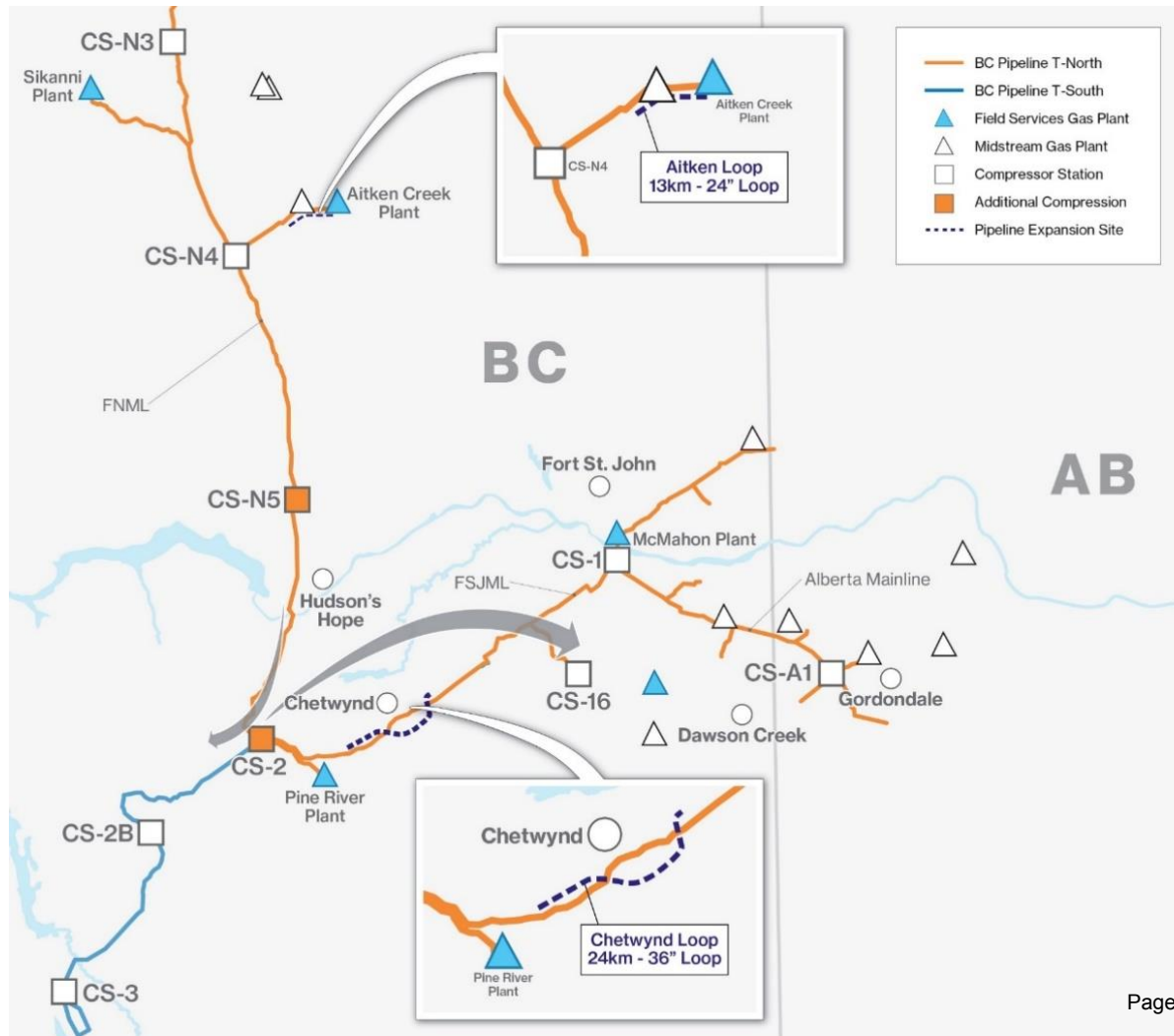
Vegetation Management

- Vegetation management will include spraying of valve sites and dig sites from the last two years, as well as spraying any above ground facilities and stakeholder requested spot treatments.



Area Projects and Maintenance Work

Spruce Ridge Program

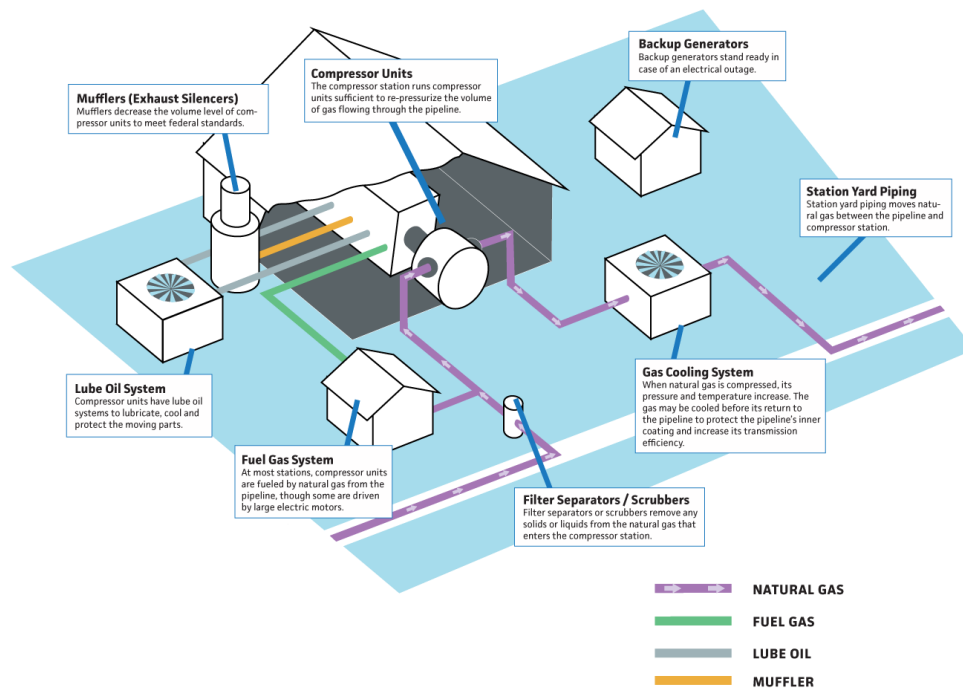


Project Scope

- Enbridge is proposing to add two new sections of pipeline and additional compression on the northern portion of our natural gas transmission in British Columbia.
- The northern portion of Enbridge's natural gas transmission system begins near Chetwynd, BC and stretches north to Fort Nelson, BC, and east to Gordondale near the BC-Alberta border.
- The new sections of pipe, known as loops, would be constructed as separate segments that largely parallel the existing pipeline. The two new pipeline loops, Aitken Creek and Chetwynd, and accompanying compression upgrades at Compressor Station N5 and 2 will increase the transportation capacity of the system to accommodate customer demand in a safe and reliable way.

Spruce Ridge Program

Compressor Station N 5 & 2



Project Scope

- To accommodate the increased volume of natural gas, a new compressor unit would be added to both **Compressor Station N5** and **Compressor Station 2**.
- The Compressor Station N5 is located approximately 24 km northwest of Hudson's Hope.
- Compressor Station 2 is located approximately 36 km west of Chetwynd.
- The installation of the new compressor units will require some modifications to existing compressor stations to accommodate the new equipment.

The new compressor units will:

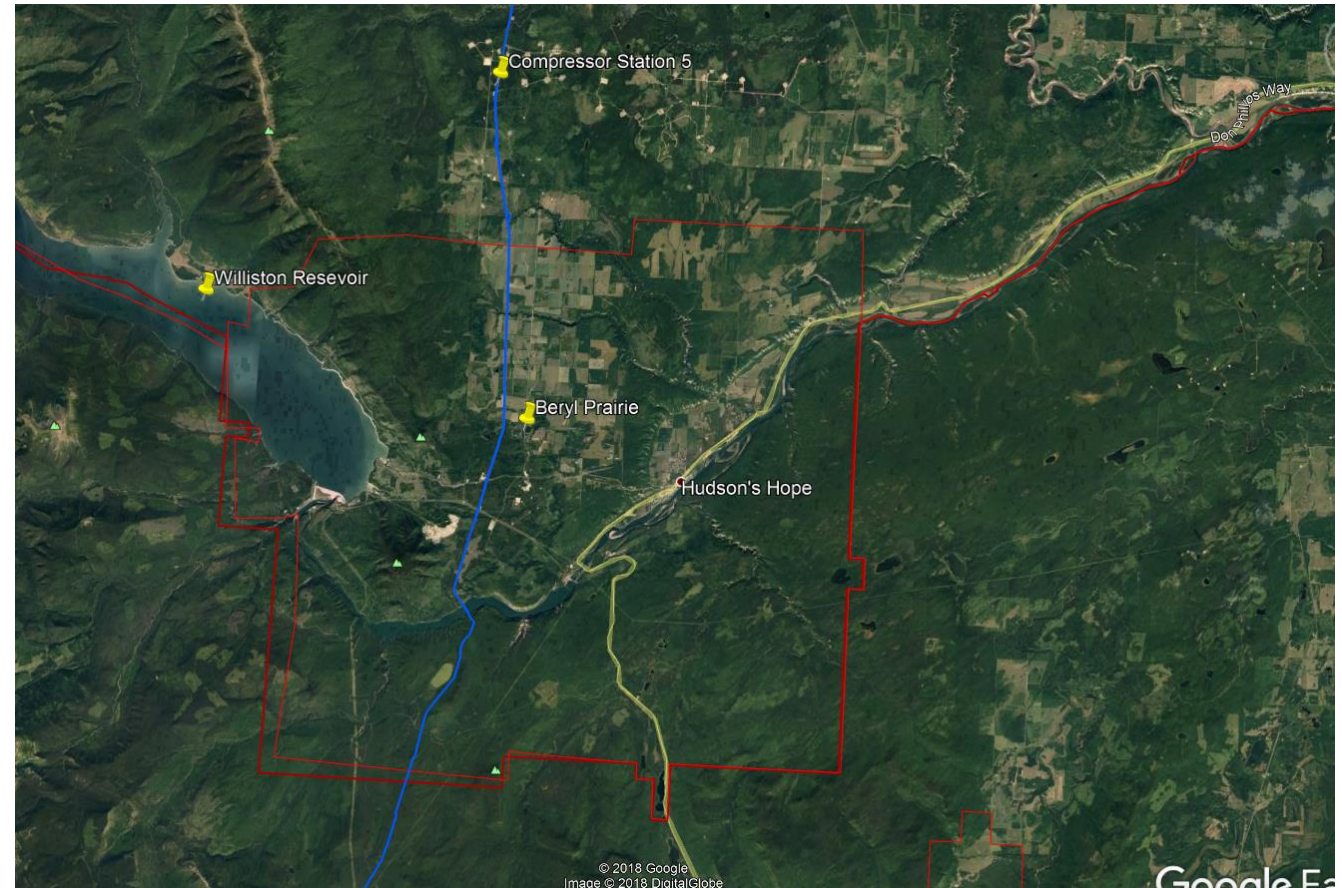
- Be modern, state-of-the-art units.
- Increase reliability and efficiency at compressor stations.
- Adhere to all BC Oil and Gas Commission noise guidelines and make use of several noise reduction features.
- Will utilize low emission technology that meets all environmental and regulatory requirements.

Compressor Station N5 Expansion



Project Planning

- The CS N5 Expansion involves increasing compression capacity at the existing CS N5.
- The new 30,000 HP compressor unit at CS N5 will be designed to operate independently of the existing units and to provide partial redundancy to the existing compression there.
- The Project has been designed to optimize the use of existing infrastructure in order to minimize its environmental footprint.
- The CS N5 Expansion will be situated immediately south of the existing CS N5 facilities.
- The Project is planned to have an operational life of at least 25 years.



Spruce Ridge Program

Program Status



Timelines:

- NEB Section 58 Application October 2017
- OGC Crown Land Application Q2 2018
- Potential Construction Winter 2018/2019
- In-service Q4 2019* subject to change based on regulatory approvals
- NEB hearing order issued April 26, 2018
- Written hearing June to September 2018
- NEB decision on Application Q4 2018/Q1 2019

Field Work:

- Environmental:
 - Winter Studies – March 2017
 - Wildlife – May – Aug 2017
 - Vegetation/Wetlands – July 2017
 - Fisheries – July/Aug 2017
 - Soils – July 2017
- Archaeology & TEK July 2017

Stakeholder Engagement:

- Private land acquisition ongoing
- Open House held September 2017
- Consultation & engagement began in January 2017 and is ongoing



Questions / Comments





REGULAR COUNCIL MEETING
June 11th 2018
6:00 P.M.
Beryl Prairie Fire Hall

Present **Council:** Mayor Gwen Johansson
Councillor Travous Quibell
Councillor Caroline Beam
Councillor Dave Heiberg
Councillor Heather Middleton
Councillor Mattias Gibbs
Youth Councillor Jade Rowe

Absent: Councillor Kelly Miller

Staff: Director of Public Works, John Simcock
Director Of Protective Services, Robert Norton
Safety/Bylaw Enforcement Officer, Wallace Roach
Corporate Officer, Tammy McKeown

Other: 7 in gallery

1. **CALL TO ORDER:**

The meeting called to order at 6:03 p.m. with Mayor Gwen Johansson presiding.

RESOLUTION NO.095/18

M/S Councillors Middleton/Heiberg

THAT:

"The June 11th, 2018 Regular Council Agenda be amended to allow for Council Report CR1 to be brought forward for discussion directly following the adoption of the minutes".

Carried

2. **DELEGATIONS:**

3. **NOTICE OF NEW BUSINESS:**

Mayors Additions:

Councillors Additions: CR2- call out for committee members

Staff Additions:

4. **ADOPTION OF AGENDA AS AMENDED BY CONSENSUS:**

5. **DECLARATION OF CONFLICT OF INTEREST:**

6. **ADOPTION OF MINUTES:**

M1 **May 28th, 2018 Regular Council Meeting**

- Omission: BA5 include the name 'Benoit'
- Omission: SR3 include the name 'Beattie'

RESOLUTION NO.096/18**M/S Councillors Quibell/Miller****That*****"The minutes of the May 28th, 2018 Regular Council Meeting be adopted as amended"*****CARRIED****7. BUSINESS ARISING OUT OF THE MINUTES:****BA1 SR5 Lagoon Facility Upgrade report update**

- The documented list of deficiencies is complete and is included in the Public Works Operational Update.
- Director of Public Works has spoken with Urban Systems; there is a timing factor in regard to the completion of Cell 1 which is creating a timing lag in regard to scheduling the walk through.

12. REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES**CR1 Recommendation from Remuneration Committee**

- Committee reviewed the Remuneration Policy and made several recommendations.
- Council directed staff to create a new Travel Policy and to create a new Remuneration Bylaw based on the following recommendations:
 1. The salaries for Mayor and Council be increased annually to reflect CPI increases. The 2018 base salary will be increased to \$17,098.32 for the Mayor and \$8,549.16 for Councillors
 2. The daily rates for time spent in meetings outside the community be increased to \$150 for a meeting less than 6 hours and \$200 for a meeting greater than 6 hours.
 3. Expense compensation in regard to fuel, meals and lodging to be incorporated into a new travel policy which will be used for both Council and District staff. Fuel reimbursement will be based on the allowable rate per Canada Revenue Agency.

8. STAFF REPORTS:**SR1 Protective Services Update**

- Discussion in regard to the operation of the common channel during large scale multi-agency events.
- Existing members that are interested are able to take the First Responders training; new members will be expected to take it. Director of Protective Services has implemented new expectations for applicants; believes these new expectations will not deter new members from applying.

SR2 Public Works Operational Update

- Old shop: Director of Public Works explained the need to relocate the gas meter and connection to the remaining steel structure due to the demolition of the wooden structure.
- Lagoon Facility deficiencies: Director of Public Works explained the existing deficiencies. The repairs being completed now are being done under the warranty clause in the contract. Cell 1 must be operational to meet the contractual obligations. Finance is tracking all billing and payments in regard to project.
- Asphalt deficiencies: All deficiencies will be corrected.
- Street light-Drew Road: intended location is at the pole by Val Paice's property; cost to install light at this location will be the same as quoted for installation at the intersection; option presented is to ask for pipeline contractor to pay to install the light as the additional traffic they will be creating will be a safety concern for the children using the road.

9. **COMMITTEE MEETING REPORTS:**

10. **BYLAWS:**

11. **CORRESPONDENCE:**

C1 **New Horizon's Letter of support**

- Council had not received any information regarding the request for a Bocci Court prior to this letter.
- Corporate Officer presented two locations that could be utilized, based on conversations held in regard to a possible horseshoe pit
- [Staff directed to bring back location and budget for installing the Bocci Court and possibly a horseshoe pit.](#)

C2 **UBCM newsletter**

- Discussion in regard to possible Grant opportunity through the Core Infrastructure Funding.

C3 **District of Kent letter to Minister of Finance**
FOR INFORMATION

C4 **Thank-you from Roy Kelly**
FOR INFORMATION

C5 **Meeting request- Northern Health**
FOR INFORMATION

C6 **CDI Pre-Event Function**
Staff to respond that two Council members will be in attendance

C7 **CDI Community Speakers Series**
Staff to respond that two Council members will be in attendance

C8 **BC Hydro- WAC Bennett Dam Rip-Rap Upgrade**

- Council who wish to attend are to inform the Mayor.

C9 **Fall Fair Grant amendment request**

RESOLUTION NO.097/18

M/S Councillors Middleton/Heiberg

That

"The amendment of the Fall Fair Society grant application be accepted to allow for the printing of up to 100 copies of the Fall Fair Booklet and entry forms."

CARRIED

12. **REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES continued**

CR2 **Call out for committee members**

- Councillor Middleton informed Council that Go Fund Committee member Cassie Stark will be stepping down from the Committee. Staff to advertise for another member of the public to step forward as a committee member. Mayor to send letter of thanks to Cassie Stark
- Mayor Johansson informed Council that in her meeting with United Way it was brought to her attention that they are looking for members to sit on their board. Having a member of the community on the board could help increase United Way's involvement in the District.

13. **OLD BUSINESS:**

14. **NEW BUSINESS:**

15. **PUBLIC INQUIRIES:**

16. **ADJOURNMENT:**

6:56 pm Moved into Committee of the Whole

7:24pm moved back into Regular Council meeting

7:25 motion to move in camera.

RESOLUTION NO.098/18

M/S Councillors Heiberg/Gibbs

THAT:

"Council close the meeting Pursuant to the Community Charter under Section 90 1 (k)".

Carried

Meeting adjourned at 7:32pm

DIARY

Conventions/Conferences/Holidays

Beryl Prairie Septic Field

School Gymnasium agreement

Diarized

07/25/16

02/26/18

Certified Correct:

Chair/Mayor Gwen Johansson

Corporate Officer, Tammy McKeown



**Committee of the Whole
June 11th 2018
6:00 P.M.
Beryl Prairie Fire Hall**

Present **Council:** Mayor Gwen Johansson
 Councillor Travous Quibell
 Councillor Caroline Beam
 Councillor Dave Heiberg
 Councillor Heather Middleton
 Councillor Mattias Gibbs
 Youth Councillor Jade Rowe

Absent: Councillor Kelly Miller

Staff: Director of Public Works, John Simcock
 Director Of Protective Services, Robert Norton
 Safety/Bylaw Enforcement Officer, Wallace Roach
 Corporate Officer, Tammy McKeown

Other: 10 in gallery

1. **CALL TO ORDER:**
The meeting called to order at 6:56 p.m. with Mayor Gwen Johansson presiding.

2. **DELEGATIONS:**

3. **NOTICE OF NEW BUSINESS:**

Mayors Additions:
Councillors Additions:
Staff Additions:

4. **DISCUSSION TOPICS:**

Topic 2 **Rural Roads:**
 Hudson's Hope Municipal Roads:
The District has done quite a bit of road improvements in the last few years. (eg: Drew Road & the Beryl Prairie subdivision) We don't want to see it wrecked if we can help it. The District has a policy that industries planning to operate within the municipality are expected to identify themselves and tell us what their plans, schedules etc. are.

Drew Road -As you know, a lot of pipe stored up Drew Road. We've been in touch with Trans Canada about the recent pavement and we don't want that to be ruined. (Nova Gas). The Mayor called them last week and they brought it up -said they recognized the road issue on Drew Road. But we do have to make sure that not only Calgary recognizes that, but that whoever the trucking company that's doing it recognizes that the pavement has to be protected.

Beryl Prairie Subdivision -same thing -but there, we don't know who might be going to use it. Not just the oil companies

Beckman Road - into the old Lynx Creek subdivision along the creek. Saturday -going past on highway 29. At Beckman turnoff, the Mayor saw a sign on Beckman that says Danger: KEEP OUT Active Construction Site, so went to investigate. Coming down Beckman Road towards her, was an excavator on tracks with lugs. Not helping the road any. It was one of BC Hydro contractors, falling danger trees and digging holes to check for gravel. The Mayor called and talked to their field supervisor and mentioned that they had no right to close off municipal roads nor to drive down the middle of them with tracked vehicles with lugs etc. The Mayor noticed today there is a different sign and there is a pile of tires they are using to move their cleated excavator.

We have the policy about notification and talking to us but we probably will have to pass something stronger and we need to get the word out. To be fair, the contractors probably don't know what's in the District boundaries and what's outside. So we have plans to put signs on all the roads coming into the municipality so contractors and operators know when they are coming into the District of Hudson's Hope.

Provincial Roads: Ministry of Transportation & Infrastructure:

The Peace River Regional District (PRRD) formed a Rural Roads Committee last year. I'm on that committee. We started off looking at 30 rural roads that needed fixing. Then started comparing. After months of consulting with Ministry officials, driving around, and prioritizing, we got down to 5. Beryl Prairie Road and Farrell Creek were both in the top five. WE are now down to two top priorities, one being Farrell Creek Road. (Other is out at Baldonnel, near FSJ.) **Jack Kjos**, who worked on the Rural Road Task Force that existed in the 1990's, and got a lot of work on roads done, is the consultant. Bruce McKay, who was with Ministry of Highways as regional manager etc., is sub-contracting as a consultant and they are a very strong team.

Where We're At:

We are trying to get the Minister to come up to tour the regional roads. Failing that, we are trying to get an appointment with her in order to get some funds to fix the Farrell Creek Hill and Baldonnel Road.

Note: The highest priced sale of sub-surface rights in 2017 was up Farrell Creek Road. WE have industry support for improvements to the Farrell Creek Hill. That is a fairly good indicator of where activity is going to be going. We would be working to have an industry representative on the delegation to the Minister. Increased activity could be an incentive for getting them to spend some money on the road.

The Mayor is meeting with local MOTi a week from Friday.

Topic 1 **Update on Industry within the District of Hudson's Hope**

PIPELINES:

North Montney Mainline gathers gas in the Sikanni Chief/ Pink Mountain area & transports it to the Groundbirch area, where it connects up with other pipelines with connections to all parts of North America.

It crosses the Peace River between Pecks (Farrell Creek) and Ardill's Ranch driveway.

Originally permitted contingent on the Petronas LNG proposal for Prince Rupert going ahead. So when that failed, the permits for the North Montney pipeline also became invalid.

11 companies decided they could use that line even if the Petronas LNG didn't proceed so they applied for a variance to the NEB. NEB has recommended that the variance be granted, but it has to go to the federal government Cabinet for approval. TransCanada is saying it could take from 3 to 6 months for that approval to come through.

The word is construction could start this fall.

Company Activities:

Petronas: (Progress) Three Big Developments for Progress recently:

1. North Montney Mainline Pipeline which we just talked about. Progress is the anchor shipper.
2. They purchased a 25% interest in LNG Canada, so they dropped their own proposal for a plant in Kitimat and instead are going in with Shell. Expect the papers on that 25% ownership to be finished by end of July. Expect the Final Investment decision by the end of the year. LNG plant will take 4-5 years to build, and the first gas to go into it will come out of those northern gas wells in the Sikanni / Pink Mountain area and a lot of those wells are already drilled and capped, so they don't anticipate a great boom in activity all of a sudden. More like very little for about 18 months and then gradually increasing.
3. They have a firm 25 year transportation delivery commitment on the Empress Pipeline to Eastern Canada. (So that means that they aren't held hostage to the United States market - they can get gas through to eastern Canada, even without the Canada East line going through.)

Beryl Prairie has time to get ready if you choose to.

1. **Water wells** - get water tested (quality & quantity)
2. **Farmington** - if you know people over there, talk to them about the issues they are having with 20 wells to a pad, noise, lights, traffic, etc.

A Role for the District:

- District has no control over crown land (since about 2003 or so? Gordon Campbell's government)

- Been encouraging scientists to work here (eg Migration of methane through soil - wet & dry) so that if there is a leak, they will have an idea of how far it will go and how fast.)
- Have some ability to do some things through zoning. This area mostly RU 2 - Rural Agriculture (no coal mines. Sub-surface already sold so probably wouldn't affect gas. Some were RU 3 - Rural Resource which includes all resource development (mines, wind farms etc)

5. **OLD BUSINESS:**

6. **NEW BUSINESS:**

7. **PUBLIC INQUIRIES:**

Request for clarification in regard to ownership of Beryl Prairie

Rd: The road belongs to the Ministry of Transportation and is serviced by Yellowhead Road and Bridge. Traffic is a concern with the possible changes to Farrell Creek Road and the Highway 29 re-alignment.

Beryl Prairie Playground: Councillor Middleton explained that the playground had been identified by the Recreation Committee as a top priority item. The Director of Public Works stated that the soil sampling will be submitted next week and that a location needs to be set. There is a concern that the playground may not be able to be installed on this site due to contamination. If we are able to use this site, volunteers from the community will be requested to assist with the playground set up.

ADJOURNMENT:

Moved back to Regular Council meeting at 7:24pm

DIARY

Conventions/Conferences/Holidays

Beryl Prairie Septic Field

School Gymnasium agreement

Diarized

07/25/16

02/26/18

Certified Correct:

Chair/Mayor Gwen Johansson

Corporate Officer, Tammy McKeown

REQUEST FOR DECISION

RFD#:	Date: 2018-06-15
Meeting#: CM	Originator: Tammy McKeown
RFD TITLE: Travel Expense Policy	

BACKGROUND:

At the June 11, 2018 Regular Council Meeting, the remuneration committee presented their recommendations in regard to the remuneration of Council and travel expenses of both Council and staff. The one recommendation brought forward was to remove travel expenses from the remuneration bylaw and to create a Travel Expense Policy. Council directed staff to bring back a Travel Expense Policy for consideration,

DISCUSSION:

The attached policy outlines the expenses for meals, lodging and vehicle that are allowable for reimbursement and/or direct payment by the District. We have increased the total allowable meal expense from \$60 to \$80 to bring it in line with other municipalities. Other municipalities and levels of government also include an amount for incidentals in their travel policies. We are considering the amount for incidentals to be included in our new allowable meal rates.

The allowable vehicle mileage rate will be based on the Government of Canada rate posted on the Canada Revenue site.

The policy also outlines the rules that must be considered in regard to claiming travel expenses, to help clarify what is an allowable expense.

BUDGET:
RECOMMENDATION / RESOLUTION:

That Council:

“Approve the District of Hudson’s Hope Travel Expense Policy”

Tammy McKeown, Corporate Officer

DISTRICT OF HUDSON'S HOPE TRAVEL EXPENSE POLICY

Council Resolution No.

Effective Date:

Revised Date:

Section: Finance

Purpose:

To provide for the reimbursement of reasonable expenses incurred by the Mayor, Councillors, Officers, Employees and others of the District of Hudson's Hope while attending conventions, conferences, meetings, seminars and courses from time to time.

General Policy:

The District of Hudson's Hope is committed to providing reimbursement for expenses for Council, staff and others of the District of Hudson's Hope, at rates that are reasonable and sufficient to cover all expenses that could be incurred for attending conventions, conferences, seminars and courses.

Definitions:

In this policy:

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

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

"Employees" means those employed by the District of Hudson's Hope;

"Officers" means those appointed by the District of Hudson's Hope Officer's Bylaw No. 891, 2017 and all amendments thereto;

"Travel" means time away from traveller's home or work place, from the time of departure, to the time of return.

Procedure:

1. General

Expenses for municipal business Travel and attending conventions, conferences, seminars and courses shall be budgeted by each department and shall be contained in the Financial Plan approved and adopted by Council. This Financial Plan shall constitute authority for these expenditures.

All Travel for convention, conference, seminar and course expenses for Council must receive approval from Council by way of resolution. The Mayor and Chief Administrative Officer (CAO), at their discretion, may authorize unexpected Travel expenses, but a report must be presented at the next scheduled meeting of Council for Council's approval.

Types of Expenses

- (a) **Lodging:** (receipts required)
 - (i) Actual expense paid for a basic room. Room upgrades may only be authorized in extenuating circumstances, as approved by a supervisor;
 - (ii) Private accommodation - \$30.00 per night (no receipt required).

- (b) **Transportation** - includes airfare, bus, train, taxi and ferry, but not including personal motor vehicle (receipts required):
 - (i) Actual expense for a basic fare. Upgrades may only be authorized in extenuating circumstances, as approved by a supervisor;
 - (ii) If more than one Council member, Officer, Employees or other person travels in the same motor vehicle, only one person may be reimbursed for the transportation expenditure;
 - (iii) Where a Council member, Officer, Employees or other person chooses to use a private vehicle in lieu of air transportation, payment shall be the lesser of:
 - (a) the mileage from the District to and from the meeting place; or
 - (b) the combined total expense of airfare, mileage to and from home to the Fort St. John airport, airport parking fees, transportation to and from destination airport to hotel or meeting place, including tax and gratuity; and
 - (iv) Recipients must use the best method of Travel to minimize time away and keep costs to the District of Hudson's Hope at a minimum.
 - (v) Luggage fee – actual expense will be paid for upon the submission of a receipt.

- (c) **Miscellaneous Expenses:** (receipts required)
 - (i) Local telephone calls, photocopying, facsimile transmission, stationary supplies, airport departure tax and other similar miscellaneous expenses;
 - (ii) Long distance telephone calls as approved by the CAO;
 - (iii) Tips;
 - (iv) Actual expense.

- (d) **Mileage:** (no receipts required)
 - (i) In the spirit of Hudson's Hope's commitment to reduce our carbon footprint, the following direction is provided for the use of vehicles. When vehicle transportation is the only available means of travel, the District vehicle will be used as a first choice of the person travelling. If more than one person travelling, carpooling will be encouraged.
Personal vehicles may be used, with the supervisor's approval.
 - (ii) Mileage will be reimbursed at the same rate as set from time to time by the Government of Canada when using own vehicle while Travelling on District business.
 - (iii) Those using own vehicle for Travel on District business shall be responsible for obtaining all appropriate insurance for the vehicle as required by ICBC. It is recommended that liability insurance be carried for an amount not less than \$5,000,000.

- (e) **Per Diem and Meals:** (no receipts required)
 - (i) The per diem rate for Travel will be \$80.00 per whole day. The meal rate for partial days will be as follows:

Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$35.00
 - (ii) Breakfast will be paid in cases where Travel is conducted prior to 7 am, or ends after 9 am. Lunch will be paid when Travel begins prior to 11 am, or ends after 1 pm. Dinner will be paid when Travel begins prior to 5 pm or ends after 7 pm.
 - (iii) An allowance will not be paid for that meal that is included as part of any registration/convention fee. An additional meal allowance may be provided if the offered meal does not meet dietary restrictions of a person. A receipt for such alternate meal must be submitted and upon the supervisor's approval the cost of the meal will be reimbursed, up to the corresponding per diem amount.
- (f) **Expenses eligible for 100% reimbursement with accompanying receipt/invoice:**
 - (i) Overnight accommodations;
 - (ii) Transportation (ferry, taxis, airfares, bus, parking fees, etc.);
 - (iii) Local telephone calls, facsimile transmission, stationary supplies, airport departure tax and similar miscellaneous expenses; and
 - (iv) Registration fees for conventions and seminars.

2. Combining Business Travel with Personal Travel

Travelers wishing to combine a business trip with personal Travel may do so at their own expense. The Traveler will be required to pay any additional living and accommodation expenses that are not associated with the business Travel.

The District's portions of the airfare shall be the lesser of:

- (i) the actual combined fare; or
- (ii) the cost of a direct, return flight to/from the business destination based on the lowest fare available on the date of booking.

3. Expenses of Other Persons:

Persons other than Council members and District Officers and Employees shall be reimbursed for expenses incurred when traveling for the purposes of:

- (i) representing the District;

- (ii) engaging in municipal business; or
- (iii) attending a meeting, course or convention as approved by resolution of Council;

and expense authorization for such persons must be approved by resolution of Council.

4. Travel Cancellations:

In case of Travel changes and cancellations due to emergency circumstances or District of Hudson's Hope employment requirements, the cost of any penalties, lost reservations, or changed reservations will be reimbursed.

In case of Travel changes and cancellations due to non-emergency circumstances or District of Hudson's Hope employment requirements, the cost of any penalties, lost reservations, or changed reservations will be the responsibility of the Traveler.

5. Mayor Expense Provisions

An annual expense amount of \$1,000 for the Mayor will be established for the reimbursement of expenses for the entertainment of guests on Municipal business.

6. Travel Expense Forms

Request for payment for Travel expenses shall be submitted on an approved administrative form submitted to the Finance Department for payment. Travel expenses will be paid in advance of Travel with receipts being submitted to the Finance Department immediately upon return.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Gwen Johansson and Council

SUBJECT: Joint Occupational Health and Safety Committee Self Evaluation

DATE: 15 June 2018

FROM: Wallace Roach, Safety and Bylaw Enforcement Officer

The Joint Occupational Health and Safety Committee performed a self-evaluation in April of 2018. Included in this report is a copy of the evaluation for your perusal. The evaluations are mandated by WorkSafeBC but they are only required to be internal and not distributed to WorkSafeBC.

Joint health and safety committee Evaluation tool

Please refer to the [Guide to completing a Joint Health and Safety Committee Evaluation Tool](#) for assistance in completing the evaluation process and this form.

Employer's name (legal name and trade name) District of Hudson's Hope
Joint committee name and location: District of Hudson's Hope (Name and location of the workplace or part of the workplace represented by the committee)
Date evaluation complete: April 30, 2018 (If the evaluation was completed over several days, include the date it was finalized.)

Committee evaluators:

(The evaluators may be the committee co-chairs or designate(s), the employer, or a person retained by the employer. The evaluators should be knowledgeable about the duties, functions, and effective administration of a committee.)

Name	Job title	Committee position
Robert Norton	Director of Protective Services	Employer Representative
John Vandenberg Co-Chair	General Trades	Worker Representative
Wallace Roach Co-Chair	Safety & Bylaw Enforcement	Employer Representative
Andrea Martin	Office Assistant	Worker Representative

Part 1: Assessment of legal obligations

1.1 Committee selection, membership and procedures

(Refer to sections 127, 128, 129, 130, and 131 of the *Workers Compensation Act*.)

	Yes	No
Does the committee have at least four members?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the committee have worker representatives and employer representatives as required by section 127 of the Act?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the committee have worker representatives as at least half the membership, as required by section 127 of the Act?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the committee have two co-chairs, one selected by worker representatives and one selected by employer representatives, as required by section 127 of the Act?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the committee have worker representatives selected according to the procedures specified in section 127 of the Act?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the committee have employer representatives selected as required by the section 129 of the Act?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the committee meet at least once a month (unless otherwise permitted)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the committee prepare a report of the meeting (meeting minutes) and provide a copy to the employer?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the committee have rules of procedure (terms of reference)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you answered "No" or were not sure of the answer to any of the questions above, provide further information on committee selection, membership, and procedures.

The Term of Reference is in the HSE Handbook, not Disseminated yet.

Joint Health and Safety Committee Evaluation Tool

This document was generated using a modifiable template that is owned by the Workers' Compensation Board ("WorkSafeBC") and published on worksafebc.com. The template is for information purposes only and may be used for non-commercial, personal, or educational purposes to help promote occupational health and safety, including as part of a health and safety program.

Use of WorkSafeBC's template does not constitute an endorsement, express or implied, of any person, service provider, service, or product.

Use of WorkSafeBC's template is at your own risk. WorkSafeBC does not warrant the quality, accuracy, or completeness of any information contained in the template, which is provided "as is" without warranty or condition of any kind.

Template publication date: April 2017

Signature S
get Tom to
sign and give
to Wallace for
Council Sean &
email & have

1.2 Support for the committee

(Refer to sections 134, 136, 138 and 154 of the Act.)

	Yes	No
Did committee members attend meetings during paid working hours?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did members receive paid time off work that is reasonably necessary to prepare for meetings and fulfill other duties and functions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did the employer provide equipment, premises, and clerical personnel necessary for the carrying out of the committee's duties and functions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did the employer provide information requested by the committee, including information on health and safety hazards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has the employer posted and kept posted:		
• The names and work locations of committee members	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• The reports (minutes) of at least the three most recent committee meetings	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you answered "No" or were not sure of the answer to any of the questions above, provide further information on the support provided to the committee.

Training and education of committee members

(Refer to sections 134 and 135 of the Act and the requirements of section 3.27 of the Regulation.)

	Yes	No
Did new members as of April 3, 2017 receive the minimum of eight hours of instruction and training that is required within six months of becoming a committee member?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did all committee members receive the annual educational leave totalling eight hours to which they are entitled, in order to attend occupational health and safety training courses?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did committee members receive educational leave without loss of pay or other benefits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did the employer pay for, or reimburse committee members for, the costs of the training course and the reasonable costs of attending?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Did a committee member designate another member as being entitled to take all or part of the member's educational leave?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

If you answered "No" or were not sure of the answer to any of the questions above, provide further information about committee member training and education.

1.3 Committee recommendations

(Refer to sections 130 and 133 of the Act.)

The committee has a duty to make recommendations to the employer about the improvement of workplace health and safety, as well as recommendations on educational programs promoting the health and safety of workers and compliance with the Act and the Regulation. These recommendations may take a variety of forms, including formal and informal, oral, or written.

Do the committee's rules of procedure (terms of reference) include provisions for how to make recommendations to the employer?

☒ Yes ☐ No

Within the past 12 months, has the committee sent written recommendations to the employer with a request for a response from the employer?

☐ Yes ☒ No

	Yes	No	n/a
Were the committee's recommendations described clearly?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Were recommendations directly related to workplace health and safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Were recommendations made in accordance with the committee's rules of procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Did the employer respond in writing within 21 days? If the employer did not respond within that timeframe, did they explain the delay and indicate when a response would be provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If the employer did not respond within 21 days, did they explain the delay?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where the employer did not accept the committee's recommendations, did the employer provide written reasons for not accepting the recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where the employer did not accept the recommendations, did the employer provide alternatives?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If the employer did not accept the committee's recommendations, did the committee ask WorkSafeBC to investigate and attempt to resolve the matter?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answered "No" or were not sure of the answer to any of the questions above, provide further information about committee recommendations to the employer.

1.4 Duties and functions of the committee

(Refer to [section 130](#) of the Act and the requirements of [section 3.12](#) of the Regulation.)

The following questions are intended to assess whether or not the committee has fulfilled each of its duties and functions. It may be helpful to refer to relevant records and documents when determining whether or not the committee fulfilled each of its duties and functions. Copies of these documents may be included with this evaluation for reference purposes.

Over the past 12 months, the committee has	Yes	No
Identified situations that may be unhealthy or unsafe for workers — this may include reviewing incident and near miss reports to look for accident trends, or reviewing the effectiveness of a risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Advised on effective systems for responding to situations that may be unhealthy or unsafe	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Considered and expeditiously dealt with complaints related to the health and safety of workers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consulted with workers and the employer on issues related to workplace health and safety and the work environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Made recommendations to the employer and workers about the improvement of the workplace health and safety and work environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Made recommendations to the employer on educational programs promoting the health and safety of workers and compliance with the Act and the Regulation, and monitored their effectiveness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Advised the employer on programs and policies required under the Regulation and monitored their effectiveness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Advised the employer on proposed changes to the workplace, including significant proposed changes to equipment and machinery, or the work processes that may affect the health or safety of workers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ensured that accident investigations are carried out as required by the Act and the Regulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ensured that regular inspections are carried out as required by the Act and the Regulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Participated in inspections, investigations, risk assessments, and inquiries as provided in the Act and the Regulation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Participated in the procedure for resolving refusals of unsafe work	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answered "No" or were not sure of the answer to any of the questions above, provide further information on how the committee fulfilled each of its duties and functions under section 130 of the Act.

No refusal of unsafe work issues.

Part 2: Evaluation of effectiveness

The following questions are intended to measure the effectiveness of committee procedures, participation, and record-keeping.

2.1 Rules of procedure (Terms of reference)

The following are characteristics of an effective committee's rules of procedure:

- Committee members know the role of the committee and the extent of its authority.
- Committee members actively contribute to a set of regularly reviewed objectives.
- Rules of procedure meet the minimum legal requirements of [section 131](#) of the Act.
- Rules of procedure include provision for:
 - Committee composition and selection of members
 - Duties and functions
 - Record keeping
 - Roles of guests
 - Decision-making procedures
 - Informal and formal committee recommendations
 - Resolution of action items
 - Education and training for committee members
 - Committee evaluation
 - Defining quorum
 - Conflict resolution
 - Other relevant matters
- Rules are developed collaboratively, with the participation of committee members.
- Rules are reviewed periodically and reflect the committee's current process and mandate.

With these criteria in mind, how effective is your committee in relation to rules of procedure?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Very ineffective	Somewhat ineffective	Moderately effective	Somewhat effective	Very effective

Comment further on how you rated your committee. Include suggestions on how your committee's rules of procedure might be improved.

2.2 Meeting attendance and participation

The following are characteristics of an effective committee's meeting attendance and participation:

- Agenda is distributed prior to meetings.
- Agenda is used at meetings to guide discussion and keep the meeting on time.
- Relevant documents (reports, etc.) are distributed and reviewed prior to meetings.
- Committee members are given time that is reasonably necessary to prepare for committee meetings (as per [section 134](#) of the Act).
- Committee members regularly attend meetings.
- Alternates are selected in case of member absence.
- Employer and worker co-chairs take turns running the meeting.
- Committee members are engaged and participate in discussions.
- Employer and worker representatives participate equally, with no one group dominating discussions.
- Regular attendance is supported by the employer. This includes removing barriers such as scheduling, and back up coverage.

With these criteria in mind, how effective is your committee in relation to meeting attendance and participation?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Very ineffective	Somewhat ineffective	Moderately effective	Somewhat effective	Very effective

Comment further on how you rated your committee. Include suggestions on how your committee's meeting attendance and participation might be improved.

Have extra alternates.

2.3 Report of the meeting (Meeting minutes)

The following are characteristics of an effective committee's meeting minutes:

- Meeting minutes provide a full and accurate record of the meeting, and include:
 - Who attended the meeting
 - The issues that were discussed
 - Reports, statistics, and other documents reviewed
 - Any action required, the name of the person assigned to complete the action, its priority, and the expected completion date
- Outstanding action items are tracked and monitored to completion
- Minutes are circulated to members promptly
- Minutes are adopted at the next meeting

With these criteria in mind, how effective is your committee in relation to meeting reports?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Very ineffective	Somewhat ineffective	Moderately effective	Somewhat effective	Very effective

Comment further on how you rated your committee. Include suggestions on how your committee's meeting reports might be improved.

2.4 Committee response to refusals of unsafe work

(Refer to [section 3.12\(4\)](#) of the Regulation.)

Has the committee been aware of any refusals of unsafe work at your workplace in the past 12 months?

☐ Yes ☒ No

Is the committee informed of work refusals even when the matter is resolved by the worker and the supervisor?

☒ Yes ☐ No

Has there been a refusal of unsafe work at your workplace that could not be resolved between the worker and employer or supervisor?

☐ Yes ☒ No

Are committee members trained in their role in the procedure for refusal of unsafe work?

☒ Yes ☐ No

If there has not been a refusal of unsafe work, consider the nature of your industry and the hazards inherent in the work you do. Are there any:

- ☐ Barriers that may be making workers reluctant to exercise their right to refuse unsafe work?
- ☐ Hazards that are being overlooked or trivialized because they are seen as "part of the job"?
- ☐ Other reasons workers might not feel they are able to refuse unsafe work:

How effectively is the committee participating in the procedure for responding to refusals of unsafe work?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Very ineffective	Somewhat ineffective	Moderately effective	Somewhat effective	Very effective

Comment further on how effectively your committee is participating in refusals of unsafe work and any recommendations the committee might make to the employer on this issue.

Have been no refusals since inception of the committee.

2.5 Overall effectiveness

Considering your responses to all of the previous questions in Part 1 and Part 2, how effective is the committee overall?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Very ineffective	Somewhat ineffective	Moderately effective	Somewhat effective	Very effective

Comment further on how you rated your committee. Include suggestions on how your committee might improve its overall effectiveness. Consider compliance with legal obligations as well as how effectively the committee is performing its duties and functions. You may wish to consider the focus areas included in this evaluation tool to help identify opportunities for committee member growth and development, and ideas for building committee effectiveness.

Part 3: Focus Areas — Encouraging committee growth and development

An effective committee provides a way for workers and employer to work together to identify and find solutions for health and safety problems in the workplace. Generally, your first objective will be to ensure your committee complies with the minimum legal requirements. Once you are satisfied that your committee is compliant, committee members should develop a plan for continual improvement.

Your committee may wish to choose one of the following areas to focus on improving each year:

- Focus Area A — Communication
- Focus Area B — Workplace inspections, hazard identification, risk assessment and control
- Focus Area C — Incident investigation

The questions here are intended to help your committee identify strengths and areas of improvement. For each item, consider the characteristics of an effective committee, as well as the legal requirements. Then, use the rating scale to assess how effectively your committee performs.

Finally, consider what positive steps you can take to improve your committee effectiveness in this focus area. Steps for improvement will vary for every workplace, and may include [training for committee members](#), discussions at safety meetings, or changes in policies or procedures.

Focus Area A — Communication

Effective communication ensures that everyone at the workplace is aware of the work of the committee in promoting workplace health and safety, and encourages people to contribute ideas and be more involved.

A.1 Committee meetings and communication

	Never	Sometimes	Usually	Always
Does the committee seek out and explore different opinions to ensure issues and concerns are fully considered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Where there are differences of opinion within the committee, can the committee generally resolve the matter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is the committee regularly divided on occupational health and safety issues, often along management and labour lines?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the committee generally able to reach agreement on matters relating to health and safety relating to workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Do the co-chairs demonstrate effective communication, conflict resolution, and facilitation skills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the committee regularly follow up on the implementation of decisions and recommendations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the committee composition reflect the composition of the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the committee proactively identify possible barriers to the implementation of health and safety decisions and recommendations, and propose solutions?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

General comments on committee meetings and communication, and suggestions for improvement:

A.2 Communication with workers

	Never	Sometimes	Usually	Always
Do workers regularly approach committee members to make suggestions or to discuss health and safety matters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is there effective communication between the committee and workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the committee regularly interact with a cross-section of workers (including part-time, dispatched, and shift workers, and workers at other job sites) about relevant health and safety matters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

General comments on communication with workers, and suggestions for improvement:

A.3 Communication with the employer

	Never	Sometimes	Usually	Always
Is the employer representative on the committee someone with decision-making authority?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the employer regularly seek out the opinions of the committee on existing and potential workplace health and safety issues, including proposed changes to the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the employer share health and safety information with the committee? (This may include industrial hygiene testing results, WorkSafeBC reports or statistics, other occupational and safety health reports, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Were all matters resolved at the committee level, or did the committee feel reluctant to make recommendations? Include any suggestions around how the committee recommendations could be made more effective.

General comments on communication with the employer, and suggestions for improvement:

Focus Area B – Workplace inspections, hazard identification, risk assessment and control

Regular workplace inspections can help to improve communication around workplace health and safety, identify unsafe conditions and procedures, and better understand the work and the work environment. (Refer to [section 3.5](#) of the Regulation.)

	Never	Sometimes	Usually	Always
Does the committee confirm that workers who conduct workplace inspections are trained to do so?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Do committee members interact with a representative sample of workers when conducting workplace inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the committee ensure a cross-section of equipment, work methods, and work practices are inspected when conducting workplace inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Do inspections consider hazards of the occupational environment? (This may include risk assessments related to specific tasks or work procedures.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are inspections tailored to workplace-specific hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are workplace inspections done at various times and without advance notice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
When hazards are identified and corrected, are they reviewed at the next meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is information from workplace inspection reports reviewed by committee members to identify any trends that may be developing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comment further on how effectively your committee is participating in workplace inspections. Include suggestions on how your committee might improve the effectiveness of workplace inspections and identify unhealthy and unsafe situations in the workplace.

Tailor sheets more specifically

What are the most significant risks to worker health and safety in your workplace? Who might be harmed, and how?

Ergonomic MSI, Ergonomic RSI, vehicles, slips trips and falls, contained space – very low risk

Have controls been put in place, and are they effective at reducing the risks?

Ergonomic program needs to be established/

Focus Area C – Incident investigation

Employers must conduct investigations of any workplace incidents resulting in an injury to a worker or near misses with the potential for worker injury, as well as major structural failures, release of hazardous substances, and other circumstances. Refer to [Part 3 Division 10](#) of the Act and [section 3.28](#) of the Regulation.

	Yes		No	
Have worker and employer representatives received appropriate training on incident investigation methodology?	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Do committee members understand the purpose of preliminary and full investigation reports, including the statement of sequence of events?	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
	Never	Sometimes	Usually	Always
Does the committee ensure that incidents are investigated in accordance with sections 173 to 177 of the Act?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Do committee members explain the purpose of preliminary and full investigation reports, including the statement of sequence of events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are incident investigations focused on improving workplace health and safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Do worker representatives actively participate in incident investigations, and is that participation reflected in the investigation reports?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the committee receive reports of preliminary investigations in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the committee receive reports of preliminary corrective actions taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the committee receive reports of full investigations in a timely manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the committee receive reports of corrective actions taken as a result of full investigations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Is information from incident investigation reports reviewed by committee members to identify any trends that may be developing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Comment further on how effectively your committee is participating in incident investigations. Include suggestions on how your committee might better participate in incident investigations.

Part 4: Committee response to the evaluation

(Refer to [section 3.26](#) (4),(5), and (6) of the Regulation.)

If the evaluation is not performed by the committee co-chairs, the person who conducts the evaluation must obtain and consider the input of the co-chairs, or designates. Describe how the evaluators consulted the co-chairs (or designates) in the evaluation.

Co-chair signatures:


 WALLACE ROACH

Employer's signature:

 J. McKenna. CORPORATE OFFICER, DISTRICT OF HUDSON'S HOPE

After the completion of the report, did the committee:

	Yes	No
Ensure the employer received and signed a copy of the evaluation?	<input type="checkbox"/>	<input type="checkbox"/>
Discuss the evaluation at its next meeting?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ensure the evaluation and a summary of the discussion were included in the report of that meeting (meeting minutes)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Include any general comments from the committee in response to the evaluation. This may include areas where the worker and employer representatives may have disagreed on the evaluation results.

REQUEST FOR DECISION

RFD#:	Date: June 11, 2018
Meeting#: CM052818	Originator: Tom Matus, CAO
RFD TITLE: Premises Pollution Liability Insurance Policy	

BACKGROUND:

Department of Public Works has concerns about the structural integrity of the Beattie Lift Station (BLS), it is requiring an upgrade. In order to relieve some of these concerns it is prudent to purchase Premises Pollution Liability Insurance.

(We have secured a \$15,000.00 grant from the Infrastructure Planning Grant Program to obtain a preliminary design which we can then use as an addition to the application to the Invest Canada Fund which will be offered later this year to address, among other things, wastewater facilities upgrades).

DISCUSSION:

Due to the poor state of the Beattie Lift Station (BLS), and the concerns that the Staff has in regards to the structural integrity of this lift station, Administration strongly recommends the District acquire Premises Pollution Liability insurance should there be an operational failure at the BLS.

Premiums can be purchased up to \$50M though MIABC recommends the \$2-\$5M coverage for our size of community.

BUDGET:

The premium for \$5M coverage for the remainder of the year is:

LIMITS OF LIABILITY	SELF-INSURED RETENTION (Deductable)	TERM (YEARS)	PREMIUM RANGE
\$5,000,000 Per Pollution Condition or Indoor Environmental Condition/ \$5,000,000 Aggregate All Pollution Conditions or Indoor Environmental Condition	\$10,000 Per Pollution Condition or Indoor Environmental Condition	1	\$13,500 – \$15,500
\$2,000,000 Per Pollution Condition or Indoor Environmental Condition/ \$2,000,000 Aggregate All Pollution Conditions or Indoor Environmental Condition	\$10,000 Per Pollution Condition or Indoor Environmental Condition	1	\$9,500 - \$11,500

In that the premium for 2 ½ times more coverage is less than a 50% at a 42% increase in premium it would be prudent to purchase the \$5M coverage, and being that the deductible is the same at \$10K.

RECOMMENDATION / RESOLUTION:

That Council:

“Purchase the Premises Pollution Liability Insurance for the remainder of the fiscal year at a premium cost rate of \$13,500 to \$15,500 per year.”

A handwritten signature in black ink, appearing to read 'T. Matus', is written over a horizontal line.

Tom Matus, CAO

REQUEST FOR DECISION

RFD#:	Date: 2018-06-21
Meeting#: CM	Originator: Tammy McKeown
RFD TITLE: Recreation Society of Hudson's Hope assets	

BACKGROUND:

On June 18, 2018, the following e-mail was received in regard to the dissolution of the Recreation Society of Hudson's Hope

Dear Sirs,

It is with regret that I inform you that the dissolution of the Recreation Society of Hudson's Hope is imminent.

Once again, on my behalf and on behalf of the Society, my heartfelt thanks to NDIT and BC HYDRO for the support received throughout these years.

As specified in our agreement, at this moment I put the assets NDIT and BC HYDRO kindly donated, at the disposal of the District of Hudson's Hope, that is notified in this email. They can retrieve the equipment from the Pearkes Centre at their convenience.

Please note that the inventory of the goods is as follows:

2 industrial bouncy castles and their blowers (one of them is already in the possession of the district of hudson's hope)

1 pool table (unfortunately, broken when somebody moved it, but all pieces are there and it can be fixed)

1 foosball table

2 air hockey table (a big one and a small one)

1 ping-pong table

1 set of giant foam building blocks

1 climbing dome

2 sofas

1 baby swing

Several puzzle rubber mats

1 wooden toy kitchen

1 musical toy door for toddlers

various toys, crafts and colouring books

To Pat Markin, first of all, thank you very much for your continued support throughout the years of the Society's operation. Without you we would not have been able to deliver so much fun and laughter to the kids of Hudson's Hope. Please, if you'd be so kind to send a message to all the recipients of this email when the personnel of the District removes the equipment, to confirm NDIT, BC HYDRO and me that the transfer has been completed, it would be greatly appreciated.

I already sent a final report to BC HYDRO and NDIT, but I am at their disposal for any clarification or further information they may need.

Sincerely,

Rosario Lloret
Chairperson
RECREATION SOCIETY OF HUDSON'S HOPE

DISCUSSION:

On July 21, 2018, the District received a phone call from Brenda Gendron of NDIT in regard to the assets. The suggestion brought forward was that at least a portion of these assets be donated to other non-profit organizations. The suggestions put forward were:

Woman's Resource Center in Fort St John
The Hudson's Hope Library
The Hudson's Hope Fire Department
Tanis Friendship Center
The Child Development Center in Fort St John
The Hudson's Hope Playschool
Hudson's Hope Fall Fair Society
Hudson's Hope Table Tennis Group
Saulteau First Nations summer camp program

As these assets were acquired through funding for a non-profit organization, I believe that they should be offered to another non-profit organization in need.

BUDGET:

n/a

RECOMMENDATION / RESOLUTION:

That Council:

"Direct staff to offer the assets from the Recreations Society of Hudson's Hope to other non-profit organizations within the District of Hudson's Hope and surrounding communities.

Tammy McKeown Corporate Officer

REQUEST FOR DECISION

RFD#:	Date: 2018-06-14
Meeting#: CM	Originator: John Simcock
RFD TITLE: Purchase of flat bottom boat	

BACKGROUND:

Public Works has an existing boat that is used for maintenance and health and safety of the lagoons. The existing boat is in such disrepair that it can no longer be safely used.

DISCUSSION:

PW has been looking for a lagoon boat required for maintenance and health and safety of lagoons. To buy new the prices have been 5999.00 – 9900.00. There is a local flat bottom boat the size we need that is for sale used for 2300.00 that would be a savings of 3699-7600 plus tax

This was sent for an e-mail vote on June 14, 2018. All responses were in favor of the purchase. It is being brought to Council to ensure openness and transparency. A resolution will need to be made to officially record the direction of Council.

BUDGET:

To be paid from Lagoon O&M general ledger account 05-50-5000-5802.

RECOMMENDATION / RESOLUTION:

That Council:

“Approve the purchase of the flat bottom boat, to be used for maintenance and health and safety of the lagoons, for the sum of \$2,300.”

John Simcock, Director of Public Works

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor Gwen Johannson and Council

SUBJECT: Update Operational

DATE: Monday, June 15, 2018

FROM: John Simcock, Director of Public Works

- 1) Calcium pricing this week from Tiger .39 ltr based on 45,325 ltrs = 17,676.75 / YRB.38 ltr based on 45,325 ltrs = 17,223.50 \$ DHHPW would like direction to Calcium our roads using YRB as low bid to GL Acct. Roads O & M 01-14-1401-5301 Total 92000 – 17,223.50 = 74776.50 remaining in code.
- 2) PL Contracting started Jameson Reservoir clean out and reshape and is doing a fine job.
- 3) Beryl Prairie Fire Hall Clean up complete. Awaiting soil sampling.
- 4) Replacement /Maintenance program for all Generators see new monthly checklist.
- 5) Bear Mountain has been completing diff list at Lagoons and will be looking for a walk through next week.
- 6) PW communication with Urban Systems ongoing for deficiency list completion tracking.
- 7) Site review of 12 Mile Rd subdivision drainage failing and sediment blocking main Rd culverts. GOING OUT FOR PRICING.
- 8) Visited Silver Willows and asked Lions Club to review some issues and funding programs to help them move forward.
- 9) Wood for campgrounds being split ongoing.
- 10) Powell Rd legal issue data being collected and survey is completed with contact of all residents. Hydro pole relocation request has been sent in and DHHPW is out for pricing to relocate fences and shift road with drainage. Prices are as follows;
 Carter Rd - PL Ventures = 41,303.80* W6 = 74,552.00
 Powell Rd – PL Ventures = 58919.70 W6 = 57000.00 *
 Seeking direction for Carter Rd low bid from PL Ventures to reconstruct ditches, culvert replacement and stone stabilization at culvert ends. 41,303.80
 Seeking direction for Powell rd low bid from W6 to realign rd remove tress re ditch and install culverts and refence east limits of road allowance of Powell. 57000.00
 GL ACCTS. ?
- 11) Going out for Crushing Pricing from our DHH Pit.
- 12) Oil Containment set up at Transfer Station DHH cleaned up and is underway with containment systems Roof containment rebuild in under way.
- 13) Prep work has started at new shop clearing tress and grading to prep of new Quonset hut storage for lawn equipment and Fire Dept Storage Area. Deposit direction and delivery is directed and PW Staff are prepping area for pad and installation.
- 14) Electronic vote conducted for purchase of 14ft Flat Bottom Boat 2300.00 for Lagoons.

THE DISTRICT OF HUDSON'S HOPE

REPORT TO: Mayor and Council

SUBJECT: Recreation and Special Events Update

DATE: June 21, 2018

FROM: Kaitlyn Atkinson, Recreation and Special Events Coordinator

Summer Camps

Sidney Hollen

Sidney will be working with me to offer three, day camps. We have worked to make sure these camps don't conflict with playschool day camps, or the gymnastics program.

Dates will be: July 25 ages 10-13

August 8 ages 5-9

August 15 ages 10-13

Sidney is being paid with an honorarium at the end of summer and has graciously taken camp days off from her summer job to help make this happen. Her total paid amount is estimated to be \$475 for an estimated 29 hours of work.

Lacrosse Camp

The Lacrosse Camp coached by Lynden Goss is scheduled for June 23 and 24 and will have taken place by this meeting. Currently there are 8 registered participants who will be in camp from 10am-12pm Saturday and Sunday. Lynden will be taking home 70% of camp revenues in the anticipated amount of \$168 for 4 hours of work. He is staying at Alwin Holland Campground, free of charge and is receiving 20c/km equaling out to \$34.40.

Gymnastics Camp

There are currently 15 kids registered for this camp taking place July 23-27. After speaking with Leah of Monkey Business Gymnastics she has agreed to charge us at last years rate of \$5,000 which comes from the camp revenues. She has agreed to cover her own accommodation costs as well.

Summer Programs

Library Summer Reading Programs

I have partnered with the library to add onto their already fantastic and popular programs. The programs usually run an hour but have been increased to 1.5 hours, so I can include .5 hours of physical activity and play in the program. I will be at the library assisting with:

Ages 6-8 Wednesday from 11-11:30

Ages 9-12 Thursday from 11-11:30

Program runs July 4-August 14

Summer Hike Series

I have partnered with Greta of Class Act Fitness to offer a hiking series this summer. The thought being that there are many great trails around Hudson's Hope which lead to fantastic views and sites; however, a lack of available resources to find trail heads and clear details about trail lengths and elevation gain. Greta has years of experience on the trails around Hudson's Hope and will be leading all hikes. I will accompany the hike when an extra person is needed or when time permits. The format is 1 local hike (1-2hrs), 1 medium hike (3-5hrs), and 1 large hike (6-8 hrs) per month. Currently the program runs till August, but I hope to continue into September if interest stays high. Attendees have come from Fort St. John, Dawson Creek, Hudson's Hope and surrounding areas.

The tentative schedule for hikes is:

June 6. Jamieson Woods: 8 attendees

June 16. Butler Ridge: 25 attendees

June 20. Portage Trail: 7 attendees

July 5. Alwin Holland

July 18. Bullhead Mountain

July 21. 20 Mile Ridge

August 8. Ferry Landing

August 18. Battleship

August 22. Dinosaur Lake Trail

Greta is being paid an honorarium. Estimated amount being \$1000 for 45 hours of work.

Farmers Markets

The past two farmers markets have been used to giveaway swag from Peace River Regional District (PRRD) and to encourage summer camp signup. I always find attending the market to be a positive experience. I get to connect with residents and they see me and know who I am. It's great networking and provides an easy venue to discuss collaborations with local groups and individuals. I enjoy being able to get information about summer programs and events out in a face to face interaction. This position is all about relationships and I find the market a wonderful place to foster them.

Beryl Prairie Playground

Soil samples have been taken. Waiting to hear back from them, through public works regarding the status of the ground to either move ahead at the firehall or if an alternative site is needed and even possible.

Events

Library Customer Appreciation BBQ: June 14

Collaborated with Amber Norton, at the library to assist her with the running of a customer appreciation BBQ. The Visitor tent was brought and utilized as a covered area to eat and Spikeball sets were brought over so families and kids could begin to learn how to play. Despite some unpredictable weather and rain periods this event went well.

Canada Day: July 1

See attached tentative schedule of events.

Canada Day 2018

Event Runs 11-4

Time	Activity	Responsible	Sponsored By	End Time
11am	Free Admission to Pool	Pool staff	DOHH	All day
	Bolly-X Dance	Celina Fequet	DOHH	11:45am
	Lions Free BBQ	Lions	DOHH	2pm
	Photo Booth	North Peace Savings and Credit Union	Credit Union	4pm
	Bouncy Castle	1 Grad	DOHH	4pm
	Slip N Slide	2 Grads	DOHH	4pm
	Polaroid Photos	1 grad	DOHH	4pm
	Garden Pong/ Twister	1 grad	DOHH	4pm
	Cait Vince-Juice Truck	Cait Vince	DOHH	TBD
	Dunk Tank	TELUS	School/Telus/DOHH	4pm
	Swag table + Popcorn	Grad	DOHH	4pm
12pm	Facepainting	Celina Fequet and a grad	DOHH	4pm
12pm	Official opening and speech	Gwen		12:10pm
12:00pm	Cutting of the cake	Gwen		
12:00pm	Overview of the afternoon	Kaitlyn		12:15pm
12:15pm	Live Music	Usual Suspects	DOHH	1pm
1:10pm	Live Music	John Simcock and Bonnie	DOHH	1:45pm
1:45pm	Live Music	Usual Suspects	DOHH	2:30pm
2:30pm	Live Music	Pat Markin	DOHH	2:50pm
3:00pm	Live Music	Joeseeph King	DOHH	3:30pm
3:30pm	Playlist	Kaitlyn		4:00pm

REQUEST FOR DECISION

RFD#:	Date: 2018-06-15
Meeting#: CM	Originator: T. McKeown
RFD TITLE: Remuneration Bylaw no.895	

BACKGROUND:

At the June 11, 2018 Regular Council Meeting, the remuneration committee presented their recommendations in regard to the remuneration of Council and travel expenses of both Council and staff. Council directed staff to bring back the new Remuneration Bylaw, based on the recommendations of the committee, for consideration,

DISCUSSION:

The Remuneration Bylaw 895, 2018 applies the CPI percentage from 2014 to 2018 to the annual salaries of the Mayor and Council. This increases the base salaries for these positions to \$17,098.32 and \$8,549.16. Daily rates have been increased to \$150 for meetings under 6 hours and \$200 for meetings that are over 12 hours.

The bylaw also implements an annual increase to the salaries of the Mayor and Council based on the annual CPI rate posted on December 31 of the prior year.

Based on the recommendation of the committee, staff has created a Travel Expense Policy which the remuneration bylaw refers to in regard to reimbursement and/or allowance of allowable expenditures and expenses.

BUDGET:

Increase to line 01-10-1002-5001 Indemnities in the amount of \$2,197 for the remainder of 2018.

RECOMMENDATION / RESOLUTION:

That Council:

“Approve the First, Second and Third Reading of the District of Hudson’s Hope’s ‘Council Remuneration and Reimbursement of Expenses Bylaw No. 895, 2018’”.

Tammy McKeown, Corporate Officer



BYLAW NO. 895, 2018

A bylaw to provide for remuneration of the Council and for the reimbursement of expenses.

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

1. This Bylaw may be cited as "Council Remuneration and Reimbursement of Expenses Bylaw No. 895, 2018".

Remuneration:

2.
 - a) The Mayor shall be paid \$17,098.32 annually as remuneration for carrying out his or her duties of office.
 - b) Each Councillor shall be paid \$8,549.16 annually as remuneration for carrying out his or her duties of office.
 - c) When a member of Council is away from Hudson's Hope and engaged in municipal business, or attending a meeting, course or convention related to municipal matters, in addition to the remuneration paid under subsections 2(a) and (b), he or she shall be paid \$150 per day for any function lasting up to 6 hours or \$200 per day for any function lasting over 6 hours. The time spent travelling to and from the function is included in calculating the duration of the function.
 - d) Should a member of the Council participate in a municipal benefit plan the cost of the annual premiums for such plans will be deducted from the remuneration paid under subsections 2(a) or (b).
 - e) One-third of all remuneration paid to a member of the Council under subsections 2(a) to (c), shall be considered to be an allowance for expenses incidental to the discharge of his or her elected duties.
 - f) Notwithstanding the specific amounts established in section 2(a) and (b) of this Bylaw, the remuneration payable to the Mayor and to each Councillor shall be adjusted on an annual basis by a percentage equal to the year-by-year British Columbia Consumer Price Index for all items, as reported by Statistics Canada for December 31 of each year.

- g) The Treasurer shall maintain a record of the Statistics Canada British Columbia Consumer Price Index for all items on which the annual adjustment to the remuneration of Council members is based

Expenses:

3.

Council members shall be reimbursed and/or paid an allowance or per diem for expenditures made and expenses incurred by them when they are traveling outside the municipality or attending a function within the municipality, as authorized by Council, for types of expenses and expenditures as per the Travel Expense Policy and to the level of payment listed in the policy where the Council member is:

- (a) Representing the District;
- (b) Engaged in District business; or
- (c) Attending a meeting, course or convention.

4. The following Bylaw is repealed:

- (a) Council Remuneration and Reimbursement of Expenses Amendment
Bylaw No. 840, 2014

Read for a First Time on the ____day of ____, 2018.

Read for a Second Time on the ____day of ____, 2018.

Read for a Third Time on the ____day of ____, 2018.

Adopted on the ____day of ____, 2018.

Gwen Johansson, Mayor

Tammy McKeown, Corporate Officer

Certified a true copy of Bylaw No 895,
2018, this ____ day of ____ .

Corporate Officer

REQUEST FOR DECISION

RFD#:	Date: June 15, 2018
Meeting#:	Originator: Tammy McKeown
RFD TITLE: Zoning Bylaw Amendment	

BACKGROUND:

Zoning Amendment Bylaw No. 873, 2017 was adopted on July 7, 2017. This amendment added the new R1b Zone and outlined the permitted uses and regulations for the new zone. A definition for Privacy Fence was included. It included reference to all R1 zones in regard to mandatory landscape plans. It also stipulated that the RU1 zone will include a maximum length of 12m in regard to the requirement for permanent surface for off-street parking.

DISCUSSION:

Further review and discussion in regard to the Zoning Bylaw have taken place since the adoption of Bylaw 873. Additional changes have been identified to ensure that the recommendations of the Atkinson Quality Assurance Team are met.

The definition of Parking Space will be amended to read:

Parking Space means an off-street space of the size and dimensions to park one vehicle in conformance with the Bylaw exclusive of aisles, ramps or obstructions.

Section 4.6.6 will be replaced with the following:

Landscaping Plans and Procedures

- a) Applications for Building Permits to construct or alter the siting, size or dimension of a building or structure in the R1 zone, R2 Zone, C-zones and M-zones will be accompanied by a detailed landscape plan for the site, boulevard and/or roof if applicable.
- b) The developer and/or property owner must provide security in the form of an irrevocable standby letter of credit or cash in the amount of \$500 on issuance of the Building Permit. The security or cash will be used to ensure that the landscaping will be completed within twelve (12) months of the date of issuance of the Occupancy Permit. If the landscaping is not completed within twelve (12) months, the District may draw upon the security and/or utilize the security to complete the required landscaping according to the approved landscape plan.

- c) All required landscaping and fencing must be maintained in good condition; the landscaping plants must be live and growing, grass must be mowed and the landscaped area must be free of weeds and litter; and fencing must be maintained in a uniform, intact, and upright condition with no gaps caused due to deterioration or disrepair. In the event of failure to comply, the District may enter upon the site and maintain the landscaping at the expense of the property owner, the cost of which will be added to the owner's current year's taxes.

The R1b Zone: Low Density Residential (Atkinson) is being amended to read 'R1b Zone Low Density Residential (Lucas) to reflect the renaming of the subdivision.

The following regulation in regard to exterior cladding is being included in the R1b zone specific regulations:

11. Exterior cladding	Acceptable materials include stained wood, acrylic stucco, metal siding (except aluminium), cementitious wood fibre siding, fibreglass, factory finished composite wood siding, brick, stone and concrete block. Vinyl, aluminium, or roofing material is prohibited
-----------------------	--

BUDGET:

n/a

RECOMMENDATION / RESOLUTION:

"Council approve First and Second Reading of the *"District of Hudson's Hope Zoning Amendment Bylaw No. 898, 2018"*.

And That:

"Council authorize staff to schedule a public hearing for the proposed Zoning Bylaw Amendment."

Tammy McKeown, Corporate Officer



BYLAW NO. 898. 2018

A Bylaw to amend the District of Hudson's Hope Zoning Bylaw No. 823, 2013

WHEREAS the Council of the District of Hudson's Hope wishes to amend "*District of Hudson's Hope Zoning Bylaw No. 823, 2013*";

AND WHEREAS Council will hold a Public Hearing pursuant to the *Local Government Act*;

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

1. This bylaw will be cited as "*District of Hudson's Hope Zoning Amendment Bylaw No. 898, 2018*"
2. Schedule "A", Section 3 of the "*District of Hudson's Hope Zoning Bylaw No. 823, 2013*" definition of 'Parking Space' is hereby amended to read:

Parking Space means an off-street space of the size and dimensions to park one vehicle in conformance with the Bylaw exclusive of aisles, ramps or obstructions.

3. The "*District of Hudson's Hope Zoning Bylaw No. 823, 2013*" is hereby amended by deleting the existing section 4.6.6 and replacing a new section 4.6.6 as follows:

Landscaping Plans and Procedures

- a) Applications for Building Permits to construct or alter the siting, size or dimension of a building or structure in the R1 zone, R2 Zone, C-zones and M-zones will be accompanied by a detailed landscape plan for the site, boulevard and/or roof if applicable.
- b) The developer and/or property owner must provide security in the form of an irrevocable standby letter of credit or cash in the amount of \$500 on issuance of the Building Permit. The security or cash will be used to ensure that the landscaping will be completed within twelve (12) months of the date of issuance of the Occupancy Permit. If the landscaping is not completed within twelve (12) months, the District may draw upon the security and/or utilize the security to complete the required landscaping according to the approved landscape plan.
- c) All required landscaping and fencing must be maintained in good condition; the landscaping plants must be live and growing, grass must be mowed and the landscaped area must be free of weeds and litter; and fencing must be maintained in a uniform, intact, and upright condition with no gaps caused due to deterioration or disrepair. In

the event of failure to comply, the District may enter upon the site and maintain the landscaping at the expense of the property owner, the cost of which will be added to the owner's current year's taxes.

4. "District of Hudson's Hope Zoning Bylaw No. 823, 2013" R1b Zone: Low Density Residential (Atkinson) is amended to read "R1b Zone: Low Density Residential (Lucas)"
5. "District of Hudson's Hope Zoning Bylaw No. 823, 2013" R1b Zone: Low Density Residential Zone Specific Regulation is amended by adding:

11. Exterior cladding	Acceptable materials include stained wood, acrylic stucco, metal siding (except aluminium), cementitious wood fibre siding, fibreglass, factory finished composite wood siding, brick, stone and concrete block. Vinyl, aluminium, or roofing material is prohibited
-----------------------	--

6. If any section, subsection, paragraph, clause or phrase of this Bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder.

Read a first time this ___ day of ___, 2018

Read a second time this ___ day of ___, 2018

Public hearing held on this ___ day of ___, 2018

Read a third time this this ___ day of ___, 2018

Adopted this this ___ day of ___, 2018

Gwen Johansson,
MAYOR

Tammy McKeown
Corporate Officer

Certified a true copy of Bylaw No. 898, 2018
this ___ day of _____ 20_.

Clerk

Hudson's Hope Health Care & Housing Society



Silver Willow Court

Box 342
10104 Ellis Crescent
Hudson's Hope, BC V0C 1V0

Phone: 250-783-5521
email: swc@pris.ca

Monday, June 04, 2018

The District of Hudson's Hope Mayor and Council,
9904 Dudley Drive,
Hudson's Hope, BC V0C 1V0

Dear Mayor and Councilors,

I am writing to ask for a letter of support for the Hudson's Hope Health Care & Housing Society who is submitting an application for grant money to the New Horizons for Seniors Program.

The application, if successful, would allow the society to purchase appropriate patio furniture and a barbecue for the patio improvement project, which the tenants have initiated. Their plan is to improve the patio area to make it more accessible and "user friendly". The Lion's Club has been involved and they have reviewed the materials necessary for the project and approached BC Hydro (Day of Caring) to help out with the work/materials.

We are asking for \$3,300 from the New Horizons for Seniors Program to purchase the patio furniture and barbecue.

We feel the benefits of having an outdoor area that encourages the tenants to be outside, gardening and socializing with friends and family are too numerous to count! There are plans, however, to keep some unwanted visitors away from the area: a deer fence is planned to keep the deer out of the planters!

We need to submit the grant application by June 15th, 2018.

Thank you for considering our request,

Regards,

Deborah Peck (secretary, Hudson's Hope Health Care & Housing Society).



PEACE PIONEER PROPERTIES LTD.
DBA – PRO-HARDWARE and BUILDING SUPPLIES

10321 GETHING STREET
PO BOX 389
HUDSON'S HOPE, BC
VOC 1V0

TEL: (250)783-5507
FAX: (250)783-5531
hardware@pris.ca

June 15, 2018

Attention District of Hudson's Hope Mayor and Council members

This letter is to address some issues that have recently come about.

We were told by Ed Reschke that we would continue to supply paper products, garbage bags, cleaning supplies etc same as previous years. Since John Simcock started that hasn't been happening. We have not been afforded the courtesy of a conversion. Kristi went to John Simcock to try and have a conversion in this regard, after being unsuccessful in setting up a meeting with him, without resolution. The conversion was steered in other directions. We have heard whispers that the employees have been told not to purchase from ProHardware unless it is an emergency. We heard of an argument regarding purchasing metal roofing from us, John Simcock didn't want it purchased locally. Kristi was told by John Simcock that he supports local and then he turned around and has done the complete opposite. In the past we have been asked to quote materials when it was required to get 3 quotes, some we came in at the right price and on occasion we did not. At this time we have not been asked for any pricing, we have not even been informed that our pricing is too high or asked if we could do any better with the pricing. ProHardware tries really hard to be competitive in pricing and is more than willing to negotiate pricing and we have done so over the years. We understand that steps are being taken to get the budget under control. In the long run does it really save money buying out of town? Is it wise to not support the businesses and residents that pay the taxes?

This is a small community and ProHardware does rely on the support of the community as does any other business here. If the District doesn't support the existing businesses how can it encourage new growth to our community. Professional support within the community shows a healthy community structure that makes one proud to live here.

Respectfully
Terry Curzon, Owner
Kristi Alsop, Manager
250-783-5507



NACC
National Airlines
Council of Canada



CNLA
Conseil national des lignes
aériennes du Canada

To all Mayors and councils:

Re: Cross-country consultations on air passenger rights and the aviation ecosystem

As a mayor and municipal leader, you understand better than most the importance of safe, efficient and economical transportation to your community and to Canada. With the Canadian Transportation Agency (CTA) holding [public consultations on a new passenger rights regime](#), I want to enlist your support to ensure that these hearings contribute to an improved, more competitive air passenger transportation system.

Every day in Canada, some 350,000 air travellers have safe and uneventful flights. Thousands of people in many organizations including airlines, airports, air traffic control, and government agencies responsible for border control, security, customs and immigration contribute to the success of every flight.

But for those air travellers, most of these interactions occur behind the scenes. Which is why it is not surprising that when something goes awry, responsibility is often assigned to the most visible player—the air carrier. There is little discussion of the role played by others involved in their flight or the impact of external forces, such as weather or distant ground stops.

Commercial aviation is highly complex anywhere. Canada's operating environment, including climate, geography and population distribution requires an exceedingly high level of coordination and operational sophistication. Adding to the cost and complexity of commercial aviation in this country are federal policies that make it increasingly difficult for our air transport system to remain globally competitive.

Together, these thousands of people, dozens of organizations along with our

policy and regulatory environment make up Canada's aviation ecosystem. Attempts to improve passenger air travel through government regulation must look at the ecosystem as whole.

For example, system-wide capacity issues are caused by labour and other shortages in our partner organizations and government agencies. The Canadian Air Transport Security Authority (CATSA) and the Canada Border Services Agency (CBSA) have stagnant budgets with which to manage growing responsibilities.

Airport infrastructure dictates many aspects of airline operations, as do government regulations. For example, de-icing regulations, essential as they are, can lead to tarmac delays because of capacity issues. Canada's climate and challenging weather conditions, which are in no one's control, can disrupt airline scheduling.

Focusing solely on airlines and developing a punitive system to enforce new regulations, while easy, may well fail to deliver the travel experience Canadian air passengers want and deserve. Consider the experience of the United States, where harsh regulations fining airlines for tarmac delays seem to have backfired.

According to [a study by Dartmouth College and the Massachusetts Institute of Technology](#), the regulations have "significantly increased" the number of passenger delays, with each minute of time saved waiting on the tarmac translating into roughly three minutes of total passenger delay.

This is due primarily to increases in flight cancellations, resulting in passengers needing to rebook and often leading to extensive delays in reaching their final destination. Such an unanticipated outcome in Canada would be particularly challenging for northern, remote and Atlantic communities, which are more vulnerable to weather-related events.

This example points to the need for a balanced and holistic approach that recognizes operational and safety realities and encourages system-wide improvements in capacity and operations, including security, border screening, air traffic control and airport infrastructure.

We have created a video (see below) to explain the complexity of the commercial aviation ecosystem and why every policy that affects aviation must recognize that ecosystem and ensure better coordination, greater synergies and more collective accountability among its members.

We encourage you to share the video with your council colleagues, staff and constituents. We also encourage you to advocate to the CTA and the Minister of Transport for an approach to passenger rights that recognizes the complexity of the aviation system and Canada's unique operating environment.

Our member airlines want to work with you and your communities to make passenger air travel in Canada better for everyone. No one will benefit from a simplistic approach that creates unintended consequences that hurt the people they intended to help.

If you have any questions or concerns, please do not hesitate to contact me directly at mbergamini@aviationcouncil.ca.

Sincerely,

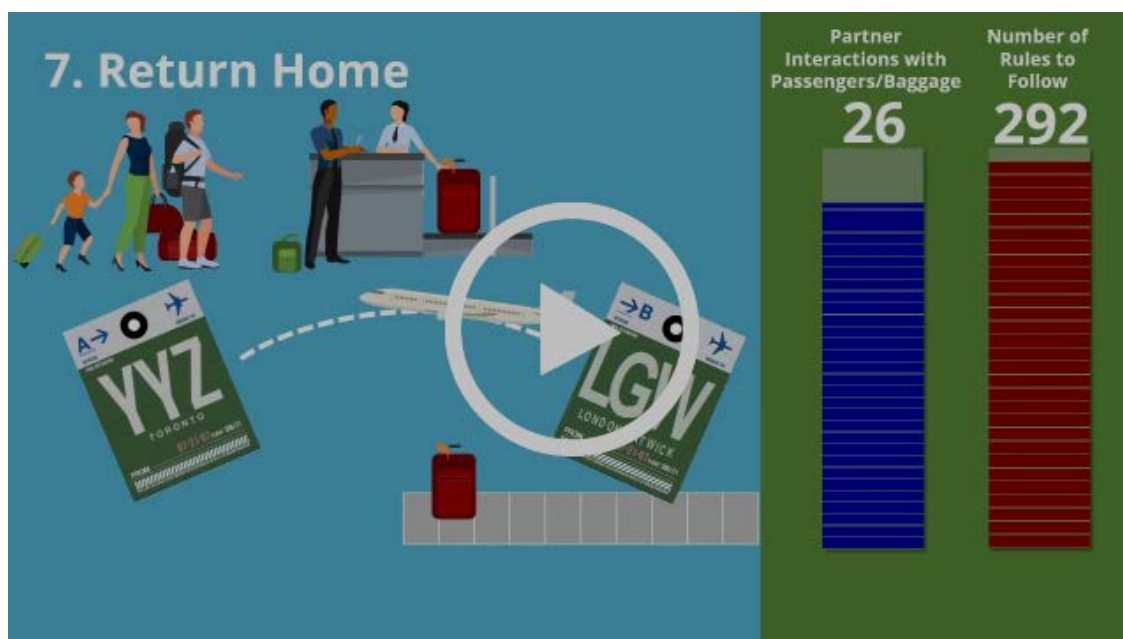


Massimo Bergamini

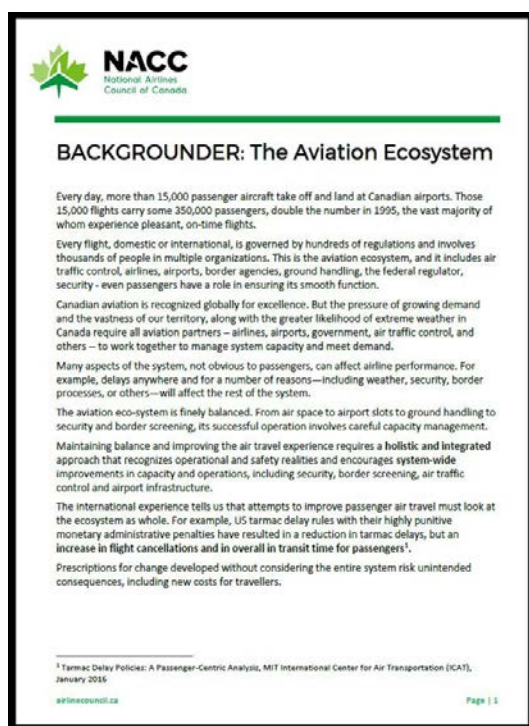
President & CEO

NATIONAL AIRLINES COUNCIL OF CANADA

The National Airlines Council of Canada is the trade association that represents Canada's largest commercial airlines: Air Canada, WestJet, Jazz Aviation, and Air Transat. Together, our members transport 92 percent of domestic passengers in Canada and employ almost 50,000 Canadians from coast to coast to coast.



The Aviation Ecosystem: Where the extraordinary becomes ordinary.



Background: The Aviation Ecosystem.



Copyright © 2018 National Airlines Council of Canada, All rights reserved.

You're receiving this as a municipality in Canada.

Our mailing address is:

National Airlines Council of Canada
600-116 Lisgar St.
Ottawa, On K2P 0C2
Canada

[Add us to your address book](#)

Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#)

THE CORPORATION OF THE TOWNSHIP OF SPALLUMCHEEN

4144 Spallumcheen Way, Spallumcheen, BC V0E 1B6
Phone: 250-546-3013 • Fax: 250-546-8878 • Toll Free: 1-866-546-3013
Email: mail@spallumcheentwp.bc.ca • Website: www.spallumcheentwp.bc.ca



June 8th, 2018

Ministry of Finance
Honourable Carole James
PO Box 9048
STN Prov Govt
Victoria, BC
V8W 9E2

Re: Employer Health Tax Impact on Local Government

To Whom It May Concern,

This is to advise that the Township of Spallumcheen Council passed the following resolution at its Tuesday, May 22nd, 2018 Regular Council Meeting:

“THAT the Township of Spallumcheen Council, based on the survey results and the financial impacts identified, inform all Union of British Columbia Municipalities (UBCM) participants and appropriate Ministries that the Council of Spallumcheen opposes the implementation of the Employer Health Tax (EHT);

AND THAT based upon the logic that the imposition of incrementally sustainable increases in taxation to residential, commercial and industrial zones through City and municipal taxation will ultimately negatively affect the very citizens of British Columbia it is purportedly required to assist.”

Because Spallumcheen is ultimately a farming community with a very limited tax base due to farming tax breaks, the negative impacts the EHT will have on the few industrial and commercial operations located in our community could adversely damage these industrial partners that make Spallumcheen sustainable for all residents.

If you have any questions in this regard, please contact the undersigned.

Respectfully,

Mayor Janice Brown

cc: UBCM
Member Municipalities
Chief Financial Officer

C4

Tammy McKeown

Subject: FW: BC Bus North
Attachments: 8201_BCBN_Schedules_Fares-4.pdf
Importance: High

From: Fudge, Chris [mailto:Chris_Fudge@BCTransit.Com]

Sent: June-19-18 4:17 PM

To: gvisitor@quesnelbc.com; visitors@telus.net; info@burnslakechamber.com; tourist@gochetwynd.com; info@tourismdawsoncreek.com; visitorinfo@fortnelsonchamber.com; visitor@fortstjames.ca; visitorinfogroup@fortstjohn.ca; info@villageofgranisle.ca; info@houstonchamber.ca; [visitorinfo <visitorinfo@hudsonshope.ca>](mailto:visitorinfo@hudsonshope.ca); tourism@kitimatchamber.ca; visitorinfo@mackenziechamber.bc.ca; come2mcbride@telus.net; tourism@newhazelton.ca; info@tourismmpg.com; info@visitprincerupert.com; info@smitherschamber.com; info@districtoftaylor.com; info@visitterrace.com; tourism@dtr.ca; visitor_centre@district.vanderhoof.ca

Subject: BC Bus North

Importance: High

Hello,

Many of you are likely aware of the recent decision by Greyhound to cease operating on routes in northern BC. As an interim solution, **BC Bus North** began operating on June 1 using 44 seat highway coaches to provide limited service to communities previously serviced by Greyhound. BC Bus North is operated by Pacific Western Transportation, and decisions on fares, routes and service levels are made by the Province of British Columbia with the support of BC Transit.

More info can be found at www.bcbus.ca, which includes an online booking tool for customers to pre-book their trip.

We want to make the travelling public aware of this new service and hope that you can assist. I have attached the current schedule information to serve as a reference tool for your staff.

Thank you very much for helping to spread the word about this important new service.

Regards,

Chris Fudge

Senior Manager, Government Relations

BC Transit

520 Gorge Road East, PO Box 9861 Victoria, BC V8W 9T5

250-995-5831 | chris_fudge@bctransit.com | www.bctransit.com

The information in this Email is confidential and may be legally privileged. It is intended solely for the named recipient. Access to this Email by anyone else is unauthorized. If you are not the intended recipient or the employee or agent responsible for delivering the message to the recipient named, please note that any use, disclosure, copying, distribution of this Email or any action taken or omitted to be taken in reliance on it is prohibited. If you are not the intended recipient, please inform us by returning a copy of the Email with the subject line marked "wrong address" and then deleting the Email, and any attachments and any copies of it.

RESERVATIONS REQUIRED

Schedules and Fares

UPDATED MAY 29, 2018 | EFFECTIVE JUNE 4, 2018



Prince George to Prince Rupert Thursday and Saturday	Time	One Zone	Two Zone
Prince George: Downtown 7th at Dominion	8:00	\$35	\$45
Prince George: Pine Centre	8:05		
Westgate Mall	8:10		
Vanderhoof: Co-Op: Arrive	9:30		
Vanderhoof: Co-Op: Depart	9:45		
Fort Fraser: Petro Canada: Arrive	10:15		
Fort Fraser: Petro Canada: Depart	10:20		
Fraser Lake: Fraser Lake Mall: Arrive	10:40		
Fraser Lake: Fraser Lake Mall: Depart	10:45		
Burns Lake: Town Pantry: Arrive	11:45		
Burns Lake: Town Pantry: Depart	11:55		
Broman / Duncan: Hwy 16 at Duncan Lk. Rd	12:20	\$35	\$45
Topley: Rest Area	12:30		
Houston: A&W: Arrive	12:55		
Houston: A&W: Depart	13:00		
Telkwa: Post Office	13:35		
Smithers Mall: Arrive	14:00		
Smithers Mall: Depart	14:30		
Morictown: Esso Gas Station	15:00		
New Hazelton (by Post Office)	15:30		
Gitsegukla	15:50		
Kitwanga Junction: Petro Canada	16:05		
Skeena Mall: Arrive	17:25	\$35	\$45
Skeena Mall: Depart	17:55		
Port Edward: General Store	19:25		
Prince Rupert: Downtown (7th at 1st Ave.)	19:50		
Prince Rupert to Prince George Friday and Sunday	Time	One Zone	Two Zone
Prince Rupert: Downtown (7th at 1st Ave.)	8:00	\$35	\$45
Port Edward: General Store	8:16		
Skeena Mall: Arrive	9:50		
Skeena Mall: Depart	10:20		
Kitwanga Junction: Petro Canada	11:25		
Gitsegukla	11:40		
New Hazelton (by Post Office)	12:00		
Morictown: Esso Gas Station	12:30		
Smithers Mall: Arrive	13:15		
Smithers Mall: Depart	13:45		
Telkwa: Post Office	14:00		
Houston: A&W: Arrive	14:35		
Houston: A&W: Depart	14:40		
Topley: Rest Area	15:00		
Broman / Duncan: Hwy 16 at Duncan Lk. Rd	15:10		
Burns Lake: Town Pantry: Arrive	16:00		
Burns Lake: Town Pantry: Depart	16:10		
Fraser Lake: Fraser Lake Mall: Arrive	17:05		
Fraser Lake: Fraser Lake Mall: Depart	17:10		
Fort Fraser: Petro Canada: Arrive	17:30		
Fort Fraser: Petro Canada: Depart	17:35		
Vanderhoof: Co-Op: Arrive	18:05	\$35	\$45
Vanderhoof: Co-Op: Depart	18:20		
Prince George: Westgate Mall	19:20		
Prince George: Pine Centre	19:25		
Prince George: Downtown 7th at Dominion	19:50		

Prince George to Valemount Monday and Friday	Time	One Zone
Prince George: Downtown 7th and Dominion	7:00	\$35
McBride: Train Station 1st Ave: Arrive	9:35	
McBride: Train Station 1st Ave: Depart	9:50	
Tete Jaune: Lodge Campground	10:35	
Valemount: Health Centre	11:05	

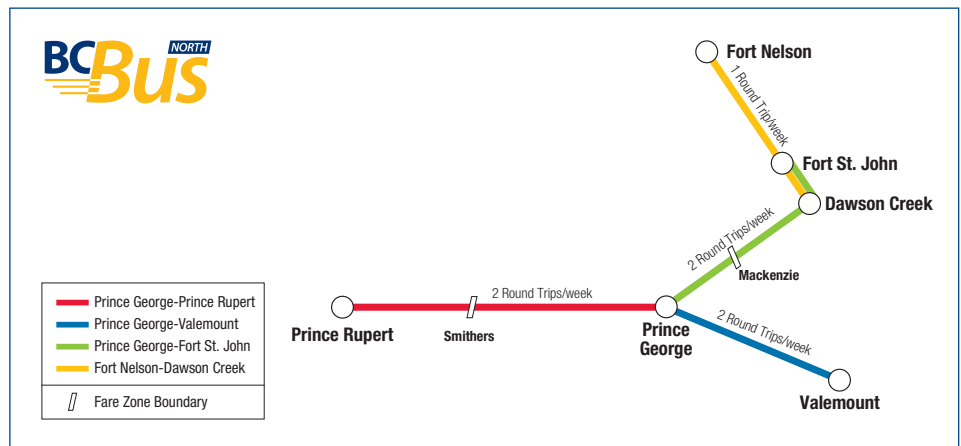
Valemount to Prince George Monday and Friday	Time	One Zone
Valemount: Health Centre	15:00	\$35
Tete Jaune: Lodge Campground	15:20	
McBride: Train Station 1st Ave: Arrive	16:15	
McBride: Train Station 1st Ave: Depart	16:30	
Prince George: Downtown 7th and Dominion	19:05	

Fort St. John to Prince George Wednesday and Thursday	Time	One Zone	Two Zone
Fort St. John (100 St. and 100 Ave.)	8:00	\$35	\$45
Taylor: Esso	8:15		
Dawson Creek: Co-Op Mall: Arrive	9:05		
Dawson Creek: Co-Op Mall: Depart	9:15		
Groundbirch: Race Trac Gas Station/Store	10:15		
Chetwynd Petro-Canada: Arrive	10:45		
Chetwynd Petro-Canada: Depart	11:00		
Azousetta Lake Lodge and Cabins	11:30		
Mackenzie Junction	12:45		
Mackenzie Recreation Centre: Arrive	13:35		
Mackenzie Recreation Centre: Depart	13:50	\$35	\$45
Mackenzie Junction	14:10		
McLeod Lake: General Store	14:20		
Bear Lake: BP Gas Station	15:00		
Prince George: Downtown 7th and Dominion	16:30		

Prince George to Fort St. John Monday and Tuesday	Time	One Zone	Two Zone
Prince George: Downtown 7th and Dominion	8:00	\$35	\$45
Bear Lake: BP Gas Station	8:55		
McLeod Lake: General Store	9:35		
Mackenzie Junction	9:45		
Mackenzie: Recreation Centre: Arrive	10:35		
Mackenzie: Recreation Centre: Depart	10:50	\$35	
Mackenzie Junction	11:10		
Azousetta Lake Lodge and Cabins	11:40		
Chetwynd Petro-Canada: Arrive	13:10		
Chetwynd Petro-Canada: Depart	13:25		
Groundbirch: Race Trac Gas Station/Store	14:05		
Dawson Creek: Co-Op Mall: Arrive	14:55		
Dawson Creek: Co-Op Mall: Depart	15:05		
Taylor: Esso	15:55		
Fort St. John (100 St. and 100 Ave.)	16:30		

Dawson Creek to Fort Nelson Tuesday	Time	One Zone
Dawson Creek: Co-Op Mall	8:00	\$35
Taylor: Esso	8:50	
Fort St. John (100 St. and 100 Ave.): Arrive	9:15	
Fort St. John (100 St. and 100 Ave.): Depart	9:30	
Wonowon: Esso	10:30	
Pink Mountain: Campsite and General Store	11:15	
Buckinghorse River: Lodge: Arrive	11:55	
Buckinghorse River: Lodge: Depart	12:25	
Prophet River: Post Office	13:25	
Fort Nelson: Phoenix Theatre	14:40	

Fort Nelson to Dawson Creek Wednesday	Time	One Zone
Fort Nelson: Phoenix Theatre	8:00	\$35
Prophet River: Post Office	9:00	
Buckinghorse River: Lodge: Arrive	10:05	
Buckinghorse River: Lodge: Depart	10:35	
Pink Mountain: Campsite and General Store	11:20	
Wonowon: Esso	12:10	
Fort St. John (100 St. and 100 Ave.): Arrive	13:20	
Fort St. John (100 St. and 100 Ave.): Depart	13:35	
Taylor: Esso	13:50	
Dawson Creek: Co-Op Mall	14:40	



From: [Tammy McKeown](#)
To: [Caroline Beam](#); [Dave Heiberg](#); [Gwen Johansson](#); [Heather Middleton](#); [Kelly Miller](#); [Mattias Gibbs](#); [Travous Quibell](#)
Subject: FW: 2018 UBCM Convention – Meeting Requests with the Minister of Municipal Affairs and Housing
Date: Tuesday, June 12, 2018 3:09:00 PM
Attachments: [2018-06-11 UBCM Letter from Minister Robinson to Mayors and RD Chairs.pdf](#)

Tammy McKeown, Corporate Officer

District of Hudson's Hope
 9904 Dudley Drive, PO Box 330
 Hudson's Hope, BC V0C 1V0
 Office: 250-783-9901
 Fax: 250-783-5741
 Email: clerk@hudsonshope.ca
www.hudsonshope.ca
www.lovehudsonshope.com



From: info@civicinfo.bc.ca [mailto:info@civicinfo.bc.ca]
Sent: Tuesday, June 12, 2018 2:56 PM
To: CivicInfo BC <info@civicinfo.bc.ca>
Subject: 2018 UBCM Convention – Meeting Requests with the Minister of Municipal Affairs and Housing

This message is being sent by CivicInfo BC to all Union of BC Municipalities (UBCM) Mayors and Regional District Chairs on behalf of the Minister of Municipal Affairs and Housing.

Subject: 2018 UBCM Convention – Meeting Requests with the Minister of Municipal Affairs and Housing
Intended Recipient(s): Mayors/Regional District Chairs/Islands Trust Chair/CAOs and cc: Administrative Assistants and General Email
Attachments: One (1) plus message below

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

MESSAGE:

Please see the attached letter from the Minister of Municipal Affairs and Housing with regards to the 2018 UBCM Convention. The letter outlines the process for requesting a meeting with Minister Selina Robinson, as well as with provincial government, agency, commission and corporation staff.

This year's online meeting request form will be available at: [Minister of Municipal Affairs and Housing Meetings](#).

If you have any questions, please contact the Ministry of Municipal Affairs and Housing UBCM Meeting Coordinator, Nicole Gibbings by email at: MAH.UBCM.MeetingRequests@gov.bc.ca or by phone at 778-698-3203.

The information transmitted herein is confidential and may contain privileged information. It is intended solely for the person or entity to which it is addressed. Any review, retransmission, dissemination, taking of any action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all digital and printed copies.

CivicInfo BC makes no representations or warranties whatsoever, either expressed or implied, with respect to the accuracy, reliability or suitability for any purpose, of the information contained or referenced in this message.

June 11, 2018

Dear Mayors and Regional District Chairs:

I am pleased to provide you with the following information regarding the process for requesting a meeting with me, or with provincial government, agency, commission and corporation staff, during the upcoming annual UBCM Convention taking place in Whistler, September 10 to 14, 2018.

You will also receive a letter from the Honourable John Horgan, Premier, containing information about the online process for requesting a meeting with Premier Horgan and other Cabinet Ministers.

If you would like to meet with me at the Convention, please complete the online request form at: [MAH Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs and Housing before **July 13, 2018**. Meeting arrangements will be confirmed by mid -August. I will do my best to accommodate as many meeting requests as possible.

To get the most out of your delegation's meeting with me, it would be helpful if you would fill out the online form with detailed topic information. By providing this information in advance of the meeting, I will have a better understanding of your delegation's interests and it will allow for discussions that are more productive.

Ministry staff will email the Provincial Appointment Book (PAB). This PAB lists all government, agency, commission and corporation staff expected to be available to meet with delegates at the Convention, as well as details on how to request a meeting with staff online.

As I approach my second Convention as Minister responsible for local government, I look forward to hearing more about your communities, to identifying opportunities to work together with you in partnership, and to growing our relationships in the spirit of collaboration.

Sincerely,

Selina Robinson
Minister

pc: Honourable John Horgan, Premier
Wendy Booth, President, Union of British Columbia Municipalities

From: info@civicinfo.bc.ca
To: [CivicInfo BC](#)
Subject: 2018 UBCM Convention – Meeting Requests with Premier Horgan and Provincial Cabinet Ministers
Date: Tuesday, June 12, 2018 3:07:59 PM
Attachments: [2018-06-11 UBCM Letter from Premier John Horgan to Mayors & Regional Dis....pdf](#)

This message is being sent by CivicInfo BC to all Union of BC Municipalities (UBCM) members and Regional Districts on behalf of the Honourable John Horgan, Premier.

Subject: 2018 UBCM Convention – Meeting Requests with Premier Horgan and Provincial Cabinet Ministers
Intended Recipient(s): Mayors/Regional District Chairs/Islands Trust Chair/CAOs and cc: Administrative Assistants and General Email
Attachments: One (1) plus message below

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

MESSAGE:

Please see the attached letter from Premier Horgan with regards to this year's UBCM Convention. The letter outlines the process for requesting a meeting with the Premier and Cabinet Ministers.

This year's online form will be available at: <https://UBCMreg.gov.bc.ca>. The invitation code is **MeetingRequest2018**, and is case sensitive.

Please note as in previous years, meetings with the Minister of Municipal Affairs and Housing are scheduled directly with that Ministry. You will be receiving a letter as to their meeting request process.

If you have any questions, please contact the Premier's UBCM Meeting Request Coordinator by email at: UBCM.Meetings@gov.bc.ca, or by telephone at: 250 213-3856.

The information transmitted herein is confidential and may contain privileged information. It is intended solely for the person or entity to which it is addressed. Any review, retransmission, dissemination, taking of any action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all digital and printed copies.

CivicInfo BC makes no representations or warranties whatsoever, either expressed or implied, with respect to the accuracy, reliability or suitability for any purpose, of the information contained or referenced in this message.



June 11, 2018

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to seeing you all again at this year's Union of British Columbia Municipalities (UBCM) Convention in Whistler from September 10-14.

Communication, Collaboration, Cooperation, the theme for the 2018 Convention, is indeed an appropriate focus as we engage in dialogue around local, provincial, federal, and First Nations governments working together to build strong and vibrant communities throughout our province. We all have a part to play in finding solutions and developing ideas that will ensure our communities thrive, and UBCM provides us with a wonderful opportunity to listen to one another, share ideas, and work together to build a better BC.

If you would like to request a meeting with a Cabinet Minister or with me during this year's convention, please register online at <https://UBCMreg.gov.bc.ca> (live, as of today). Please note that this year's invitation code is **MeetingRequest2018** and it is case sensitive. If you have any questions, please contact UBCM.Meetings@gov.bc.ca or phone 250-213-3856.

I look forward to being part of your convention, meeting with many of you, and exploring ways that we can partner together to address common issues.

Sincerely,

A handwritten signature in blue ink that reads 'John J. Horgan'. The signature is fluid and cursive, with a long horizontal stroke at the end.

John Horgan
Premier

From: [Tammy McKeown](#)
To: [Caroline Beam](#); [Dave Heiberg](#); [Gwen Johansson](#); [Heather Middleton](#); [Kelly Miller](#); [Mattias Gibbs](#); [Travous Quibell](#)
Subject: FW: 2018 UBCM Convention - Provincial Appointment Book and Meeting Request Process for Meetings with Provincial Government Staff
Date: Monday, June 18, 2018 3:10:00 PM
Attachments: [Memorandum to UBCM Members - Provincial Appointment Book - June 18, 2018.pdf](#)
[2018 UBCM Provincial Appointment Book.pdf](#)

Tammy McKeown, Corporate Officer

District of Hudson's Hope
9904 Dudley Drive, PO Box 330
Hudson's Hope, BC V0C 1V0
Office: 250-783-9901
Fax: 250-783-5741
Email: clerk@hudsonshope.ca
www.hudsonshope.ca
www.lovehudsonshope.com



From: info@civicinfo.bc.ca [mailto:info@civicinfo.bc.ca]
Sent: Monday, June 18, 2018 2:54 PM
To: CivicInfo BC <info@civicinfo.bc.ca>
Subject: 2018 UBCM Convention - Provincial Appointment Book and Meeting Request Process for Meetings with Provincial Government Staff

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

Subject: 2018 UBCM Convention - Provincial Appointment Book and Meeting Request Process for Meetings with Provincial Government Staff
Intended Recipient(s): Mayors/Regional District Chairs/Islands Trust Chair/CAOs and cc: Administrative Assistants and General Email
Chiefs and Chief Councillors and cc: Secretaries and Alternates
Attachments: Two (2) plus message below

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

MESSAGE:

Attached please find a memorandum for UBCM members, as well as the 2018 Provincial Appointment Book for the 2018 UBCM Convention in Whistler, September 10 – 14, 2018.

The memorandum outlines the process for requesting meetings with provincial ministry, agency, commission and corporation [MACC] staff both online and onsite at the 2018 UBCM Convention.

This year's online meeting request form is available at [Provincial Government Staff \[MACC\] Meetings](#).

If you have any questions, please contact Provincial Staff-UBCM Meeting Coordinator Laura Smith at 778-698-3263 or via email at MAH.UBCM.MeetingRequests@gov.bc.ca

The information transmitted herein is confidential and may contain privileged information. It is intended solely for the person or entity to which it is addressed. Any review, retransmission, dissemination, taking of any action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all digital and printed copies.

CivicInfo BC makes no representations or warranties whatsoever, either expressed or implied, with respect to the accuracy, reliability or suitability for any purpose, of the information contained or referenced in this message.

June 18, 2018

UBCM Members (sent via email only)

Re: Meetings with Provincial Government Staff

**2018 UBCM Convention – Theme: “Communication, Collaboration, Cooperation”
Whistler, September 10 – 14, 2018**

Further to Minister Robinson’s June 11, 2018 letter regarding the 2018 UBCM Convention, I am pleased to attach the 2018 Provincial Appointment Book for your use in requesting meetings with provincial government staff (ministries, agencies, commissions and corporations – MACCs) available to meet with delegates at Convention.

To request a meeting, please complete the form located at: [Provincial Government Staff \[MACC\] Meetings](#).

The deadline for submitting online meeting requests is **Friday, July 27, 2018**. Meeting confirmation details will be sent to the contact identified on your meeting request form.

After July 27, 2018, requests for appointments can be made at the Provincial Appointments Desk, during Convention at the following locations:

Monday, September 10

Grand Foyer, Whistler Conference Centre
8:30 am – 4:00 pm

Tuesday, September 11 - Thursday, September 13

Lobby, Cheakamus Room, Hilton Whistler Hotel
8:30 am – 4:00 pm

For information on requesting meetings with the [Premier/Cabinet Ministers](#), and for the Honourable Selina Robinson, [Minister of Municipal Affairs and Housing](#), please see the attached 2018 Provincial Appointment Book (page 2) or click on the links above.

If you have any questions, please contact Laura Smith, by telephone at: 778 698-3263, or by email at: MAH.UBCM.MeetingRequests@gov.bc.ca. Thank you.

B. Schmidt

Birgit Schmidt
Director, Operations and Client Relations
Local Government Division

pc: Laura Smith, Provincial Staff-UBCM Meeting Coordinator
Nicole Gibbings, Minister of Municipal Affairs and Housing UBCM Meeting Coordinator

Attachment

2018 PROVINCIAL APPOINTMENT BOOK

**Meeting Requests with
Provincial Government Staff
from Ministries, Agencies, Commissions and
Corporations (MACC)
at the**

2018 UBCM CONVENTION

**September 10 – 14, 2018
Whistler Conference Centre
Whistler, British Columbia**



Table of Contents

Introduction.....	2
Meeting Requests.....	2
Honourable John Horgan, Premier and Cabinet Ministers <i>(except Minister of Municipal Affairs and Housing)</i>	2
Honourable Selina Robinson, Minister of Municipal Affairs and Housing	2
Provincial Government Staff <i>Ministries, Agencies, Commissions and Corporations (MACC)</i>	2
Ministries, Agencies, Commissions and Corporations (MACC) Meeting Information	3
Ministry of Advanced Education, Skills and Training.....	4
Ministry of Agriculture.....	4
Ministry of Attorney General.....	5
Ministry of Attorney General Continued.....	6
Ministry of Children and Family Development.....	7
Ministry of Citizens' Services	8
Ministry of Education	9
Ministry of Energy, Mines and Petroleum Resources	9
Ministry of Energy, Mines and Petroleum Resources Continued.....	10
Ministry of Environment and Climate Change Strategy	11
Ministry of Finance	12
Ministry of Forests, Lands, Natural Resource Operations and Rural Development.....	12
Ministry of Health.....	13
Ministry of Indigenous Relations and Reconciliation	14
Ministry of Jobs, Trade and Technology.....	15
Ministry of Labour	15
Ministry of Mental Health and Addictions	16
Ministry of Municipal Affairs and Housing	16
Ministry of Municipal Affairs and Housing Continued.....	17
Ministry of Public Safety and Solicitor General	17
Ministry of Social Development and Poverty Reduction.....	18
Ministry of Tourism, Arts and Culture	18
Ministry of Transportation and Infrastructure	19
Provincial Agencies, Commissions and Corporations.....	20

Introduction

The Provincial Appointment Book is provided to help schedule meetings at the 2018 UBCM Convention. All Provincial Government Ministries, Agencies, Commissions and Corporations (MACC) with staff attending the Convention and available to meet with local government delegates, are listed. Links to meeting requests forms with the Premier and Cabinet Ministers, and the Minister of Municipal Affairs and Housing are also included.

Meeting Requests

Honourable John Horgan, Premier and Cabinet Ministers (except Minister of Municipal Affairs and Housing)

Click: <https://UBCMreg.gov.bc.ca>

Invitation Code: MeetingRequest2018 (*case sensitive*)

Deadline: Friday, July 13, 2018

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

Honourable Selina Robinson, Minister of Municipal Affairs and Housing

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

Deadline: Friday, July 13, 2018

Questions: Contact the Minister's UBCM Meeting Request Coordinator, Nicole Gibbings, by email at: MAH.UBCM.MeetingRequests@gov.bc.ca, or by telephone at: 778 698-3203.

Provincial Government Staff Ministries, Agencies, Commissions and Corporations (MACC)

Click: [Provincial Staff \(MACC\) Meeting Requests](#)

Deadline: Friday, July 27, 2018

Questions: Contact the UBCM MACC Meeting Request Coordinator, Laura Smith, by email at MAH.UBCM.MeetingRequests@gov.bc.ca, or by telephone at: 778 698-3263.

Once Provincial Government MACC Staff meetings are scheduled, confirmation will be sent to local governments **via email**.

Ministries, Agencies, Commissions and Corporations (MACC) Meeting Information

ON-SITE PROVINCIAL APPOINTMENTS DESK

Provincial Appointments Desk staff will be available to schedule meetings with Provincial Government MACC Staff at the following locations:

Monday, September 10, 2018

Grand Foyer, Whistler Conference Centre

8:30 am – 4:00 pm

Tuesday, September 11, 2018 – Thursday, September 13, 2018

Lobby, Cheakamus Room, Hilton Whistler Hotel

8:30 am – 4:00 pm

MEETING LOCATIONS WITH PROVINCIAL GOVERNMENT MACC STAFF AT CONVENTION:

Tuesday, September 11, 2018 – Thursday, September 13, 2018

Cheakamus Room, Hilton Whistler Hotel

Questions: Contact the MACC UBCM Meeting Request Coordinator, Laura Smith, by email at MAH.UBCM.MeetingRequests@gov.bc.ca, or by telephone at: 778 698-3263.

Ministry of Advanced Education, Skills and Training

DIVISION/BRANCH	TOPIC
Governance, Legislation and Corporate Planning Division	Post-secondary governance, legislation, sector quality assurance, private career training regulation, data support, audit, institutional accountability, corporate planning, international education, intergovernmental relations, and sector labour relations.
Post-Secondary Policy and Programs and Division Responsible for Learner Supports	25 public post-secondary institutions and their programs including skills and training, Aboriginal Education, Adult Basic Education, English Language Learning, strategic policy, StudentAid BC, Science, Technology, Engineering and Math (STEM), and medical and health.
Finance, Technology and Management Services and Division Responsible for Student Housing	Operating and capital grants to 25 public post-secondary institutions (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. Leading the development of 5000 additional student housing beds on Post-Secondary campuses in B.C.
Workforce Innovation and Division Responsible for Skills Training	Development and management of targeted labour market programs, policies, the dissemination of labour market information, and oversight of the Industry Training Authority to help British Columbians advance their skills and employment and support employers to meet their workforce needs.

Ministry of Agriculture

DIVISION/BRANCH	TOPIC
Food Safety and Inspection Branch	Establish provincial and regulatory standards along the food system (processors, packers, distributors), assess industry food safety compliance, and support industry to adopt food safety standards.
Sector Development Branch	Builds (agricultural) industry capacity by supporting business development, First Nations agriculture, youth participation and succession, and agroforest and range use development; provides in-depth knowledge of the challenges and needs of various sectors, and emergency preparedness and coordination required for the Agrifood sector in B.C.
Business Risk Management Branch	Helps producers manage risks that cause income losses and lead to financial instability, including weather hazards, natural disasters, wildlife, diseases, pests and market declines. The Branch delivers three programs to help farmers manage financial risk: Production Insurance - which offers insurance protection for agricultural crops against weather perils; Agri-Stability - which 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.
Innovation and Adaptation Service Branch	Provides innovative solutions to the agriculture, food and seafood sectors as essential parts of the social and economic fabric of B.C.; facilitates competition, adaptation and innovation in response to economic, environmental, social influences and market change.

Ministry of Attorney General

DIVISION/BRANCH	TOPIC
Associate Deputy Minister's Office	<p>Responsible for oversight of three Crown corporations (ICBC, BC Lottery Corporation and BC Liquor Distribution Branch) and two regulatory agencies (Gaming Policy and Enforcement Branch and Liquor Control and Licensing Branch):</p> <ul style="list-style-type: none"> -ICBC provides universal auto insurance to B.C. drivers and is responsible for driver licensing and vehicle registration and licensing. -The BC LDB is one of two branches of government responsible for the beverage alcohol industry. It operates 195 BC Liquor Stores and is one of the largest retailers in B.C. -The BC Lottery Corporation conducts and manages gambling in a responsible manner while focusing on innovation, strategic partnerships and community outreach. -The Gaming Policy and Enforcement Branch regulates all gambling in B.C., including both commercial and charitable gambling -The Liquor Control and Licensing Branch regulates and monitors the liquor industry in B.C. by issuing licences for the manufacture and sale of liquor and supervising the service of liquor in licensed establishments. <p>The ADMO is also the co-lead (with the Ministry of Public Safety and Solicitor General) for the current Traffic Fine Revenue Sharing agreement consultation.</p>
BC Prosecution Service	<p>Approving and conducting criminal and regulatory prosecutions.</p> <p>Initiating and responding to appeals.</p> <p>Providing criminal law advice to the government.</p> <p>Developing policies and procedures on the administration of criminal justice.</p> <p>Collaborating with partners and stakeholders on justice reform initiatives.</p>
Justice Services Branch	<p>Promoting access to justice through funding and oversight of legal aid programs, collaborative solutions to criminal justice problems through the integration of justice, health and social services, and overseeing the Province's commitment to federal/provincial/territorial criminal justice reform initiatives.</p> <p>Promoting access to justice through dispute resolution alternatives, procedural efficiencies and case management in civil courts, agencies, boards, commissions, tribunals, and government ministries.</p> <p>Facilitating resolution of family disputes and operating justice access centres, family justice centres and the Parenting After Separation program.</p> <p>Facilitating the successful payment of child and spousal support orders in the province through Maintenance Enforcement and Locate Services.</p> <p>Co-leading the partnership between the province and the BC Aboriginal Justice Council to collaboratively develop a future-focused Indigenous Justice Strategy and implement a portfolio of projects intended to realize the vision. The Indigenous Justice Strategy endeavours to reduce the overrepresentation of Indigenous people in the justice system as well as improve experiences within the justice system.</p> <p>Coordinating regular Justice Summits to consult with major justice participants and stakeholders.</p>

Ministry of Attorney General Continued...

Court Services Branch	<p>Court Administration- delivering all court administration services, including:</p> <ul style="list-style-type: none"> -Filing court documents and forms in Provincial, Supreme and Court of Appeals matters, including the areas of criminal, civil, family, divorce, adoption, probate and bankruptcy law. -Processing bail applications, pardon applications, and waivers. -Accepting payments for fines, including traffic tickets, criminal and civil matters. -Filing traffic disputes and processing applications for traffic adjournments. -Providing pamphlets and blank documents for Provincial court forms and some Supreme Court forms. -Providing access to court files as required by policies set by the Court of Appeal, BC Supreme Court and the Provincial Court. -Public access to computers to search criminal and civil case tracking systems. -Public listening stations for digital audio recordings of court proceedings. <p>Sheriff Services- provide for the safety and security of the courts of BC and the participants in the judicial system, including:</p> <ul style="list-style-type: none"> -Providing security services to the Provincial, Supreme and Appeal Courts of BC, as well as planning for and staffing high security trials at all levels of court. -At the Supreme Court level, overseeing the jury administration and selection process for criminal and civil trials. -Supplying protection services and jury administration for Coroner's court inquiries in B.C. -Offers security services to other agencies, including public commissions or public hearings. -Escorting accused persons, convicted persons, and persons confined under the <i>Mental Health Act</i> from correctional institutions, as well as material witnesses, persons under hospital guard, individuals whose federal parole has been revoked and persons arrested in civil matters. -Returning accused persons from out-of-province on outstanding warrants under the Fugitive Return Program.
Legal Services Branch	<p>Responsible for advising the B.C. government, its ministers and officials on all matters of law. LSB provides legal and legislative services to government and supports the Attorney General in his role as official legal advisor to government.</p>

Ministry of Children and Family Development

DIVISION/BRANCH	TOPIC
Strategic Priorities / Strategic Initiatives	Strategic Initiatives Branch is responsible for the leadership, coordination and oversight of key ministry program and practice initiatives for the following priority portfolios: - Supports and Services in local communities to support youth transitioning out of care or for youth formerly in care including post-secondary supports, tuition waivers and agreement with young adults. - Caregiver training and family-based caregiver rates. -System of care future change.
Strategic Priorities/ Project & Support Services Branch	Projects & Support Services Branch is responsible for project management and project support to a portfolio of projects linked to the ministry Strategic Plan including monitoring an implementation schedule and change management activities affecting front line staff. It also coordinates the development of corporate plans such as the Service Plan and Strategic Plan.
Strategic Priorities/ Internal Communications Branch	Internal Communications Branch is responsible to plan, develop and deliver the ministry internal communications plan and the ministry's internet and intranet websites.
Policy and Legislation	Child Welfare and Adoption Policy. Child and Youth Mental Health Policy. Legislation and Litigation. Intergovernmental Relations.
Early Years and Inclusion	Child Care Policy and Programs. Early Years Policy and Programs. Policy and Provincial Programs for Children and Youth with Special Needs.
Service Delivery Division	Service Delivery Division is committed to providing children, youth and families across the province with an effective, integrated and coordinated service delivery system. The division is responsible for the delivery of community services, working closely with Delegated Aboriginal Agencies, foster caregivers and the community social service sector. Divisional staff also work in collaboration with other ministry divisions, social sector partners, schools, Health Authorities, and First Nations communities to implement ministry and government strategic initiatives.

Ministry of Citizens' Services

DIVISION/BRANCH	TOPIC
Corporate Information and Records Management Office	Provides corporate information management services to government including: Freedom of Information; proactive disclosures of information; privacy, records management and elements of information security. Additional related responsibilities include the development of corporate information management strategies, legislation, policies, standards, training and compliance.
Service BC	Service BC Division is government's leading provider of citizen and business centred services. The Division enables the design and delivery of accessible, responsive and cost-effective services, making it easier for citizens and businesses to interact with government. The Division also has the mandate to deliver secure and privacy-enhancing identity services to support access to digital government services and information. Includes Service BC centres in 62 communities in British Columbia; the Service BC Contact Centre; BC Registries and Online Services; the Provincial Identity Information Management (IDIM) program for BC Services Card and BCeID authentication services; and, Lean BC.
Procurement and Supply	The Division plays a leadership role in government procurement and supply services. These activities serve the provincial government, the broader public sector, the public and, in some cases, municipalities. For example, municipalities use BC Bid to provide vendors with information on upcoming procurement operations and Asset Investment Recovery to dispose of municipal surplus assets in a convenient, environmentally friendly manner that returns a fair market value to the municipality.
Real Property	The Real Property Division (RPD) provides everything needed to design, set up and manage a government workplace. RPD is responsible for the Province's real estate portfolio (excluding schools, post-secondary and hospitals), and for office space inventory, furniture procurement, project and construction management, and real estate services for special-purpose facilities (such as courthouses, laboratories and correctional facilities). RPD provides cost-effective services for environmental management, leasing, facilities management, strategic real estate advice, acquisitions, dispositions and workplace planning. RPD's client base includes ministry (mandated) as well as broader sector (voluntary) customers.
Office of Chief Information Officer	Leads strategy, policy and standards for information technology, IT security and the management of the Information Management/IT investment portfolio for the Province. Accountable for the operation of a broad government technology infrastructure as a key enabler of digital service delivery and business transformation for Government, Broader Public Sector organizations and through participation inter-jurisdictionally on initiatives to evolve technology and business.
Information, Communication and Technologies	Information, Communication and Technologies Division provides coordination, facilitation and support for the expansion of internet connectivity throughout the province. In addition, the Division provides guidance on planning for telecommunications infrastructure investment to municipal and regional governments, administers the BC Broadband Satellite Initiative, and oversees the Connecting British Columbia program administered by the Northern Development Initiative Trust. The Division further provides a leadership role in supporting the government and the broader public sector goals for economic development, health, education and public safety by enabling an innovative and digital government through maximizing value from IT investments and closing the digital divide for British Columbians in every corner of our province.

Ministry of Education

DIVISION/BRANCH	TOPIC
Libraries Branch	The Libraries Branch works together with public library boards, library staff and local government to improve and ensure the public's access to information, resources, and services under the <i>Library Act</i> . Responsible for areas covering legislation, provincial funding, digital infrastructure, provincial-wide services and provincial policies.
Capital Division	The Capital Division establishes and administers the Ministry of Education's Capital Program, estimated at \$550 million annually, and includes the following program areas: Annual Facilities Grant, Seismic Mitigation, New and Additional Schools, Replacement Schools, Routine Capital Investment, Building Envelope Program, Bus Replacement Program and the Carbon Neutral Capital Program. The Division establishes the Capital Objectives, the priorities for capital investment across the province through the ministry's Capital Planning process, establishes the Capital Standards, defines the scope of capital investments, establishes contractual relationship with school districts, enforces contractual requirements and processes payments.
Resource Management and Corporate Services Division	The Resource Management and Corporate Services Division is responsible for the oversight and management of approximately \$6 billion in operating funding to the K-12 sector; the K-12 funding formula; and school district shared services initiatives. 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; correspondence; Freedom of Information requests; risk management; and planning/reporting.

Ministry of Energy, Mines and Petroleum Resources

DIVISION/BRANCH	TOPIC
Mines and Mineral Resources Division	Responsible for management and development of the province's mineral and coal resources (including sand and gravel), and regulating health and safety on all mine sites through exploration, development, production, reclamation, and closure; ensuring robust compliance and enforcement; and collecting fees associated with permits and tenures.
Electricity and Alternative Energy Division	<p>The Division is responsible for British Columbia's electricity and alternative energy sectors. These sectors are made up of diverse interests that develop electricity generation, transmission and distribution infrastructure, clean or renewable energy sources, including biomass, biogas, hydrogen, geothermal, hydro, solar, ocean, wind and low- carbon transportation fuels, and advance energy efficiency.</p> <p>The Division focuses on increasing electrification and energy efficiency across the economy, reducing the carbon intensity of transportation fuels, expanding electric vehicle infrastructure, and coordination with utilities on programs to reduce energy use, greenhouse gas emissions, and power bills for residential, commercial and industrial ratepayers.</p> <p>The Division is responsible for B.C.'s low-carbon energy market transformation, driving a range of actions to support all stages of clean energy development and adoption. The Division also administers the Innovative Clean Energy (ICE) Fund, a special account used to further the energy and environmental priorities of the government.</p>
Oil Infrastructure Group	Responsible for facilitating the development and implementation of interprovincial oil pipelines and related infrastructure projects that benefit British Columbia through liaising with oil transmission pipeline proponents, and providing the central point of contact on proposed interprovincial oil transmission pipelines to British Columbia's coast.

Ministry of Energy, Mines and Petroleum Resources Continued...

Oil and Gas Division	<p>Responsible for management of the province's oil and gas resources, including facilitating infrastructure development to improve access to oil and gas resources; developing and implementing policies and programs, including the province's royalty regime; consulting with First Nations and other stakeholders; and engaging in external relations and providing information to the public.</p> <p>Also responsible for negotiating and implementing agreements with other governments, First Nations, and non-governmental organizations regarding the fiscal, regulatory, scientific, health, safety, environmental, socio-economic, and financial aspects of oil and gas development.</p> <p>Responsible for development of the province's liquefied natural gas (LNG) industry and other industries that add value to British Columbia's oil and gas resources to strengthen and further diversify the provincial economy, including engagement with proponents, joint venture and investment interests, and liquefied natural gas and value-added gas importing countries; project implementation; and the development of a value-added oil and gas industry.</p> <p>Supports engagement on cross-jurisdictional issues relating to liquefied natural gas and value-added oil and gas, including financial and economic analysis; and relationship building with stakeholders and participation in relevant conferences and forums.</p>
Strategic and Indigenous Affairs Division	<p>Responsible for leadership and support in strategic planning and reporting; budget estimates; risk framework; Better BC plan; regulatory reform; managing Crown Corporation planning and reporting requirements; and the development of an Energy Roadmap for B.C.</p> <p>Provides leadership and support in cross ministry policy and intergovernmental relations; building investor confidence in mining through outreach; and positioning B.C.'s interests/objectives in the Canadian Energy Strategy and Energy and Mines Ministers' Conference.</p> <p>Also, responsible for the management of the ministry's Indigenous relations; contributing to reconciliation with First Nations; support for First Nations policy development relating to mining and other specific initiatives; support for Treaty Land Entitlement negotiations; UNDRIP implementation; and support for negotiations with First Nations on specific issues.</p> <p>Leads implementation of the Environmental Stewardship Initiative (ESI), and also responsible for the management of the legislative and legal affairs of the ministry.</p>
Woodfibre Implementation Group	<p>Responsible for facilitating the development and implementation of the Woodfibre LNG facility by liaising with federal, provincial, municipal governments and First Nations. Providing a central point of contact for the proponent of Woodfibre LNG on regulatory and issues management.</p>

Ministry of Environment and Climate Change Strategy

DIVISION/BRANCH	TOPIC
BC Parks	Responsible for all matters (policy, planning and management) of conservation, recreation and cultural values in the province's parks and protected areas.
Climate Change Strategy	Province-wide coordination and management with other ministries of systems to address and respond to climate change including climate policy, energy and the Climate Action Charter commitments in association with Ministry of Municipal Affairs and Housing, legislated short and long-term, province-wide greenhouse gas reduction targets, carbon tax, Carbon Neutral Government (Public Sector Organizations - schools, universities and colleges and hospitals), carbon offsets, Climate Solutions and Clean Growth Advisory Council and climate action pieces of legislation related to Greenhouse Gas Industrial Reporting and Control, Climate Action Accountability (formerly called Greenhouse Gas Reduction Targets), Carbon Tax, Greenhouse Gas Reduction (Emissions Standards), Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements, Greenhouse Gas Reduction (Vehicle Emissions Standards), Green Communities, Utilities Commission and <i>Clean Energy Act</i> .
Conservation Officer Service Environmental Assessment Office Environmental Protection Division Environmental Sustainability and Strategic Policy	<p>A natural resource law enforcement agency responsible for enforcing federal and provincial statutes, public safety as it relates to human-wildlife conflict and interactions, commercial environmental and industrial investigations and compliance and enforcement activities.</p> <p>Environmental assessment (EA) process. Federal EA Substitution and Equivalency. Relationship to federal environmental assessment and review processes, including National Energy Board (NEB). Compliance and enforcement of certified projects. Public consultation regarding EAs or EA certificate amendment applications.</p> <p>Air quality, reducing toxins, pollution prevention, environmental emergencies/provincial spill response, <i>Environmental Management Act</i>, contaminated sites, brownfields, hazardous and industrial waste, <i>Integrated Pest Management Act</i>, extended producer responsibility, recycling, zero waste, circular economy, waste management (incineration, landfilling, municipal liquid and solid waste), permitting and compliance reporting for industrial operations' emissions.</p> <p>Species at Risk policy and legislation development; conservation and sustainability of living resources; conservation science; fish and wildlife inventory, monitoring, and reporting; ecosystem stewardship; Conservation Data Centre; ecosystem data and information; terrestrial ecosystem mapping; habitat supply modelling; climate change adaptation strategies. <i>Water Sustainability Act</i>: development of water legislation, regulations, policy, standards and guidance; integrated watershed and aquifer science; water quality objectives development and policy; well registration and reporting; water governance framework; provincial water strategies, intergovernmental agreements; First Nations and stakeholder outreach on water legislation; policy for water conservation, source water protection, water quality monitoring, groundwater hydrology, groundwater protection; monitoring and network management for surface water and groundwater quantity and quality, snow survey, ambient air quality, water stewardship outreach, environmental and natural resource sector laboratory (analytical chemistry) and library services. Overarching policy and legislation, compliance planning, intergovernmental relations, State of Environment Reporting and Service Plan. Professional Reliance Review.</p>

Ministry of Finance

DIVISION/BRANCH	TOPIC
Tax Policy Branch	Provincial tax policy including: <ul style="list-style-type: none"> • Provincial property taxes (school, rural, police) • Property Transfer Tax • Provincial Sales Tax • Carbon Tax • Provincial Income Tax Indigenous Taxation

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

DIVISION/BRANCH	TOPIC
Integrated Resource Operations	Archaeology; Compliance and Enforcement; GeoBC; Heritage; Mountain Resorts; Recreation Sites & Trails
Resource Stewardship	Fish and Aquatic Habitat; Resource Planning and Assessment; Species at Risk Recovery; Water Management; Wildlife and Habitat. Includes resource practices, land based investment planning, sustainable forest management, resource management objectives, fish and wildlife management, habitat management, water management, river forecasting, dam safety, flood safety, water use planning, utility regulation, water stewardship.
Timber Operations, Pricing and First Nations	BC Timber Sales, Engineering, First Nations Relations, Resource Roads, Timber Pricing Includes resource worker safety, Softwood Lumber Agreement.
Office of the Chief Forester	Forest Analysis & Inventory; Forest Improvement and Research Management Branch; Climate Change and Integrated Planning; Resource Practices.
Regional Operations	FrontCounter BC, resource management coordination, land use planning and implementation, Crown land and forest authorizations, community forest agreements, species at risk program delivery, urban deer, clean energy projects, First Nations consultation, ecosystem based management, range.
Rural Development, Lands and Innovation	LNG, Crown Land Opportunities and Restoration, Competitiveness & Innovation, Forest Tenures, Land Tenures, Compensation & Business Analysis, Rural Policy and Programs.

Ministry of Health

DIVISION/BRANCH	TOPIC
Clinical Integration, Regulation and Education	Education, Recruitment and Retention Initiatives for Health Professionals; Professional Regulation and Oversight, and Emergency Medical Assistant Licensing; Nursing Policy Secretariat
Hospital, Diagnostic and Clinical Services	Acute and Provincial Services (<i>Medical Assistance in Dying [MAiD]</i> , <i>Trans Care BC</i>); HealthLink BC; Laboratory, Diagnostics and Blood Services; Precision Medicine and Genetic Services; Virtual Care Strategy; Wait Time Strategy (<i>Colonoscopy Services, Surgical Services, MRI</i>)
Pharmaceutical Services	BC PharmaCare Program
Population and Public Health	Health Protection; Healthy Living and Health Promotion; Public Health Services
Primary and Community Care	Primary Care Access (<i>Improving access to primary care services for all of British Columbians, with a focus on those living in rural and remote areas and Indigenous peoples, access to Urgent Family Care Services</i>); Chronic Disease Management (<i>Chronic Pain services, Clinical Guidance for Physicians</i>); Home and Community Care Services (<i>includes assisted living and residential care</i>) for clients with complex medical conditions, including frailty and dementia, and those living with mental health and substance use; Mental Health and Substance Use: Provide stewardship for mental health and substance use services, such as adult mental health and substance use services, mental health and substance use services linked to Primary Care Networks, mental health and substance use crisis intervention services and adult mental health and substance use publicly funded residential care and treatment and recovery facilities.
Workforce Planning, Compensation and Beneficiary Services	Compensation Policy and Programs; Negotiations and Agreements; Publicly-funded Medical Services; Workforce Planning; MSP Beneficiary Policy and the Medical Services Commission
Finance and Corporate Services	Finance and Decision Support (<i>ministry budget and financial administration</i>); Regional Grants and Decision Support (<i>health authorities and other agencies</i>); Capital Services; Audit and Investigations; Business Transformation
Health Sector Information, Analysis and Reporting	Business Services and Transformation; Data Management and Stewardship; Integrated Analytics: Hospital, Diagnostic and Workforce/Community and Cross Sector; Performance Monitoring and Evaluation; Vital Statistics Agency; Strategic Initiatives
Health Sector Information Management/Information Technology	Business Management Office; Business Transformation Office; Health Information Privacy, Security and Legislation; Health Information Technology Strategy; Information Technology Services
Partnership and Innovation	Research and Technology; Legislation, Intergovernmental Relations and Knowledge Management
Health Sector Change and Transformation	Office of Indigenous Health (<i>policy support and partnership with BC First Nations and Health Canada</i>); Emergency Management (<i>policy leadership for emergency response preparation</i>); Performance and Issues Management (<i>in partnership with health authorities</i>)

Ministry of Indigenous Relations and Reconciliation

DIVISION/BRANCH	TOPIC
Negotiations and Regional Operations Division	Leading 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.
Reconciliation Transformation & Strategies Division	Leads the development of reconciliation policy and works with all governments on topics including governance, rights recognition, self-determination, capacity building, implementation of adoption of the United Nations Declaration on the Rights of Indigenous Peoples, the Truth and Reconciliation Commission Calls to Action, and the Tsilhqot'in Supreme Court decision. Responsible for developing a cross-government vision for reconciliation for the province in collaboration with Indigenous peoples.
Implementation and Lands Services	<p>Leads key functions for the completion and implementation of agreements with First Nations in the province, including:</p> <ul style="list-style-type: none"> • Provincial representative on treaty Implementation Committees; • Tri-partite treaty closing to reach Effective Date; • Research/advice and survey for crown land negotiations; and, • Implementation best practices to ensure agreement obligations met.
Socio-Economic Initiatives	Leads and/or supports cross-government and community-based initiatives aimed at closing the socio-economic gap between Indigenous and non-Indigenous people by supporting Indigenous communities, urban Indigenous and Métis people, culture and languages, economic development, children and families, ending violence against women and girls, and closing gaps in health, housing, poverty, justice, education/skills training and employment.
Major Project and Cross Gov't Initiatives	Work in partnership across Government, with proponents, and First Nations to ensure aboriginal citizens participate in and benefits from major project development. Leads strategic engagement with other levels of Government and aboriginal organizations as well as leading the Ministry's Provincial-level stakeholder engagement in coordination with others in the Ministry and across Government. Provides leadership, guidance and support to government decision makers on consulting and accommodating First Nations.

Ministry of Jobs, Trade and Technology

Division/Branch	Topic
Workforce, Immigration and Major Investments	Provincial Nominee Program, immigration programs, settlement and integration services, foreign qualifications recognition, interprovincial labour mobility; Major Investments Office
Small Business, Regulatory & Service Improvement	Small business initiatives, programs, resources and available supports including the Small Business Task Force; Regulatory and Service Improvement
Technology & Innovation	Coordination and support of research, innovation, technology and commercialization across B.C.; Innovate BC; BC Knowledge Development Fund; B.C.'s Technology Strategy; #BCTECH Summit; Smart Communities
International Business Development	Overseas trade and investment representative (TIR) presence in US, Europe and Asia; International trade development programs including international trade missions, initiatives to attract and retain international investors and businesses, and align efforts with B.C. communities and federal programs
International Strategy & Competitiveness	International and domestic trade negotiations and agreements; International strategy, business intelligence and international marketing; Venture Capital tax credit program, BC Tech Fund and venture capital policy, Forest Innovation Investment, BC Renaissance Capital Fund, BC Immigrant Investment Fund
Economic Development	Provincial Economic Development Strategy; Emerging Economy Task Force; Manufacturing sector, including industries such as aerospace and marine; Indigenous economic development including Indigenous Business and Investment Council and Indigenous Business Listings; tools and resources to support local economic development including workshops, webinars, websites, Regional Economic Trusts and surveys

Ministry of Labour

DIVISION/BRANCH	TOPIC
Labour Relations	Administration of the <i>Labour Relations Code</i> 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> .
Employment Standards	Administration of the <i>Employment Standards Act</i> to ensure employees receive basic standards of compensation and conditions of employment, including the minimum wage. Provide fair and efficient procedures for resolving workplace disputes. Responsible for the Employment Standards Branch and the Employment Standards Tribunal.
Workers' Compensation	Administration of the <i>Workers Compensation Act</i> and responsible for 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 <i>Occupational Health and Safety Regulation</i> . 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
Mental Health and Addictions	Leading the immediate response to the overdose public health emergency, including harm reduction, public awareness, treatment and recovery services and prevention initiatives; Policy development, program evaluation and research in relation to mental health and addictions, including in relation to designated facilities within the meaning of the Mental Health Act; Provincial Mental Health and Addictions Strategy including e-Mental Health; Provincial Child and Youth Mental Health and Addictions Strategy

Ministry of Municipal Affairs and Housing

DIVISION/BRANCH	TOPIC
<i>Community and Legislative Services Division</i>	
Community Gaming Grants	Community Gaming Grants support eligible not-for-profit organizations delivering community programs that benefit the citizens of British Columbia. Grants are awarded in several sectors including; Arts & Culture, Sport, Public Safety, Environment, Human & Social Services and Parent Advisory Councils. Eligible not-for-profit can also apply for Capital Grants through the program.
Community Policy and Legislation	TransLink legislation and governance; Ministry liaison with Auditor General for Local Government; Coordination of Ministry-wide legislation, regulations and board appointments.
Property Assessment Services	Provincial property assessment policy and legislation as it pertains to valuation and classification, including valuation of restricted use properties, redevelopment lands and impacts on business and housing affordability.
<i>Local Government Division</i>	
Governance Structures Governance Services Governance Relations	Incorporation, restructure, boundary extensions, structure-related legislation and processes, and local and regional governance. Local government administration, elections, governance operations-related legislative requirements/powers and local and regional services. Local government First Nations relations and Crown Grant/Nominal Rent Tenure sponsorships.
Local Government Finance	Local government finance, including: budgeting and financial plans; audited financial statements; unconditional grants; reserve funds; investments and municipal corporations; long-term liabilities; development financing (including Development Cost Charges); user-fees; and taxation (including tax sale).
Infrastructure and Engineering	Asset management, drinking water, wastewater, stormwater, solid waste, green energy and other capital grants, infrastructure planning grants and infrastructure programs (Investing in Canada Infrastructure Program, Clean Water and Wastewater Fund and Small Communities Fund).
Planning and Land Use Management Programs / Negotiations and Corporate Initiatives Local Government Climate Action Dispute Resolution Guidance	Local government planning and land use management framework, including: new legislation related to rental zoning, housing needs reports and TransLink development cost charges; other local planning and land use tools; and Regional Growth Strategies (RGSs). Climate Action Charter, Climate Action Revenue Incentive Program (CARIP), joint provincial-UBCM Green Communities Committee (GCC), support for local government climate mitigation and adaptation action. Dispute resolution guidance related to Regional District service review/withdrawal, RGS and other intergovernmental disputes.
Local Government Policy, Research and Legislation	Overall responsibility for local government legislation development for <i>Community Charter</i> , <i>Local Government Act</i> , <i>Local Elections Campaign Financing Act</i> and other local government legislation. Broad responsibility for forward-looking policy development in relation to various local government authorities.

Ministry of Municipal Affairs and Housing Continued...

Office of Housing and Construction Standards	
Housing and Policy Branch	Housing policy and program development, including market and non-market housing, supportive housing and homelessness; liaison with BC Housing, which partners with local government, non-profit and private developers to build affordable housing; legislation governing strata properties, as well as actions in the <i>Homes for BC: A 30-Point Plan For Housing Affordability</i> ; BC Housing.
Building and Safety Standards Branch	Buildings, Construction, and Technical Systems: Governance of the regulatory system for buildings and technical systems, including development of building, plumbing, fire, electrical, gas elevator and energy codes, site specific regulations (e.g., tall wood), safety standards for technical systems (e.g., refrigeration in arenas), homeowner protection (e.g., home warranties), oversight of certain industry professionals and trades (e.g., home builder licensing), and policy advice relating to the built environment, including climate leadership. Liaison with BC Housing Licensing and Consumer Services, Technical Safety BC, Building Officials Association of BC, and National Research Council.
Residential Tenancy Branch	The regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies; and, adjudication of landlord and tenant disputes.

Ministry of Public Safety and Solicitor General

DIVISION/BRANCH	TOPIC
Policing and Security Branch	Police Services: provides central oversight of all policing and law enforcement in the province by developing and administering policing policy and programs. Ensures the adequate and effective levels of policing throughout the province. Security Programs: administration of the Protection Order Registry, the Criminal Records Review Program, and the regulation of the security industry in B.C.
Community Safety and Crime Prevention Branch	Civil Forfeiture; Victim Services; Violence Against Women and Children; Crime Prevention; and, Combating Trafficking in Persons.
Corrections Branch	Community Corrections: supervision and programs to reduce reoffending for offenders who live outside of correctional centres. Adult Custody: operation of correctional centres.
RoadSafety BC	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.
Emergency Management BC **Meeting requests for the Minister will be held with the Parliamentary Secretary for Emergency Preparedness.	Emergency Management BC (EMBC) is the lead co-ordinating agency in the provincial government for all emergency management activities. The overall purpose of EMBC is to make individuals and communities in B.C. safer. EMBC works with local governments, First Nations, federal departments, industry, non-governmental organizations, and volunteers to support the emergency management phases of mitigation and prevention, preparedness, response, and recovery. Additionally, EMBC engages with provincial, national and international partners to enhance collective emergency preparedness. Also within EMBC is the Office of the Fire Commissioner (OFC). The OFC is the senior fire authority in the province with respect to fire safety and prevention.

Ministry of Social Development and Poverty Reduction

DIVISION/BRANCH	TOPIC
Research, Innovation and Policy Division	Poverty Reduction – Development of a Poverty Reduction plan through extensive consultations with the public, community groups, labour, business, First Nations, plus the federal and municipal governments.
Service Delivery Division	<p>Accessibility – Working across government to increase accessibility and decrease barriers for people with disabilities in B.C.</p> <p>Income and Disability Assistance - Income Assistance provides support and shelter payments to help low income singles and families while they are looking for work. Disability assistance provides support and shelter payments to people who are low-income with a severe disability, and can't fully support themselves or gain independence. Income and Disability Assistance programs and services are delivered at 47 ministry office locations and 36 partnership Service BC offices around the province. Clients can also access services through the ministry's toll-free phone line or through the online client portal My Self-Serve.</p>
Employment and Labour Market Services Division	<p>How to access employment supports through the Employment Program of BC and the 84 WorkBC Employment Service Centres located throughout the province.</p> <p>How to apply for project based funding under the Community Employer Partnership initiative in order to increase local employment opportunities for British Columbians.</p>

Ministry of Tourism, Arts and Culture

DIVISION/BRANCH	TOPIC
BC Arts Council	Application and peer review adjudication process for programs of the BC Arts Council; responsibility for arts and cultural development in communities through grants to individual artists and organizations; funding for community arts organizations and regional arts organizations; support for Indigenous artists and arts organizations; support for youth and emerging practitioners through scholarships and early career development; support for touring.
Arts and Cultural Development	Research, analysis and policy and program development that aims to enrich communities, provide broad access to the arts and leverage partnerships for impactful and innovative programming in all corners of B.C. Provides oversight of the Royal BC Museum.
Sport	Sport policy issues; programs supporting the delivery of services through provincial sport organizations; sport event hosting.
BC Athletic Commission	Legislation and regulatory oversight of professional boxing and mixed martial arts, as well as amateur kickboxing, mixed martial arts, Muay Thai and pankration. .
Tourism	Policy development and strategic issues management to support BC's tourism sector; manages the Resort Municipality Initiative, Tourism Event Program and Municipal Regional District Tax program (jointly with DestinationBC and Ministry of Finance.) Provides oversight of Destination BC (tourism marketing/development) and BC Pavilion Corporation (BC Place and Vancouver Convention Centre) and leads development and implementation of provincial tourism strategy.
Creative Sector	Policy development, research and inter-government relations work in support of B.C.'s creative industries including, film, television, interactive digital media, music, and publishing. Provides oversight of Creative BC and the Knowledge Network.
Multiculturalism	Multiculturalism Community Grant program, Organizing Against Racism and Hate Program, Multicultural Advisory Council, Premier's Chinese Canadian Advisory Council Secretariat.

Ministry of Transportation and Infrastructure

DIVISION/BRANCH	TOPIC
Highways Department	The Highways Department plans, designs, constructs, operates, rehabilitates and maintains the provincial public highway system. Develops province-wide engineering and environmental solutions and implements standards, policies and procedures regarding provincial transportation engineering. Project manages and delivers hundreds of expansion, rehabilitation and safety improvement projects annually including maintenance contracts, centreline marking contracts and electrical contracts. Oversees and manages privatized road and bridge maintenance. Approves subdivisions in rural areas near provincial highways, issues highway permits for access, utilities and special events and approves zoning near provincial highways. Ensures commercial vehicle safety by managing the National Safety Code, the Vehicle Inspection and Standards and enforcement of the Motor Vehicle Act in relation to commercial vehicles.
Infrastructure Department	The Infrastructure & Major Projects Department is responsible for all aspects of strategic planning, programming, procurement and major projects delivery within the province including development and management of the provincial 10 year Transportation Investment Plan, management of federal and community cost sharing programs, and the delivery of the major transportation projects throughout the province.
Partnership Department	The Partnerships Department is responsible for the development and delivery of plans and strategies that support the growth of integrated transportation infrastructure and trade in and through British Columbia; to maintain and optimize the delivery of transit services in participating communities throughout the province; and to provide oversight of provincial transportation property holdings.
Transportation Policy & Programs Department	The Transportation Policy and Programs Department is responsible for all aspects of strategic transportation policy. This includes air, rail and marine modes, passenger transportation regulations and licensing, inter-governmental relations, cycling and airport grant programs, climate leadership, corporate planning, strategic initiatives and writing services. The department also has provincial oversight of the inland and coastal ferry system in British Columbia.

Provincial Agencies, Commissions and Corporations

ORGANIZATION	TOPIC
Agricultural Land Commission	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.
Auditor General for Local Government	The office of the Auditor General for Local Government conducts performance audits of local governments in order to provide them with objective information and relevant advice that will assist them in their accountability and the achievement of value for money in their operations. Our work emphasizes a collaborative approach in working with local governments and we would be pleased to meet and discuss areas of risk or concerns and how our office can assist in addressing these issues.
BC Emergency Health Services (BCEHS)	BCEHS governs the emergency medical services system in BC and provides pre-hospital emergency and inter-facility patient transfer services. Under the oversight of BCEHS, BC Ambulance Service (BCAS) is the primary provider of pre-hospital emergency care and medically necessary transport (ground and air) for British Columbians. BCEHS also oversees the BC Patient Transfer Network (BCPTN) which coordinates the transfer of acute and critically ill patients to the appropriate level of care both within and outside of B.C. Members of the BCEHS Executive will be in attendance and look forward to participating in productive and engaging sessions.
BC Hydro	Our vision is to be the most trusted, innovative utility company in North America by being smart about power in all we do. BC Hydro's Community Relations staff will be present at the Convention and look forward to addressing any questions that you may have related to their operations.
BC Oil and Gas Commission	The BC Oil and Gas Commission regulates oil and gas activities for the benefit of British Columbians and looks forward to addressing any questions you may have on our regulatory oversight.
BC Transit	From small towns to large urban centres outside of Metro Vancouver, BC Transit provides safe, effective, customer focused transportation solutions that connect people and communities to a more sustainable future. 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 online meeting request.
Insurance Corporation of British Columbia (ICBC)	ICBC provides universal compulsory auto insurance (basic insurance) to drivers in British Columbia, with rates regulated by the British Columbia Utilities Commission (BCUC), and also sells optional auto insurance in a competitive marketplace. Our 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. We also invest in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud. In addition, we provide 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 present at the Convention who would be pleased to discuss or meet on any issues related to ICBC's operations.
Royal Canadian Mounted Police (RCMP)	Various police issues.