



## **DISTRICT OF HUDSON'S HOPE**

### **AGENDA**

Council Chambers

Monday, July 27, 2020

**1. Call to Order:**

**2. Delegations:**

**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 July 13, 2020 Regular Council Meeting Minutes

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**7. Business Arising from the Minutes:**

**8. Public Hearing:**

**9. Staff Reports**

SR1	Development Permit Application - Cantrill	Page 5
SR2	Beryl Prairie – Water Stand Contract Award	Page 11
SR3	Beryl Prairie – Storm Water Assessment	Page 12
SR4	Lynx Creek - Paving	Page 14
SR5	Cardboard Recycling	Page 16
SR6	Fire Protection - Mutual Aid Agreement	Page 19
SR7	CAO – Monthly Report – July	Page 32
SR8	Corporate – Monthly Report – July	Page 33
SR9	Public Works – Monthly Report – July	Page 35
SR10	Protective Services – Monthly Report - July	Page 40

**10. Committee Meeting Reports:**

**11. Bylaws:**

**12. Correspondence:**

C1	River of the Peace Metis Society – Letter of Support re Community Connectedness "Gather Together" Grant	Page 43
C2	2020 UBCM Virtual Convention Registration	Page 44
C3	2020 UBCM Provincial Appointment Book	Page 77
C4	Rural Site Visits Project – Meeting Guide	Page 78

**13. Reports by Mayor & Council on Meetings and Liaison Responsibilities:**

**14. Old Business:**

**15. New Business:**

**16. Public Inquiries:**

**17. In-Camera Session**

**18. Adjournment**



**REGULAR COUNCIL MEETING**  
**July 13, 2020**  
**6:00 P.M.**  
**COUNCIL CHAMBERS**

Present: Mayor Dave Heiberg  
Councillor Mattias Gibbs  
Councillor Pat Markin  
Councillor Kelly Miller  
Councillor Valerie Paice  
Councillor Leigh Summer

Absent: Councillor Travous Quibell (*with notice*)

Staff: A/CAO, Mokles Rahman  
Corporate Officer, Jeanette McDougall

**1. CALL TO ORDER**

The meeting called to order at 6:00 p.m. with Mayor Heiberg presiding.

**2. DELEGATIONS**

**3. NOTICE OF NEW BUSINESS**

Mayor's Additions: None  
Councillor's Additions: None  
CAO Additions: None

**4. ADOPTION OF AGENDA AS PRESENTED**

**5. DECLARATION OF CONFLICT OF INTEREST**

**6. ADOPTION OF MINUTES**

**M1 JUNE 8, 2020 REGULAR COUNCIL MINUTES**

**RESOLUTION NO. 124/20**

**M/S Councillors Paice / Gibbs**

**THAT the minutes of the June 8, 2020 Regular Council Meeting be adopted as amended to reflect the addition of the following to Item CM1 – Northeast Regional Advisory Committee: "Hudson's Hope organizations have received a total of \$290,101 for 15 grants that equates to \$274.53 per capita".**

**CARRIED**

**M1**

## 7. BUSINESS ARISING FROM THE MINUTES

### CM2 HUDSON'S HOPE HISTORICAL SOCIETY (MUSEUM)

Councillor Miller advised that the Don Nearhood Collection may not be suitable for the Museum.

### SR3 OSBORNE STREET AND CANYON DRIVE – BARRIER REPLACEMENT

Mayor Heiberg advised that he informed the concerned resident that the District has approved the placement of signage.

## 8. STAFF REPORTS

### SR1 LUCAS SUBDIVISION – REAL ESTATE AGENT QUARTERLY UPDATE NO. 1

Received for Information.

### SR2 GARDEN OF THE PEACE – CEMETERY SIGNAGE

Received for Information.

### SR3 DEVELOPMENT VARIANCE PERMIT APPLICATION – CANTRILL REPORT #2

#### **RESOLUTION NO. 125/20**

**M/S Councillors Markin / Gibbs**

**THAT the Development Variance Permit Application – Cantrill be tabled pending clarification regarding an expiry date and brought forward to the Regular Meeting of Council being held July 27, 2020.**

**CARRIED**

### SR4 WATER SYSTEM – ANNUAL INSPECTION

Received for Information.

### SR5 EMPLOYEE RECOGNITION POLICY – REPORT #2

#### **RESOLUTION NO. 126/20**

**M/S Councillors Summer / Paice**

**THAT Council approve a revision to the Employee Recognition Policy to reflect how Canada Revenue Agency treats the taxability of retirement gifts / awards and long service.**

**CARRIED**

## 9. PUBLIC HEARING

## 10. COMMITTEE MEETING REPORTS

## 11. BYLAWS

## 12. CORRESPONDENCE

### C1 NORTHERN DEVELOPMENT INITIATIVE TRUST – 2020 LOVE HUDSON'S HOPE – ANNUAL MARKETING FUND

Received for information.

- C2 PREMIER'S OFFICE – UNION OF BC MUNICIPALITIES 2020 MEETING REQUESTS**  
Received for information.
- C3 MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING – UNION OF BC MUNICIPALITIES 2020 - MEETING REQUESTS**  
Received for information.
- C4 UNION OF BC MUNICIPALITIES 2020 – EXECUTIVE NOMINATIONS**  
Received for information.
- C5 COMMUNITY WORKS FUND – GAS TAX AGREEMENT**  
Received for information.
- C6 EMERGENCY MANAGEMENT BC – ROAD RESCUE RESPONDERS**  
Received for information.
- C7 NORTHERN DEVELOPMENT INITIATIVE TRUST – ECONOMIC DEVELOPMENT GRANT - 2019**  
Received for information.
- 13. REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES**
- 14. OLD BUSINESS**
- 15. NEW BUSINESS**
  - NB1 BC HYDRO PROPERTY LOCATED BY THE MUSEUM**  
Councillor Summer raised the issue of the BC Hydro property located by the Museum not being maintained; Councillor Miller advised that he is dealing with this matter.
  - NB2 BC HYDRO – SOIL AT LYNX CREEK**  
Councillor Summer will raise the issue at the next Peace Williston Advisory Committee meeting regarding the soil at Lynx Creek.
- 16. PUBLIC INQUIRIES**
- 17. NOTICE OF CLOSED MEETING**

**18. ADJOURNMENT**

*Mayor Heiberg declared the meeting adjourned at 6:22 pm.*

**DIARY**

***Conventions/Conferences/Holidays***

*Commercial Water Rate Increase-annual budget  
Consideration*

***Diarized***

***08/04/19***

Certified Correct:

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Dave Heiberg, Mayor

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Jeanette McDougall, Corporate Officer

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2020-62	<b>Date:</b> July 20, 2020
<b>Meeting#:</b> CM072720	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Cantrill Development Variance Permit (DVP) Application – Report #3	

### RECOMMENDATION:

**THAT** Council approves Development Variance Permit No. 2020-02.

### BACKGROUND:

The following resolution was passed at the July 13, 2020, Council Meeting.

#### **SR3 DEVELOPMENT VARIANCE PERMIT APPLICATION – CANTRILL REPORT #2**

##### **RESOLUTION NO. 125/20**

**M/S Councillors Markin / Gibbs**

**THAT** the Development Variance Permit Application – Cantrill be tabled pending clarification regarding an expiry date and brought forward to the Regular Meeting of Council being held July 27, 2020.

**CARRIED**

### DISCUSSION:

Administration spoke with Terylee Fieber, who is the daughter of the applicant, on July 21, 2020, to clarify the plan for the 1991 trailer if Council approved the DVP. Originally, the applicant was going to live in the trailer while they built a new principal dwelling. In speaking with the daughter, she indicated they are no longer planning on building a new residence and the trailer will be the principal residence.

### ATTACHMENTS:

1. Development Variance Permit No. 2020-02.

### OTHER:

Administration did advise that the size of the trailer (Accessory Building) would likely not comply as a Secondary Suite (Section 4.12 of Zoning Bylaw No. 823, 2013), if they ever wanted to build a new principal dwelling on the parcel as the maximum floor area of a secondary suite must not exceed the lesser of 90 m<sup>2</sup>, or 40% of the floor area of the principal building. As the trailer is the standard 15 X 72 feet, this would equate to 100.3353 m<sup>2</sup> and exceed our zoning restriction.



Chris Cvik, CAO

**SR1**



## DEVELOPMENT VARIANCE PERMIT NO. 2020-02

Pursuant to section 498 (1) of the *Community Charter*, the Council of the District of Hudson's Hope has, by resolution, issued a Development Variance Permit to:

Teryl Cantrill  
Box 26  
Cecil Lake, BC  
V0C 1G0

(the "Permittee")

1. This Development Variance Permit is issued subject to compliance with all of the Bylaws of the District of Hudson's Hope applicable thereto, except as specifically varied or supplemented by this Permit and it applies only to those lands owned by the Permittees within the District of Hudson's Hope and legally described as: Parcel Identifier: 016-624-009.

North West ¼ of Section 19 Township 81 Range 25 West of the 6th Meridian Peace River District, Except Plans 10796, 11977, 16537, 16564, 16605, 16626, 17371, 18223, 19094, 23816, and PGP37944.

(the "Lands")

2. The Development Variance Permit varies the regulation of the Zoning Bylaw 823, 2013 section " section 4.16.3.

From: A manufactured home must be no older than 10 years from the date it is placed on a lot and have a BC Registration Number.

To: A manufactured home must be no older than 29 years from the date it is placed on a lot and have a BC Registration Number.

*By increasing the the age of the manufactured home to 29 years, it allows for a 1991 model manufactured home to be moved.*



3. This Permit is not a Building Permit.

Authorizing Resolution No. 02-20 was passed by the Council on the 27<sup>th</sup> day of July, 2020.

ISSUED THIS 27<sup>th</sup> DAY OF JULY, 2020

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Chris Cvik, Chief Administrative Officer,  
District of Hudson's Hope

(This Permit is issued in duplicate)

**LOCAL GOVERNMENT ACT  
NOTICE OF PERMIT**

TO: Registrar  
Land Title Office  
11 – 8<sup>th</sup> Street #500  
New Westminster, BC V3M 3N7

FROM: District of Hudson's Hope  
9904 Dudley Drive  
PO Box 330  
Hudson's Hope, BC V0C1V0

TAKE NOTICE that the land described below is subject to a permit issued by the Council of the District of Hudson's Hope.

**PARTICULARS OF PERMIT**

Permit Description

- (a) Type of Permit: Development Variance Permit
- (b) Statutory Authority: Section 498 of the *Community Charter*

Legal Description of Land Affected:

North West ¼ of Section 19 Township 81 Range 25 West of the 6th Meridian Peace River District, Except Plans 10796, 11977, 16537, 16564, 16605, 16626, 17371, 18223, 19094, 23816, and PGP37944. PID: 016-624-009.

Issue Date: July 27, 2020

Expiry Date (if any): NOT APPLICABLE  
(for Temporary Commercial or Industrial Permit only)

FURTHER PARTICULARS OF THE PERMIT MAY BE OBTAINED  
FROM THE DISTRICT OF HUDSON'S HOPE

USE THIS BOX ONLY FOR AN AMENDMENT TO A LAND USE CONTRACT BY WAY OF PERMIT UNDER s. 546 OF THE *LOCAL GOVERNMENT ACT*:

THIS NOTICE relates to the amendment of Land Use Contract No. \_\_\_\_\_, which is registered as a charge against the above described land.

PARTICULARS OF THE AMENDMENT MAY BE OBTAINED  
FROM THE DISTRICT OF HUDSON'S HOPE.

AND FURTHER TAKE NOTICE that in the case of a Temporary Commercial or Industrial Permit, you are hereby authorized to cancel the notation of the filing of this notice against the title to the land affected by it on or after the expiry date specified above without further application from us and we consent to a cancellation of the notation on the basis of effluxion of time.

Dated: July 27, 2020

DISTRICT OF HUDSON'S HOPE

by

Chris Cvik, Chief Administrative Officer

## Chris Cvik

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**From:** teryleef <teryleef@telus.net>  
**Sent:** July 21, 2020 11:46 AM  
**To:** Chris Cvik  
**Subject:** Cantrill Variance

Hi Chris

As per our conversation, I am emailing to verify that we are looking to put the mobile on the property as a permanent residence and are not looking to build another house on the property

Thank you so much for looking into this

Teryl Cantrill  
Terylee Fieber  
Sent from my Bell Samsung device over Canada's largest network.

[WARNING: This message is from an external source]

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2020-63	<b>Date:</b> July 20, 2020
<b>Meeting#:</b> CM072720	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Beryl Prairie Water Stand - Sole Source Purchase	

### RECOMMENDATION:

*That Council approve the sole source contract award to Clear Blue Water Systems for \$17,340 excluding GST.*

### BACKGROUND:

Under the District's Purchasing Policy (Council Resolution No. 391/11 Effective Date: January 1, 2012 Revised Date: May 8, 2017; February 25, 2019) District Council will consider all tenders and request for proposals by resolution:

- where the value of the tender or request for proposal meets or exceeds the New West Partnership Trade Agreement (NWPTA) threshold amounts; or
- where the recommendation is not to award to the lowest tender or request for proposal; or
- where sole sourcing of goods and services is being recommended.

### DISCUSSION:

This is a request to approve **sole source** contract award to Clear Blue Water Systems Ltd for the replacement of water pipes, chemical pump and installation of a new pulse flow meter at the Beryl Prairie (BP) Residential Water Well.

In 2019, the District upgraded the well pump of the Beryl Prairie Residential Water Well through competitive bid process where Clear Blue Water Systems was selected, and they finished the job successfully.

As the Clear Blue Water Systems did the work last year at the BP Well, it is better to go with the same company which would give us similar quality of materials and services.

### FINANCIAL CONSIDERATIONS:

The quoted price for this upgrade work is \$17,340 excluding GST and was included in the approved 2020 budget.

In 2020, we have an approved budget of \$34,550 for the upgrade of BP water stand pipes and key pad access to both of the residential water wells. The key pad access project is on hold due to the challenges in billing at the commercial water stand. The remaining \$17,340 should be enough for the key pad access.



Chris Cvik, CAO

**SR2**

# REQUEST FOR DECISION

<b>RFD#:</b> 2020-MR-13	<b>Date:</b> July 16, 2020
<b>Meeting#:</b> CM072720	<b>Originator:</b> Mokles Rahman
<b>RFD TITLE:</b> Beryl Prairie Subdivision Stormwater Assessment – Sole Source Contract	

## RECOMMENDATIONS:

1. That Council waive the Purchasing Policy and approve a sole source contract, not to exceed \$20,750, to the Urban Systems for the assessment of the Stormwater in and around the Beryl Prairie Subdivision.

## BACKGROUND:

On Saturday May 2, 2020, there was a flash flood through Beryl Prairie subdivision. Most of the impact was in and around the intersection of Tompkins Road and Coulson Road which flooded two (2) basements and four (4) other homes. Furthermore, one culvert from a driveway and ditch along that culvert washed away. In addition, the Beryl Prairie Road at the down stream, owned by the Ministry of Transportation, washed away partially as the culverts at that location were not capable to handle the flow. It is speculated that this may have been caused by the release/ failure of beaver dams in the upstream of the channel.

At the May 11, 2020 Council meeting, Council passed the following resolutions:

***THAT Council approve a temporary repair for the Beryl Prairie Subdivision road that was impacted by recent flooding and road damage in the amount of approximately \$6,000.***

***THAT Staff research options for developing a high-level plan for ditch / drainage repairs and associated costs for the section of the Beryl Prairie Road that was recently subject to flooding and damage.***

## DISCUSSION:

Through invitational quotation, staff received two (2) quotes for temporary repair of the road near the intersection of Tompkins Road and Coulson Road in Beryl Prairie Subdivision which was damaged during the last flood event. The selected contractor did the work within the approved budget.

Staff contacted Urban Systems (Consultant) to provide a high-level estimate for the rehabilitation of the damaged road and culverts. As per the Consultant, the estimated cost is \$360,000. There is no approved budget for this work in 2020.

As directed by Council, staff reviewed different options to fix the flooding problems and road/ culvert damage. As part of that staff visited the site, talked to consultant, contractors and residents. As per the residents, flood was significant this time, and similar magnitude of flood happened few years ago, and every year there are some flooding events. It may be mentioned here that the washed-out culvert and ditch were upgraded in 2017.

Based on the mentioned findings, it may be concluded that simple fixing of culverts and ditch by upsizing them is not enough in this case. A complete assessment of the stormwater system for the Beryl Prairie Subdivision is required to have a sustainable development.

Staff asked the consultant to provide a quote for the stormwater assessment only. The quoted price for stormwater assessment is \$20,750. The scope of the stormwater assessment by consultant is a review of background information especially information on the Portage Creek, site visit and to facilitate a community meeting, estimate peak flow in 1:100, assess the existing infrastructure and prepare a report. The mentioned stormwater assessment would take 5 to 7 weeks by the consultant. The source of this fund may be contingency budget for 2020.

District may also apply for grant funds under UBCM CEPF Structural Flood Mitigation Program, the closing date of which is October 23, 2020. This would provide potential funding for detailed design and construction, and this project's scope fits within the program requirements. However, the program has been over-subscribed in the past, which may lead to a lesser chance of a successful application. Also, review times have been longer lately due to COVID-19.

**ALTERNATIVES:**

1. Delay the project and apply for grant funds under UBCM CEPF Structural Flood Mitigation Program. There is no guarantee that the funds will be granted.

**FINANCIAL CONSIDERATIONS:**

Under 2020 budget there is an approved contingency fund of \$150,000 in account code 01-10-1005-5774. We did not spend or committed any expenditure under this account as of to-date. If we spend \$20,750 for the stormwater assessment, the remaining amount in this account will be \$129,250.

Prepared by:



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Mokles Rahman, Director of Public Works

Approved by:



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Chris Cvik, CAO

# REQUEST FOR DECISION

<b>RFD#:</b> 2020MR12	<b>Date:</b> July 16, 2020
<b>Meeting#:</b> CM072720	<b>Originator:</b> Mokles Rahman
<b>RFD TITLE:</b> Lynx Creek Road Repavement (Ph-1) – Tender Evaluation and Award	

## RECOMMENDATION / RESOLUTION:

THAT Council accept the bid received from Terus Construction Ltd (dba: DGS Astro Paving) for the Re-Pavement of the Lynx Creek Subdivision Road; and

THAT Council approve awarding the Lynx Creek Road Re-Pavement contract to Terus Construction Ltd. and authorize the Mayor and CAO to sign the contract.

## BACKGROUND:

The tender for Lynx Creek Road Re-Pavement project was posted on the MERX, BC BID and District website on July 3, 2020 with a closing date July 17, 2020. Two (2) bids were received within the closing date. One (1) addendum was issued in response to the enquires by a proponent.

There is an approved budget of \$500,000 available in 2020 for the re-pavement of one (1) km of Reschke Road in the Lynx Creek subdivision.

As per the Purchasing Policy, Council will consider all tenders where the value exceeds \$50,000 and approve the award by resolution.

## DISCUSSION:

Bids were received from the following proponents for the Re-Pavement of the Lynx Creek subdivision road. There were two (2) options provided in the tender. Option-1: Remove the existing asphalt and haul to District gravel pit, and Option-2: Remove the existing asphalt and pulverize in place.

A summary of all submissions is provided below:

**Option-1:** Existing asphalt haul to gravel pit;

Bidders	Total bid price (i/c Option-1 & 2)	Bid Price for pulverize	Total
Peters Bros	\$ 416,686.00	\$ 39,370.00	\$376,956.00
Terus (DGS)	\$ 386,964.00	\$ 33,872.00	\$353,092.00

**Option-2:** Pulverize in place;

Bidders	Total bid price (i/c Option-1 & 2)	Bid Price for removing asphalt	Total
Peters Bros	\$ 416,686.00	\$ 37,758.00	\$378,928.00
Terus (DGS)	\$ 386,964.00	\$ 31,842.00	<b>\$355,122.00</b>



Both contractors provided price for both options, and price for an optional item for driveway tie-ins.

Both bids met the minimum requirements of the tender. Terus Construction Ltd is the lowest out of the two (2) proponents, in either option and optional driveway tie in item.

The price provided for the optional item (drive -way tie in) is also competitive and is included with the mentioned price. Hence, staff are planning to take the driveway tie-in service from the contractor.

The project cost summary is as follows:

Costs - Terus Construction Ltd. (dba:DGS Astro Paving) <b>Option -2 including driveway tie-ins</b>	<b>\$355,122.00</b>
Contingencies (10%)	\$35,512.20
Engineering	8,000.00
<b>Total</b>	<b>398,634.20</b>
GST (5%)	19,931.70
<b>TOTAL with GST</b>	<b>418,565.91</b>

**ALTERNATIVES:**

1. Award the tender to Terus Construction Ltd. (dba:DGS Astro Paving) .
2. Do not award the tender.

**FINANCIAL CONSIDERATIONS:**

The costs for Re-Pavement of the Lynx Creek subdivision road including driveway tie-in is \$398,634.20 plus GST, including contingencies and engineering. The source of fund is 2020 budget for Road improvement.

Prepared by:



Mokles Rahman, Director of Public Works

Approved by:



Chris Cvik, CAO

# REQUEST FOR DECISION

<b>RFD#:</b> 2020MR14	<b>Date:</b> July 17, 2020
<b>Meeting#:</b> CM072720	<b>Originator:</b> Gordon Davies, Manager of Public Works
<b>RFD TITLE:</b> Cardboard Recycling	

## RECOMMENDATION:

*THAT Council consider continuing to haul cardboard to Chetwynd for processing offsite while continuing to investigate other options locally for cardboard recycling groups and facilities.*

## BACKGROUND:

The District of Hudson's Hope has provided used cardboard pick up and recycling to our residents and businesses for in excess of fifteen years. The current cardboard baler which the District owns was purchased in 2010 and is currently located at BC Hydro Site 1. The space for the activity was provided by BC Hydro at no cost to the District. As BC Hydro now requires the space for their own operations, the District has been requested to relocate the operations off of their site. The District is in the process of complying with the request to vacate the site and should be complete by the end of July for removal of all baled product (10 bales), the baler and other ancillary product. The subject of this report deals with the "new situation of cardboard recycling".

## DISCUSSION:

Cardboard processing and baling operations ceased at BC Hydro Site 1 with the outbreak of the COVID-19 pandemic. The secondary handling and processing of the cardboard due to the potential contamination was an additional risk to employees. For this reason, cardboard was trucked directly to the Chetwynd Recycling Society facility with no additional staff handling. It is difficult to determine exact cardboard volume currently being handled by the District due to commercial and industry workers return to work with COVID-19 regulations eased. Volumes seem to be picking up over the past four weeks which has necessitated two trips to Chetwynd per week where initially it was only one trip per week. At this time there are no truck weigh scales available to the District to weight the cardboard to quantify the weight or volume.

### Cost of Baling:

The estimated personnel time to process and bale one truck load of cardboard after arriving at the baler is:

4 hours @ \$42.00 (including benefits) = \$168.00

The operator is not always able to devote 4 continuous hours to the operation which consequently can lead to 5 hours being required for a total labour cost of \$210.00 (including benefits and does not include cost of collection.)

### Cost of Transportation to Chetwynd:

Cardboard is hauled to Chetwynd in Unit #47, a 2014 Freightliner garbage truck. Costs to haul during the summer are as follows:

Total Distance Round Trip = 140 kms

Personnel = 2.5 hours @ \$42.00 (including benefits) = \$105.00

Fuel = 38.0 litres @ \$1.20/L (variable) = \$45.60

Truck Usage = not currently costed separately for fleet vehicles, i.e. tires, maintenance, depreciation

Note: Trucking during winter road conditions could add one hour per trip and up to \$5.00/trip additional fuel consumption.

Yearly Cardboard Recycling Costs:

	<i>Cost/week</i>	<i>Cost/year</i>
<i>Employee Baling – 1 Truck/week</i>	<i>\$210.00</i>	<i>\$10,920</i>
<i>Employee Trucking to Chetwynd – 1 Truck/week</i>	<i>\$150.60</i>	<i>\$7,831.20</i>
<i>Employee Baling – 2 Trucks/week</i>	<i>\$420.00</i>	<i>\$21,810.00</i>
<i>Employee Trucking to Chetwynd – 2 Trucks/week</i>	<i>\$301.20</i>	<i>\$15,662.40</i>

*\*Costs based on wage of \$42.00/hr Incl. Benefits*

Cost of Cardboard Recycling Operation Relocation:

After review of all District owned facilities, it was determined that only the old Public Works Shop could adequately house the operations. The building and property will however also require some alterations to house the operations. The following items and projected costs should be considered when formulated a final plan:

1. Placement of baler in shop with supply of electrical connection to code – Class D estimate of \$5,000.00 (to date – electrical contractor has not viewed site.)
2. Improved lighting in area of baler - \$2,000.00
3. Basic outside bale storage – jack hammering front foundation wall off of demolished building site to access slab with mobile equipment. Tarping of bales to attempt to help keep them dry and snow free - \$1,000.00.
4. Enhanced outside bale storage – construction of a pole shed over the concrete slab of the demolished building site – Class D estimate \$15,000.00
5. Construction of a loading ramp – this facility is required in order to load completed bales into a semi-trailer (closed box) for shipment to market. The bobcat is required inside the closed box semi to lift/rotate the completed 1200 lb bales in order to fill the closed trailer. Unable to complete the loading task with a floor pallet jack due to lift height and rotation of bales. The most basic ramp may be constructed out of several heights of highway median curb/concrete blocks and compacted gravel. Cost to construct – Class D estimate \$7,500 to \$10,000.

Note: No revenue is derived from this District activity.

**ALTERNATIVES:**

1. Continue to haul cardboard recycling to Chetwynd for offsite processing
2. Construct basic cardboard recycling facility at the old Public Works Shop with costs not to exceed \$18,000.00 including electrical, basic bale storage and loading ramp for semi-truck (Item 1, 2, 3 & 5)

Note: Ongoing operational costs will require to be budgeted for in financial plan.

**FINANCIAL CONSIDERATIONS:**

Alternative 1: Cost of hauling to process cardboard offsite could range from \$7,831.20 to \$15,662.40 depending on volume. This alternative is \$3,089 to \$6,148 cheaper than baling cardboard on site.

Alternative 2: Cost of setting up a recycling facility to bale cardboard is \$18,000 (Class D estimate).

Report prepared by:

  
Gordon Davies, A.Sc.T, Manager of Public Works

Reviewed by:



Mokles Rahman, Director of Public Works

Approved by:



Chris Cvik, CAO

## REQUEST FOR DECISION

<b>RFD#:</b> CC-2020-60	<b>Date:</b> July 7, 2020
<b>Meeting#:</b> CM072720	<b>Originator:</b> Chris Cvik
<b>RFD TITLE:</b> Mutual Aid Agreement – Between the Peace River Regional District, District of Chetwynd, and the District of Hudson’s Hope	

### RECOMMENDATION:

1. **THAT** Council approve the Fire Protection Mutual Aid Agreement between the Peace River Regional District, the District of Chetwynd, and the District of Hudson’s Hope; and
2. **THAT** Council authorize the Mayor and CAO to sign the agreement on behalf of the District.

### BACKGROUND:

As a follow-up to the Ministerial Order that was issued on March 26, 2020 by the Minister of Public Safety & Solicitor General around COVID-19, each local authority was requested to use ‘best efforts’ to enter into mutual aid agreements for first responders.

#### **Continuity of local authority services**

- 7 (1) Each local authority must use best efforts to enter into mutual aid agreements with neighbouring jurisdictions to ensure that first responder, waste water and drinking water services are maintained during the period referred to in section 2.
- (2) After complying with subsection (1), each local authority must report to Emergency Management BC any unresolved issues that may affect the provision of first responder, waste management or drinking water services during the period referred to in section 2.

The introduction of mutual aid agreements would provide workable solutions in situations where employees or a whole crew could go off sick and leave the local government short of qualified resources to cover essential services.

### DISCUSSION:

Council for the District of Chetwynd has already authorized execution of the Mutual Aid Agreement and it is now before Council of the District of Hudson’s Hope for consideration.

The length of the Agreement is five (5) years, but the District of Hudson’s Hope can terminate the Agreement by providing ninety (90) days written notice.

It is important for Council to recognize that if the District of Hudson’s Hope receives a request for assistance, the Director of Protective Service for the District maintains the sole discretion as to what, if any, equipment and assistance will be provided. This ensures the needs of the District are always considered first before providing assistance.

**FINANCIAL CONSIDERATIONS:** N/A

**ALTERNATIVES:**

1. That Council suggest changes to the agreement prior to approval.

**ATTACHMENTS:**

1. Mutual Aid Agreement – Between the Peace River Regional District, District of Chetwynd, and the District of Hudson's Hope



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Chris Cvik, CAO

This Agreement made the                      day of                      , 2020.

BETWEEN:

**PEACE RIVER REGIONAL DISTRICT**

1981 Alaska Avenue  
PO Box 810  
Dawson Creek, BC V1G 4H8

(the “**PRRD**”)

OF THE FIRST PART

AND:

**THE DISTRICT OF CHETWYND**

5400 Hospital Road  
PO Box 357  
Chetwynd, BC V0C 1J0

(“**Chetwynd**”)

OF THE SECOND PART

AND:

**THE DISTRICT OF HUDSON’S HOPE**

9904 Dudley Drive  
Box 330  
Hudson’s Hope BC V0C 1V0

(“**Hudson’s Hope**”)

OF THE THIRD PART

WHEREAS the PRRD established through the *Moberly Lake Fire Protection Service Area Establishment Bylaw No.1074, 1996 and 1076, 1996* a local service area for rural fire protection services known as the Moberly Lake Fire Protection Service Area and shown on Schedule ‘A’;

AND WHEREAS Chetwynd has established, maintains, and operates a fire protection service within its boundaries as shown on Schedule ‘B’,

AND WHEREAS Hudson’s Hope has established, maintains, and operates a fire protection service within its boundaries as shown on Schedule ‘C’,

AND WHEREAS the PRRD has established and maintains the Chetwynd Rural Fire Protection Services Area through the *Chetwynd Rural Fire Protection Local Service Area Establishment Bylaw No.1129, 1998* and contracts with Chetwynd to operate this Rural Fire Protection Services in this area, as shown crosshatched in red on Schedule 'B';

AND WHEREAS the PRRD, Chetwynd and Hudson's Hope (collectively, the "**Parties**") desire to enter into an agreement whereby Emergency Resources can be deployed to assist the other Party during a fire or emergency;

AND WHEREAS each of the Parties is authorized to enter into this Agreement and has empowered their signatories to execute this Agreement which for certainty, includes Schedules 'A', 'B' and 'C';

NOW THEREFORE THIS AGREEMENT WITNESSES THAT, in consideration of the mutual covenants and agreements contained herein and subject to the terms and conditions herein, the Parties agree as follows:

## **1. DEFINITIONS**

In this Agreement:

**"Agreement"** means this Agreement, cited as the 'District of Chetwynd, Peace River Regional District (for the Moberly Lake Fire Protection Service Area), and District of Hudson's Hope Mutual Aid Agreement', hereinafter referred to as the 'Agreement';

**"District of Chetwynd Fire Protection Area"** means the area identified as District of Chetwynd Fire Protection Area as shown crosshatched in red on Schedule 'B', and Chetwynd Rural Fire Protection Area as shown crosshatched in red on Schedule 'B' which is attached to and forms part of this Agreement, and any other area mutually identified for inclusion in this Agreement and agreed to in writing through a duly authorized amendment to this Agreement as per Clause 7(ii);

**"District of Hudson's Hope Fire Protection Area"** means the area identified as District of Hudson's Hope Fire Protection Area as shown crosshatched in red on Schedule 'C', which is attached to and forms part of this agreement, and any other area mutually identified for inclusion in this Agreement and agreed to in writing through a duly authorized amendment to this Agreement as per Clause 7(ii);

**"Emergency Resources"** means all persons and equipment held by, in the service of or directly available to the fire services of the Party;

**"Fire Chief"** means for each Party, the senior employee or appointed person responsible for the fire services of the Party and includes the deputy or delegate of the Fire Chief;



**“Fire Protection Area”** means the service area within which a Party provides fire or emergency services;

**“Moberly Lake Fire Protection Area”** means the area identified as the Moberly Lake Fire Protection Area in Schedule ‘A’ attached to and forming part of this Agreement, and any other area mutually identified for inclusion in this Agreement and agreed to in writing through a duly authorized amendment to this Agreement as per Clause 7(ii);

**“Mutual Aid”** means any assistance provided by a Party to any other Party under this Agreement;

**“Primary Mutual Aid”** is defined as one (1) Engine or one (1) Tender, and one (1) Wildland unit plus available personnel;

**“Providing Party”** means a Party receiving a request for assistance under this Agreement;

**“Requesting Party”** means a Party requesting assistance under this Agreement.

## **2. REQUESTS FOR MUTUAL AID**

- i. When a Fire Chief of a Requesting Party determines that a fire or emergency is occurring or is imminent, they may request Emergency Resources from the Fire Chief of the Providing Party. The Fire Chief of the Requesting Party shall specify whether the request is for Primary Mutual Aid only, or if the request is for additional Emergency Resources that may be available.
- ii. A Fire Chief who receives a request for Emergency Resources from the Requesting Party shall determine in their sole discretion the extent of the Emergency Resources available and thereupon shall dispatch such Emergency Resources to control the fire or emergency, but nothing in this Agreement shall require a Fire Chief to dispatch Emergency Resources that they consider are not available or that they consider are required for service in the Fire Protection Area of the Providing Party.
- iii. For the control of a fire or emergency that triggers a request for Emergency Resources, the Fire Chief of the Requesting Party that is fighting a fire or responding to an emergency within their own Fire Protection Area shall be responsible for the overall direction and control of the fire or emergency.

- iv. Notwithstanding Clause 2 (iii), it is understood and agreed by and between the Parties hereto that the Providing Party's Emergency Resources will remain under the control of the Providing Party's Fire Chief.
- v. The Fire Chief of the Providing Party may withdraw assistance if an emergency situation arises within the Fire Protection Area of the Providing Party.
- vi. It is further understood and agreed by and between the Parties hereto that the Fire Chief of the Requesting Party will utilize the full complement of the Requesting Party's Emergency Resources prior to calling for assistance, unless it is immediately apparent to the Fire Chief of the Requesting Party that full deployment of the Requesting Party's Emergency Resources will be an inadequate response.

### **3. COMMUNICATION**

During responses for which Emergency Resources of both the Requesting Party and Providing Party are deployed, the Requesting Party's radio channel will be utilized as the primary channel.

### **4. POWERS/AUTHORITY**

Notwithstanding Clause 2 (iii), the Providing Party is granted the same power and authority to operate in the Requesting Party's Fire Protection Area as it enjoys in its own Fire Protection Area.

### **5. TRAINING AND IDENTIFICATION**

The Parties are required to make best efforts to:

- i. agree on a common system for identifying the different levels of competencies as per the *British Columbia Fire Service Minimum Training Standards* for firefighters operating at an incident and ensure that the use of such system matches the actual competency levels for such firefighters;
- ii. agree to the implementation of a uniform incident command system for mutual aid calls; and
- iii. consult with each other annually regarding improving mutual responses (including joint training) and to ensure interoperability of equipment and connections.

## **6. INDEMNIFICATION, WAIVER AND INSURANCE**

- i. When Emergency Resources are provided by a Providing Party to a Requesting Party pursuant to this Agreement, the Requesting Party shall indemnify the Providing Party from and against all claims, demands, loss, costs, damages, actions, and other proceedings caused or contributed by any person, or by any action taken or thing done by the Providing Party in connection with this Agreement.
- ii. Notwithstanding Clause 6 (i), where Emergency Resources are provided by a Providing Party to a Requesting Party pursuant to this Agreement, the Requesting Party shall not be responsible or in any way liable with respect to any claims, demands, loss, costs, damages, actions, or other proceedings arising from or through the negligence or misconduct of the Providing Party, its servants, agents, or employees in connection with or in consequence of this Agreement.
- iii. No Requesting Party shall bring any action, claim, or demand in relation to a decision of the Fire Chief of a Providing Party concerning the provision of, or failure to provide, Emergency Resources. For certainty, no Party to this Agreement shall be liable in damages to the other Party for failing to respond to a request for assistance or for failure to render adequate assistance under this Agreement.
- iv. Each Party agrees to procure and maintain in force at its own costs, during the entire term of this Agreement, a comprehensive general liability policy, in an amount not less than \$5,000,000.00, and each Party shall be added as an additional insured to each other's respective liability insurance policy for the purposes of Mutual Aid. Confirmation shall be provided in writing with a copy from the insurance provider.

## **7. EXTERNAL COORDINATION**

- i. Each Party shall set out a process for dealing with its dispatch provider to ensure that Mutual Aid resources are properly activated for providing mutual assistance under this Agreement. Each Party agrees to notify its dispatch provider of any changes to the Agreement and any changes to Fire Protection Areas.

- ii. Any changes to the Moberly Lake Fire Protection Service Area, District of Chetwynd Fire Protection Area or District of Hudson's Hope Fire Protection Area requires a duly authorized amendment to this Agreement. For certainty, if consent is not given in writing, this Agreement is not amended, Primary Mutual Aid may not apply to the additional area(s) and Emergency Resources may not be provided.

## **8 REIMBURSEMENT**

- i. The Providing Party shall be responsible for all costs incurred in connection with the gathering, movement, and deployment of Primary Mutual Aid to the Requesting Party.
- ii. If Emergency Resources in excess of Primary Mutual Aid are requested by a Requesting Party and provided by a Providing Party, the Providing Party will be entitled to request compensation from the Requesting Party for such excess Emergency Resources as per the *British Columbia Inter-Agency Working Group Reimbursement Rates* for the current year.
- iii. Notwithstanding Clause 8 (ii), costs incurred in rendering Mutual Aid to residential properties in excess of Primary Mutual Aid shall be the responsibility of the Providing Party. For certainty, costs incurred in providing Emergency Resources in excess of Primary Mutual Aid for fires or emergencies related to properties used for commercial or industrial purposes are subject to Clause 8 (ii).
- iv. Expenses for consumables in excess of \$1,500.00 borne by a Providing Party while providing Mutual Aid may be billed to the Requesting Party prior to the end of the calendar year. Any invoice will be accompanied by an inventory of consumables used, including the location and date of the incident requiring the use of the consumables.

## **9. NOTICE**

Notices of other communications (other than requests for assistance) under this Agreement shall be sufficiently given if delivered to the following addresses:

To Chetwynd:

Chief Administrative Officer, District of Chetwynd  
PO Box 357, Chetwynd, BC VOC 1J0

To PRRD:

Chief Administrative Officer, Peace River Regional District  
PO Box 810, Dawson Creek, BC V1G 4H8

To Hudson's Hope:

Chief Administrative Officer, District of Hudson's Hope  
Box 330, Hudson's Hope, BC VOC 1V0

**10. TERM**

- i. This Agreement shall remain in force and effect for a period of five (5) years from the date of execution, subject to termination under Clause 10 (ii) below.
- ii. Any Party may terminate its rights and obligations under this Agreement by giving to the other Parties ninety (90) days written notice of its intentions to do so, following which this Agreement shall be null and void to extent of the rights and obligations of the terminating Party.

**11. DISPUTE RESOLUTION**

In the case of any dispute arising between the Parties as to their respective rights and obligations under this Agreement, a Party shall be entitled to give the other Party notice of such dispute and may request arbitration thereof; and, subject to the agreement of the Parties to the dispute, the Parties may, with respect to the particular matters in dispute, agree to submit the same to arbitration in accordance with the Arbitration Act RSBC 1996, c.55, as may be amended or reenacted from time to time.

**11. GENERAL PROVISIONS**

- i. This Agreement shall not be assignable by either Party without the prior written consent of the other Parties, and any attempt to assign the rights, duties and obligations hereunder without such consent shall be of no effect.
- ii. This Agreement shall be construed according to the laws of the Province of British Columbia.
- iii. This Agreement shall enure to the benefit and be binding upon the Parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the Parties hereto have affixed the signatures of their respective officers duly authorized for such purpose.

SIGNED on behalf of the **Peace River Regional District** by:

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chief Administrative Officer

SIGNED on behalf of the **District of Chetwynd** by:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

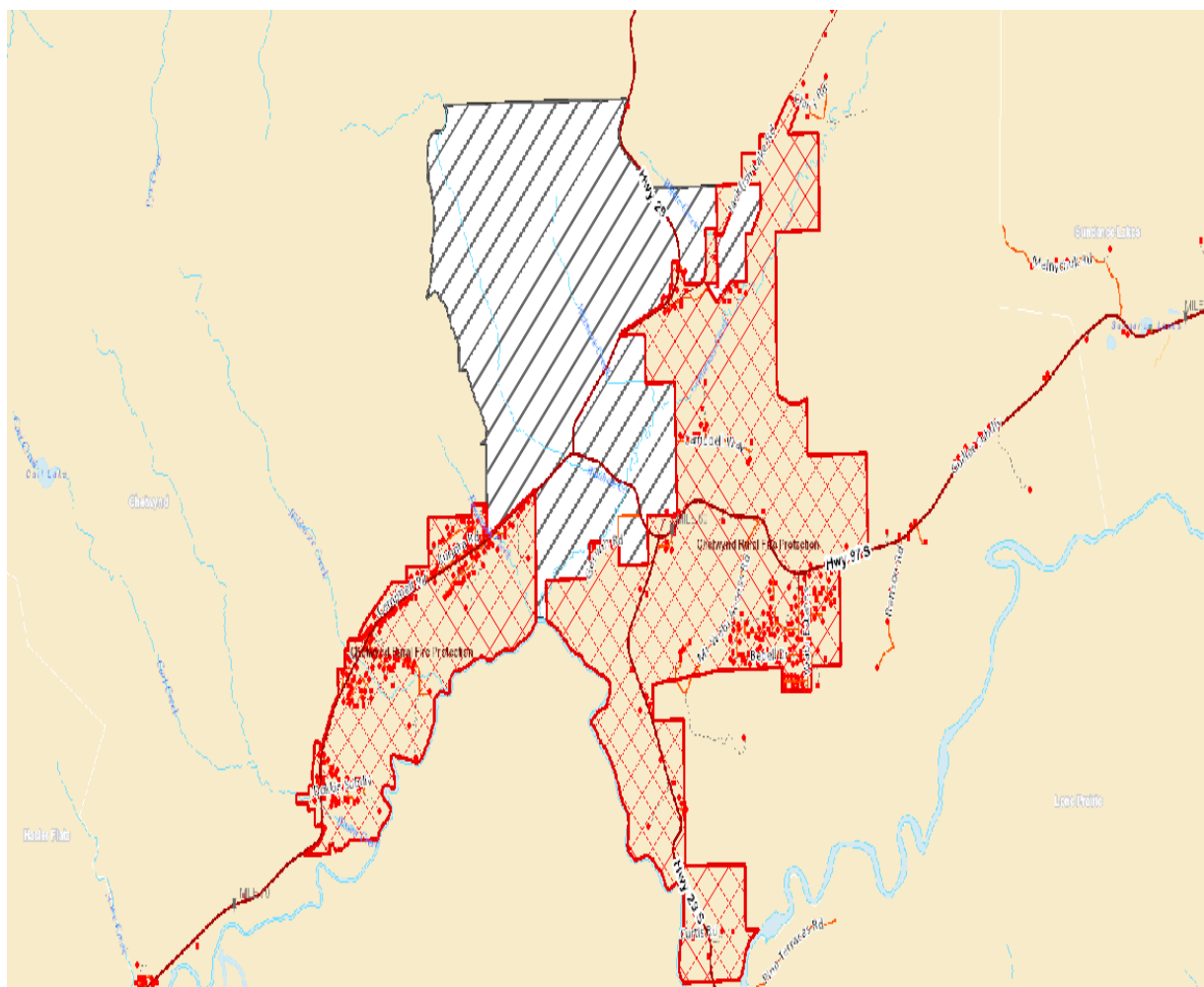
SIGNED on behalf of the **District of Hudson's Hope** by:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

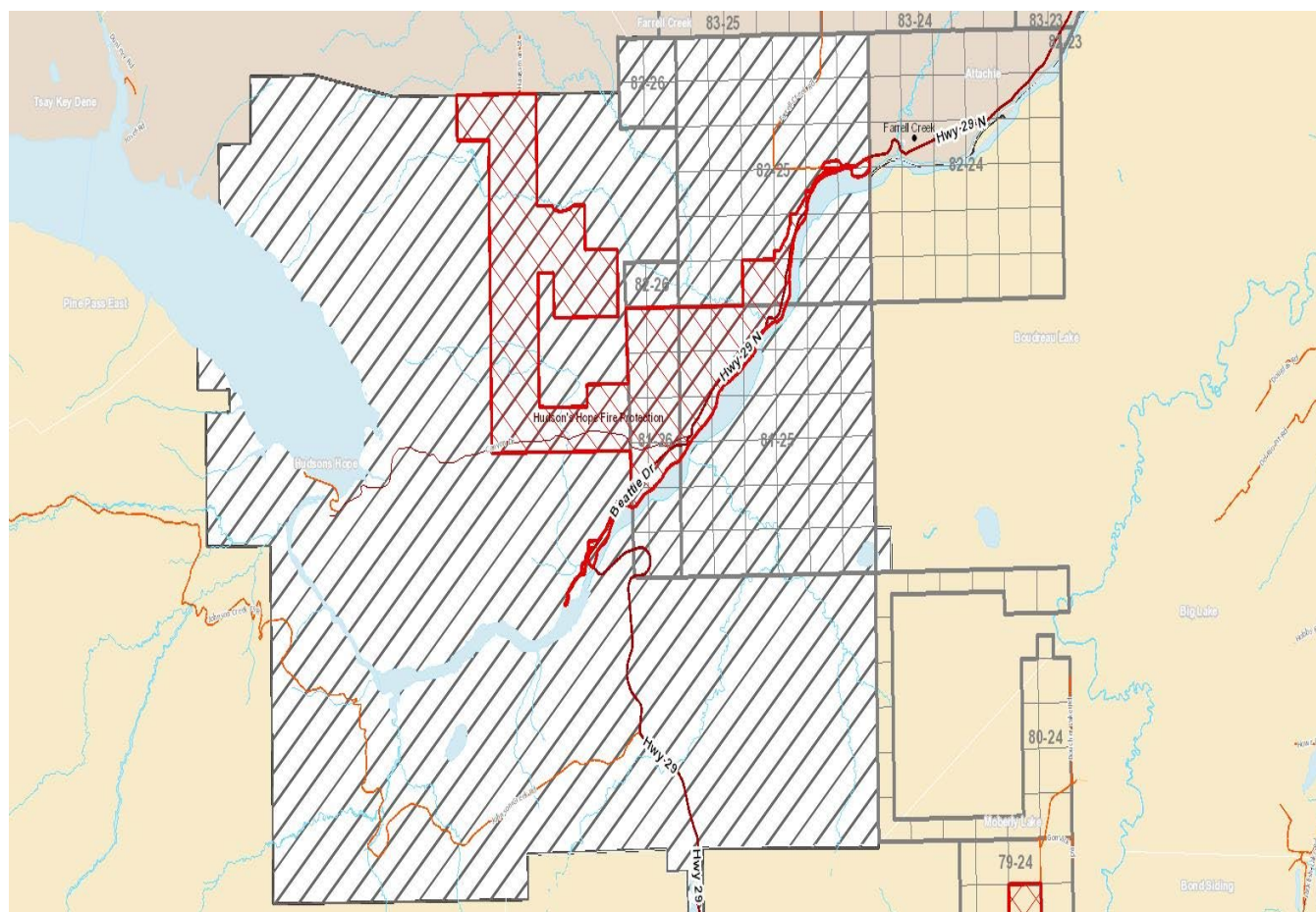
The map displays Mobley Lake and its surrounding areas. A red cross-hatch pattern delineates the fire protection area, which covers a significant portion of the lake's shoreline and the adjacent land. Labels on the map include 'Mobley Lake', 'North Shore', '80-24', '79-24', 'St. Mary's', 'Mobley Lake Fire Protection', and 'St. Mary's Lake Fire Protection'. A legend in the bottom right corner identifies the red cross-hatch pattern as the 'Fire Protection Area'.

The following map shows the boundaries of the District of Chetwynd Fire Protection Service Area in which they provide Fire Protection Services crosshatched and the boundaries of the Chetwynd Rural Fire Protection Service Area in which the PRRD provides Fire Protection Services, through contract with the District of Chetwynd, crosshatched in red. Both areas are covered by this Mutual Aid Agreement, and are defined in Section 1 – ‘Definitions’ together as the “Chetwynd Fire Protection Area”. The area(s) are those areas where a Providing Party may be requested to provide Primary Mutual Aid or additional Emergency Resources if available to a Requesting Party.





The following map shows the boundaries of the District of Hudson's Hope Fire Protection Service Area outlined in red and is the area in respect of which Hudson's Hope Fire Rescue provides Fire Protection Services and the area to which the Providing Party may be requested to provide Primary Mutual Aid or additional Emergency Resources if available.



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor Dave Heiberg and Council  
**SUBJECT:** CAO – Update Report  
**DATE:** July 2020  
**FROM:** Chris Cvik, CAO

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Some of the initiatives currently being worked or recently completed:

- Safety – No new cases of employees being self-quarantined due to COVID-19. Currently in Phase III – Recovery Plan.
- Met with Sauteau First Nations on July 21<sup>st</sup> to discuss questions/concerns around the District's License of Occupation Renewal of the Dinosaur ATV Campground site.
- Received Environmental testing report on the Persona Building (old video store/theatre) Reviewing the information to determine next steps (report to Council to follow).
- Talked with Pool Supervisor – Enhanced cleaning is going well. No major operational issues. New junior lifeguard started on July 21<sup>st</sup> (to replace injured employee). Some negative comments from patrons regarding queueing and have to exit the pool for cleaning with no guarantee of re-admittance.

### Upcoming

- Complete quarterly performance reviews (Protective Services, Public Works, Corporate Officer) and annual review for Protective Services.
- Prepare Council Chamber renovation cost report for the installation of protective barrier (COVID-19).
- Working with the Recreation and Special Events Coordinator on a Pool Employment Sustainability Project for qualified Lifeguards.
- Finalize CAO Succession Planning Report for Council (Closed Meeting – August 10<sup>th</sup>).



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Chris Cvik

**SR7**

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**FROM:** Jeanette McDougall, Corporate Officer

**DATE:** July 27, 2020

**SUBJECT:** CORPORATE DEPARTMENT – MONTHLY UPDATE

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### PURPOSE

To provide Council with an update for the Corporate Department.

### INFORMATION

- **Adobe Software – In Progress**
  - Converting monthly subscriptions to annual and streamlining invoicing through one credit card; this will reduce costs, eg foreign exchange rates, Staff time tracking invoices
- **Bylaws – In Progress**
  - Zoning Consolidation
  - Permissive Tax Exemptions Bylaw to be amended to include the following:
    - Hudson's Hope Health Care & Housing Society
    - Friends of Hudson's Hope
- **Copier / Printer**
  - New copier installed; existing copier moved to Public Works Shop to replace old Ricoh copier that was falling apart; Ideal Office Solution removed the old Ricoh copier and taken to Fort St. John for recycling (no cost to the District)
- **Leo & Ethel Rutledge Scholarship**
  - Scholarship awarded to J. Herrington; announcement made & certificate presented during Grad 2020 on June 26, 2020
- **planH Community Connectedness – Grant Application – HHHCS&HS Patio**
  - Grant application for \$5,000; written by the Grant Writer & D. Beattie, HHHCS&HS
  - Submitted July 15, 2020; decision expected late August
- **Pool**
  - Hired four Pool staff (2 Junior Lifeguards, 1 Front Counter, 1 Cleaner)
  - Safety training rescheduled from July 2<sup>nd</sup> to July 4<sup>th</sup> due to thunder storms
- **Telus**
  - Liaised with Telus re resolving access issues re billing
  - Updated access to all the District's bills online for J. McDougall, T. Alexander & J. Dupuis

**SR8**

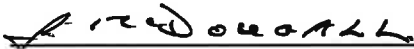
- **Visitor Centre**
  - Hired 1 student (replaced one Staff member who left)
- **Conferences / Education / Training**
  - *Dominion Gov Law LLP – Bylaw Enforcement / Legal Issues Webinar – July 16/20; J. McDougall (Summary to be provided August 10/20 Council Meeting)*
  - *Upcoming:*
    - Corporate Officers Forum – J. McDougall, October 2020  
*(in-person conference cxd due to COVID19; 2 ½ day online sessions being held October 8 & 9, 2020)*
    - Safety Committee Conference – A. Martin, November 2020 *(cxd due to COVID19; online safety courses being researched)*
    - ICBC Training – M. Heiberg *(paused due to COVID19; to resume September 2020)*
- **LGMA Committee: Freedom of Information / Records Management (FOI/RM)**
  - Committee meeting (conference call) scheduled for September 2020 to review FOI Toolkit Manual updates

ADMINISTRATOR'S COMMENTS:




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Chris Cvik, Chief Administrative Officer




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Jeanette McDougall, Corporate Officer

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Public Works Department Update

**DATE:** July 20, 2020

**FROM:** Mokles Rahman, Director of Public Works

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Below please find highlights of some of the activities either done or underway in the Public Works Department during the last month.

### PROJECTS:

- **Water Treatment Plant (WTP) Upgrades:**

1. Mobilization: The Industra Group (the contractor) mobilized to the site and started minor lead in construction. They have also started the excavation for the building expansion.
2. Building Permit issued, foundation footing may be placed next week.
3. Detail design of all components are approximately 90% done. Contractor is late in getting design approvals from the District and it's consultants.
4. Contractor applied for temporary water treatment systems to Northern Health and submitted a preliminary plan to the District. Contractor is revising the plan and yet to get approvals from the Northern Health and the District.
5. Schedule: As per the contractor, the Design Build project is on track to be completed by its planned completion date of December 18, 2020. Staff think that contractor is not making adequate progress of work.

- **Capital Projects:**

1. Water valves and hydrants replacement: Completed except minor deficiencies on surface work.
2. Residential Water Stand Upgrade:
  - Working with Clear Blue Water (the contractor) for the water pipe upgrade of the Beryl Prairie water well. It is expected that the work will be done in the week of August 17, 2020 contingent upon approval from Northern Health. Communication with the water users will be made in due time.
  - Keypad access project for both residential water stands are on hold, as Finance staff of the District are facing some challenges in billing for commercial water stand.
3. Beattie Lift station upgrade:
  - Contractor is currently waiting on the delivery of the kiosk and valves. It may take couple of weeks to get the delivery. Contractor may return to the site in 3 to 4 weeks to finish the remaining work.
  - It may be noted here that the contractor is facing some challenges in getting valves due to Covid-19 and international trade war which are being imported.

4. MacDougall Street Design:

- Awarded the contract for MacDougall Street design to Urban Systems.
- Design and estimate will be done in this year, and tender next year contingent upon budget approval.

5. Lynx Creek Re-pavement: Tender posted on July 3, 2020 with the closing date on July 17, 2020. Received two (2) tenders, both are within the budget. A council report is being submitted for the July 27, 2020 meeting.

6. Osborne Street @ Canyon Dr barrier: Council cancelled the tender for barrier placement as all tenders received are well above the approved budget. Council approved traffic signs and miscellaneous other work as mitigating measures to improve the safety of the intersection.

7. Carter street storm culvert replacement: Sent invitational quote to four (4) local contractors. Received one quotation and waiting for more.

8. Arena door and water heater replacement: Received one quote for the door replacement and waiting for more quotes. In the process of hiring a contractor. Also, looking for a contractor for water heater replacement.

9. Quonset Hut door installation: In the process of purchasing a door from the same supplier of the original Quonset Hut.

10. Plow Truck Replacement: Tender posted on June 26, 2020 with the closing date on July 31, 2020. Two (2) addendums were issued based on the equerries of the proponents.

11. Lawn Tractor replacement: In the process of posting a tender.

12. Pick-up trucks replacement: One  $\frac{3}{4}$  ton and one  $\frac{1}{2}$  ton pick up tenders are ready and going to post on July 23, 2020.

● **Operating Projects:**

1. Calcium chloride: Due to off and on rain, we could not perform Calcium chloride application in the remaining 1/3<sup>rd</sup> of the roads. It will be done once weather is good.

2. Line painting: Line painting for Airstrip and Tennis/ Pickle Ball Court are done. Line painting for the Tennis/ Pickle Ball Court done by the in-house crews. Quality of both work are good. Thanks to staff for their good work.

3. Crack sealing and pothole repairs are going on in different part of the Town. During crack sealing we are putting sand on the tar which is making vehicle users happy.

4. Playgrounds and Parks: Summer tent is up near the swimming pool. Weed spray done at the ball diamond and the airport. Another harrowing of the ball diamond will be done in a few days.

5. Cemetery directional sign: Garden of Peace Cemetery directional sign installed near the Hwy 29 and Powel Road.

6. Library: Central Air Conditioner has been completed.

7. Solar Array: Contractor of Solar Array inspected all nine (9) facilities on July 21, 2020 as part of yearly maintenance. They will submit a report.

8. MWR registration: Urban System is in the process of applying for Municipal Wastewater Regulation (MWR) registration for the Wastewater Treatment Plant.

## **OPERATIONS:**

- Water Treatment Plant (WTP):
  1. Staff had to switch river intake to spring for few days due to high turbidity in the river water (because of heavy rain few weeks ago), which resulted in some challenges in Pool water quality.
  2. Though BC Hydro is spilling water through their dams, the intake river water quality is acceptable.
  3. Just today, July 23, 2020, I came to know from the lead hand that the chlorine level at the reservoir and water stands are low. Meeting with them towards a solution.
- NH Inspections: Northern Health conducted yearly inspection to Water Treatment Plant and the Swimming Pool. There is no concern on the operation of these two (2) facilities.
- Swimming Pool: Regular maintenance and operation are going on. Except minor challenges in water quality, operations are satisfactory.
- Flower plantation are done. Maintenance is going on.
- Cleaning of Old PW yard:
  1. Spending a lot of time in cleaning the lower part of the old Public Works yard which was historically used as old/surplus materials storage by the District. Now this part of the land is under BC Hydro.
  2. BC Hydro representative requested to clean the site by end of August.
  3. BC Hydro also confirmed that the District's Salt shed relocation from this land is not required.
- Arena: Yeti Refrigeration will be in Town on August 31, 2020 to start up the Arena and Curling Rink for ice making. Winter casual staff for Arena has been selected.
- Refuse site: Propane tank disposed off. In the process of getting a contractor to dispose the Tires.

## **SUBDIVISIONS**

1. Light industrial subdivision: Consultant is working towards 60% completion of the detailed design.
2. Beryl Prairies Subdivision storm water management: Urban systems submitted a quote for storm water assessment. A council report is being submitted for the July 27, 2020 meeting.

## **Asset Management:**

1. Asset Management data collection and condition assessment going on.
2. The summer employee for Asset Management is scanning old maps/ drawings at Urban Systems at no cost to the District. Those digital copies of the maps will be saved on the shared drive.

Prepared by:



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Mokles Rahman, Director of Public Works

Approved by:



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Chris Cvik, CAO



## Recreation and Special Events – MONTHLY UPDATE

### INFORMATION - Special Events

#### ➤ Canada Day- July 1, 2020

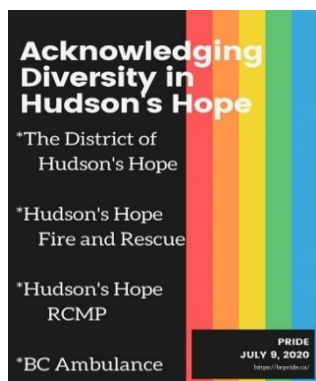
- **History** –Canada Day Celebration in the Pool Park July 1 from 1-3pm. This Celebration included: A community wide BBQ, a speech from the mayor, singing of O' Canada, cake, a free swim at the pool, musical talent and bands, games and activities, the photo booth, and large prize draw. This has been a large community gathering exceeding more than 50 people.  
2019 Cost - \$4,500
- **This year** – Due to Covid-19 restrictions, council considered an alternative community activity to celebrate Canada Day.
- **Events included:** Community Decorating where a Canadian flag was placed in each mailbox, Decorating Competition, Reverse Parade, Driveway tailgate party, Scavenger hunt, singing of O'Canada preformed by Susy Bach posted on line.  
**Impact** -Facebook Canada Day posts received a total of 1,800 views  
**Total Cost- \$1,600**
- **Grants and Donations** – The DOHH was awarded the Heritage Canada grant of \$1300, The Butcher Block and local businesses donated \$400 in gift cards for prizes.



#### ➤ Pride Day- July 9



- **History** – In 2019 the District of Hudson's Hope took a supportive roll in the celebration of Pride in Hudson's Hope.
- **This year** -Due to covid-19 restrictions in cooperation with the RCMP a public Facebook post was scheduled for July 9. "Acknowledging Diversity" Post was in collaboration with HH Fire and Rescue, HH RCMP, and BC Ambulance. The post received approx. 700 views. In collaboration with the Farmer's Market the RSEC supplied sidewalk chalk for a, "Colour me beautiful" activity where children and adults decorated the Beattie Park sidewalk. This activity was very popular and well received.



- **Fitness in the Park** – Continued into July in the same manner with an increasing positive response  
**Cost for July - \$300.00**
- **Summer Hike Series** Continued into July in the same manner. Three hikes were scheduled and well attended. 20 Mile Ridge Hike held July 19 was the largest attended with 23 hikers including those from Chetwynd, Dawson Creek, FSJ and Hudson's Hope.  
**Cost for June - \$143.00**
- **Upcoming Events**
  - August Summer Hike and Fitness in the Park
  - Volunteer Appreciation in conjunction with the Farmer's Market
  - Geo – Adventure, geocache
- **Projects**
  - Pool employment sustainability
  - Arena Safety Plan
- **Initiatives**
  - Networking – Local, Regional, and Provincial
  - Orientation – Company and system based
  - Education / Training – Continuing professional development
  - Creating new community-based activities and safety plans in consideration restrictions
  - Grants -Research and application

## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**SUBJECT:** Protective Services Monthly Update

**DATE:** 27 July 2020

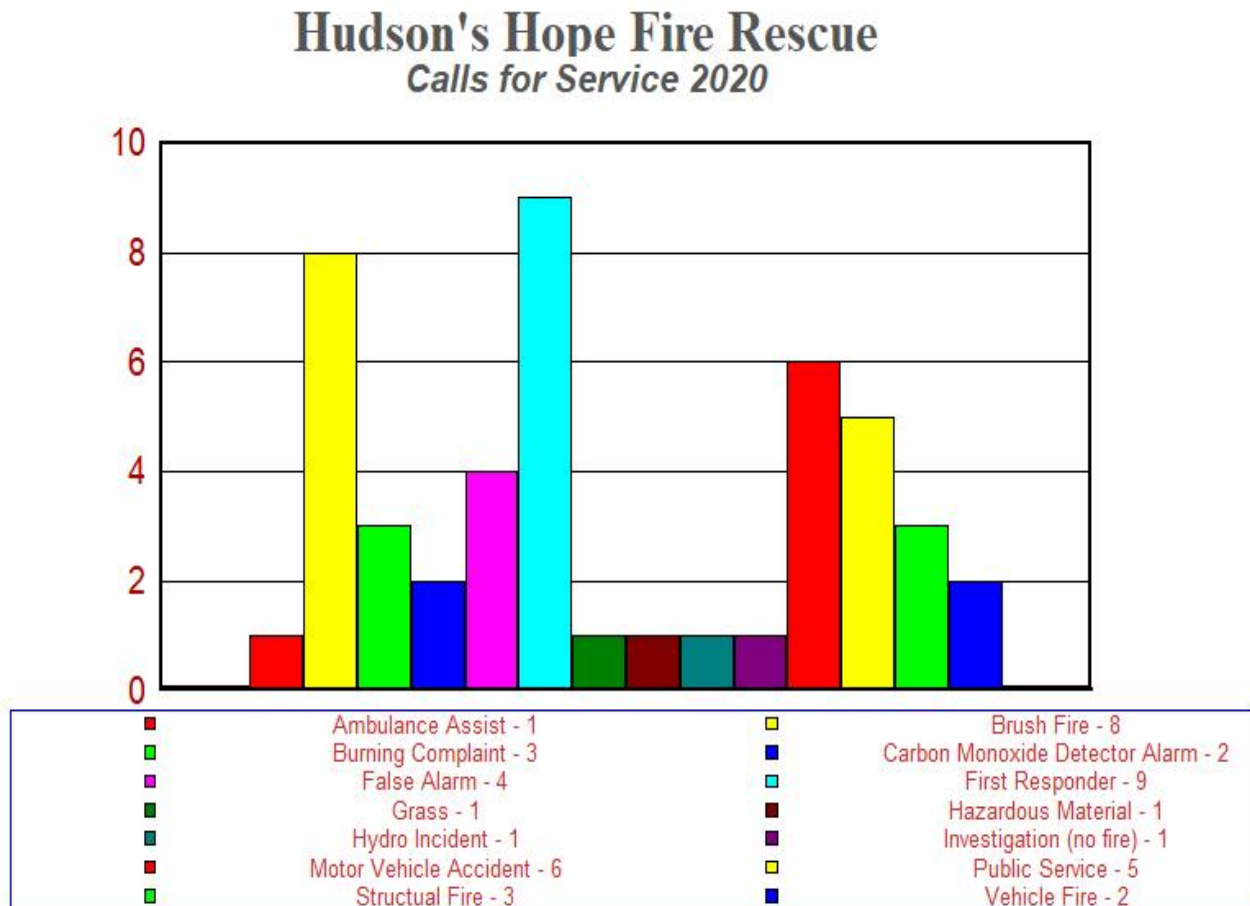
**FROM:** Robert Norton, Director of Protective Services

### INFORMATION:

This report is a synopsis of the activities of the various branches of the Protective Services Department.

#### Fire Department

Year to date the department has responded to 47 calls for service.



Hudson's Hope Fire Rescue continues to closely monitor BC Emergency Health Services policies and protocols for COVID-19 response and have implemented best practices within medical responses to ensure the health and safety of our responders and patients.

### Bylaw Enforcement

The District has received several concerns regarding dogs at large in the Cameron Lake Campground, and Bylaw has investigated an incident on 20 June 2020 of a dog attacking another dog that was being walked on a leash. The leashed dog suffered significant injuries which required approximately \$1000 worth of veterinary services.

The investigation concluded that the attacking dog was tied in the campsite but managed to break its leash and reach the other dog. The owner of the dog who lives in Fort St. John received a Vicious Dog Notice via registered mail and another copy was delivered by Fort St. John Bylaw Services. This notice requires the owner to have the dog on leash, muzzled, and under the control of a competent person while within the District of Hudson's Hope. Non-compliance while in the District of Hudson's Hope will result in additional penalties for failing to comply with a Vicious Dog Notice and possible court action being commenced under the Community Charter, Section 49 – Dangerous Dogs.

While in this case the dog was initially leashed, there have been other incidents of dogs at large which could pose the risk of further events of this type. To address this issue additional signage has been installed regarding the need to keep dogs on leash at all times within the campground, campground attendants have been instructed to remind campers of this requirement, and the Animal Control officer has been instructed to conduct weekend patrols of the campsite to ensure compliance. Animal Control has reported that there seems to be an improved compliance rate since the patrols have begun.

### Emergency Preparedness

The Northeast BC (NEBC) Emergency and Public Alert System continues to be advertised throughout the Peace through a variety of venues including print, radio, billboards, and attendance at trade shows. The District of Hudson's Hope continues to promote the system on our Facebook page, website, PSA, and the Bulletin. To date there are 1199 subscribers within the Peace including 134 within the Hudson's Hope area. To ensure that new residents to the area are aware of the program, the District has worked with BC Hydro to include information into their new employee orientations for local facilities. This information describes the merits of the NEBC Emergency and Public Alert system, as well as information on how to sign up.

To promote the NEBC Emergency and Public Alert System a contest was run which encouraged residents to sign up and to recommend others to join the subscription list. The prizes included a 7-day camping pass, camping chairs, tabletop patio heater and a cooler of camping food items.

The District continues to maintain an EOC level 1 activation during the COVID-19 event. Staff continue to attend coordination calls with Emergency Management BC and focus on the following priorities:

- Ensuring accurate information is delivered in a timely manner to residents.
- Ensuring workplace safety procedures and policies are in place which align with Worksafe BC guidelines.
- Planning for and implementing reopening of District services and venues.



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Robert Norton, Director of Protective Services

## Request for Support

**To: District of Hudson's Hope**  
**July 20, 2020**

### **Mayor and Council:**

River of the Peace Metis Society is requesting a letter of support and endorsement from the District of Hudson's Hope in applying for a marginal grant "Community Connectedness" from PlanH. The project is "Gather Together".

The purpose of the Community Connectedness grant is to create a multi-sector community leadership committee that would assess, evaluate, review programs and systems existing in the community. It would also consider social determinants that are assets or barriers to the health and well-being of the community of Hudson's Hope. Data would be collected to complete a "community report card". This, in turn, would be used to develop strategic directives to improve the health of the community, regardless of age, gender, race, and socio-economic status. River of the Peace Metis Society also wishes to host a Wellness Conference that will highlight the findings, provide a sampling of possible programs, offer workshops to address issues of mental well-being, and provide opportunities for more discussion on community needs.

This grant caters specifically to small communities with a strong degree of readiness. River of the Peace Metis Society will be committing staff, resources and funding to this initiative.

Engaging multi-sector partners is key to the success of this application. River of the Peace Metis Society has garnered support from community partners: Hope for Health, Friends of Hudson's Hope, and New Horizons. If successful, other community partners will be approached. At this point, River of the Peace Metis Society is requesting your support for this grant: a sample letter has been added that outlines a possible commitment from the District of Hudson's Hope.

The data collected from this grant would be a useful assessment tool for Council and would also be beneficial for the entire community. River of the Peace Metis Society has a fair chance at obtaining this grant with community support.

Thank you for your support and consideration. I have attached a tentative letter of support for easy management.

If you have any question, please contact me.

Sincerely,



Greta Goddard  
Wellness Coordinator

River of the Peace Metis Society Tel: 250-783-0855 Email: [rgfequet@pris.ca](mailto:rgfequet@pris.ca)

**C1**

# 2020 PROVINCIAL APPOINTMENTS BOOK

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## Meeting Requests with:

The Premier and Cabinet Ministers and  
Provincial Government Staff from Ministries,  
Agencies, Commissions and Corporations (MACC)

Will be scheduled the week prior to 2020 UBCM CONVENTION  
September 14 – 18, 2020

Via Conference Call



Ministry of  
Municipal Affairs  
and Housing



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## INTRODUCTION

This Provincial Appointment Book will provide UBCM local government and First Nations members directions on how to request a meeting with the Premier, Cabinet Ministers and Provincial ministries, agencies, commissions and corporations (MACC) program staff, to be scheduled the week prior to 2020 UBCM Convention.

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

1. Premier and Cabinet Ministers;
2. Host Minister Selina Robinson, Municipal Affairs and Housing and responsible for local governments; and
3. Provincial Ministries, Agencies, Commissions and Corporations staff (MACCs).

Information on the MACCs available to meet is also included.

All activities are taking place in a virtual format for the 2020 UBCM Convention.

**All meetings for the 2020 UBCM Convention will take place by conference call. Conference call details will be provided when meetings are confirmed.**

### Meeting Dates

Meetings with the Premier and Cabinet Ministers including the Minister of Municipal Affairs and Housing will take place by conference call during the following dates:

**Monday, September 14, 2020  
to  
Friday, September 18, 2020**

Meetings with MACC staff will take place by conference call during the following dates:

**Tuesday, September 15, 2020  
to  
Thursday, September 17, 2020**

### Provincial Appointment Desk

If you have any questions or need assistance regarding your meeting request, contact:

**Eri Moriya**

MACC UBCM Meeting Request Coordinator

**Phone:** 778 698-1686

**Katie Carrothers**

Minister's UBCM Meeting Request  
Coordinator

**Phone:** 236 478-0537

**Email:**

[MAH.UBCM.MeetingRequests@gov.bc.ca](mailto:MAH.UBCM.MeetingRequests@gov.bc.ca)



## MEETING REQUEST INFORMATION AND LINKS

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

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

**Invitation Code:** MeetingRequest2020  
(case sensitive)

**Deadline:** Tuesday, August 4, 2020

**Questions:**

Contact the Premier's UBCM Meeting  
Request Coordinator by email at:  
[UBCM.Meetings@gov.bc.ca](mailto: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:** Tuesday, August 4, 2020

**Questions:**

Contact the Minister's UBCM Meeting  
Request Coordinator, Katie Carrothers by  
email at:  
[MAH.UBCM.MeetingRequests@gov.bc.ca](mailto:MAH.UBCM.MeetingRequests@gov.bc.ca),

or by telephone at: 236 478-0537

**Provincial Government Staff**  
(Ministries, Agencies, Commissions and  
Corporations (MACCs))

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

**Deadline:** Monday, August 31, 2020

**Questions:**

Contact the UBCM MACC Meeting Request  
Coordinator, Eri Moriya, by email at:  
[MAH.UBCM.MeetingRequests@gov.bc.ca](mailto:MAH.UBCM.MeetingRequests@gov.bc.ca),

or by telephone at: 778 698-1686

Once meetings are scheduled, confirmation  
will be sent to UBCM local government and  
First Nations members.

## PROVINCIAL GOVERNMENT MINISTRIES AVAILABLE DURING THE 2020 UBCM CONVENTION

### MINISTRY OF ADVANCED EDUCATION, SKILLS AND TRAINING

DIVISION/BRANCH	TOPIC
<b><i>Governance, Legislation and Corporate Planning Division</i></b>	<ul style="list-style-type: none"> <li>• Post-secondary governance, legislation, degree quality assurance, private career training regulation, data and analytical support, audit, institutional accountability, corporate planning, international education, intergovernmental relations, sector labour relations and bargaining.</li> </ul>
<b><i>Post-Secondary Policy and Programs and Division Responsible for Learner Supports</i></b>	<ul style="list-style-type: none"> <li>• 25 public post-secondary institutions (PSIs) and their programs including: Indigenous Education, Adult Education, StudentAid BC including the BC Access Grant, Science, Technology, Engineering and Math (STEM) programs, health and medical education, student mental health initiatives, and leading strategic policy/liaison function for the sector.</li> </ul>
<b><i>Finance, Technology and Management Services and Division Responsible for Student Housing</i></b>	<ul style="list-style-type: none"> <li>• Operating and capital grants to 25 PSIs, FTE and PSI financial health monitoring and reporting, Ministry's 10-year capital plan, PSI property acquisition and disposition, manage Ministry budget, maintain Ministry IT systems and digital information security, Administrative Service Delivery Transformation Initiative, lead Ministry's business continuity and emergency response readiness with PSIs. Leading the development of 5000 additional student housing beds on Post-Secondary campuses in B.C.</li> </ul>
<b><i>Workforce Innovation and Division Responsible for Skills Training</i></b>	<ul style="list-style-type: none"> <li>• Development and management of targeted labour market programs and, policies, including the Community Workforce Response Grant and the BC Employer Training Grant, 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.</li> </ul>

## MINISTRY OF AGRICULTURE

DIVISION/BRANCH	TOPIC
<b><i>Food Safety and Inspection Branch</i></b>	<ul style="list-style-type: none"> <li>Responsible for administration, compliance and enforcement of provincial legislation related to slaughter of meat, and food safety related to processing of seafood products. Also responsible for administration of food safety programs for farmers, ranchers and food processors under the federal/provincial/territorial Canadian Agricultural Partnerships (CAP) agreement.</li> </ul>
<b><i>Corporate Governance, Policy and Legislation</i></b>	<ul style="list-style-type: none"> <li>Responsible for providing corporate planning, resources and services to the Executive and ministry including ministry data reporting and dissemination, policy, legislation, Intergovernmental Relations, trade for agriculture and seafood policy.</li> </ul>
<b><i>Plant and Animal Health</i></b>	<ul style="list-style-type: none"> <li>The Plant and Animal Health Branch supports the sustainability of animal and plant agriculture, while serving to protect the well-being of the people of the province through surveillance, regulatory compliance, risk assessment, and the development of strategies to address identified risks. The Plant and Animal Health Branch consists of three key programs: The Animal Health Centre, the Livestock Management and Regulatory Unit, and the Plant Health Unit.</li> </ul>
<b><i>Innovation and Adaptation Service Branch</i></b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b><i>Sector Development Branch</i></b>	<ul style="list-style-type: none"> <li>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 Agriculture sector in B.C.</li> </ul>
<b><i>Business Risk Management Branch</i></b>	<ul style="list-style-type: none"> <li>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.</li> </ul>

## MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

DIVISION/BRANCH	TOPIC
<i>Strategic Priorities / Strategic Initiatives</i>	<ul style="list-style-type: none"> <li>The Strategic Initiatives Branch is responsible for leadership, oversight and coordination of key ministry priorities and leads a variety of complex, large-scale and cross-divisional projects in collaboration across the ministry. The branch's current projects are: <ul style="list-style-type: none"> <li>reimagining how the ministry delivers prevention and family supports improving Youth Transitions; and</li> <li>supplementary youth-focused projects.</li> </ul> </li> </ul>
<i>Strategic Priorities/ Strategic Services Branch</i>	<ul style="list-style-type: none"> <li><b>The Strategic Services Branch</b> consists: Strategic Planning &amp; Engagement, Project Management &amp; Lean Services, Implementation and Change Management, Intergovernmental Relations.</li> <li><b>Strategic Planning &amp; Engagement</b> directs planning, reporting, internal communications and staff engagement. This team provides strategic advice to executive; leads ministry-wide planning and assists divisions when required; reports on priority initiatives; supports internal engagement; and manages internal web services.</li> <li><b>Project Management &amp; Lean Services</b> supports the development of new projects and the continuous improvement of existing ministry services and programs. This team handles priority projects; promotes project management practice; helps divisions streamline processes; facilitates Lean and project management capacity building; and creates and provides resources for Lean improvement.</li> <li><b>Implementation &amp; Change Management</b> coordinates the rollout of new initiatives and plans for their human impact. This team develops the quarterly Implementation Schedule; manages implementation through the Implementation Table; communicates priorities ministry-wide; develops plans for engaging and supporting staff during change; supports leaders managing organizational transitions; offers training and online tools for change management; and measures impact of implementation and change activities.</li> </ul>

## MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT CONTINUED...

<p><b><i>Strategic Priorities/ Strategic Integration Branch</i></b></p>	<ul style="list-style-type: none"> <li>• The Strategic Integration Branch works collaboratively with senior leadership and subject matter experts across the ministry and within the division to enhance collaboration and integration across the four strategies of the Strategic Framework. The branch is responsible for: tracking, issues management and reporting of key Framework milestones and deliverables; ensuring the voice of Service Delivery Division and Practice is included in the development and implementation of the Framework; and oversight and coordination of consultations across the ministry on all major strategies and work plans. This branch also leads complex and cross divisional projects. The current project is: <ul style="list-style-type: none"> <li>○ service delivery redesign for the in-care network.</li> </ul> </li> </ul>
<p><b><i>Early Years and Inclusion</i></b></p>	<ul style="list-style-type: none"> <li>• The Early Years and Inclusion Division leads the development and implementation of B.C.'s Childcare BC plan, policy and provincially-delivered programs for the early years and children and youth with special needs.</li> <li>• Childcare BC: <ul style="list-style-type: none"> <li>○ New Spaces Fund</li> <li>○ UBCM Child Care New Spaces Grants</li> <li>○ UBCM Child Care Planning Grants</li> <li>○ BC Maintenance Fund</li> <li>○ Start-up Grants</li> <li>○ Child Care Fee Reduction Initiative</li> <li>○ Affordable Child Care Benefit</li> <li>○ Child Care Operating Funding</li> <li>○ Early Childhood Educator (ECE) Wage Enhancement</li> <li>○ Funding for ECE Bursaries</li> <li>○ ECE Registry</li> </ul> </li> <li>• Early Years Policy and Programs: <ul style="list-style-type: none"> <li>○ Early Years Service Framework</li> <li>○ Aboriginal Service Innovations – Early Years grants</li> <li>○ Aboriginal Head Start</li> </ul> </li> <li>• Policy and Provincial Programs for Children and Youth with Special Needs (CYSN): <ul style="list-style-type: none"> <li>○ CYSN Service Framework</li> <li>○ Autism Funding Program</li> <li>○ Medical Benefits Program</li> <li>○ Autism Information Services</li> </ul> </li> <li>• Provincial Deaf and Hard of Hearing Services</li> </ul>

## MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT CONTINUED...

<b><i>Policy and Legislation</i></b>	<ul style="list-style-type: none"> <li>The Policy &amp; Legislation Division (PLD) creates and implements strategic and operational policy, manages the ministry's legislation and litigation processes and research programs. Policy areas include child welfare, adoption, child and youth mental health, cross-divisional policy and quality assurance.</li> </ul>
<b>Service Delivery Division</b>	<ul style="list-style-type: none"> <li>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, including youth justice, 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.</li> </ul>

## MINISTRY OF CITIZENS' SERVICES

DIVISION/BRANCH	TOPIC
<b><i>Government Digital Experience</i></b>	<ul style="list-style-type: none"> <li>Provides and manages public engagement across government and leverages digital technology to improve services for citizens, making government's web presence easier to navigate. The division also delivers technology services to Government Communication and Public Engagement (GCPE) to support its day-to-day operations.</li> </ul>
<b><i>Information, Communication and Technologies</i></b>	<ul style="list-style-type: none"> <li>Provides leadership and expertise for the expansion, coordination and provisioning of telecommunications services, vendor management, innovation, and technology that enable the digital transformation of government work environments and communities in every corner of the Province.</li> <li>NetworkBC provides guidance on planning for telecommunications infrastructure investment to municipal and regional governments and oversees the Connecting British Columbia program.</li> <li>Public Safety Broadband is a Canadian initiative led by the federal government to establish a secure, high-speed and mobile wireless communications network. The network can be used by first responders and public safety personnel to communicate, access and share information during day-to-day operations, weather-related incidents, natural disasters, emergencies and major events.</li> </ul>

## MINISTRY OF CITIZENS' SERVICES CONTINUED...

<b>Office of Chief Information Officer</b>	<ul style="list-style-type: none"> <li>• The OCIO supports the transformation of government services through integration, collaboration and innovation. It leads strategy, policy and standards that support digital government and information management including information technology, IT security, integrated data, privacy and the management of the Information Management/IT investment portfolio for the Province. The OCIO is responsible for the Province's technology infrastructure and provides a range of corporate enablers to support digital service delivery and business transformation for government and Broader Public Sector organizations. It provides corporate information management services to government including: Freedom of Information; proactive disclosures of information; privacy, records management and elements of information security.</li> </ul>
<b>Procurement and Supply</b>	<ul style="list-style-type: none"> <li>• 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 venders 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.</li> </ul>
<b>Real Property</b>	<ul style="list-style-type: none"> <li>• The Real Property Division 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 institutions and hospitals), office space inventory, parking, related legislation, 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.</li> </ul>



## MINISTRY OF CITIZENS' SERVICES CONTINUED...

<b><i>Service BC</i></b>	<ul style="list-style-type: none"> <li>Service BC is government's chief provider of citizen and business centered 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. Through a provincial network of 65 offices and the provincial contact center, Service BC provides approximately 300 services for more than 40 partner ministries and agencies. These services can range from improving citizens' experiences accessing income assistance services through partnership with Ministry of Social Development and Poverty Reduction to the renewal of a driver's license on behalf of ICBC. Through BC Registries and Online Services, we register and maintain businesses, societies and personal property. Our BC Service Card and BCeID programs delivers secure and privacy-enhancing identity services for citizens and businesses to support access to digital government services and information.</li> </ul>
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## MINISTRY OF EDUCATION

DIVISION/BRANCH	TOPIC
<b><i>Libraries Branch</i></b>	<ul style="list-style-type: none"> <li>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 Library Act. Responsible for areas covering legislation, provincial funding, digital infrastructure, provincial-wide services and provincial policies.</li> </ul>
<b><i>Capital Branch</i></b>	<ul style="list-style-type: none"> <li>The Capital Branch establishes and administers the Ministry of Education's Capital Program, estimated at \$800 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.</li> </ul>



## MINISTRY OF EDUCATION CONTINUED...

<b><i>Resource Management Division</i></b>	<ul style="list-style-type: none"> <li>The Resource Management 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; risk management; and planning/reporting.</li> </ul>
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## MINISTRY OF ENERGY, MINES AND PETROLEUM RESOURCES

DIVISION/BRANCH	TOPIC
<b><i>Oil and Gas Division</i></b>	<ul style="list-style-type: none"> <li>This Division is accountable for the management and responsible development of the province's oil and gas resources. This includes issuing and administering Crown petroleum and natural gas subsurface tenures, as well as the revenues associated with those tenures; incenting infrastructure that supports resource development and contributes to lowering carbon intensity; undertaking analysis to develop and implement policies and programs, including the province's royalty regime. The Division is responsible for identifying, stimulating and facilitating development and market opportunities, such as development of the province's liquefied natural gas industry and other industries that add value to British Columbia's oil and gas resources.</li> <li>The Division develops provincial statutes and regulations that apply to the oil and gas sector; and represents the province's interests before energy regulatory tribunals. This includes facilitating and leading the development and implementation of intra-provincial liquefied natural gas pipelines and related infrastructure and facilitating the development and implementation of interprovincial oil pipelines and related infrastructure projects.</li> <li>The Division develops and maintains petroleum geology databases. It assesses and collaborates across-government on environmental monitoring and research, as well as managing cumulative effects, guiding land planning and resource access.</li> </ul>
<b><i>Mines Health, Safety and Enforcement Division</i></b>	<ul style="list-style-type: none"> <li>The Division was created in 2019 and is responsible for mine worker health and safety, investigations of serious incidents at mines, audits for regulatory effectiveness, orphaned and abandoned mines, and the ongoing review of the Health, Safety and Reclamation Code for Mines in BC.</li> </ul>

## MINISTRY OF ENERGY, MINES AND PETROLEUM RESOURCES

### CONTINUED...

<b><i>Mines Competitiveness and Authorizations Division</i></b>	<ul style="list-style-type: none"> <li>• Responsible for managing authorizations, geoscience and policy for the mining cycle from early mineral exploration, development of major and regional mines, and mine closure and reclamation. Supports the competitiveness of B.C.'s mining sector helps position B.C. as an attractive jurisdiction for investment, providing a fair, effective and transparent authorizations, and focusing on regulatory certainty, Indigenous reconciliation and partnerships, world-class geoscience, innovation and leading environmental standards.</li> </ul>
<b><i>Electricity and Alternative Energy Division</i></b>	<ul style="list-style-type: none"> <li>• The Division is responsible for British Columbia's electricity and alternative energy sectors, including BC Hydro. These sectors are made up of diverse interests that develop electricity generation, transmission and distribution infrastructure, clean or renewable energy sources, including biomass, biogas, hydrogen, geothermal, hydro, solar, ocean, wind and low- carbon transportation fuels, and advance energy efficiency.</li> <li>• The Division focuses on increasing electrification and energy efficiency across the economy, reducing the carbon intensity of transportation fuels, expanding electric vehicle infrastructure, and implementing programs to reduce energy use and greenhouse gas emissions in the residential, commercial and industrial sectors. In association with the Ministry of Environment and Climate Change Strategy, the Division has responsibility for policies, regulations and legislation to support legislated short and long-term, province-wide greenhouse gas reduction targets, including: Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act, the Zero-Emission Vehicle Act, the Utilities Commission Act, and the Clean Energy Act.</li> <li>• 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.</li> </ul>
<b><i>LNG Canada Implementation Secretariat</i></b>	<ul style="list-style-type: none"> <li>• This division is responsible for the effective implementation of LNG Canada and its associated pipeline, Coastal GasLink by liaising with federal, provincial, municipal governments, Indigenous Nations and the companies on key implementation issues management.</li> </ul>

## MINISTRY OF ENERGY, MINES AND PETROLEUM RESOURCES CONTINUED...

<b><i>Strategic and Indigenous Affairs Division</i></b>	<ul style="list-style-type: none"> <li>• Supports mandate delivery of the Ministry of Energy, Mines and Petroleum Resources' (EMPR) and EMPR's Divisions on its energy, mining and natural gas mandates.</li> <li>• Leads implementation of the Environmental Stewardship Initiative (ESI), and the development of policy related to collaborative stewardship with Indigenous Nations, in partnership with other NR ministries.</li> <li>• Supports EMPR efforts to advance reconciliation with Indigenous Nations including: supporting the negotiation of revenue sharing and accommodation agreements and Reconciliation Agreements, engaging with Indigenous Nations on strategic policy matters, and the delivery of the ESI with over 30 northern Indigenous Nations. This work is consistent with Government's objectives under the Declaration on the Rights of Indigenous Peoples Act and ensures that First Nations actively participate in natural resource development in their Traditional Territories.</li> <li>• Corporate oversight and coordination of policies, intergovernmental relations and reporting requirements by SIAD to ensure that EMPR takes a strategic approach to the delivery of its programs and services.</li> </ul>
<b><i>Woodfibre Implementation Group</i></b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

## MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY

DIVISION/BRANCH	TOPIC
<b><i>BC Parks</i></b>	<ul style="list-style-type: none"> <li>• Responsible for all matters (policy, planning and management) of conservation, recreation and cultural values in the province's parks and protected areas.</li> </ul>

## MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

<b><i>Climate Change Strategy</i></b>	<ul style="list-style-type: none"> <li>Province-wide coordination and management with other ministries of systems to address and respond to climate change including CleanBC, CleanBC Communities Fund, Climate Preparedness and Adaptation Strategy, climate policy, energy and the Climate Action Charter commitments in association with Ministry of Municipal Affairs and Housing, and Ministry of Energy, Mines and Petroleum Resources 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 Council, GHG Provincial Inventory, including the community GHG Inventory, and climate action pieces of legislation related to climate change including: Greenhouse Gas Industrial Reporting and Control Act, Climate Change Accountability Act (formerly called Greenhouse Gas Reduction Targets Act), Carbon Tax, Greenhouse Gas Reduction (Emissions Standards), Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements Act, Greenhouse Gas Reduction (Vehicle Emissions Standards) Act, and Clean Energy Act.</li> </ul>
<b><i>Conservation Officer Service</i></b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b><i>Environmental Assessment Office</i></b>	<ul style="list-style-type: none"> <li>Environmental Assessment Act. Environmental assessment (EA) process. Federal EA Substitution. Relationship to federal environmental assessment and review processes, including Canada National Energy Regulator (CER). Compliance and enforcement of certified projects. Public consultation regarding EAS or EA certificate amendment applications. Implementation of the 2018 EA Act. COVID-19 impact and response</li> </ul>
<b><i>Environmental Protection Division</i></b>	<ul style="list-style-type: none"> <li>Air quality, reducing toxins, pollution prevention, environmental emergencies/provincial spill response, Environmental Management Act, contaminated sites, brownfields, hazardous and industrial waste, Integrated Pest Management Act, extended producer responsibility, recycling, Provincial Plastics Action Plan, circular economy, waste management (incineration, landfilling, municipal liquid and solid waste), permitting and compliance reporting for industrial operations' emissions.</li> </ul>

## MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

<b><i>Environmental Sustainability and Strategic Policy</i></b>	<ul style="list-style-type: none"> <li>Species at Risk policy and legislation development; conservation and sustainability of living resources; conservation science; Conservation Data Centre; species and ecosystem status assessments; conservation data and information; terrestrial ecosystem mapping; habitat supply modelling. Water Sustainability Act: development of water legislation, regulations, policy, standards and guidance; integrated watershed and aquifer science; water quality objectives development and policy; water governance framework; provincial water strategies; intergovernmental agreements; drought strategy; First Nations and stakeholder outreach on water legislation; policy for water conservation; source water protection; water quality monitoring; Lake Monitoring Program; groundwater hydrology; groundwater protection; monitoring and network management for surface water and groundwater quantity and quality. State of Environment Reporting; snow survey; ambient air quality; water stewardship outreach; environmental and natural resource sector laboratory (analytical chemistry); services and provincial laboratory quality assurance and standards; Natural Resource Sector, library services. Overarching environmental policy and legislation; compliance planning; intergovernmental relations; and Service Plan. Corporate Indigenous relations and partnership development.</li> </ul>
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## MINISTRY OF FINANCE

DIVISION/BRANCH	TOPIC
<b><i>Tax Policy Branch</i></b>	<ul style="list-style-type: none"> <li>Provincial tax policy, including: <ul style="list-style-type: none"> <li>Provincial property taxes (school, rural, police)</li> <li>Property Transfer Tax</li> <li>Speculation and Vacancy Tax</li> <li>Provincial Sales Tax</li> <li>Carbon Tax</li> <li>Motor Fuel Tax</li> <li>Provincial Income Tax</li> <li>Cannabis Tax</li> <li>Indigenous Taxation</li> <li>Employer Health Tax</li> </ul> </li> </ul>

## MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT

DIVISION/BRANCH	TOPIC
<b><i>BC Wildfire Service</i></b>	<ul style="list-style-type: none"> <li>Wildfire Suppression, Wildfire Prevention and Community Resiliency Initiative.</li> </ul>
<b><i>Forest Policy and Indigenous Relations</i></b>	<ul style="list-style-type: none"> <li>Economic Services, Trade and Export Policy, Timber Pricing, Compensation and Business Analysis, Coast and Interior Revitalization, Indigenous Relations.</li> </ul>
<b><i>Integrated Resource Operations</i></b>	<ul style="list-style-type: none"> <li>Archaeology; Compliance and Enforcement; GeoBC; Heritage; Mountain Resorts; Recreation Sites &amp; Trails</li> </ul>
<b><i>Office of the Chief Forester</i></b>	<ul style="list-style-type: none"> <li>The Office of the Chief Forester provides provincial leadership for forest management and stewardship. Activities that occur within the Office of the Chief Forester include: continuous improvement of policies, legislation and practices, acquisition and update of forest inventory, spatial analysis and reporting of timber and non-timber values, allowable annual cut determination, silviculture, seed supply, forest health, land based research, climate change, carbon management, integrated planning, forest genetic resource management, developing the bio economy and supporting the ministry dealing with intergovernmental affairs. All these activities are carried out to achieve sustainable management of BC's forests and maintain a balance between a healthy environment and economic sustainability. This Division is comprised of the Office of the Chief Forester and five branches and one unit: Forest Analysis and Inventory Branch, Forest Improvement and Research Management Branch, Climate Change and Integrated Planning Branch and Resource Practices Branch and Innovation, Bioeconomy and Indigenous Opportunities and the Inter-governmental Affairs unit.</li> </ul>
<b><i>Regional Operations</i></b>	<ul style="list-style-type: none"> <li>FrontCounter BC, resource management coordination, land use planning and implementation, Crown land water, fish &amp; wildlife and forest authorizations, community forest agreements, species at risk program delivery, urban deer, clean energy projects, First Nations consultation, ecosystem-based management, range, BC Timber Sales, Interior forest sector renewal, flood and fire response and recovery. Range Branch: Invasives and Ecosystem Restoration.</li> </ul>

## MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND RURAL DEVELOPMENT CONTINUED...

<b><i>Resource Stewardship</i></b>	<ul style="list-style-type: none"> <li>• Fish and Aquatic Habitat; Resource Planning and Assessment; Species at Risk Recovery; Water Management; Wildlife and Habitat; Strategic Projects and Indigenous Policy; Provincial Stewardship Strategies and Planning. Includes land use planning, cumulative effects, integrated monitoring, resource practices, land-based investment planning, sustainable forest management, resource management objectives, species at risk recovery, fish and wildlife management, habitat management, water management, river forecasting, dam safety, flood safety, water use planning, utility regulation, water stewardship, old growth, land use policy.</li> </ul>
<b><i>Rural Opportunities, Tenures and Engineering Division</i></b>	<ul style="list-style-type: none"> <li>• Engineering, Resource Roads, Resource Worker Safety, Lands, Forest Tenures, Crown Land Opportunities and Restoration and Rural Development.</li> </ul>

## MINISTRY OF HEALTH

DIVISION/BRANCH	TOPIC
<b><i>Office of Indigenous Health</i></b>	<ul style="list-style-type: none"> <li>• Works in partnership with BC First Nations, Metis, and Indigenous Services Canada, across provincial ministries, with regional health authorities, First Nations Health Authority, and Indigenous organizations, to ensure the implementation of Government key strategic directions and commitments regarding Indigenous health and wellness.</li> </ul>
<b><i>Finance and Corporate Services</i></b>	<ul style="list-style-type: none"> <li>• Supports programs and health authorities by managing and ensuring a consistent approach to financial and corporate services planning, policy, performance oversight/reporting, and critical financial and corporate services issues management.</li> <li>• Services provided include, Health Authority Regional Grants Decision Support, Finance and Decision Support, Capital Services Management, and Audit and Investigations.</li> </ul>
<b><i>Health Sector Workforce and Beneficiary Services</i></b>	<ul style="list-style-type: none"> <li>• Responsible for workforce planning and development and operational delivery of beneficiary services that contribute to effectively meeting patient and population health needs and improving patient outcomes through the efficient delivery of health services.</li> </ul>
<b><i>Population and Public Health</i></b>	<ul style="list-style-type: none"> <li>• Focus on improving people's overall health and well-being by promoting health; preventing disease, disability, and injury; protecting people from harm, and ensuring particular focus on key groups including women and children.</li> </ul>



## MINISTRY OF HEALTH CONTINUED...

<b><i>Primary Care</i></b>	<ul style="list-style-type: none"> <li>• Responsible for implementing the provincial primary care strategy. The priorities of the division are: Primary care networks; Urgent primary care centres; Community health centres; Interdisciplinary team based primary care services; ensuring integration of Primary Care services with community services programs.</li> <li>• The Division also includes HealthLink BC due to its role as a key community services enabler of primary care.</li> </ul>
<b><i>COVID Response and Health Emergency Management</i></b>	<ul style="list-style-type: none"> <li>• Ensure an ongoing, focused response to supporting the health system within the context of COVID-19.</li> <li>• Coordinate the Ministry of Health and Health Sector's response to the pandemic over the coming 12 months.</li> <li>• Continue to provide health system coordination for new emergency events and ongoing provincial level response planning for natural hazard and public health emergencies that may disrupt health service delivery.</li> </ul>
<b><i>Health Services</i></b>	<ul style="list-style-type: none"> <li>• Focuses on implementing specialized community, and surgical services and programs, provincial health services and regional hospital services.</li> <li>• Community Care – Seniors services and Mental health and substance use services.</li> <li>• Work on wait times – Surgical services; Colonoscopy services; Diagnostic services; Implementing waitlist policies and approaches in the specialized community services programs and other general health services.</li> <li>• The Division works closely with providers and stakeholders, provides strategic oversight, policy development and evaluation.</li> </ul>

## MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION

DIVISION/BRANCH	TOPIC
<b><i>Negotiations and Regional Operations Division</i></b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>



## MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION CONTINUED...

<b><i>Reconciliation Transformation &amp; Strategies Division</i></b>	<ul style="list-style-type: none"> <li>Leads cross-government development and implementation of strategic reconciliation initiatives such as the Declaration on the Rights of Indigenous Peoples Act, the Commitment Document with the First Nations Leadership Council, and the Draft 10 Principles. This work includes the implementation of a clear, cross-government strategic vision for reconciliation in an inclusive and partnered way with Indigenous peoples, local governments and stakeholders. This division is responsible for managing the MOU between MIRR and UBCM that supports working in partnership with Indigenous peoples in BC and implementation of UNDRIP, TRC Calls to Action as well as the Tsilhqot'in Supreme Court decision.</li> </ul>
<b><i>Implementation and Lands Services Branch</i></b>	<ul style="list-style-type: none"> <li>Leads key functions for the completion, implementation and ongoing relationship management of agreements with First Nations in the province, including: <ul style="list-style-type: none"> <li>Provincial representative on treaty Implementation Committees;</li> <li>Tri-partite treaty closing to reach Effective Date;</li> <li>Research/advice and survey for crown land negotiations; and,</li> <li>Implementation best practices to ensure agreement obligations are met.</li> </ul> </li> </ul>
<b><i>Socio-Economic Partnerships Branch</i></b>	<ul style="list-style-type: none"> <li>Leads the development and implementation of key corporate Indigenous initiatives and seeks to achieve positive impacts needed to improve the social and economic conditions of Indigenous peoples in B.C. living on and off reserve. This work requires the development of solutions through a diverse range of initiatives through engagement with Indigenous partners, provincial ministries and the federal government.</li> </ul>
<b><i>Community and Social Innovation Branch</i></b>	<ul style="list-style-type: none"> <li>Leads the Ministry's efforts in sociocultural reconciliation with Indigenous communities in British Columbia, including First Nations, Metis, urban Indigenous peoples and Indigenous youth. Partners with Indigenous governments, communities, organizations and other ministries to implement community wellbeing initiatives that advance self-determining, thriving, and resilient Indigenous communities.</li> </ul>
<b><i>Major Project and Cross Gov't Initiatives Branch</i></b>	<ul style="list-style-type: none"> <li>Leads and/or supports initiatives and provides strategic advice to other Governmental departments, First Nations, and industry proponents in a variety of initiatives in the fields of environmental stewardship, resource development, and emerging economic opportunities. The Branch also holds Provincial accountability for strategic consultation and accommodation procedures and associated tools to support statutory decision makers.</li> </ul>

## MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND COMPETITIVENESS

DIVISION/BRANCH	TOPIC
<b><i>International Trade Division</i></b>	<ul style="list-style-type: none"> <li>• Coordinates and implements the government's framework to take advantage of Canada's free trade agreements and our own international networks in support of diversified and growing exports and investment attraction;</li> <li>• Maintains representation and support for BC businesses and collaboration with Global Affairs Canada in the USA, Europe and Asia;</li> <li>• Plans and coordinates international missions and events to support awareness and networking for BC businesses in priority international marketplaces;</li> <li>• Manages international marketing to create a unique BC brand and business proposition for international buyers and investors;</li> <li>• Trade readiness and trade services programs including support to communities across the province including indigenous communities;</li> <li>• International trade promotion and export capacity building through programs such as Export Navigator.</li> <li>• Initiatives to attract and retain international investors and businesses, and align efforts with B.C. communities and federal programs;</li> <li>• International and domestic trade negotiations, agreements and disputes;</li> <li>• International research;</li> <li>• Stakeholder engagement, aligning trade and investment efforts with the consular corps, trade/business associations and other partners.</li> </ul>
<b><i>Technology, Connectivity and Distributed Growth Division</i></b>	<ul style="list-style-type: none"> <li>• Leads the development and implementation of strategy and policy in support of provincial technology, innovation and related investment initiatives. The branch also provides expertise on B.C.'s research strengths and leads the planning and coordination of provincial technology and innovation policy and programming.</li> <li>• Leads the development and delivery of policies, programs and initiatives supporting local, regional and Indigenous economic development and community investment readiness.</li> <li>• Develop and implement "pan-economic" frameworks to support provincial investment policy decision-making.</li> <li>• Leads the ministry's investment evaluation process.</li> </ul>

## MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND COMPETITIVENESS CONTINUED...

<b><i>Small Business, Jobs and Workforce Division</i></b>	<ul style="list-style-type: none"> <li>• Small business initiatives, programs, resources and available supports including the Small Business Roundtable; Sector and Regulatory Competitiveness including Better Regulations for British Columbians.</li> <li>• Cannabis economic development including challenges and opportunities for local and indigenous governments in supporting the development of licit cultivation and retail operations in their communities. Economic Policy and Support including: emerging issues, workforce, specific sector (manufacturing aerospace and marine) Engagement and provincial economic development</li> <li>• Immigration policy, programs and services; including Provincial Nominee Program (PNP), Entrepreneur Regional Immigration Pilot, Tech Pilot and PNP Concierge availability; Settlement and Integrations services, foreign qualifications recognition, interprovincial labour mobility.</li> <li>• BC Stats Information and Analysis including population projections, economic analysis, and public and staff surveys</li> </ul>
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## MINISTRY OF LABOUR

DIVISION/BRANCH	TOPIC
<b><i>Labour Relations</i></b>	<ul style="list-style-type: none"> <li>• Administration of the Labour Relations Code through the independent quasi-judicial B.C. Labour Relations Board. The Ministry also promotes stable labour relations by monitoring collective bargaining disputes and providing formal and informal assistance to the parties. Also, responsible for the Fire and Police Services Collective Bargaining Act.</li> </ul>
<b><i>Employment Standards</i></b>	<ul style="list-style-type: none"> <li>• Administration of the Employment Standards Act 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. Responsible for enforcement of the new Temporary Foreign Worker Protection Act.</li> </ul>

## MINISTRY OF LABOUR CONTINUED...

<b><i>Workers' Compensation</i></b>	<ul style="list-style-type: none"> <li>Administration of the Workers Compensation Act 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 Occupational Health and Safety Regulation. The Ministry is also responsible for the Employers' Advisers Office, the Workers' Advisers Office, and the Workers' Compensation Appeal Tribunal.</li> </ul>
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## MINISTRY OF MENTAL HEALTH AND ADDICTIONS

DIVISION/BRANCH	TOPIC
<b><i>Mental Health and Addictions</i></b>	<ul style="list-style-type: none"> <li>Leading the immediate response to the overdose public health emergency, including harm reduction, public awareness, treatment and recovery services and prevention initiatives; Setting strategic direction for provincial mental health and addictions services through research, policy development and evaluation, including in relation to designated facilities under the Mental Health Act.</li> </ul>

## MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

DIVISION/BRANCH	TOPIC
<b><i>Local Government Division</i></b>	
<b><i>Community Gaming Grants</i></b>	<ul style="list-style-type: none"> <li>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 &amp; Culture, Sport, Public Safety, Environment, Human &amp; Social Services and Parent Advisory Councils.</li> <li>Eligible not-for-profit can also apply for Capital Grants through the program.</li> </ul>
<b><i>Governance Structures Governance Services Governance Relations</i></b>	<ul style="list-style-type: none"> <li>Incorporation, restructure, boundary extensions, structure-related legislation and processes, and local and regional governance.</li> <li>Local government administration, elections, governance operations-related legislative requirements/powers and local and regional services.</li> <li>Local government First Nations/Indigenous relations, Crown Grant/Nominal Rent Tenure sponsorships, Business Improvement Areas, and Resort Associations, legislation and guidance.</li> </ul>

## MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING CONTINUED...

<b><i>Infrastructure and Engineering</i></b>	<ul style="list-style-type: none"> <li>• Asset management, drinking water, wastewater, stormwater, solid waste, green energy, community, recreation and other capital grants, infrastructure planning grants and programs [Investing in Canada Infrastructure Program (Environmental Quality; Community, Culture and Recreation, Rural and Northern Communities, CleanBC Communities Fund ), Clean Water and Wastewater Fund and Small Communities Fund].</li> </ul>
<b><i>Local Government Finance</i></b>	<ul style="list-style-type: none"> <li>• Local government finance, including: <ul style="list-style-type: none"> <li>○ budgeting and financial plans;</li> <li>○ audited financial statements;</li> <li>○ unconditional grants; reserve funds;</li> <li>○ investments and municipal corporations; long-term liabilities;</li> <li>○ development financing (including Development Cost Charges);</li> <li>○ user-fees;</li> <li>○ taxation (including tax sale); and,</li> <li>○ COVID response temporary financial measures.</li> </ul> </li> </ul>
<b><i>Local Government Policy, Research and Legislation</i></b>	<ul style="list-style-type: none"> <li>• Overall responsibility for local government legislation development for Community Charter, Local Government Act, Local Elections Campaign Financing Act and other local government legislation. Broad responsibility for forward-looking policy development in relation to various local government authorities.</li> </ul>
<b><i>Office of Housing and Construction Standards</i></b>	
<b><i>Building and Safety Standards Branch</i></b>	<ul style="list-style-type: none"> <li>• Buildings, Construction, and Technical Systems: The regulatory framework for buildings and technical systems, including development of building, plumbing, fire, electrical, gas elevator and energy codes, site specific and jurisdiction 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.</li> <li>• Technical requirements for existing buildings related to CleanBC, climate adaptation, and disaster mitigation (e.g. earthquakes, flooding, and wildfires).</li> <li>• Building and safety requirements related to secondary suites and accessory dwelling units.</li> </ul>

## MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING CONTINUED...

<b><i>Housing and Policy Branch</i></b>	<ul style="list-style-type: none"> <li>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 tracking actions in the Homes for BC: A 30-Point Plan For Housing Affordability. Long-term residential leases; Crown grants for housing.</li> </ul>
<b><i>Residential Tenancy Branch</i></b>	<ul style="list-style-type: none"> <li>The regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies; information services and disputes resolution for landlord and tenant disputes.</li> </ul>
<b><i>Management Services Division</i></b>	
<b><i>Mass Timber Implementation</i></b>	<ul style="list-style-type: none"> <li>Recently established Office tasked with leading the expansion and use of mass timber in B.C. buildings. Working towards transitioning the forestry sector to high value over high-volume production. Expected outcomes include opportunities for local workers, strong partnerships with First Nations and greater economic opportunity while making a significant contribution to advancing CleanBC.</li> </ul>
<b><i>Strategic Planning and Land Use Division</i></b>	
<b><i>Community Policy and Legislation</i></b>	<ul style="list-style-type: none"> <li>TransLink legislation and governance; Ministry liaison with Auditor General for Local Government; Coordination of Ministry-wide legislation, regulations and board appointments.</li> </ul>
<b><i>Planning and Land Use Management Programs</i></b>	<ul style="list-style-type: none"> <li>Local government planning and land use management framework, including: rental zoning, housing needs reports; other local planning and land use tools; ministerial approvals of some official community plans; Regional Growth Strategies (RGSs); and Development Approvals Process Review.</li> </ul>
<b><i>Local Government Climate Action</i></b>	<ul style="list-style-type: none"> <li>CleanBC, 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.</li> </ul>
<b><i>Dispute Resolution Guidance</i></b>	<ul style="list-style-type: none"> <li>Dispute resolution guidance related to Regional District service review/withdrawal, RGS and other intergovernmental disputes.</li> </ul>
<b><i>Property Assessment Services</i></b>	<ul style="list-style-type: none"> <li>Provincial property assessment policy and legislation as it pertains to valuation and classification, including valuation of restricted use properties, long-term business property tax relief and housing affordability.</li> </ul>

## MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

DIVISION/BRANCH	TOPIC
<b><i>Policing and Security Branch</i></b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Security Programs administers the Criminal Record Review Program, Protection Order Registry, security screening for cannabis workers and retail applicants, regulation of the security industry in B.C., as well as programs regulating Metal Dealers and Recycler, Pill Presses, and Armored Vehicles / Body Armor.</li> <li>• The Community Safety Unit was established under the Cannabis Control and Licensing Act. It delivers a province wide regulatory compliance and enforcement program to enhance public safety by focusing on the illegal sale of cannabis.</li> </ul>
<b><i>Community Safety and Crime Prevention Branch</i></b>	<ul style="list-style-type: none"> <li>• Civil Forfeiture; Victim Services; Violence Against Women and Children; Crime Prevention; Restorative Justice; and Combating Trafficking in Persons.</li> </ul>
<b><i>BC Corrections Branch</i></b>	<ul style="list-style-type: none"> <li>• Community Corrections: supervision and programs to reduce reoffending for offenders who live outside of correctional centres.</li> <li>• Adult Custody: operation of correctional centres.</li> </ul>
<b><i>RoadSafety BC</i></b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b><i>Emergency Management BC</i></b> <b>**Meeting requests for the Minister will be held with the Parliamentary Secretary for Emergency Preparedness.</b>	<ul style="list-style-type: none"> <li>• Is the lead coordinating 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
<b><i>Cannabis Legalization and Regulation Secretariat</i></b>	<ul style="list-style-type: none"> <li>• The Secretariat leads and supports the development and implementation of provincial cannabis policy.</li> <li>• Questions about provincially authorized legal cannabis retail should be directed to the Ministry of Attorney General – Associate Deputy Minister's Office.</li> </ul>



## MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION

DIVISION/BRANCH	TOPIC
<p><i>Research, Innovation and Policy Division</i></p> <p><i>Service Delivery Division</i></p>	<ul style="list-style-type: none"> <li>• TogetherBC, British Columbia's first poverty reduction strategy, sets a path to reduce overall poverty in B.C. by 25 percent and child poverty by 50 percent by 2024.</li> <li>• With investments from across Government, TogetherBC reflects government's commitment to reduce poverty and make life more affordable for British Columbians. It includes policy initiatives and investments designed to lift people up, break the cycle of poverty and build a better B.C. for everyone.</li> <li>• Built on the principles of Affordability, Opportunity, Reconciliation, and Social Inclusion, TogetherBC focuses on six priority action areas: <ul style="list-style-type: none"> <li>○ More affordable housing for more people</li> <li>○ Supporting families, children and youth</li> <li>○ Expanding access to education and training</li> <li>○ More opportunities, more jobs</li> <li>○ Improving income supports</li> <li>○ Investing in social inclusion</li> </ul> </li> <li>• Accessibility – Working across government to increase accessibility and decrease barriers for people with disabilities in B.C.</li> <li>• 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 cannot 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.</li> </ul>
<p><i>Employment and Labour Market Services Division</i></p>	<ul style="list-style-type: none"> <li>• How to access employment supports through the Employment Program of BC and the 84 WorkBC Employment Service Centres located throughout the province.</li> <li>• How to apply for project-based funding under the Community Employer Partnership initiative in order to increase local employment opportunities for British Columbians.</li> </ul>



## MINISTRY OF TOURISM, ARTS AND CULTURE

DIVISION/BRANCH	TOPIC
<b>Arts and Culture</b>	<p><b>BC Arts Council</b></p> <ul style="list-style-type: none"> <li>• Implementation of the Strategic Plan focusing on equity, diversity and access; sustainability and creative development; and Indigenous arts and culture.</li> <li>• Administer application-based grant programs using peer adjudication processes.</li> </ul> <p><b>Arts and Culture</b></p> <ul style="list-style-type: none"> <li>• Research, analysis and policy and program development that aims to enrich communities, provide broad access to and increase participation in the arts and leverage partnerships for impactful and innovative programming in all corners of B.C. Provides oversight of the Royal BC Museum and the modernization project as well as establishment of a Chinese Canadian Museum.</li> </ul>
<b>Sport</b>	<ul style="list-style-type: none"> <li>• Policy development on Sport issues; B.C.'s Sport Framework (<i>Pathways to Sport</i>); sport participation; athlete development; sport event hosting.</li> </ul>
<b>BC Athletic Commission</b>	<ul style="list-style-type: none"> <li>• Legislation and regulatory oversight of professional boxing and mixed martial arts, as well as amateur kickboxing, mixed martial arts, Muay Thai and pankration.</li> </ul>
<b>Tourism</b>	<ul style="list-style-type: none"> <li>• Policy development and strategic issues management to support B.C.'s tourism sector; manages the Resort Municipality Initiative, Tourism Event Program and Municipal Regional District Tax program (jointly with Ministry of Finance.) Provides oversight of Destination BC (tourism marketing) and BC Pavilion Corporation (BC Place and Vancouver Convention Centre) and leads development and implementation of provincial tourism strategy.</li> </ul>
<b>Creative Sector</b>	<ul style="list-style-type: none"> <li>• Lead on cross-ministry and intergovernmental coordination, policy development and research to support the growth of B.C.'s creative sector (i.e., film, television, interactive digital media, music, and publishing) and work with industry stakeholders to advance opportunities. Provides oversight and strategic direction for Creative BC and the Knowledge Network.</li> </ul>
<b>Multiculturalism</b>	<ul style="list-style-type: none"> <li>• Multiculturalism Grant program, Legacy Initiatives, Report on Multiculturalism, Resilience BC anti-racism network and provincial coordination on anti-racism and anti-hate initiatives; Multicultural Advisory Council.</li> </ul>

## MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

DIVISION/BRANCH	TOPIC
<b><i>Highway Operations</i></b>	<ul style="list-style-type: none"> <li>The Highway Operations Department plans, designs, constructs, operates, rehabilitates and maintains the provincial public highway system. 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.</li> </ul>
<b><i>Highway Services</i></b>	<ul style="list-style-type: none"> <li>The Highways Services Department develops province-wide engineering and environmental solutions and implements standards, policies and procedures regarding provincial transportation engineering. 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. Highway Services also includes the Passenger Transportation Branch, which regulates commercial passenger vehicles including taxis, ride hailing companies, limousines, charter and inter-city (scheduled) buses, in accordance with the Passenger Transportation Act.</li> </ul>
<b><i>Major Projects, Infrastructure and Properties Department</i></b>	<ul style="list-style-type: none"> <li>The Major Projects, Infrastructure and Properties 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. Oversees the acquisition, management and disposition of the ministry's thousands of properties and land interests, including those owned by the BC Transportation Financing Authority and BC Railway Company. The department is also the primary linkage to the Transportation Investment Corporation.</li> </ul>
<b><i>Transportation Policy &amp; Programs Department</i></b>	<ul style="list-style-type: none"> <li>The Transportation Policy and Programs Department is responsible for all aspects of strategic transportation policy. This includes air, rail and marine modes, inter-governmental relations, active transportation, cycling and airport grant programs, climate leadership, corporate planning, strategic initiatives and writing services as well as to maintain and optimize the delivery of transit services in participating communities throughout the province. The department also has provincial oversight of the inland and coastal ferry system in British Columbia.</li> </ul>

## PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2020 CONVENTION

DIVISION/BRANCH	TOPIC
<b><i>Agricultural Land Commission</i></b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b><i>Auditor General for Local Government</i></b>	<ul style="list-style-type: none"> <li>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 office is in the process of closing however, we would be pleased to meet virtually and discuss areas of risk or concerns.</li> </ul>
<b><i>BC Emergency Health Services (BCEHS)</i></b>	<ul style="list-style-type: none"> <li>As part of the Provincial Health Services Authority, BCEHS governs the emergency medical services system in B.C. and provides pre-hospital emergency and inter-facility patient transfer services. BCEHS paramedics and emergency medical call takes and dispatch staff provide pre-hospital emergency care and medically necessary transport (ground and air ambulances) for British Columbians. BCEHS also oversees patient transfers in the province, working with health authorities to coordinate the transfer of acute and critically ill patients to the appropriate level of care both within and outside of B.C. <ul style="list-style-type: none"> <li>Members of the BCEHS executive team look forward to participating in productive and engaging sessions with municipal leaders.</li> </ul> </li> </ul>

## PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2020 CONVENTION CONTINUED...

<b><i>BC Housing</i></b>	<ul style="list-style-type: none"> <li>• BC Housing works in partnership with private and non-profit sectors, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. These affordable housing options span the housing continuum, including emergency shelter and housing for the homeless, transitional supportive and assisted living, independent social housing, rent assistance in the private market, and affordable owner-purchase housing.</li> <li>• Through the Homeowner Protection Act, BC Housing also licenses residential builders, administers owner builder authorizations, ensures that mandatory licensing and home warranty insurance provisions are complied with, oversees the third-party home-warranty insurance, and carries out research and education that benefits the residential construction industry, consumers and the affordable housing sector.</li> </ul>
<b><i>BC Hydro</i></b>	<ul style="list-style-type: none"> <li>• 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 look forward to addressing any questions that you may have related to their operations.</li> </ul>
<b><i>BC Oil and Gas Commission</i></b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b><i>BC Transit</i></b>	<ul style="list-style-type: none"> <li>• From small towns to large urban centres outside of Metro Vancouver, BC Transit delivers safe, reliable, customer focused transportation services you can rely on. BC Transit would be pleased to discuss any questions you may have regarding our services. In order to provide you with the best information possible, please provide specifics relating to your questions within the online meeting request.</li> </ul>

## PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2020 CONVENTION CONTINUED...

<b><i>Insurance Corporation of British Columbia (ICBC)</i></b>	<ul style="list-style-type: none"> <li>• ICBC provides universal compulsory auto insurance (basic insurance) to drivers in British Columbia, with rates regulated by the British Columbia Utilities Commission (BCUC), and sells optional auto insurance in a competitive marketplace. 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.</li> </ul>
<b><i>Police Victim Services British Columbia</i></b>	<ul style="list-style-type: none"> <li>• Police Victim Services of British Columbia Society (PVSBC) is the BC registered not for profit charity membership-based organization mandated to be the primary advocate for all (92+) police-based victim service (PBVS) organizations within the Province of BC.</li> <li>• Our Vision is - All victims of crime and trauma across BC receive compassionate, professional and consistent services.</li> <li>• PVSBC advocates, represents and communicates with members, partners and stakeholders on the development and delivery of PVSBC trauma informed programs, baseline and advanced training, professional development and member support programs.</li> <li>• Funding is provided by the Provincial and Federal Governments, with additional resources from corporate and individual contributions, sponsorships and program revenues.</li> </ul>
<b><i>Royal Canadian Mounted Police (RCMP)</i></b>	<ul style="list-style-type: none"> <li>• The Royal Canadian Mounted Police (RCMP), Canada's national police force, provides policing services to most of British Columbia, including 150 municipalities. These services include, but are not limited to, uniformed patrols, response to calls for service, investigative services, community-based policing and traffic enforcement. Additionally, the BC RCMP is part of a number of integrated teams operating throughout the province who provide specialized police services to British Columbians. The BC RCMP values ongoing collaboration and meaningful communication with our partners. Representatives of the BC RCMP's Senior Management Team look forward to hearing your feedback and answer any questions you may have about its services so that we can work together towards our common goal of providing your community with a professional, efficient and effective police service.</li> </ul>



Ministry of  
Municipal Affairs  
and Housing



## Jeanette McDougall

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**From:** UBCM <convention@ubcm.ca>  
**Sent:** July 17, 2020 7:31 AM  
**To:** Jeanette McDougall  
**Subject:** 2020 UBCM Virtual Convention Registration

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged



### 2020 UBCM Virtual Convention Registration is Open!

- Early Bird Member Registration \$350
- Non Member Registration \$1000

UBCM's Executive directed staff to ensure that a virtual Convention would provide a rich experience for all members and the convention theme this year is "*Diversity by Design*". Executive recognized the financial challenges faced by many of our members resulting from the COVID-19 pandemic and reduced member registration fees to reflect hard economic times and a new virtual format.

We are also aware of the connectivity challenges that exist in various regions of the province and have been reaching out to our members to explore solutions. "We want to make sure that every local government and our First Nations members have access to the full Convention. Access to high quality internet access varies considerably across the province, but we will find ways to overcome those challenges through the hallmarks of UBCM: cooperation, sharing and working together."

Please reference the UBCM Convention Registration [Page](#) for detailed information on registration fees, cancellations, etc.

UBCM Office - Suite 60- 10551 Shellbridge Way, Richmond, BC V6X 2W9  
phone: 604.270.8226 website: [www.ubcm.ca](http://www.ubcm.ca)

Union of BC Municipalities, 60-10551 Shellbridge Way, Richmond, BC V6X 2W9 Canada

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Sent by [convention@ubcm.ca](mailto:convention@ubcm.ca) in collaboration with





## Chris Cvik

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**From:** Jordan Christmas <JChristmas@rccbc.ca>  
**Sent:** July 17, 2020 3:44 PM  
**To:** daveheiberg@gmail.com  
**Cc:** Chris Cvik; Leigh Summer; Patricia Markin; Mattias Gibbs; Kelly Miller; Valerie Paice; Travous Quibell  
**Subject:** Rural Site Visits Project - Hudson's Hope (Virtual) - Municipal  
**Attachments:** Meeting Guide for Health Partners\_V. 01-15-20.pdf

Good afternoon Mayor Heiberg,

Myself and my colleague Dr Stuart Johnston are part of the team planning the [Rural Site Visits project](#). The Rural Coordination Centre of BC (RCCbc) has been asked by the Joint Standing Committee on Rural Issues (JSC), which is a collaborative committee between the Ministry of Health and Doctors of BC, to visit all the RSA communities over a three-year period. Due to Covid-19, we're embarking on a new approach to try and **meet with you virtually**.

I've attached a question guide we use to help facilitate our discussions. The objective of the project is to connect with rural communities to listen to what you feel is working/not working, and what is most important to you in the delivery of health care for your community. We meet individually with the community's:

- physician group
- health administrators
- nurse practitioners
- municipal leaders, fire chiefs, community paramedics, community members
- First Nations leadership

In addition, we host a combined health partners meeting where we bring all the leads each of these groups together to open communication channels and discuss their priorities.

We are hoping to arrange a time to meet virtually on **September 2<sup>nd</sup>** and request:

- **MUNICIPAL: One hour** with you and your Councillors, fire department/first responders, any relevant community health organizations. **Would you have any time available in the morning?**
- **An additional hour of your time** for the combined health partners meeting (Mayor, Administrator, First Nations representative and the Chief of Staff). We usually try to arrange it over lunch so that all partners can attend. **This would likely be on September 3<sup>rd</sup> around 1pm – would this work for you?**

If this date doesn't work for you, please let us know what your preferences are.

The purpose of the visits is to establish relationships with those on the ground, and to then feedback the major themes that are being raised around the province to the JSC. They will use this information to modify existing programs or initiate new ones. In addition, the information will be used to inform government rural health care policy going forward.

With your permission, the discussions will be recorded transcribed. In addition, the information collected is aggregated and anonymized so that the individual and the community cannot be identified. After transcribing the discussions, the documents are first sent back to the folks we spoke with to check that we have captured the information accurately and that they are comfortable that we may incorporate it. To date we have visited 105+ communities and completed 360+ meetings.

If you have any questions, please feel free to call me at 604-738-8222 and I look forward to hearing from you.

Kind regards,  
Jordan



.....  
**Jordan Christmas**

*Administrative and Finance Coordinator*

Rural Coordination Centre of BC (RCCbc)

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[www.rccbc.ca](http://www.rccbc.ca) | Read our eNewsletter, [BC Rural Update](#) | Follow us on [Twitter](#) and [Instagram](#)

I acknowledge that my workplace is within the ancestral, and traditional lands of the Coast Salish Peoples, including the territories of the xʷməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), Stó:lō and Səlílwətaʔ/Selilwitulh (TsleilWaututh) Nations.

[WARNING: This message is from an external source]

## BC Rural Site Visits Program – Meeting Guide For All Health Partners

These questions are used as a guide to facilitate our meetings for all health partner groups (unless specified below). Meetings are semi-structured and flexible, so if there are topics that are not covered in our questions we are still very interested in discussing them with you.

### General

1. Tell us about your health care in your community.
  - a. What are its unique features?
  - b. What works well?
2. What are your connections like with other community members?
3. How does the community support local health care?

### Innovations

1. Tell us about any initiatives do you offer that you feel are successful and why?
2. Tell us about any holistic initiatives that have been put in place that support a person's well-being spiritually, mentally, and/or physically?
3. Are there any unique solutions that you've developed?
4. What can other sites learn from you?

### Access

1. Tell us about access to primary health care providers.
2. Tell us about access to specialists and other health care services.
3. How do patients get to their health care needs (ER, appointments, services, etc.)?
4. How is telehealth used in your community?
5. Are there any services at risk and why?
6. What health care services would you like to have/provide that would have the most impact for your community?

### Cultural Awareness

#### ***For Indigenous community members***

1. If someone from your community has to go for healthcare, what do they talk about in terms of their experiences?
2. Tell us what would help make a member of your community feel culturally safe when accessing health care services?

#### ***For non-Indigenous community members***

1. When a community member accesses healthcare, do you think their care is different in any way because they are Indigenous?
2. What supports are there for Indigenous community members to promote cultural safety?

- a. Are there any supports or services in place that help promote cultural safety for staff and patients? *For example: is there a cultural space to practice ceremonies such as smudging within your hospital/clinic, is there an Indigenous liaison, are there larger spaces for families to be with the patient, etc.?*

**Pick relevant partner group:**

**For Clinicians (physicians, NPs, midwives, etc.) and Health Admin groups only: Practice Context**

1. Tell us about team-based care and/or Primary Care Networks? Describe what an ideal team-based care team would look like in your community.
2. How do health care providers in the community share the workload?
3. What workplace supports do you have (CPD, Divisions, Health Authority)?
4. How could CPD support you better?
5. Would you be interested in doing research and what supports would you need?
6. Tell us about any real-time support initiatives.
7. Tell us about any locum support in your community.

**For First Responders group only**

1. Tell us how you interact with the local health care providers?
2. Tell us about any locum support in your community.

**For Academic group only**

1. Tell us about your teaching program.
  - a. How easy is it to find preceptors?
  - b. How does having learners change healthcare in your community?
2. How has having an academic program in your community affected recruitment and retention?

**Recruitment and Retention**

1. How do you address recruitment of health care providers?
2. How do you retain health care providers in the community?
3. Are there any supports available for the spouses/family members of those being recruited to the community?

**Concluding Questions**

1. What keeps you up at night? What is your main worry?
2. What are you proud of?
3. Have we missed anything else you would like to contribute?
4. Do you have any feedback on this process?