

**A REGULAR MEETING  
OF THE TOWN OF LADYSMITH COUNCIL  
AGENDA  
5:30 P.M.**

**Tuesday, June 18, 2024  
Ladysmith Seniors Centre  
630 2nd Avenue**

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**Pages**

**1. CALL TO ORDER**

Call to Order 5:30 p.m. in Open Session, in order to retire immediately into Closed Session.

*Members of the public are welcome to attend all Open Meetings of Council, but may not attend Closed Meetings.*

**2. CLOSED SESSION**

Recommendation

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session in order to consider items related to the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- (c) labour relations or other employee relations;
- (g) litigation or potential litigation affecting the municipality; and
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

### 3. OPEN MEETING AND ACKNOWLEDGEMENT

The Town of Ladysmith acknowledges with gratitude that this meeting takes place on the unceded territory of the Stz'uminus First Nation.

Members of the public may attend meetings in person at the Ladysmith Seniors Centre or view the livestream on YouTube:

<https://www.youtube.com/channel/UCH3qHAExLiW8YrSuJk5R3uA/featured>.

### 4. AGENDA APPROVAL

#### Recommendation

That Council approve the agenda for this Regular Meeting of Council for June 18, 2024.

### 5. RISE AND REPORT- Items from Closed Session

**Items from the Closed Meeting of Council held June 4, 2024**

#### **CE 2024-045**

That Council:

1. Direct staff to begin work on a Fire Service Strategic Work Plan; and
2. Rise and report immediately.

#### **CE 2024-046**

That Council:

1. Endorse the change of scope to the Kay Grouhel Recognition Project as proposed in the June 4<sup>th</sup>, 2024 report; and
2. Rise and report on Recommendation No. 1 immediately.

### 6. MINUTES

#### **6.1 Minutes of the Public Hearing and Regular Council Meeting held May 21, 2024**

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Re-adoption of the May 21, 2024 minutes to include Resolution CS 2024-109, which was inadvertently missed previously.

#### Recommendation

That Council rescind the adoption of the May 21, 2024 minutes and re-adopt as amended.

**6.2 Minutes of the Regular Meeting of Council held June 4, 2024** 19

Recommendation

That Council approve the minutes of the Regular Meeting of Council held June 4, 2024.

**7. REPORTS**

**7.1 Award Fire Services Strategic Work Plan** 23

Recommendation

That Council:

1. Award the Fire Services Strategic Work Plan process to Tim Pley & Associates in the amount of \$38,500, plus applicable taxes; and
2. Reallocate \$38,500 from the Fire Department previous year's surplus reserve and amend the 2024-2028 Financial Plan accordingly.

**7.2 Skatepark Community Painting Project** 37

Recommendation

That Council direct staff to coordinate the Skatepark Community Painting Project with the Ladysmith Skatepark Collective, to begin during the 2024 summer.

**7.3 Child Protection Policy Update** 49

Recommendation

That Council authorize updating and converting the Child Protection Policy, as presented in the June 18, 2024 staff report from the Director of Parks, Recreation & Culture, into an administrative policy.

**7.4 Town of Ladysmith 2023 Annual Municipal Report**

As per section 99 of the *Community Charter*, members of the public are invited to make submissions or ask questions.

The 2023 Annual Municipal Report is not included in the agenda package, but a link to the online version is provided below:

Link: <https://www.ladysmith.ca/city-hall/reports-publications>

Recommendation

That Council approve the Town of Ladysmith 2023 Annual Municipal Report.

<b>7.5</b>	<b>Town of Ladysmith 2023 Statement of Financial Information</b>	<b>54</b>
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Recommendation

That Council approve the Town of Ladysmith Statement of Financial Information for the fiscal year ended December 31, 2023.

<b>7.6</b>	<b>BC Hydro DC Charger Station Agreement</b>	<b>103</b>
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Recommendation

That Council:

1. Direct staff to review the BC Hydro License of Occupation with the Town's lawyer and make necessary changes;
2. Authorize the Town's Corporate Officer to enter into the License of Occupation with BC Hydro once staff are satisfied with the final version; and
3. Direct staff to include the necessary funds in the 2025 budget.

**8. BYLAWS**

<b>8.1</b>	<b>Bylaw Status Sheet</b>	<b>128</b>
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**9. CORRESPONDENCE**

<b>9.1</b>	<b>King Charles III Coronation Medal Selection Committee</b>	<b>129</b>
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Recommendation

That Council select a member of Council to sit on the King Charles III Coronation Medal selection committee to review the nominations of outstanding Nanaimo – Ladysmith community members who have made a difference in our communities for consideration for a Coronation Medal.

**10. NEW BUSINESS**

<b>10.1</b>	<b>Request to attend the Vancouver Creative City Summit</b>	<b>131</b>
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Councillor McKay has requested to attend the Vancouver Creative City Summit in October 2024.

Recommendation

That Council authorize Councillor McKay to attend the Creative City Network of Canada, Creative City Summit 2024 to be held in Vancouver on October 1-3, 2024.

## **10.2 Replacement for Councillor Virtanen at the Union of British Columbia Municipalities (UBCM) 2024 Convention**

### Recommendation

That Council reassign Councillor Virtanen's attendance as a delegate at the Union of BC Municipalities (UBCM) Convention to be held September 16-20, 2024 in Vancouver, with another Councillor, should one wish to attend.

## **10.3 Ministry Appointments at the Union of British Columbia Municipalities (UBCM) 2024 Convention**

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### Recommendation

That Council consider directing staff to request appointments with the Premier and/or Ministers at the 2024 UBCM Convention, regarding topics as determined by Council.

## **11. QUESTION PERIOD**

- A maximum of 15 minutes is allotted for questions.
- Persons wishing to address Council during "Question Period" must be Town of Ladysmith residents, non-resident property owners, or operators of a business.
- Individuals must state their name and address for identification purposes.
- Questions put forth must be related to items on the agenda.
- Questions must be brief and to the point.
- Questions shall be addressed through the Chair and answers given likewise. Debates with or by individual Council members or staff members are not allowed.
- No commitments shall be made by the Chair in replying to a question. Matters which may require action of the Council shall be referred to a future meeting of the Council.

## **12. ADJOURNMENT**



## MINUTES OF A PUBLIC HEARING AND REGULAR MEETING OF COUNCIL

Tuesday, May 21, 2024

5:31 P.M.

Ladysmith Seniors Centre  
630 2nd Avenue

### Council Members Present:

Mayor Aaron Stone

Councillor Ray Gourlay

Councillor Amanda Jacobson

Councillor Tricia McKay

Councillor Duck Paterson

Councillor Marsh Stevens

Councillor Jeff Virtanen

### Staff Present:

Allison McCarrick

Chris Barfoot

Jake Belobaba

Ryan Bouma

Sue Bouma

Andrew Wilson

Andrea Hainrich

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### 1. CALL TO ORDER

Mayor Stone called this Meeting of Council to order at 5:31 p.m., in order to retire immediately into Closed Session.

### 2. CLOSED SESSION

#### CS 2024-102

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session in order to consider items related to the following:

- (k) negotiations and related discussions respecting the proposed provision of a municipal service.

*Motion Carried*

### 3. OPEN MEETING AND ACKNOWLEDGEMENT (6:05 P.M.)

Mayor Stone called this Public Hearing and Regular Meeting of Council to order at 6:05 p.m., recognizing with gratitude that it was taking place on the unceded territory of the Stz'uminus First Nation.

#### 4. **AGENDA APPROVAL**

##### **CS 2024-103**

That Council approve the agenda for this Public Hearing and Regular Meeting of Council for May 21, 2024, as amended to correct a typographical error in the May 14, 2024 Committee of the Whole meeting minutes in Item 11.2 and to include public submissions received after publication of the agenda for the following items:

- Item 5.3, Public Hearing "Official Community Plan Bylaw 2003, No. 1488 Amendment Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2171"; and
- Item 10.1, Development Variance Permit 3090-24-02 and Development Variance Permit 3060-22-14 - 670 Farrell Road.

*Motion Carried*

#### 5. **PUBLIC HEARING**

**“Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2170” and “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2171”**

Property: “Lot A” (Lot A Block 192 District Lot 103 Oyster District Plan EPP63594 Except Plan EPP67741, EP75579, EPP80490, EPP98460 and EPP98461) (PID:030-139-520)

**Members of the public attending: 42**

##### **5.1 Outline of Public Hearing Process - Mayor Stone**

Mayor Stone outlined the Public Hearing process and stated that the public would have the opportunity to provide their comments to Council about Bylaw Nos. 2170 and 2171.

He advised that staff would introduce the proposed bylaw amendments, followed by public submissions. He reminded the public that the content of submissions would be made public and form a part of the public record for the Hearing, and that the function of Council at a Public Hearing is to listen rather than to debate the merits of the proposed bylaws, although they may ask clarifying questions. He advised that once everyone had an opportunity to be heard, the Public Hearing would be closed and no further submissions or comments could be accepted by members of Council.

## **5.2 Introduction of Bylaws and Statutory Requirements - Director of Development Services**

Jake Belobaba, Director of Development Services, introduced “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2170” and “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2171”.

Mr. Belobaba advised that the purpose of Bylaw 2170 is to amend the Official Community Plan to:

- Reconfigure the land use designations to increase the area designated for Parks and Open Space;
- Amend Map 4: Parks and Facilities to add additional areas to the ‘Local Park’ designation; and
- Add portions of the subject property to Development Permit Area (DPA) 4: Multi-unit Residential and DPA 3: Commercial

Mr. Belobaba also noted that the purpose of Bylaw 2171 is to amend the Zoning Bylaw to rezone the subject property from ‘Low Density Residential (R-3-A)’ and ‘Single Dwelling Residential-Holland Creek Area (R-1-HCA)’ to ‘Comprehensive Development 8-Holland Creek Mixed-Use Residential (CD-8)’, ‘Nature Park (P-3)’, ‘Park and Recreation (P-2)’ and ‘Low Density Residential (R-3-A)’.

Mr. Belobaba confirmed the Public Hearing Notification process. Notice of the Public Hearing was printed in the Ladysmith Chronicle on May 16<sup>th</sup> 2024 and posted on the Town’s website and community notice boards.

A copy of the notice, the proposed bylaws, and background information were made available at the front counter of the City Hall and Development Services offices and were available on the Town’s website for the notice period. Staff in the Development Services office were available to respond to questions prior to the Public Hearing.

## **5.3 Submissions**

Mayor Stone invited the applicant to make the first submission.

Jessica Tempesta, Director of Development for District Development Group, advised that the proposed development would include market rentals, parkland, and two access points. She confirmed that District Development Group will work with a traffic consultant to address traffic concerns.



#### **5.4 Call for Submissions to Council (Three Times) - Mayor Stone**

##### **Mayor Stone called for submissions from the public.**

*Darryl Sabey, 401 Colonia Drive*, asked questions about the highlighted areas in the centre parcel on the map, as well as about the riparian area and parks.

*April Marrington, 128 Ray Knight Drive*, shared concerns about street parking, as well as driveway sizes and the need for people to park on-street. She discussed the lack of trees on Ray Knight Drive, and suggested there were benefits to installing swale curbs to widen streets. Ms. Marrington also discussed walkability and the effects of densification.

*Ken Chippeniuk, 136 Ray Knight Drive*, recommended that Council delay their decision on third reading of Bylaw Nos. 2170 and 2171 for two months to allow for consultation and consensus.

*Ken Webb, 110 Kinsmen Place*, noted potential issues for emergency access vehicles as they navigate the narrow streets with the growing traffic in the area.

*Janice Briggs, 643 John Wilson Place*, spoke of traffic concerns resulting from the creation of additional units and advised that emergency access would be beneficial. She noted that the current construction traffic makes it difficult for two-way traffic and advised that these difficulties will increase with more traffic.

*Rebecca Anderson, 121 Ryan Place*, shared concerns regarding long-term traffic issues, as well as water shortage concerns.

##### **Mayor Stone called for submissions a second time.**

*Darryl Sabey, 401 Colonia Drive*, spoke of minimal parking, and how the push for alternate modes of transportation is ineffective. He also shared concerns about potential accidents and public safety.

*Anita Sundberg, 139 Ray Knight Drive*, echoed parking issues. She also mentioned that the language used to describe the process lacked clarity and had led to frustrations.

*Rob Johnson, 526 1st Avenue*, discussed the Marshall mixture design for the concrete and its stability rating. He also stated concern regarding the safety at South Colonia Drive.

*Jim Gustafson, 123 Ray Knight Drive*, expressed concern regarding narrow streets and the difficulty they present for people with health concerns.

*Wayne Briggs, 643 John Wilson Place*, also showed concerns for people with health issues and the potential for emergency vehicles not being able to reach them.

*April Marrington, 128 Ray Knight Drive*, discussed the disadvantages of removing the option to park on the side of the streets.

*Bair Parcels, 701 Stringer Way*, questioned if the Town's wastewater treatment facility had the capacity to accommodate the new development.

**Mayor Stone called for submissions a third time and final time.**

*Rob Johnson, 526 1st Avenue*, stated his concern about how increased traffic resulting from the new development would affect the various choke points around town. He asked Council to consider re-evaluating the decision to conduct a Town-wide traffic study.

*Darryl Sabey, 401 Colonia Drive*, noted the overflow parking at the Holland Creek Estates apartment building on Rollie Rose Drive, which could potentially cause further traffic issues with the new development.

*Ken Chippeniuk, 136 Ray Knight Drive*, asked about the Town's water resources and its capacity to accommodate the new housing. He also noted that many ideas could be brought forward, should the decision tonight be paused for consultation.

*Naomi Hall, 129 Rollie Rose*, addressed safety concerns and lack of exit routes in the case of a forest fire in nearby areas.

*Paul Elder, 624 John Wilson Place*, stated concerns about the roads not being safe and advised of potential insurance risks.

Mayor Stone asked the Corporate Officer, S. Bouma, if any submissions had been received during the hearing. The Corporate Officer advised that no submissions had been received.

**5.5 Declaration that the Public Hearing for Bylaw Nos. 2170 and 2171 is Closed - Mayor Stone**

Hearing no comments and receiving no further submissions, Mayor Stone declared the Public Hearing for Bylaw Nos. 2170 and 2171 closed at 6:57 p.m. and stated that no further submissions or comments from the public or interested persons could be accepted by members of Council.

**6. RECESS**

**CS 2024-104**

By unanimous consent Council recessed at 7:50 p.m. with the intention to reconvene in five minutes.

*Motion Carried*

Council reconvened at 7:57 p.m.-

**7. BYLAWS - OFFICIAL COMMUNITY PLAN AND ZONING (SUBJECTS OF THE PUBLIC HEARING)**

**7.1 “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2170”**

Council agreed to rescind the resolution, previously passed at the May 7, 2024 Regular Council meeting, that outlined the conditions of approval for Bylaws 2170 and 2171, and to re-adopt an amended version prior to giving third reading to either of the Bylaws.

**CS 2024-105**

That Council rescind Resolution CS 2024-085 (approved at the May 7, 2024 Council meeting) and adopt an amended version that removes the words “emergency” as well as “and pedestrian trail” from item 8(g) in the conditions of approval for the Official Community Plan and Zoning Bylaw Amendment for Lot A Holland Creek.

*Motion Carried*

**CS 2024-106**

That Council:

1. Having considered s. 475 of the *Local Government Act*, and in particular the matters set out in subsections (2)(a) and (b), resolve that:
  - a. the Stz'uminus First Nation, and School District 68 are the only entities that are appropriate to consult in connection with "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2170";
  - b. consultation should be early but need not be ongoing;
  - c. the consultation process described in the staff report to Council dated May 7, 2024 is sufficient in respect to the proposed Official Community Plan amendment; and
  - d. staff be directed to refer "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2023, No. 2170" to the Stz'uminus First Nation as set out in resolution 1 for consultation in the manner described in the May 7, 2024 staff report to Council;
2. Give first and second readings to "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2170";
3. Consider "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2170" in conjunction with the Town's Financial Plan, the Town's Liquid Waste Management Plan, and the Cowichan Valley Regional District Solid Waste Management Plan, pursuant to section 477(3) of the *Local Government Act*;
4. Consider "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2170" in conjunction with the Town's Housing Needs Report and the housing information on which the report is based, pursuant to section 473(2.1) of the *Local Government Act*;
5. Direct staff to refer "Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2170" to School District 68 pursuant to section 476 of the *Local Government Act*;
6. Give first and second readings to "Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2171";

7. Direct staff to refer “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2171” to the Ministry of Transportation and Infrastructure, after third reading of the bylaw, pursuant to section 52 of the *Transportation Act*;
8. Require that, as a condition of approval of Bylaws 2170 and 2171 the applicant be required to secure the following conditions through a covenant and/or statutory right of way, as described in the May 7, 2024 report to Council, following third reading and prior to adoption of the bylaws:
  - a. Dedication as parkland, at time of subdivision or development, of the areas to be zoned P-2 and P-3 under Bylaw 2170;
  - b. Town access to future park areas prior to dedication for the purposes of invasive plant removal and habitat enhancement;
  - c. Construction of a bus shelter meeting BC Transit’s “E2” standard or similar at the existing northbound stop at the Holland Creek Ball Fields;
  - d. Installation of the necessary electrical infrastructure for all required multi-family parking to be “EV charger Ready”;
  - e. A requirement for a minimum of 10% of dwelling units to meet the BC Building Code, Building Access Handbook;
  - f. A prohibition on the use of fossil fuel as a primary heating source for buildings;
  - g. Dedication and construction of a direct vehicle access/egress from the “Centre Parcel” to Colonia Drive when the “Centre Parcel” is developed;
  - h. A prohibition on planting non-native plants on the “Western Parcel”;
  - i. Wildfire protection measures on the “Western Parcel” and “Centre Parcel” as recommended in the report provided as Attachment H to the May 7, 2024 report to Council; and
  - j. A prohibition on clearing between March 1 and August 31;
9. Direct that, as a condition of approval of Bylaws 2170 and 2171, that the following amendments be made to covenant CA6857592, as described in the May 7, 2024 report to Council, following third reading and prior to adoption of the bylaws:

- a. Removing the requirement to construct the “South Crossing” over Heart Creek;
- b. Amending the ‘Local Site Triggers’ and ‘Neighborhood Cumulative Triggers’ to:
  - i. Allow construction of up to 100 units on the “Eastern Parcel” provided the developer improves the existing emergency access route to Ryan Place;
  - ii. Allow construction of up to 200 units on the “Centre Parcel” provided the developer completes the design and costing of the Colonia Drive extension from the boundary of Lot A District Lot 110 Oyster District Plan VIP75849 to Thetis Drive and prohibiting more than 200 units on the "Centre Parcel" until the Colonia Drive extension is constructed to the boundary of Lot A, and
  - iii. Adding a prohibition on the development of the “Western Parcel” until:
    - 1. Colonia Drive is fully constructed to connect Malone Road to Thetis Drive;
    - 2. a dedicated multi-use trail and emergency access/egress route is constructed over the “Western Parcel” and adjacent parkland, connecting public road to the Water Treatment Plant access road; and
    - 3. a pedestrian pathway and crossing over Heart Creek is constructed connecting the southern portions of the “Centre Parcel” and “Western Parcel”;

10. Require that the legal instruments under resolutions 8 and 9 be prepared by the Town’s solicitor at the cost of the applicant; and

11. Direct staff to proceed with scheduling and notification of a public hearing for Bylaws 2170 and 2171 pursuant to section 464(1) of the *Local Government Act*.

*Motion Carried*

**CS 2024-107**

That Council give third reading to “Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2170”.

*Motion Carried*

**7.2 “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2171”**

**CS 2024-108**

That Council give third reading to “Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2171”.

*Motion Carried*

**7.3 CS 2024-109**

That Council direct staff to prepare a report for the July Committee of the Whole meeting with suggestions to alleviate Ray Knight Drive parking and traffic concerns.

*Motion Carried*

**8. RISE AND REPORT- Items from Closed Session**

Council rose from Closed Session at 5:57 p.m. without report.

**9. MINUTES**

**9.1 Minutes of the Regular Meeting of Council held May 7, 2024**

**CS 2024-110**

That Council approve the minutes of the Regular Meeting of Council held May 7, 2024.

*Motion Carried*

**9.2 Minutes of the Special Meeting of Council held May 14, 2024**

**CS 2024-111**

That Council approve the minutes of the Special Meeting of Council held May 14, 2024.

*Motion Carried*

**CS 2024-112**

That Council refer discussion of the traffic on Rollie Rose Drive to the July 9, 2024 Committee of the Whole meeting.

*Motion Carried*

**10. RECESS**

**CS 2024-113**

By unanimous consent Council recessed at 8:40 p.m. with the intention to reconvene in five minutes.

*Motion Carried*

Council reconvened at 8:45 p.m.

**11. PROCLAMATIONS**

**11.1 National AccessAbility Week - May 26 - June 1, 2024**

Mayor Stone proclaimed May 26-June 1, 2024 as National AccessAbility week in Ladysmith.

**12. DEVELOPMENT APPLICATIONS**

**12.1 Development Variance Permit 3090-24-02 and Development Permit 3060-22-14 – 670 Farrell Road**

**CS 2024-114**

That Council:

1. Issue Development Variance Permit 3090-24-02 to vary section 10.11.5 (a) of “Town of Ladysmith Zoning Bylaw 2014, No. 1860” to increase the maximum height of five proposed buildings from 10.0m to 16.8m at 670 Farrell Road (Lot 12, District Lot 41, Oyster District, Plan EPP119981; PID: 032-050-844 as follows:
  - Building 4 to a maximum height of 11.0 metres;
  - Building 6 to a maximum height of 12.4 metres;
  - Building 7 to a maximum height of 11.5 metres;
  - Building 8 to a maximum height of 15.7 metres; and
  - Building 9 to a maximum height of 16.8 metres.
2. Issue Development Permit 3060-22-14 to allow construction of a 54-unit townhouse and multi-family development at 670 Farrell Road.

*Motion Carried*



## **13. COMMITTEE MINUTES**

### **13.1 Community Planning Advisory Committee - May 1, 2024**

#### **CS 2024-115**

That Council receive the minutes of the Community Planning Advisory Committee meeting held May 1, 2024.

*Motion Carried*

### **13.2 Committee of the Whole - May 14, 2024**

#### **CS 2024-116**

That Council:

1. Give first, second and third readings to “Town of Ladysmith Animal Control Bylaw 2024, 2167”; and
2. Direct staff to bring forward consequential amendments to the “Town of Ladysmith Zoning Bylaw 2014, No. 1860”.

*Motion Carried*

OPPOSED: Councillors Paterson and Virtanen

#### **CS 2024-117**

That Council direct staff to:

1. Amend “Town of Ladysmith Community Centre Facilities Fees and Charges Bylaw 2021, No. 2086,” as presented in Attachment A of the May 14, 2024, staff report;
2. Present the proposed FJCC admission changes to the Cowichan North Recreation Commission and Cowichan Valley Regional District for their respective endorsement;
3. Upon the Commission’s and Board’s endorsement, bring the amended “Community Centre Facilities Fees and Charges Bylaw 2021, No. 2086” to Town of Ladysmith Council for consideration; and
4. Amend the “Fees and Charges Department: Parks, Recreation and Culture Policy” definition of family from four to six children.

*Motion Carried*

## **14. BYLAWS**

### **14.1 Bylaw Status Sheet**

**15. NEW BUSINESS**

**15.1 National Indigenous Peoples Day - Friday, June 21, 2024**

**CS 2024-118**

That Council donate \$1500 to the Stz'uminus First Nation in support of their Indigenous People's Day 2024 event, with the funds to come from the Council public relations budget.

*Motion Carried*

**16. QUESTION PERIOD**

A member of the public asked about the timing and process for informing the public about the Development Variance permit.

Another resident asked if maintenance sheds are included in the height variance requested in item 12.1, and about proposed meetings.

**17. ADJOURNMENT**

**CS 2024-119**

That Council adjourn this Regular Meeting of Council at 9:34 p.m.

*Motion Carried*

CERTIFIED CORRECT

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Mayor (A. Stone)

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Corporate Officer (S. Bouma)



## MINUTES OF A REGULAR MEETING OF COUNCIL

Tuesday, June 4, 2024

5:30 P.M.

Ladysmith Seniors Centre  
630 2nd Avenue

### Council Members Present:

Mayor Aaron Stone

Councillor Ray Gourlay

Councillor Amanda Jacobson

Councillor Tricia McKay

Councillor Duck Paterson

Councillor Marsh Stevens

Councillor Jeff Virtanen

### Staff Present:

Allison McCarrick

Chris Barfoot

Ryan Bouma

Sue Bouma

Nick Pescod

Andrea Hainrich

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### 1. CALL TO ORDER

Mayor Stone called this Meeting of Council to order at 5:30 p.m., in order to retire immediately into Closed Session.

### 2. CLOSED SESSION

#### CS 2024-120

That, in accordance with section 90(1) of the *Community Charter*, Council retire into closed session in order to consider items related to the following:

- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour/employee relations; and
- (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

*Motion Carried*

**3. OPEN MEETING AND ACKNOWLEDGEMENT (7:00 P.M.)**

Mayor Stone called this Regular Meeting of Council to order at 7:01 p.m., recognizing with gratitude that it was taking place on the unceded territory of the Stz'uminus First Nation.

**4. AGENDA APPROVAL**

**CS 2024-121**

That Council approve the agenda for this Regular Meeting of Council for June 4, 2024.

*Motion Carried*

**5. RISE AND REPORT- Items from Closed Session**

Council rose from Closed Session at 6:37 p.m. without report.

**6. MINUTES**

**6.1 Minutes of the Public Hearing and Regular Meeting of Council held May 21, 2024**

**CS 2024-122**

That Council approve the minutes of the Public Hearing and Regular Meeting of Council held May 21, 2024.

*Motion Carried*

**7. DELEGATIONS**

**7.1 Nanaimo Zonta Club**

Andrea Paris, Chair of the Zonta Club of Nanaimo gave a presentation about the organization's commitment to raise awareness about human trafficking and sexual exploitation. She discussed the prevention efforts of the club, particularly in the area of online exploitation of children, and invited Council to attend the club's event on Human Trafficking Awareness Day, February 22, 2025. Mayor Stone thanked Ms. Paris for her presentation, and for her advocacy work with the program.

## **8. COMMITTEE MINUTES**

### **8.1 Parks, Recreation & Culture Committee - May 15, 2024**

#### **CS 2024-123**

That Council receive the minutes of the Parks, Recreation & Culture Committee meeting held May 15, 2024.

*Motion Carried*

## **9. REPORTS**

### **9.1 Award Roberts St. Watermain Tender and Amend Financial Plan**

#### **CS 2024-124**

That Council:

1. Award the Roberts St. Watermain Tender 2024-IS-02 to In the Dirt Contracting Ltd in the amount of \$561,209;
2. Reallocate \$207,505 from the Oyster Bay Watermain project and \$45,000 from the Canada Community Building Fund to the Roberts St. Watermain project; and
3. Amend the 2024-2028 Financial Plan accordingly.

*Motion Carried*

### **9.2 6th Avenue Reconstruction Conceptual Design**

#### **CS 2024-125**

That Council direct staff to:

1. Begin preliminary design of 6<sup>th</sup> Avenue road reconstruction at an estimated cost of \$250,000;
2. Present the findings to the Committee of the Whole at a future date; and
3. Amend the 2024-2028 Financial Plan to include the 6<sup>th</sup> Avenue Conceptual Design for \$250,000 in General Capital projects with the funding to come from the Infrastructure Reserve.

*Motion Carried*

## **10. BYLAWS**

### **10.1 Bylaw Status Sheet**

## 11. NEW BUSINESS

Councillor Paterson expressed his congratulations to the Ladysmith Royal Canadian Air Cadets 257 Parallel Squadron on their Annual Ceremonial Review held, Sunday, June 2 at the Aggie Hall, and wished them another successful year.

Mayor Stone recognized the Ladysmith Pride Society on their 1<sup>st</sup> Annual Pride Celebration, held on 1<sup>st</sup> Avenue on Sunday, June 2nd. He expressed his thanks to the vendors and all groups taking part to help make this event a huge success. The town will continue to light up all available public locations in rainbow colours for the month of June in honour of Pride Month.

## 12. QUESTION PERIOD

A member of the public asked if the new regulations for bike traffic will affect the road design on 6<sup>th</sup> Avenue, per item 9.2.

## 13. ADJOURNMENT

### **CS 2024-126**

That Council adjourn this Regular Meeting of Council at 7:47 p.m.

*Motion Carried*

CERTIFIED CORRECT

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Mayor (A. Stone)

---

Corporate Officer (S. Bouma)

STAFF REPORT TO COUNCIL

Report Prepared By: Chris Geiger, Manager of Protective Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: June 18, 2024
File No:
Re: Award Fire Services Strategic Work Plan

RECOMMENDATION:

That Council:

- 1. Award the Fire Services Strategic Work Plan process to Tim Pley & Associates in the amount of \$38,500, plus applicable taxes; and
2. Reallocate \$38,500 from the Fire Department previous year's surplus reserve and amend the 2024-2028 Financial Plan accordingly.

EXECUTIVE SUMMARY:

Staff have taken steps to gather information supporting the development of a Fire Services Strategic Work plan. Staff requested three quotes from consultants to develop the plan and received only one response, from Tim Pley & Associates for \$38,500.

PREVIOUS COUNCIL DIRECTION:

Table with 2 columns: CE 2024-045 and That Council:
1. Direct staff to begin work on a Fire Service Strategic Work Plan; and
2. Rise and report immediately

INTRODUCTION/BACKGROUND:

Staff have started to work on a Fire Service Strategic Work Plan. This Plan will be used to give guidance for decision making on facilities, vehicles and overall fire operations.

After approaching three consultants, (FireWise Consulting, Dave Mitchell & Associates, and Tim Pley & Associates) for quotes to develop the plan, staff received one response, from Tim Pley & Associates.

Tim Pley & Associates (TPA) is a privately held British Columbia company that offers independent consulting services for local governments on a wide range of public safety matters. Mr. Pley has unique experience with Fire Services, having served as a municipal fire chief with the City of Port Alberni. As the President of the Fire Chief's Association of BC, he helped to create and support the provincial government in implementing the "BC Fire Service Minimum Training Standards:



Structure Firefighters – Competency and Training Playbook”, as well as contributing to the pending Fire Safety Act. Mr. Pley finished the last six years of his local government career with the City of Port Alberni as the Chief Administrative Officer.

**ALTERNATIVES:**

Council can choose to:

1. Not award the work to Tim Pley & Associates.
2. Request alternate ways to fund the project.

**FINANCIAL IMPLICATIONS:**

Funding for this Work Plan was not included in the 2024 budget. Should Council endorse the recommendation, the work could be funded from the Fire Department prior year surplus (reserve).

**LEGAL IMPLICATIONS:**

N/A

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

N/A

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Key participants will include the Mayor and Council, Ladysmith Fire Rescue members, and senior staff from all departments.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |   |  |
|---|--|
| <input type="checkbox"/> Core Infrastructure                    | <input type="checkbox"/> Economy               |
| <input type="checkbox"/> Official Community Plan Implementation | <input checked="" type="checkbox"/> Leadership |
| <input type="checkbox"/> Waterfront Area Plan                   | <input type="checkbox"/> Not Applicable        |

***I approve the report and recommendation.***

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENT:**

- A. Tim Pley & Associates Quotation



April 24, 2024

Chris Geiger  
Fire Chief  
Ladysmith Fire Rescue  
330 6 Avenue  
Ladysmith, BC V9G 1S4  
cgeiger@ladysmith.ca

**Re: Ladysmith Fire Rescue – Fire Services Work Plan**

Dear Chris,

On behalf of Tim Pley & Associates Ltd. (“TPA” or the “Consultants”), I am pleased to provide a quotation to the the Town of Ladysmith (the “Town”) for the above-noted project.

Our firm, established in 2021, includes individuals accomplished in local government, fire services leadership, and emergency management. As a consulting firm we share a passion for supporting local governments and their fire departments.


This proposal outlines the undertaking of a fire services review and the development of a fire services work plan for Ladysmith Fire Rescue (“LFR” or the “Department”). Our clients have been experiencing considerable success when taking this approach. We recognize that a similar project was undertaken by LFR several years ago. If engaged by the Town, TPA would consider the previous report and recommendations, and we would build on that work, undertaking a deep engagement with stakeholders. In our experience, the more thorough the engagement at the front end of these projects, the better the resulting recommendations and support for those results.

Details of some of our previous projects, associate experience and background, as well as other details related to our firm can be found in the attached quotation.

We propose to utilize a project team that is primarily Vancouver Island-based, enabling in-person stakeholder engagements, in your community, and on a schedule that works for you and your stakeholders. We are also well-positioned to present our recommendations in-person, and to support implementation fo the recommendations if that is something that you request.

If you require any further information, please do not hesitate to contact the undersigned.

Sincerely,



Tim Pley, President  
Tim Pley & Associates Ltd  
Encl.

# Ladysmith Fire Rescue

## Fire Services Work Plan

submitted by:

Tim Pley & Associates Ltd.  
5555 Golden Street  
Port Alberni, BC

Contract Representative: Tim Pley  
Email: [tim@timpley.ca](mailto:tim@timpley.ca) Phone: 250 720-9223

Submission Deadline:

April 26, 2024, 4:00 p.m.

Submission Date:

April 24, 2024

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# 1. Corporate Profile

TPA is a privately-held British Columbia company that offers independent consulting services for local governments on a wide range of public safety matters.

Our goal is to support clients by providing the highest possible quality of service. We are known for being a firm of integrity, for providing quality reports and recommendations, and for our ongoing support of clients. Our work reflects data-based recommendations, and that data includes qualitative inputs from stakeholders, gathered during in-person interactions. Our project methodologies generally include a heavy, in-person engagement process which not only provides better context than a purely statistical review, but also builds stakeholder awareness of the project, and support for the resulting recommendations.

Our Associates have extensive experience in leading and advising on matters of public safety and local governance.

TPA works with project sponsors to ensure that the advice and plans provided by TPA align with client needs while being mindful of the views of participating parties, available resources, financial constraints and governance realities. We strive to ensure that there is broad stakeholder support for both the process and results of our work, and that our clients are set up to succeed after our reports have been received. That sometimes involves supporting the client through the early stages of implementation, so that our clients and their stakeholders can experience success reaching consensus early in the process.

## 2. Project Understanding

TPA understands that the Town is LFR's governing body and Authority Having Jurisdiction ("AHJ"). The Town seeks to implement a fire services work plan for LFR that will include examination of current communications and reporting relationships within LFR and between LFR and the Town. Department leadership, personnel matters (including compensation) should be reviewed, as well as the Department's fire administration processes and controls, including any use of committees, and any involvement of an association or society.

The Department's operations and fire prevention program should also be reviewed, and the Town's asset management program should be reviewed in terms of adequacy to meet both the Town's and the Department's needs regarding fire protection major capital assets.

The resulting fire services work plan should set out action items to be implemented by the Town and LFR over the next three to five years, with consideration given to emerging change-driving factors over the longer term.

## 3. Methodology

### Scope of Work

The scope of work will include examination of matters such as existing mutual and automatic aid arrangements, changing statutory and regulatory requirements and any relevant service agreements. LFR will be reviewed for its operational obligations, capabilities and current practices, service area requirements, and administrative and regulatory compliance. The operational review will include consideration of staffing levels and qualifications, apparatus, facilities and equipment, training processes, and a detailed response analysis. The department's most recent Fire Underwriters' assessment will be reviewed, and opportunities for score improvement identified.

As part of the review, a SWOT Analysis will be undertaken, identifying Strengths, Weaknesses, Opportunities and Threats. Project work is recommended to start with engagement of the CAO and Fire Chief, followed by an input gathering session with Mayor and Council, in order to develop a full understanding of organizational goals and challenges. Engagement would then continue, involving a range of stakeholders including fire department officers and firefighters, and chief officers from neighbouring fire departments. The review should include sessions with key Town staff. At the discretion of the Town, former Department members could also be engaged.

A thorough review of the Town's and LFR's documents and procedures will be undertaken. Relevant Codes, standards and regulations that apply to the Town and LFR will be identified and reviewed.

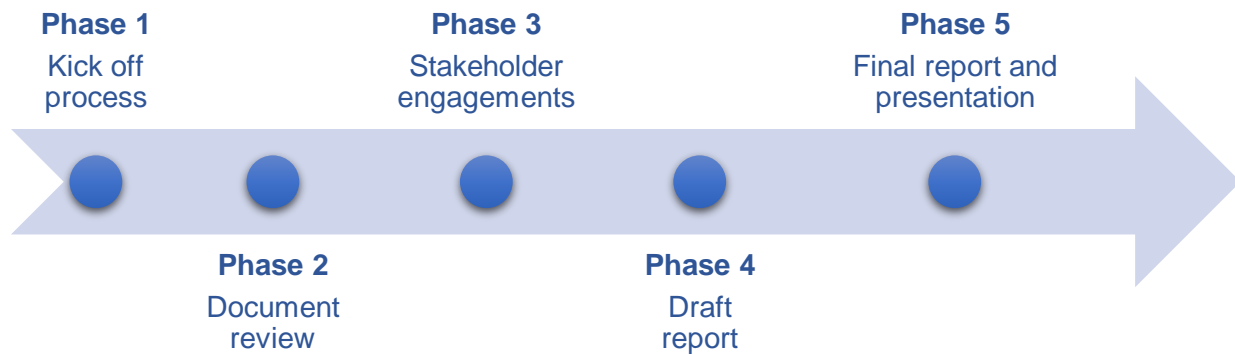
Anticipated impacts from statutory changes will be assessed, including potential impacts from the new *Fire Safety Act*, the updated *Minimum Structure Firefighter Training Standard*, the new *Emergency and Disaster Management Act*, and Bill 44 – *Housing Statutes Amendment Act*.

Based on input gathered through all of the above processes, a client draft report will be prepared, and TPA will engage with the Town and the fire chief to review preliminary findings, prior to completion of a final report that includes recommendations and a LFR Strategic Work Plan. TPA will be available to support the Town in the early stages of recommendation implementation if that is desired.

### Proposed Approach

TPA proposes to undertake a methodology proven as a model for success. The proposed approach involves clear communication and meaningful engagement with the client and stakeholders, active listening, and a professional review of documents, data and best practices, all of which contribute to a report that is clear and understandable, and recommendations that are achievable, supported by data, and understood, if not supported, by stakeholders.

TPA's proposed methodology to complete the scope of work includes:



#### Phase 1: Kick Off Meeting

1. A kick off meeting, to review the project scope, refine the list of issues being reviewed and analysed, and to confirm responsibilities for different aspects of the Project.
2. Develop and confirm the schedule for meetings, identify stakeholders, and reach consensus on the preferred methods of stakeholder engagement (face to face meetings are preferred).
3. Obtain a comprehensive collection of background documents. The background documents/materials list will be finalized in consultation with the Town and LFR. The Town and LFR would be responsible for providing the required internal documents, including response data which can be accessed via LFR's dispatch provider.

#### Phase 2: Documents and Data Review

4. A review of the Town's and LFR's documentation and data will be undertaken.

#### Phase 3: Stakeholder Engagements

5. Meetings will be conducted to facilitate a SWOT Analysis. TPA proposes that the SWOT Analysis process be interactive, led by TPA, to facilitate meaningful input from participants into the resulting work plan.

#### Phase 4: Draft Strategic Plan

6. TPA will develop a draft report complete with recommendations to be reviewed with the Town and LFR.

### Phase 5: Final Strategic Plan and Presentation

7. Taking into consideration input at the draft strategic plan stage, TPA will prepare a final report and fire services work plan.
8. TPA will present the report Council, and if desired by the Town and LFR, at a session with Department personnel.

## Proposed Project Schedule

TPA proposes that project work begin as soon as TPA has been engaged by the Town, and the final report is submitted within five months of the project start date, with presentation of the report at a date to be scheduled by the Town.

The following proposed work schedule is based on a project start date of May 6, 2024 with completion of the final report by September 30, 2024.

Phase	Completion Date	Notes
<b>Phase 1</b> Project Initiation [Kick off meeting(s)]	May 15, 2024	Assuming timely engagement after RFP closes April 26.
<b>Phase 2</b> Document Review	June 27, 2024	This work can be completed concurrently with Phase 3.
<b>Phase 3</b> Engagement with Stakeholders/ Assess Local Conditions	July 17, 2024	Requires considerable scheduling, commitment from stakeholders, and field work for which TPA is available.
<b>Phase 4</b> Draft Report	September 7, 2024	Draft report provided to the Town. This schedule provides the Town with 3 weeks to consider the draft report and provide direction.
<b>Phase 5</b> Presentation of Final Report	September 30, 2024	Final report submitted. Presentation of report at a future date to be determined by the Town.

The proposed schedule assumes that stakeholder participants in the review will provide requested information or comments in a timely fashion and be available for in-person consultations.



## 4. Experience and References

### Experience

For this project we have assembled a primarily Vancouver Island-based team, that includes:

Tim Pley, Project Lead and Stakeholder Engagement

Gordon Anderson, Associate - Stakeholder Engagement and Regulatory Matters

Dave Mitchell, Associate - Response Analysis

More information on TPA project team members is provided below.

#### **Tim Pley, Project Lead**

Tim worked in the municipal fire service for 26 years, followed by six years as a municipal chief administrative officer. Both roles were with the City of Port Alberni. Tim was instrumental in the provincial government's adoption of a new minimum training standard for structural firefighters in 2014, and helped draft a new *Fire Safety Act* which may be adopted in the near future. During his career with the fire department, Tim was an executive board member of IAFF Local 1667, and later an executive board member of the Fire Chiefs' Association of BC (FCABC) for eight years, including three years as president. In that capacity Tim forged new relationships for the FCABC with the provincial government and the Local Government Management Association ("LGMA").

Tim holds a Bachelor's Degree in Physical Education from the University of BC, a Diploma in Public Sector Management from the University of Victoria, and a Certificate in Leadership and Conflict Resolution from the Justice Institute of BC. Tim's fire-related qualifications include Fire Officer IV and Fire Inspector I designations, Technical Rescue Technician in confined space, rope rescue, and tower crane rescue, and extensive fire ground command and leadership experience.

Being experienced as both a fire chief and a CAO, Tim is particularly adept at understanding the demands of both offices, and the realities of local governance resourcing relative to capacity in small and mid-sized communities.

#### **Gordon Anderson, Associate**

Gordon served 29 years in the local government fire service, including 13 years as a volunteer, and concluding with five years as the BC Fire Commissioner. As Fire Commissioner, Gordon amended the fire service legislation (pending *Fire Safety Act*), implemented a new firefighter minimum training standard (the "Playbook"), and initiated grant funding programs that continue to positively affect the fire service in BC. Gordon led the Office of the Fire Commissioner's strategic planning process in 2015.

Gordon holds a Bachelor of Fire Service Administration, NFPA Fire Officer IV certification, and is a Fellow of the Institution of Fire Engineers (U.K.).

## Dave Mitchell, Associate

Dave retired as Division Chief, Communications in 1998 from Vancouver Fire & Rescue Services after a career that spanned 32 years. In 1998, Dave was hired by E-Comm 9-1-1, Emergency Communications for BC (E-Comm) as its first Director of Operations. He left E-Comm in June 2000 to work as a consultant, and since that time has managed fire service projects for more than 100 clients in BC, Alberta, Manitoba and Ontario as well as the Yukon and Northwest Territory.

Dave holds a Bachelor of Arts Degree (Geography) from Simon Fraser University, and a diploma from SFU's Executive Management Development Program. He recently served as a Director and Board Chair of the Justice Institute of British Columbia Foundation.

## References

Several references are provided for recent, similar project work completed by Tim Pley & Associates Ltd.

<b>Project Experience #1</b>	<b>Client Name: District of Port Hardy</b> <b>Project Name: Port Hardy Fire Rescue Strategic Work Plan</b>
<b>Reference</b>	Heather Nelson-Smith, CAO, District of Port Hardy P: 250 902-0097, E: <a href="mailto:hnelson.smith@porthardy.ca">hnelson.smith@porthardy.ca</a>
<b>Date Report Concluded</b>	March 2024 (presentation to Council April 29, 2024)
<b>Project Description and Scope of Services Provided</b>	This project involved the undertaking of a strategic planning process for Port Hardy Fire Rescue, and the development of a Strategic Work Plan that addresses current and emerging issues that were identified during the review process. Internal (Fire) and external stakeholders were engaged in the process.
<b>Included on Project Team</b>	Tim Pley, Dave Mitchell

<b>Project Experience #2</b>	<b>Client Name: Regional District of North Okanagan</b> <b>Project Name: Strategic Work Plan – RDNO Fire Services</b>
<b>Reference</b>	Andrew Hunsberger, Rural Services Manager P: 250-550-3722, E: <a href="mailto:andrew.hunsberger@rdno.ca">andrew.hunsberger@rdno.ca</a>
<b>Date Report Concluded</b>	January 2024 (presentation to Directors April 9, 2024)

<b>Project Experience #2</b>	<b>Client Name: Regional District of North Okanagan</b> <b>Project Name: Strategic Work Plan – RDNO Fire Services</b>
<b>Project Description and Scope of Services Provided</b>	This project established the first strategic plan for RDNO fire services (3 departments, a central administration, a regional training officer, and a live fire training site).  The project involved a review of the current situation including fire halls, staffing, apparatus and equipment, operating models and budgets. Internal and external stakeholder engagement was undertaken through a SWOT analysis process. A Strategic Work Plan was developed that will help the RDNO address current and anticipated service delivery challenges.
<b>Included on Project Team</b>	Tim Pley, Gordon Anderson, Dave Mitchell

<b>Project Experience #3</b>	<b>Client Name: Vernon Fire Rescue Services</b> <b>Project Name: Fire and Emergency Management Services Review</b>
<b>Reference</b>	David Lind, Fire Chief, Vernon Fire Rescue Services P: 250 550-3563, E: <a href="mailto:dlind@vernon.ca">dlind@vernon.ca</a>
<b>Date Report Concluded</b>	March 2024 (presentation to Council April 8, 2024)
<b>Project Description and Scope of Services Provided</b>	TPA undertook a review of Vernon’s fire protection services to inform the next VFRS Strategic Plan, anticipated to be adopted in 2024.  Project work included a review of a wide range of background documents, materials and data provided by VFRS, as well as other documents accessed independently by the Consultants, a review of fire protection service delivery challenges, an on-site review of Department equipment, apparatus and fire stations, and in-person engagements with a broad range of internal and external stakeholders.
<b>Included on Project Team</b>	Tim Pley, Dave Mitchell

TPA encourages the Town to contact the references listed above, and we will provide additional references upon request.

# 5. Pricing

TPA proposes to undertake the full scope of work outlined above for the price of \$38,500 plus applicable taxes. This price quotation is inclusive of TPA associates' time, travel, and any incidentals.

This price quotation does not include any venue rental costs or meals/refreshments for stakeholder engagement sessions. The Town or Department would be expected to provide venues for meetings, and any required meal/refreshments if those are required.

TPA will undertake work outside of the scope of work outlined in this proposal, with prior, written agreement, for the hourly rates of:

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<b>Associates</b>	\$150 per hour, plus reimbursement of expenses
<b>Tim Pley</b>	\$250 per hour, plus reimbursement of expenses

---

## Payment Terms

TPA proposes to submit one itemized invoice for full payment at the time that the final report and strategic work plan is submitted, with a 10% holdback pending presentation of the report.

**STAFF REPORT TO COUNCIL**

**Report Prepared By:** Chris Barfoot, Director Parks, Recreation & Culture  
**Reviewed By:** Allison McCarrick, Chief Administrative Officer  
**Meeting Date:** June 18, 2024  
**File No:**  
**Re:** **Skatepark Community Painting Project**

**RECOMMENDATION:**

That Council direct staff to coordinate the Skatepark Community Painting Project with the Ladysmith Skatepark Collective, to begin during the 2024 summer.

**EXECUTIVE SUMMARY:**

The Ladysmith Skatepark Collective is a local group of skatepark enthusiasts who have been transforming the Skatepark into a vibrant, family-friendly space focused on creating inclusivity and events for all types of uses. The group presented the project concept to the Parks, Recreation & Culture Advisory Committee meeting held on May 15, 2024. At this meeting it was suggested for the group to further develop the design concept and present to the Public Art Committee. At the June 6, 2024, meeting, the Public Art Committee received and endorsed the project and design concepts.

**PREVIOUS COUNCIL DIRECTION:**

Resolution	Meeting Date	Resolution Details
CS 2011-100	2011-02-21	It was moved, seconded and carried that the request from the Leadership Vancouver Island group "Board Members" for the Town to contribute up to \$12,100 towards improvements to the Ladysmith Skatepark be approved, and that the funds be allocated from the 2011 Annual Capital Budget of the Parks, Recreation and Culture Department.
CS 2011-101	2011-02-21	It was moved, seconded and carried that staff be directed to submit an application for funding through the Municipal Insurance Association Risk Management Insurance Grant Program for up to \$6,649, which is the Town's current allocation, for safety-related improvements to the Ladysmith Skatepark.



### **INTRODUCTION/BACKGROUND:**

The Ladysmith Skatepark Collective, together with skatepark users and parents, strive to enhance the Town's skatepark to promote a more vibrant space conducive to gathering and outdoor activity.

Although staff are investigating a redesign of the layout and features of the Skatepark, they estimate that this larger project, should it receive Council's endorsement, would not take place until 2026. In the meantime, the Ladysmith Skatepark Collective are seeking ways to keep the community engaged and to continue to increase the positive vibrancy that has developed in the space over the past three years.

These concepts were recently presented and well received at both the Parks, Recreation & Culture Advisory Committee and the Public Art Committee.

### **Committee Resolutions:**

*PRCAC 2024-12:*

*That the Parks Recreation & Culture Advisory Committee support enhancing the aesthetics of the Ladysmith Skatepark project in principle.*

*Motion Carried*

*PAC 2024-07:*

*That the Public Art Committee receive the presentation by Ladysmith Skatepark Collective and endorse the project to paint skatepark as presented at the 2024.06.06 meeting.*

*Motion Carried*

Art projects such as the one being proposed (Attachment A) possess the capacity to transform ordinary spaces into places that spark inspiration and contemplation. This project will not only enhance the aesthetics of the park but can serve as a catalyst for community interaction, particularly among youth, as well as create a more youth- and child- friendly space.

The project will begin with an initial phase of collecting resources for the project (mainly paint), followed by the creation of the design based on the colours and amount of paint gathered. The design will be led by a local artist/parent of a skatepark user, with consultation and feedback from the Ladysmith Skatepark Collective and other skatepark users. Once the design is finalized and approved, painting will take place on Wednesday afternoons during the weekly skatepark gathering, with identified sections being completed each week.



The summer months have the ideal temperatures and weather for this type of painting. It is anticipated that the paint will last for approximately two to three years with a plan to repaint if necessary or to address any vandalism.

Staff will share the final design and concept with School District 68.

**ALTERNATIVES:**

Council can choose to:

1. Not proceed with painting the skatepark.

**FINANCIAL IMPLICATIONS:**

There are no direct costs for this project. Staff will pressure wash in preparation of the painting during regularly scheduled maintenance.

**LEGAL IMPLICATIONS:**

N/A

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

The proposed project intends to incorporate children and youth who participate in the programs and use the Skatepark to participate in the painting, creating a strong sense of ownership and pride around the skatepark.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Parks, Recreation & Culture will work with the Ladysmith Skatepark Collective to facilitate the project with Park Operations preparing the site for painting.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |   |  |
|---|--|
| <input type="checkbox"/> Core Infrastructure                    | <input type="checkbox"/> Economy                   |
| <input type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership                |
| <input type="checkbox"/> Waterfront Area Plan                   | <input checked="" type="checkbox"/> Not Applicable |

*I approve the report and recommendation.*

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENT:**

- A. Ladysmith Skatepark Collective Community Painting Project Proposal



# ATTACHMENT A

## Project Proposal: Enhancing the Aesthetics of the Ladysmith Skatepark

**Date of submission:** May 3, 2024 (annex 1 added June 5, 2024)

**Submitted to:** Chris Barfoot, Director of Parks, Recreation and Culture

**In copy:** Tricia McKay - Councillor (Public Art Committee), Duck Paterson - Councillor (Parks, Recreation and Culture Advisory Committee)

### Introduction

The Ladysmith Skatepark Collective, together with skatepark users and parents, strive to enhance the skatepark in Ladysmith to promote a more vibrant space conducive to gathering and active outdoor activity. Art projects such as this possess an exceptional capacity to transform ordinary spaces into places that spark inspiration and contemplation. This project will not only enhance the aesthetics of the park but has the ability to serve as a catalyst for community interaction, particularly among youth, as well as create a more youth and child friendly space.

In the Town of Ladysmith's 2023 Official Community Plan, one action outlined is to "Expand the existing skatepark and add new amenities such as lighting and bike skills infrastructure". This is listed as a medium-term action (intended to be carried out within four-to-six years). This is a welcome action, but as the timeframe is not in the short term, this project will help revitalize the park in the meantime using a low level of resources but have a high impact.

The project will begin with an initial phase of collecting resources for the project (mainly paint), followed by the creation of the design based on the colours and amount of paint gathered. The design will be led by a local artist/parent of a skatepark user, with consultation and feedback from the Ladysmith Skatepark Collective and other skatepark users. Once the design is finalized and approved, painting will take place on Wednesday afternoons during the weekly skatepark gathering, with identified sections being completed each week.

The project requires no to low resources from the Town of Ladysmith; but if budget allows, contributions would be welcome and helpful.

### Objectives of the project

- Paint Ladysmith Skatepark to promote a more vibrant space conducive to gathering and active outdoor activity.
- Showcase artistic talent of both skatepark users and community members.
- Engage skatepark users in enhancing this space.

Examples of painted skateparks:



Figure 1 & 2: Switzerland



Figure 3: China

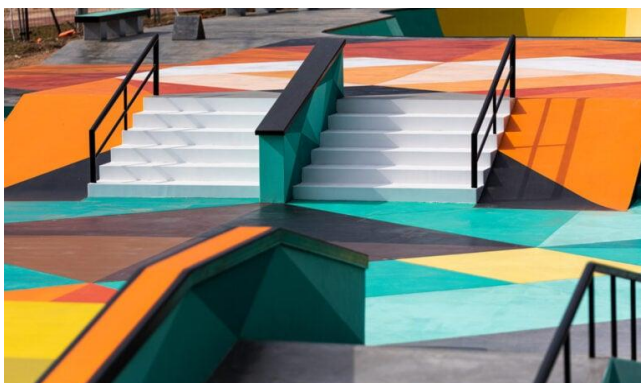


Figure 4: Bulgaria



Figure 5: USA as part of a community skate and paint event

## Alignment of proposal with existing Town of Ladysmith plans and strategies

This proposal aligns with various Town of Ladysmith plans, priorities and strategies. Excerpts from existing documents that support this project proposal include:

- From the 2023 [Ladysmith Official Community Plan](#) (OCP):
  - “Goal 9: Be known for its lively arts and culture scene. Ladysmith supports local art and culture, with many spaces to celebrate it. It helps build trust and understanding across peoples, and demonstrates how different identities can be expressed and celebrated in the public realm.”
  - Within the land use plan, one objective is to “strengthen street life and other bustling public places.”
  - This plan indicates that parks and natural areas are cherished by local residents. “[...] They value these spaces for recreation and active living, socialization, community wellbeing [...]”
  - Public art is strengthened and expanded. “9.1. Support the growth of both formal and informal public art and artistic expression in buildings, streets, parks and other areas of the public realm, giving preference to local and diverse artists.”
  
- From the 2019 [Ladysmith Public Art Strategy](#):
  - “The Guiding Principles that will shape the implementation of public arts projects, programming and events for the future include:
    - To enhance the public realm
    - To spark conversation and gathering in public places
    - To promote belonging, social cohesion, & inclusivity”
  
- From the [Ladysmith Youth Plan](#):
  - “Youth reported the need for a greater variety of volunteer opportunities: More meaningful, community-involved volunteer work that might better prepare them for an adult job. Specifically, they stated how much they valued volunteering in one-off projects or events that had a limited time-range and a final outcome, such as the Festival of Lights, or a town or trail development project. Having fun was at the top of the list in the survey for the reason youth would participate in activities, followed closely by a wish to be with friends. Our research suggested that working together with peers on a community project mentored by adult leaders would meet the criteria of both fun and purpose.”
  - “Have more community arts-based courses and cultural projects e.g., community art wall, legal graffiti wall, courses in skilled craftsmanship.”
  - “Involve youth in more community projects, supported by an effective mentoring network that guides them in self-directed learning project.”

## Project materials and funding

Materials needed and plan for obtaining these materials:

Resource	Plan for obtaining
Paint (outdoor acrylic and latex paint) Cleaner for paint brushes	The team will obtain paint by: <ul style="list-style-type: none"> <li>- Visiting PaintShare recycling programs in Ladysmith (2), Duncan (2) and other nearby areas in the Cowichan Valley where paint is donated and can be picked up for free</li> <li>- Putting a call out to community members to donate leftover paint and/or buy paint to donate</li> <li>- Approach potential donors who may be able to provide a monetary donation or in-kind paint donation</li> <li>- Carry out small fundraisers to be able to buy low cost paint (i.e. paint from Habitat for Humanity)</li> </ul>
Rollers, paintbrushes	A call out will be made to community members to donate. If none are received, the team stewarding this proposal have supplies that can be used. Skatepark users will be asked to bring any supplies they have when painting sessions are happening.
Cement for patching skatepark	<p><b><i>This is optional but would enhance the park and allow for easier painting.</i></b></p> <p>If allowed by the Town of Ladysmith, a call out will be made to town residents for a certified company to donate cement and time to patch rough areas on the park and/or Town of Ladysmith to support with this work.</p>

### Potential contribution of the Town of Ladysmith:

- If the Town of Ladysmith is able to contribute personnel resources or funding to this project, areas of collaboration include:
  - o Power washing the skatepark prior to painting.
  - o Patching with cement rough areas of the park.
  - o Funding to purchase additional paint or donation of unused paint.

**It is important to note that this project can be carried out without these contributions.**

## Workplan

Below is an outline of project activities and proposed timelines. Timelines are subject to external factors such as the weather.

Activity	Approx timeline after project approval
Obtain resources for project (paint and other supplies)	Week 1-3
Optional - Prepare skatepark for painting (power wash, patch cement)*	TBD
Based on amount of paint obtained, and colours, develop the design for the skatepark painting(s). Skatepark users will be able to provide input and vote on the design	Week 3-4
Submission of design to Town of Ladysmith for approval	Week 4
Painting	Week 5-10 (depending on complexity of design and amount of paint gathered)

*\*As noted above – this step can be removed if resources are not obtained. If removed, basic cleaning will occur prior to painting each section.*

## Project team contacts

### **Kathryn Janzen**

Parent of skatepark user  
Tel. 604-349-4142  
[katejanzen@gmail.com](mailto:katejanzen@gmail.com)

### **Tylor McNeil**

Local artist and parent of skatepark user  
Tel. 250-816-4346  
[Tylormcneil@live.com](mailto:Tylormcneil@live.com)

### **Jesse Manner**

Ladysmith Skatepark Collective  
[jessemanner@hotmail.com](mailto:jessemanner@hotmail.com)  
Tel. 778-268-0163

### **Jennifer McNeil**

Parent of skatepark user  
Tel. 250-816-4326  
[Littlebug1@hotmail.com](mailto:Littlebug1@hotmail.com)

### **Danielle Paydli**

Parent of skatepark user  
Tel. 250-616-0827  
[daniellepaydli@shaw.ca](mailto:daniellepaydli@shaw.ca)

## ANNEX 1 – DESIGN CONCEPT

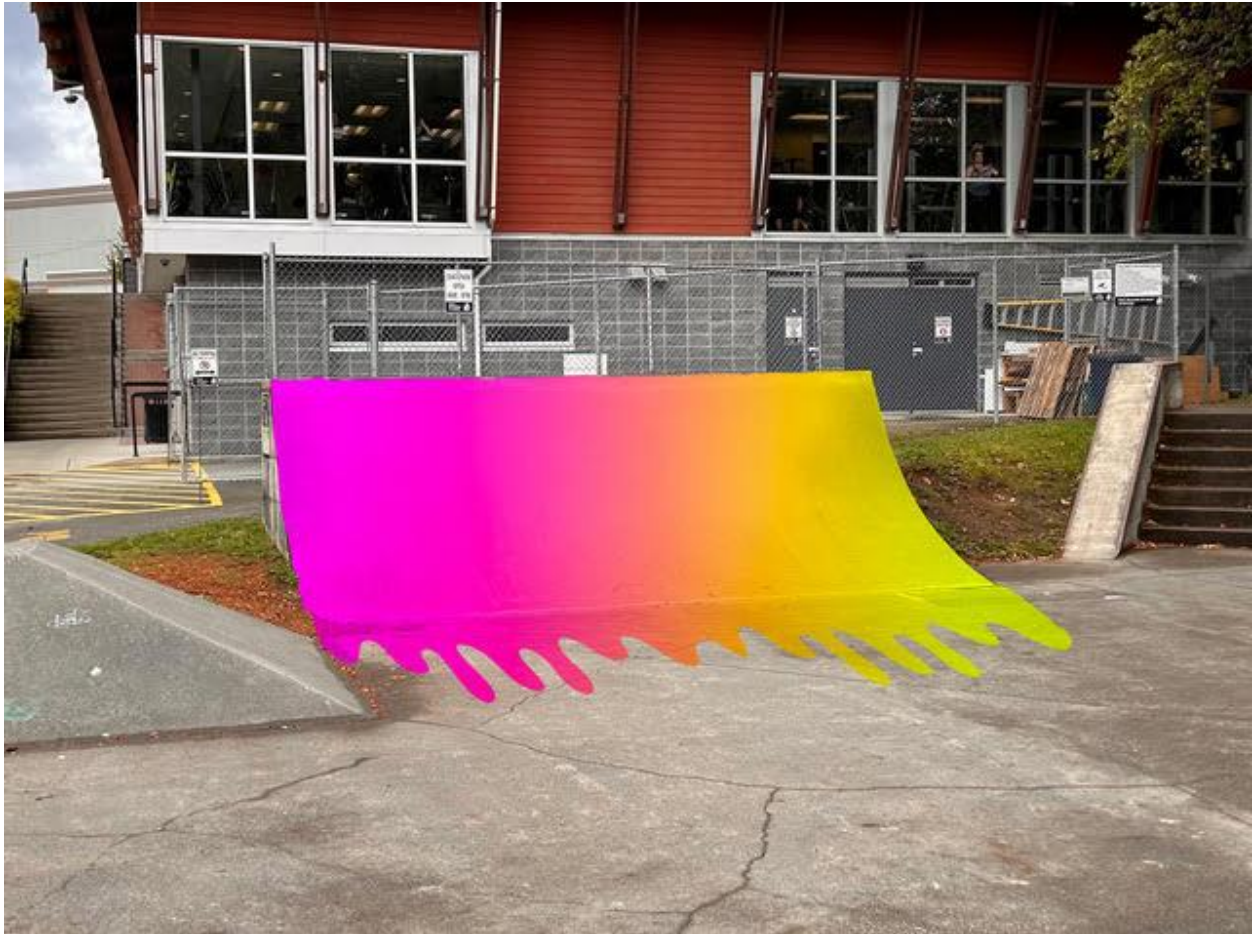


The design is based on the overall theme of land and sea, to align with the beautiful area where we live. There are “islands” represented in the park with the colours providing a sense of liquid, movement and flow, as well as characters representing our community. The design is intended to provide a fun environment that children of all ages, and adults, can enjoy and play on.

The final design will depend on the amount and colours of paint that the project team gathers and therefore these designs below represent the overall theme and is subject to change slightly. In some cases, more than one design for a certain part of the park is being submitted. The placement of the designs on the skatepark will depend on amount of paint obtained, as well as feedback from the skatepark users.









**STAFF REPORT TO COUNCIL**

**Report Prepared By:** Chris Barfoot, Director Parks, Recreation & Culture  
**Reviewed By:** Allison McCarrick, Chief Administrative Officer  
**Meeting Date:** June 18, 2024  
**File No:**  
**Re:** **Child Protection Policy and Manual Update**

**RECOMMENDATION:**

That Council authorize updating and converting the Child Protection Policy, as presented in the June 18, 2024 staff report from the Director of Parks, Recreation & Culture, into an administrative policy.

**EXECUTIVE SUMMARY:**

The Child Protection Policy provides the steps and process to protect children who are in the care of Town staff while providing programs and services. The Town’s Child Protection policy (shown in Appendix A) was last updated with the approval of Council in 2003, and now requires further updating. It is being recommended that the policy become an administrative policy to provide the ability, under the direction of the Director of Parks, Recreation & Culture, to make necessary updates in a timely manner when required.

**PREVIOUS COUNCIL DIRECTION:**

<b>Resolution</b>	<b>Meeting Date</b>	<b>Resolution Details</b>
CS 2003-105	2003-03-03	That Section C of the Child Protection Policy be amended to replace the words “staff members” with “employee” or “Town of Ladysmith employee” and add “Town of Ladysmith volunteer” and that the policy be adopted as amended.

**INTRODUCTION/BACKGROUND:**

Apart from the school system, the recreation and sport sector engage with more children than any other sector in BC. Community recreation plays a crucial role in the healthy development of children in our communities.



A child protection policy is important because it provides staff the guidelines to ensure we create safe environments for children while in our care. This document protects both participants and staff by clearly defining arrangements and measures for child protection.

Proposed changes and updates to the policy will include the following;

- addition of the disclosure of neglect;
- includes contractors and volunteers;
- police information check;
- direction for staff who are under 19 years of age; and
- updates to contact information.

Converting this policy from a Council policy into an administrative policy will provide opportunities for the Director of Parks, Recreation & Culture to make amendments to the Child Protection Policy when they are deemed necessary or legislation requirements change.

**ALTERNATIVES:**

Council can choose to:

1. Have the Child Protection Policy remain as a Council Policy.

**FINANCIAL IMPLICATIONS:**

N/A

**LEGAL IMPLICATIONS:**

N/A

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

N/A

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

N/A

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |   |  |
|---|--|
| <input type="checkbox"/> Core Infrastructure                    | <input type="checkbox"/> Economy                   |
| <input type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership                |
| <input type="checkbox"/> Waterfront Area Plan                   | <input checked="" type="checkbox"/> Not Applicable |

***I approve the report and recommendation.***

**Allison McCarrick, Chief Administrative Officer**

**ATTACHMENT:**

- A. DRAFT 2024 Child Protection Policy

# ATTACHMENT A

## APPENDIX A: Child Protection Policy

### TOWN OF LADYSMITH POLICIES

TOPIC: CHILD PROTECTION

APPROVED BY: Director Parks, Recreation and Culture

DATE: June 18,2023

RESOLUTION #: XXXXX

#### POLICY STATEMENT:

It is the goal of Town of Ladysmith to protect all children in its care, by ensuring that all employees are aware of and follow the protocols outlined.

1. All employees will read and understand the policy outlined herein.
2. All employees will be familiar with the following protocols for what to do when a child discloses or when you have reason to believe there is:
  - A. abuse and/or neglect from a parent or family member
  - B. abuse and/or neglect from a person other than a parent
  - C. abuse and /or neglect from an employee or Town of Ladysmith volunteer
  - D. abuse from other children
3. All employees, contractors and volunteers will follow all procedures and protocols outlined in this policy.
4. Proper reference checks must be carried out for all applicants for employee or volunteer positions which would provide any opportunity for unsupervised access to children, including but not limited to a Police Information Check carried out by the RCMP. This procedure should be completed prior to finalizing any hiring or recruitment process.
5. This policy is based on the following principles:

#### PRINCIPLES:

- The safety and well-being of children are paramount considerations
- Children are entitled to protection from abuse, neglect, harm and the threat of harm
- All parties working with children are in a position of trust, and their conduct should reflect this trust
- Children with disabilities and very young children may not be able to protect themselves, and are particularly dependent on adults for their safety and well-being
- Responses to reports of abuse and neglect need to occur promptly
- Reporting of abuse and neglect needs to be done promptly
- Provincial law - A child is anyone under the age of 19 years of age. Hereinafter, all reference to a "child" or "children" is referring to anyone under below the age of 19
- When sharing information for the safety and well-being of children, the information disclosed should only be used for those purposes, in accordance with applicable legislation, but not for other purposes

**A. ABUSE AND/OR NEGLECT FROM A PARENT OR FAMILY MEMBER**

- Any person who has reason to believe that a child needs protection from a parent has a duty to report the information directly to a child protection social worker as quickly as possible.
- The legal duty to report is the responsibility of each individual. Informing another person, ie. a colleague or a supervisor does not discharge the legal duty to report directly to a Child Protection Social Worker. For the purposes of this policy and the procedures within, staff who are under the age of 19 will seek direction and support from their immediate supervisor who is 19 years of age.
- A person should consult with a Child Protection Social Worker when issues or concerns exist but they are unsure whether or not a child is in need of protection.
- A person still has a duty to report, even if the information on which the belief is based was given in confidence
- A person who doesn't report information about a child in need of protection is committing an offence
- A person who knowingly reports false information regarding a child in need of protection is committing an offence.
- A person cannot be charged for reporting information to MCFD unless the person knowingly reported false information.
- A person who commits an offence is liable to a fine of up to \$10, 000 or to imprisonment for up to 6 months, or to both.

***How to report to a child protection social worker:***

Report by phone or in person to a child protection social worker at a Ministry of Children and Family Development office.

- Phone 1 800 663-9122 at any time of the day or night.
- If the child or youth is in immediate danger, call 9-1-1 or your local police (250 245-2215).
- If a child or youth would like to talk to someone, call the Helpline for Children at 310-1234 (you do not need an area code) at any time of the day or night and you do not need to give your name.

***When to report to police:***

- If the child's health or safety is in immediate danger, call the police.
- Anyone who suspects a criminal offence is occurring or may have occurred, should report to the police without delay.
- If the offence is committed by someone other than the parent or guardian, it is the responsibility of the RCMP to investigate.

***The identity of a person who reports suspected child abuse or neglect to a Child Protection Social Worker is confidential and will not be disclosed without his/her consent, unless authorized by law. (ie. subpoenaed to Court)***

**B. ABUSE AND/OR NEGLECT FROM A PERSON OTHER THAN A PARENT**  
3 OF 3

PAGE

If you have reason to believe that a child is being abused by someone other than a parent or if a child discloses abuse from a person other than a parent (ie. neighbor, relative, stranger) you should:

- Advise the parent of the concerns or disclosure. **It is the responsibility of the parent to protect the child.**
- In such circumstances it is the responsibility of the RCMP to conduct the investigation.
- If a parent is aware of the abuse and is not taking appropriate steps to protect the child; follow the steps outlined above under section A.

**C. ABUSE AND/OR NEGLECT FROM A STAFF MEMBER**

If you have reason to believe that a child has been abused by an employee or Town of Ladysmith volunteer, you must:

- Ensure the child's safety.
- Report your concerns to your supervisor, the Director and the Manager of Human Resources immediately
- Follow the information given in Section B

The supervisor will remove the accused employee or Town of Ladysmith volunteer from the activity and provide coverage

**D. ABUSE AND/OR NEGLECT FROM ANOTHER CHILD**

If you have witnessed or have reason to believe that a child is being abused by another child, you should:

- Inform both sets of parents or guardians of the situation
- If the child is in immediate danger, call the RCMP

*CHILD PROTECTION POLICY MANUAL*

The Child Protection Policy Manual accompanies this policy and includes the Employee Code of Conduct. The manual emphasizes common sense and good judgment on the part of staff. It gives an overview of expectations regarding appropriate physical contact, discipline, language use, dress codes, and other issues related to workplace duties. It also supports the guiding principles, outlined above. Each employee is required to read this manual as a detailed explanation of this policy.



**TOWN OF LADYSMITH**

**STATEMENT OF FINANCIAL INFORMATION**

**YEAR ENDED DECEMBER 31, 2023**



**TOWN OF LADYSMITH  
STATEMENT OF FINANCIAL INFORMATION  
YEAR ENDED DECEMBER 31, 2023**

***Financial Information Act***

Prepared under the *Financial Information Regulation*, Schedule 1

Statement of Financial Information Approval

Please see 2023 Audited Financial Statements for:

- Management Report
- Statement of Assets and Liabilities – *See consolidated statement of financial position*
- Operational Statement – *See Schedule 1*
- Notes to the Financial Statements – *See all notes*
- Schedule of Debts - *See Notes 12-14*

Schedule of Guarantee and Indemnity Agreements

*The Town of Ladysmith has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.*

Statement of Severance Agreements

*There was one severance agreements made between the Town of Ladysmith and its non-unionized employees during fiscal year 2023. This agreement represented three months of compensation.*

Schedule of Elected Official Remuneration and Expenses

Schedule of Employee Remuneration and Expenses

Schedule of Payments for Goods and Services



**TOWN OF LADYSMITH  
STATEMENT OF FINANCIAL INFORMATION APPROVAL**

The undersigned, as authorized by the Financial Information Regulation, Section 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

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Erin Anderson  
Director of Financial Services  
xxxxxx, 2024

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Aaron Stone  
Mayor  
xxxxxxx, 2024

**TOWN OF LADYSMITH  
SCHEDULE OF RENUMERATION AND EXPENSES FOR 2023**

**Elected Officials**

NAME	POSITION	REMUNERATION	EXPENSES
Stone, Aaron	Mayor	\$44,646	\$11,774
Gourlay, Raymond	Councillor	16,819	6,901
Jacobson, Amanda	Councillor	16,819	-
McKay, Patricia	Councillor	16,819	6,883
Paterson, Donald	Councillor	16,819	11,982
Stevens, Andrew	Councillor	16,819	5,660
Virtanen, Jeffrey	Councillor	16,819	4,744
<b>Total Elected Officials</b>		<b>\$145,560</b>	<b>\$47,944</b>

**Employees**

NAME	POSITION	PAYROLL	EXPENSES
Anderson, Erin	Director of Financial Services	\$151,990	\$2,726
Baker, Shawn	Utilities Supervisor - Treatment & Supply	133,978	2,310
Barfoot, Christopher	Director of Parks, Recreation & Culture	136,660	-
Belobaba, Jake	Director of Development Services	139,748	784
Bouma, Neil	Certified Carpenter	82,995	44
Bouma, Ryan	Director of Infrastructure Services	136,682	1,453
Brown, Michael	Utilities Supervisor - Treatment & Supply	78,330	586
Cai, Victor	Certified Utility Operator III	101,941	231
Clayton, Colin	Information Technology Coordinator	89,924	-
Clausen, David	Facilities Maintenance Worker II	76,924	-
Cnossen, Travis	Equipment Operator I	79,859	72
Coussens, Gregory	Certified Utility Operator II - D/C	86,546	3,336
Demchuk, Michael	Certified Utility Operator II	94,289	1,568
Freer, Shawn	Equipment Operator II	77,951	44
Frost, Richard	Manager of Facilities Operations	110,321	-
Fukakusa, Gerald	Manager of Accounting Services	122,067	1,399
Ganderton, Mike	Streets Supervisor	92,306	244
Geiger, Christopher	Fire Chief/Manager of Protective Services	106,852	5,953
Geisbrecht, Kelly	Facilities Maintenance Supervisor	85,267	58
Glenn, Susan	Supervisor-Community Programs & Serv	77,542	-
Gregory, Michael	Communications & Engagement Specialist	84,808	-
Jack, Isaac	Certified Utility Operator II (Backhoe)	83,787	3,192
Lassam, Shane	Equipment and Compost Operator IV	79,577	-
McCarrick, Allison	Chief Administrative Officer	161,669	1,502
McConnell, Patricia	Manager of Human Resources	117,844	1,031
Morgan, Michael	Equipment Operator III	81,104	1,137
O'Halloran, Matthew	Manager of Corporate Services	126,309	-
Peterson, Ali	Utilities Supervisor - Distrib & Collect	86,044	1,018
Simpson, Robert	Parks Maintenance Supervisor	89,576	333
Skelton, Simon	Sr Parks Maintenance Worker	78,229	1,710
Thew, Leonard	Manager of Operations	117,077	29
Thompson, Julie	Senior Planner/Dev Approval Supervisor	85,700	2,316
Tierney, Julie	Executive Liaison	90,022	-
Van Vliet, Mark	Senior Building Inspector	83,503	3,804
Vaux, Ronald	Certified Mechanic	84,867	535
Winter, Wolf	Certified Utility Operator II - Treatment	79,535	4,089
Zhang, Keija	Certified Utility Operator III	118,431	4,037
<b>Total: Employees with remuneration greater than \$75,000</b>		<b>\$3,710,254</b>	<b>\$45,541</b>
<b>Add Employees with remuneration less than \$75,000</b>		<b>2,993,221</b>	<b>12,552</b>
<b>Add Elected officials</b>		<b>145,560</b>	<b>47,944</b>
<b>Total: All employees</b>		<b>\$6,849,035</b>	<b>\$106,037</b>

**Reconciliation with Financial Statements**

Add Purchase of benefits	\$1,752,416
Less Capital labour	(26,767)
Add Accruals, statutory reporting and timing differences	70,717
<b>Wages &amp; Benefits - Schedule 1 Financial Statements</b>	<b>\$8,645,401</b>

**TOWN OF LADYSMITH  
SCHEDULE OF PAYMENTS MADE FOR GOODS AND SERVICES IN 2023**

<b>Payee</b>	<b>Total Payments</b>
1139364 BC LTD	\$68,600
1250655 BC LTD	89,031
1428346 dba GARCO COATING SYSTEMS	32,524
AARTECH CANADA INC	30,383
AINSWORTH	28,160
ALS CANADA LTD	28,161
ALUMICHEM CANADA INC	38,944
ASSOCIATED ENGINEERING (BC) LTD	79,742
ATLAS SHRUGGED HOLDINGS LTD	252,362
BC ASSESSMENT AUTHORITY	121,026
BC HYDRO	500,778
BC LIFE & CASUALTY COMPANY	51,299
BEAVER ELECTRICAL MACHINERY LTD	66,214
BROWNLOW & SONS CONTRACTING	58,103
BULLET SECURITY	30,692
BUNZL	50,119
C3 MAINLINE INSPECTIONS INC	68,547
CENTRALSQUARE CANADA SOFTWARE INC	39,897
CHECKWITCH POIRON ARCHITECTS INC	175,021
CLEARTECH INDUSTRIES INC	320,186
COASTAL ANIMAL CONTROL SERVICES OF BC LTD.	51,340
CONTINENTAL ROOFING	92,926
COWICHAN PETROLEUM SALES (2007) LTD	112,406
COWICHAN VALLEY REGIONAL DISTRICT	3,920,190
COWICHAN VALLEY REGIONAL HOSPITAL DISTRICT	1,144,067
DAVEY TREE TREE EXPERT CO OF CANADA LTD	28,994
DAVID STALKER EXCAVATING LTD	279,786
DRAKENSBURG DEVELOPMENT CORP	58,975
ECORA ENGINEERING & RESOURCE GROUP LTD	32,633
FINELINE ROAD MARKING	29,499
FITNESS EXPERIENCE	59,768
FMC HOLDINGS LTD	324,812
FORESEESON EVSE TECHNOLOGY INC	71,680
FORTISBC - NATURAL GAS	30,089
HAZELWOOD CONSTRUCTION SERVICES INC	3,024,212
HEROLD ENGINEERING LTD	287,301
HOLLAND CREEK LIMITED PARTNERSHIP 0963984 BC	41,369
HUB CITY PAVING LTD	158,823
ICBC	42,268
ICONIX WATERWORKS LIMITED PARTNERSHIP	52,635
INTERNATIONAL TENTNOLOGY CORP	32,480
IVORY TOWER INVESTMENTS LTD	33,891
JAC INC	133,028
JEMICO ENTERPRISES LTD	34,618
KOERS & ASSOCIATES ENGINEERING LTD	91,462
LAFARGE ASPHALT TECHNOLOGIES A DIV OF	65,802
	<b>over</b>

<b>Payee</b>	<b>Total Payments</b>
LIDSTONE & COMPANY	\$65,823
MARSTON JOHN	50,535
MICROSERVE	74,686
MILESTONE EQUIPMENT CONTRACTING INC	241,807
MINISTER OF FINANCE	162,348
MINISTRY OF SMALL BUSINESS AND REVENUE	1,212,992
MKM PROJECTS LTD	561,628
MLT AIKINS LLP IN TRUST	85,000
MNP LLP	28,350
MONARCH NA STRUCTURES LTD	39,207
MUNICIPAL FINANCE AUTHORITY	224,462
MUNICIPAL INSURANCE ASSOCIATION OF BC	258,337
MUNICIPAL PENSION FUND	486,782
P & R TRUCK CENTRE LTD	234,238
PACIFIC BLUE CROSS	293,583
PRAIRIECOAST EQUIPMENT INC	73,837
PROFAB MANUFACTURING LTD	28,138
RBS MANAGED IT SERVICES INC	42,532
RECEIVER GENERAL (Payroll only)	414,366
RECEIVER GENERAL FOR CANADA	27,697
RECEIVER GENERAL FOR CANADA	1,417,562
RUSHWORTH ELECTRICAL SERVICES INC	179,260
SEACAM HOLDINGS INC	55,827
SHAW CABLESYSTEMS GP	32,373
SOCIAL PLANNING COWICHAN SOCIETY	46,139
STEWART MCDANNOLD STUART	76,389
STONE PACIFIC CONTRACTING LTD	1,495,189
TELUS MOBILITY	39,366
TROJAN UV	31,796
US BANK	253,616
VANCOUVER ISLAND REGIONAL LIBRARY	486,407
WASTE CONNECTIONS OF CANADA INC	341,587
WEST COAST PRE FAB LTD	42,940
WHOLESALE FIRE & RESCUE LTD	28,264
WORKSAFE BC	336,417
WSP CANADA INC	159,933
	<hr/>
	21,994,252
Grants and contributions over \$25,000:	
LADYSMITH & DISTRICT HISTORICAL SOCIETY	35,627
LADYSMITH CHAMBER OF COMMERCE	62,770
LADYSMITH RESOURCES CENTRE ASSOCIATION	76,608
	<hr/>
Total payments over \$25,000	22,169,257
Payments under \$25,000	2,146,117
Grants under \$25,000	58,600
	<hr/>
Total payments made	<u>\$24,373,974</u>
Reconciliation:	
Total payment made (above)	24,373,974
Expenses - Schedule 1 Financial Statements	24,242,411
	<hr/>
Difference	131,563

*Differences due to timing, cash versus accrual accounting and PSAB accounting*

Appendix 1 -  
2023 Audited Financial  
Statements



**INDEX TO THE FINANCIAL STATEMENTS**  
**DECEMBER 31, 2023**

Management Report

Independent Auditor's Report

Consolidated Financial Statements

Consolidated Statement of Financial Position	1
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## STATEMENT OF MANAGEMENT'S RESPONSIBILITY

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The accompanying Consolidated Financial Statements are the responsibility of the management of the Town of Ladysmith and have been prepared in compliance with legislation, and in accordance with Canadian Public Sector Accounting standards.

In carrying out its responsibilities, management maintains appropriate systems of internal and administrative controls designed to provide reasonable assurance that transactions are executed in accordance with proper authorization, that assets are properly accounted for and safeguarded, and that financial information produced is relevant and reliable.

MNP LLP as the Municipality's appointed external auditors, have audited the Consolidated Financial Statements. The Auditor's report is addressed to the Mayor and members of Council and appears on the following page. Their opinion is based upon an examination conducted in accordance with Canadian Auditing Standards, performing such tests and other procedures as they consider necessary to obtain reasonable assurance that the Consolidated Financial Statements are free of material misstatement and present fairly the financial position and results of the Municipality in accordance with Canadian Public Sector Accounting Standards.



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Allison McCarrick  
Chief Administration Officer

To the Mayor and Council of the Town of Ladysmith:

## Opinion

We have audited the consolidated financial statements of the Town of Ladysmith (the "Town"), which comprise the consolidated statement of financial position as at December 31, 2023, and the consolidated statements of operations net financial assets and cash flows for the year then ended, and notes and schedules to the consolidated financial statements, including a summary of significant accounting policies.

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

## Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## Other Information

Management is responsible for the other information. The other information comprises the annual report, which is expected to be made available to us after the date of this auditor's report.

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

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

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

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

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



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

Those charged with governance are responsible for overseeing the Town's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Consolidated Financial Statements**

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

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

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

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Nanaimo, British Columbia

April 16, 2024

*MNP LLP*

Chartered Professional Accountants

**TOWN OF LADYSMITH**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2023**

		2023	2022
<b>Financial Assets</b>			
Cash and short-term deposits	(Note 3)	\$ 45,156,809	\$ 40,683,632
Accounts receivable	(Note 5)	2,423,885	2,704,470
		47,580,694	43,388,102
<b>Liabilities</b>			
Accounts payable and accrued liabilities	(Note 6)	2,544,282	2,862,982
Post-employment benefits	(Note 7)	334,200	288,800
Deferred revenue	(Note 8)	2,016,048	2,327,152
Refundable deposits and other	(Note 9)	2,102,252	2,683,721
Restricted reserves	(Note 10)	535,460	510,976
Development cost charge reserve	(Note 11)	8,944,041	7,966,939
Canada Community-Building reserve	(Note 12)	1,690,208	1,972,401
Equipment financing	(Note 13)	2,763,478	2,834,578
Debenture debt	(Note 14)	13,670,140	14,511,912
Asset Retirement obligation	(Note 15)	3,086,870	-
		37,686,979	35,959,461
<b>Net Financial Assets</b>		<b>9,893,715</b>	<b>7,428,641</b>
<b>Non-Financial Assets</b>			
Tangible Capital Assets	(Schedule II)	121,941,879	116,279,171
Prepays		90,502	114,569
Inventory		87,215	84,600
		122,119,596	116,478,340
<b>Accumulated Surplus</b>	(Note 20)	<b>\$ 132,013,311</b>	<b>\$ 123,906,981</b>

*Commitments and Contingencies (Note 16)*



Director of Financial Services

**TOWN OF LADYSMITH  
CONSOLIDATED STATEMENT OF OPERATIONS  
AS AT DECEMBER 31, 2023**

	<u>2023</u>	<u>Budget 2023</u> (Note 21)	<u>2022</u>
<b>Revenue</b>			
Taxation (Note 23)	\$ 12,896,686	\$ 12,887,337	\$ 12,810,369
Sale of Services (Note 24)	5,103,849	4,756,112	4,724,280
Investment Income	1,792,143	650,000	899,100
Licence, Permits, Rentals & Penalties (Note 25)	1,306,204	907,475	1,161,641
Grants (Note 26)	6,104,747	19,993,976	2,401,280
Donations and contributed tangible capital assets	4,681,127	3,647,598	954,078
Loss on foreign exchange	(2,752)	-	12,300
Gain (loss) on disposal of tangible capital assets	(670,565)	-	57,755
Development fees	307,100	3,396,165	-
Canada Community-Building funds utilized (Note 12)	830,201	1,221,299	639,367
	<u>32,348,740</u>	<u>47,459,962</u>	<u>23,660,170</u>
<b>Expenses</b>			
General government services	3,294,048	7,829,720	2,697,917
Protective services	2,812,208	2,920,836	2,130,266
Transportation services	2,880,132	3,855,879	2,669,338
Garbage services	552,275	619,271	501,989
Cemetery services	44,236	33,013	40,640
Development services	827,332	1,144,275	910,441
Recreation and cultural services	3,936,935	3,698,994	3,233,520
Parks operation services	1,086,114	1,376,147	1,035,279
Sewer	2,981,962	4,440,567	3,207,547
Water	5,827,168	5,402,534	3,679,395
	<u>24,242,410</u>	<u>31,321,236</u>	<u>20,106,332</u>
Annual Surplus	8,106,330	16,138,726	3,553,838
Accumulated Surplus, beginning of year	<u>123,906,981</u>	<u>123,906,981</u>	<u>120,353,143</u>
Accumulated Surplus - end of year	<u>\$ 132,013,311</u>	<u>\$ 140,045,707</u>	<u>\$ 123,906,981</u>

See accompanying notes to the consolidated financial statements

**TOWN OF LADYSMITH**  
**CONSOLIDATED STATEMENT OF CASH FLOWS**  
**AS AT DECEMBER 31, 2023**

	<u>2023</u>	<u>2022</u>
Operating Transactions		
Annual Surplus	\$ 8,106,330	\$ 3,553,838
Less non-cash items included in surplus:		
Amortization	4,419,318	4,210,987
Loss on disposal of tangible capital assets	670,565	(57,755)
Actuarial adjustments on debenture debt	(81,554)	(73,075)
Asset Retirement Obligations	3,086,870	-
Contributed tangible capital assets	(4,515,891)	(899,546)
	<u>11,685,638</u>	<u>6,734,447</u>
Change in		
Accounts receivable	280,585	(360,196)
Prepaid expenses	24,067	(11,430)
Inventory	(2,615)	1,763
Accounts payable and accrued liabilities	(318,700)	(509,168)
Post employment benefits	45,400	(25,800)
Deferred revenues	(311,104)	(1,153,890)
Refundable deposits and other	(581,469)	324,653
Restricted reserves	24,484	15,240
Development cost charge reserve	977,102	1,080,805
Canada Community-Building reserve	(282,193)	(147,727)
Cash provided by operating transactions	<u>11,541,195</u>	<u>5,948,696</u>
Capital Transactions		
Proceeds on sale of tangible capital assets	35,315	184,050
Cash used to acquire tangible capital assets	(6,272,015)	(6,097,589)
Cash used by capital transactions	<u>(6,236,700)</u>	<u>(5,913,539)</u>
Repayment of long-term debt and equipment financing		
Proceeds of equipment loans	-	2,100,000
Repayment of debt	(831,318)	(1,764,363)
Net Decrease in cash from financing	<u>(831,318)</u>	<u>335,637</u>
Increase in Cash and Short-Term Deposits	4,473,177	370,794
Cash and Short-Term Deposits - Beginning of Year	<u>40,683,632</u>	<u>40,312,838</u>
Cash and Short-Term Deposits - End of Year	<u>\$ 45,156,809</u>	<u>\$ 40,683,632</u>

*See accompanying notes to the consolidated financial statements*

**TOWN OF LADYSMITH**  
**CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS**  
**AS AT DECEMBER 31, 2023**

	<u>2023</u>	<u>Budget 2023</u> (Note 21)	<u>2022</u>
Annual Surplus	\$ 8,106,330	\$ 16,138,726	\$ 3,553,838
Acquisition of tangible capital assets	(10,787,906)	(29,611,059)	(6,997,135)
Amortization of tangible capital assets	4,419,318	4,210,984	4,210,984
Loss (gain) on sale of tangible capital assets	670,565	-	(57,755)
Proceeds from sale of tangible capital assets	35,315	-	184,050
Decrease (Increase) in inventories	(2,615)	-	1,763
Increase (Decrease) in prepaids	24,067	-	(11,430)
Change in Net Financial Assets	<u>2,465,074</u>	<u>(9,261,349)</u>	<u>884,315</u>
Net Financial Assets, beginning of year	<u>7,428,641</u>		<u>6,544,326</u>
Net Financial Assets, end of year	<u>\$ 9,893,715</u>		<u>\$ 7,428,641</u>

*See accompanying notes to the consolidated financial statements*

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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The Town of Ladysmith (the Town) was incorporated in 1904 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of local government services in the Town, as governed by the *Community Charter* and the *Local Government Act*.

**Note 1 - Change in Accounting Policies**

**Asset retirement obligations**

Effective January 1, 2023, the Town adopted the Public Sector Accounting Board's (PSAB) new standard for the recognition, measurement and disclosure of a liability for asset retirement obligations under PS 3280 Asset Retirement Obligations. The new standard establishes when to recognize and how to measure a liability for an asset retirement obligation, and provides the related financial statement presentation and disclosure requirements.

Under the new standard, a liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset when certain criteria are met, as described in Note 2(k).

Pursuant to the recommendations, the change was applied prospectively and prior periods have not been restated. As such, the Town recognized asset retirement obligations for those arising on or after January 1, 2023, as well as for those arising prior to January 1, 2023 but for which an obligation was not previously recognized.

The cumulative effect in the current year of adopting this new standard is to increase liabilities by \$3,086,870 and increase expenses by \$3,086,870.

**Financial instruments**

Effective January 1, 2023, the Town adopted the Public Sector Accounting Board's (PSAB) new recommendations for the recognition, measurement, presentation and disclosure of financial assets, financial liabilities and derivatives under Section PS 3450 Financial Instruments. The new Section is applied prospectively, and prior periods have not been restated. There was no material impact on the consolidated financial statements from the prospective application of the new accounting recommendations.

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**Note 2 - Significant Accounting Policies**

The notes to the consolidated financial statements are an integral part of these financial statements. They provide detailed information and explain the significant accounting and reporting policies and principles that form the basis of these statements. They also provide relevant supplementary information and explanations which cannot be expressed in the consolidated financial statements.

**(a) Basis of Presentation**

It is the Town's policy to follow Canadian public sector accounting standards for local governments and to apply such principles consistently. The financial resources and operations of the Town have been consolidated for financial statement purposes and include the accounts of all of the funds of the Town.

The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon the receipt of goods and services or the creation of an obligation to pay.

The consolidated financial statements reflect the assets, liabilities, revenues and expenses and changes in fund balances and financial position of the Town. These consolidated financial statements consolidate the following operations:

General Revenue Fund	General Capital Fund
Water Revenue Fund	Water Capital Fund
Sewer Revenue Fund	Sewer Capital Fund
Reserve Fund	

**(b) Reporting Entity**

The consolidated financial statements include the assets, liabilities, revenue and expenses of the reporting entity. The reporting entity is comprised of all the funds, agencies, local boards, and committees of the Council which are controlled by the Town. Control is defined as the power to govern the financial and reporting policies of another organization with the expected benefits of risk of loss to the Town. The controlled organizations are consolidated after adjusting their accounting policies to a basis consistent with the accounting policies of the Town. Interfund and intercompany balances and transactions have been eliminated. The controlled organizations include Ladysmith Harbour Economic Development Corporation (formally DL 2016 Holdings Corporation), a wholly owned subsidiary of the Town.

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**Note 2 - Significant Accounting Policies (continued)**

**(c) Tangible Capital Assets**

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. Donated assets are recorded at their estimated fair value upon acquisition. Certain tangible capital assets for which historical cost information is not available have been recorded at current fair market values discounted by a relevant inflation factor. Certain assets are disclosed at a nominal value as the determination of current fair market value was not available. The Town does not capitalize interest charges as part of the cost of its tangible capital assets.

Tangible capital assets are amortized over their estimated useful life on the straight-line method at the following annual rates:

General Tangible Capital Assets

Land	Indefinite
Land Improvements	15 to 75 years
Buildings	25 to 40 years
Equipment, Furniture and Vehicles	5 to 60 years

Engineering Structures

Roads and Sidewalks	20 to 75 years
Storm and Sewer	25 to 75 years
Water	20 to 80 years

Constructions in progress contain capital projects underway but not yet complete or put into use. Once put into use, the asset will be amortized based on the above annual rates for the applicable category of work performed.

Certain assets have historical or cultural value including works of art, historical documents as well as historical and cultural artifacts that are not recognized as tangible capital assets because a reasonable estimate of the future benefits associated with such property cannot be made. Intangibles, Crown lands and other natural resources are not recognized as tangible capital assets.



TOWN OF LADYSMITH  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2023

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**Note 2 - Significant Accounting Policies (continued)**

**(d) Cash and Short-Term Deposits**

Cash and short-term deposits have maturities of three months or less from the date of acquisition, reported in Canadian funds using the exchange rate of the prescribed bank as of December 31.

**(e) Restricted Reserves and Deferred Revenues**

Receipts which are restricted by the legislation of senior governments or by agreement with external parties are deferred and reported as restricted reserves. When qualifying expenses are incurred, restricted reserves are brought into revenue at equal amounts, in accordance with Revenue Recognition Note 2 (g). These revenues are comprised of the amounts shown in Note 10, 11 and 12.

Revenues received from non-government sources in advance of expenses which will be incurred in a later period are deferred until the associated purchase or expense is incurred.

**(f) Use of Estimates**

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expense during the reporting period. Significant areas requiring the use of management estimates relate to the collectability of accounts receivable, accrued liabilities, post-employment benefits, asset retirement obligations, provisions for contingencies and amortization rates, useful lives and salvage values for determining tangible capital asset values. Actual results could differ from those estimates. Liabilities for contaminated sites are estimated based on the best information available regarding potentially contaminated sites that the Town is responsible for. Adjustments, if any, will be reflected in operations in the period of settlement.

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**Note 2 - Significant Accounting Policies (continued)**

**(g) Revenue Recognition**

Taxation revenues are recognized at the time of issuing the property tax notices for the fiscal year. Sales of services revenue are recognized when the services are rendered. Investment income is accrued as earned. Licences, permits, rentals and penalty revenues are recognized when the service has been provide or the amount is earned and when collection is reasonably assured.

Other revenues are recognized when earned in accordance with the terms of the agreement, when the amounts are measurable and when collection is reasonably assured.

The Town recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. Grants and donations are recognized in the financial statements in the period which the events giving rise to the transfer occur, eligibility criteria are met, and reasonable estimates of the amount can be made. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability (deferred revenue). In such circumstances, the Town recognizes the revenue as the liability is settled.

Deferred revenue represents user charges and other fees which have been collected, for which the related services have yet to be provided. These amounts will be recognized as revenue in the fiscal year the services are provided.

**(h) Non-financial Assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

**(i) Inventory**

Inventory is valued at the lower of cost and net realizable value, determined on an average cost basis.

TOWN OF LADYSMITH  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2023

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**Note 2 - Significant Accounting Policies (continued)**

**(j) Liability for contaminated sites**

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the Town of Ladysmith is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2023.

Included in tangible capital assets are specific properties that have been determined to be contaminated in excess of Provincial environmental standards and that require remediation activities. As the Town has not accepted responsibility for the contamination, no liability has been recorded for the estimated remediation costs. Future events may confirm the Town's responsibility, at which point a liability would be recorded. Any remediation activities that occur prior to the determination of responsibility will be expensed as incurred.

**(k) Asset Retirement Obligations**

A liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset (or a component thereof) at the financial statement date when there is a legal obligation for the Town to incur retirement costs in relation to a tangible capital asset (or component thereof), the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made. The best estimate of the liability includes all costs directly attributable to asset retirement activities, based on information available at December 31, 2023. The best estimate of an asset retirement obligation incorporates a present value technique, when the cash flows required to settle or otherwise extinguish an asset retirement obligation are expected to occur over extended future periods.

When a liability for an asset retirement obligation is initially recognized, a corresponding asset retirement cost is capitalized to the carrying amount of the related tangible capital asset (or component thereof). The asset retirement cost is amortized over the useful life of the related asset.

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**Note 2 - Significant Accounting Policies - (l) Asset Retirement Obligations (continued)**

At each financial reporting date, the Town reviews the carrying amount of the liability. The Town recognizes period-to-period changes to the liability due to the passage of time as accretion expense. Changes to the liability arising from revisions to either the timing, the amount of the original estimate of undiscounted cash flows or the discount rate are recognized as an increase or decrease to the carrying amount of the related tangible capital asset.

The Town continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

**(m) Financial Instruments**

The Town recognizes its financial instruments when the Town becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value.

At initial recognition, the Town may irrevocably elect to subsequently measure any financial instrument at fair value. The Town has not made such an election during the year.

The Town subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Fair value is determined by published price quotations. Transactions to purchase or sell these items are recorded on the trade date. Net gains and losses arising from changes in fair value are recognized in the statement of remeasurement gains and losses. The Town has not presented a statement of remeasurement gains and losses as it does not have any items giving rise to remeasurement gains (losses). Interest income is recognized in the statement of operations. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost. With the exception of those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost using the effective interest rate method.

Transaction costs directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in operating annual surplus. Conversely, transaction costs are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**Note 3 - Cash and Short-Term Deposits**

Cash and short-term deposits were comprised as follows:

	<u>2023</u>	<u>2022</u>
Cash	\$ 44,283,003	\$ 39,851,882
Short-term deposits	<u>873,806</u>	<u>831,750</u>
	<u>\$ 45,156,809</u>	<u>\$ 40,683,632</u>

Included in Cash is a deposit of \$199,850 (the equivalent of \$151,377 US Funds based on the exchange rate at the Ladysmith and District Credit Union on December 31, 2023) (\$199,031 equivalent of \$145,149 US Funds – 2022). Short-term deposits consist of short-term investments in the Municipal Finance Authority of B.C. money market fund. The market value is equal to the carrying value.

Included in cash and short-term deposits are the following restricted amounts that are expended in accordance with the terms of the restricted reserves.

	<u>2023</u>	<u>2022</u>
Restricted reserves	\$ 535,460	\$ 510,976
Canada Community-Building Fund reserve	1,690,208	1,972,401
Development cost charges reserve	<u>8,928,374</u>	<u>7,951,271</u>
Total restricted cash	<u>\$ 11,154,042</u>	<u>\$ 10,434,648</u>

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**Note 4 - Financial Instruments**

The Town as part of its operations carries a number of financial instruments. It is management's opinion the Town is not exposed to significant interest, currency or credit risk arising from these financial instruments, except as otherwise disclosed. The Town is exposed to currency risk on its US dollar bank account. Unless otherwise noted in Note 3, the fair value of these financial instruments approximates their carrying values.

**Note 5 - Accounts Receivable**

	<u>2023</u>	<u>2022</u>
Employee receivables	\$ 6,563	\$ 1,989
Other government	464,628	698,877
Property taxes	850,529	972,621
User fees and other	1,102,165	1,030,983
	<u>\$ 2,423,885</u>	<u>\$ 2,704,470</u>

**Note 6 - Accounts Payable and Accrued Liabilities**

	<u>2023</u>	<u>2022</u>
General	\$ 1,439,952	\$ 1,803,410
Other governments	814,885	555,118
Salaries and wages	173,903	203,457
Contractor holdbacks	20,215	202,355
Accrued interest	95,327	98,642
	<u>\$ 2,544,282</u>	<u>\$ 2,862,982</u>

*These notes form an integral part of these consolidated financial statements.*

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**Note 7 - Post-Employment Benefits**

The Town provides compensated absences to its employees to a maximum of 120 days. The Town also allows employees to defer unused vacation without any maximum. Any deferred vacation time remaining at retirement or termination is paid out at that time. The amount recorded for these benefits is based on an actuarial evaluation done by an independent firm using a projected benefit actuarial valuation method prorated on services. The last actuarial valuation was calculated at November 1, 2023 and has been extrapolated to December 31, 2023. The change in the liability in the financial statements in respect of obligations under the plan amounts to \$45,400 (-\$25,800 - 2022).

The accrued post-employment benefits are as follows:

	<b>2023</b>	<b>2022</b>
Balance, beginning of year	\$ 288,800	\$ 314,600
Current service costs	38,600	38,900
Benefits paid	(91,700)	(14,200)
Actuarial gain	98,500	(50,500)
Balance, end of year	\$ 334,200	\$ 288,800

The significant actuarial assumptions adopted in measuring the Town's post-employment benefits are as follows:

	<b>2023</b>	<b>2022</b>
Discount Rate	4.10%	4.40%
Expected Inflation Rate and Wage & Salary Increases	2.50%	2.50%

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**Note 8 - Deferred Revenue**

	<b>2023</b>	<b>2022</b>
Licence fees & charges	\$ 14,914	\$ 21,239
Rental payments	14,165	13,330
Property tax prepayments	742,298	676,873
Subdivisions prepayments	189,700	170,950
Recreation prepayments	38,536	28,628
Utilities prepayments	34,131	27,086
Government grant prepayments	970,086	1,385,546
Other	12,218	3,500
	<b>\$ 2,016,048</b>	<b>\$ 2,327,152</b>

**Note 9 - Refundable Deposits and Other**

	<b>2023</b>	<b>2022</b>
Developer performance deposits	\$ 1,048,182	\$ 1,205,416
Damage deposits	359,265	422,990
Other	694,805	1,055,315
	<b>\$ 2,102,252</b>	<b>\$ 2,683,721</b>

*These notes form an integral part of these consolidated financial statements.*



**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**Note 10 - Restricted Reserves**

There are two reserves, LRCA Capital and B&G Capital for the replacement of specific building components located at 630 2nd Avenue and 220 High Street. The Town renewed the operating leases with the Ladysmith Seniors Society and the Ladysmith Resources Community Association (LRCA) in 2021.

Description	Balance		Interest	Contributions	Expenditures	Balance	
	Dec. 31, 2022					Dec. 31, 2023	
Parking	\$ 112,677	\$	7,735	\$ -	\$ -	\$	120,412
Green Streets	1,595		93	-	(1,688)		-
Amphitheatre	11,186		796	700	-		12,682
B&G - Capital	68,422		4,008	5,064	-		77,494
LRCA/Seniors - Capital	317,094		5,185	2,594	-		324,872
<b>TOTAL</b>	<b>\$ 510,976</b>	<b>\$</b>	<b>17,816</b>	<b>\$ 8,358</b>	<b>\$ (1,688)</b>	<b>\$</b>	<b>535,460</b>

**Note 11 - Development Cost Charges Reserve**

Restricted reserves include Development Cost Charges (DCC's) which are charged to developers and utilized for infrastructure development.

Description	Balance		Interest	Contributions	Expenditures	Balance	
	Dec. 31, 2022					Dec. 31, 2023	
DCC - Water	\$ 2,574,053	\$	160,107	\$ 422,445	\$ -	\$	3,156,605
DCC - Parks	913,070		64,790	60,293	(50,000)		988,153
DCC - Parks Dedication	502,558		17,001	-	-		519,559
DCC - Roads	1,633,802		87,701	127,179	(257,100)		1,591,582
DCC - Sewer	1,816,991		108,732	176,161	-		2,101,884
DCC - Storm	526,465		30,730	29,064	-		586,259
<b>TOTAL</b>	<b>\$ 7,966,939</b>	<b>\$</b>	<b>469,061</b>	<b>\$ 815,142</b>	<b>\$ (307,100)</b>	<b>\$</b>	<b>8,944,041</b>

Developers may be entitled to DCC credits in certain circumstances. There were no DCC credits provided in 2023 (\$13,024 for all DCC programs – 2022).

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**Note 12 – Canada Community-Building Fund Reserve**

The Canada Community-Building (CCB) funding (formally known as Gas Tax funding) is provided by the Government of Canada. The use of the funding is established by a funding agreement between the Town and the Union of British Columbia Municipalities. Canada Community-Building funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements. The funds are recorded on the consolidated financial statements as a restricted reserve.

	2023	2022
Opening balance of unspent funds	\$ 1,972,401	\$ 2,120,128
Add: Amounts received during the year	452,892	433,786
Interest earned	95,116	57,854
Less: Canada Community-Building funds utilized	(830,201)	(639,367)
Closing balance of unspent funds	<u>\$ 1,690,208</u>	<u>\$ 1,972,401</u>

**Note 13 - Obligations under Equipment Financing**

The total equipment financing outstanding with the Municipal Finance Authority of BC (MFABC) as at December 31, 2023 was \$2,763,478 (\$2,834,578 - 2022). This balance is made up of:

	Balance Dec 31, 2022	Principal Payments	Balance Dec 31, 2023
Spartan Fire Truck	\$ 145,409	\$ 33,861	\$ 111,548
Pumper Truck	589,425	6,875	582,550
Aerial Truck	2,099,744	30,364	2,069,380
	<u>\$ 2,834,578</u>	<u>\$ 71,100</u>	<u>\$ 2,763,478</u>

Interest in the consolidated statement of operations is calculated as \$146,568 (\$29,250 - 2022).

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**Note 13 - Obligations under Equipment Financing (continued)**

- 1) A five-year equipment loan agreement with the MFABC renewed June of 2022 in the amount of \$166,214 for the purchase of a 2012 Spartan fire truck. The balance of the loan at December 31, 2023 was \$111,548 (\$145,410 - 2022). The remaining obligation will be repaid with monthly loan payments in the amount of \$3,388 including interest at a monthly varying rate (December, 2023 was 5.63%) (4.51% - 2022). Loan to is set to expire July 2026.
  
- 2) A five-year equipment loan agreement with the MFABC renewed October of 2023 in the amount of \$586,408 for the purchase of a 2018 Spartan fire truck. The balance of the loan at December 31, 2023 was \$582,550 (\$589,425 - 2022). The remaining obligation will be repaid with monthly loan payments in the amount of \$4,050 including interest at a monthly varying rate (December, 2023 was 5.63%) (4.51% - 2022). The loan is set to expire September 2028.
  
- 3) A new five-year equipment loan agreement with the MFABC renewed December of 2023 in the amount of \$2,069,380 for the purchase of an Aerial fire truck. The balance of the loan at December 31, 2023 was \$2,069,380 (\$2,099,744 - 2022). The remaining obligation will be repaid with monthly loan payments in the amount of \$13,116 including interest at a monthly varying rate (December, 2023 was 5.63%) (4.51% - 2022). The loan is set to expire December 2028.

The future minimum loan payments payable to MFABC for all three equipment loan obligations are as follows:

2024	\$	93,599
2025		99,432
2026		104,595
2027		69,451
2028		67,905
Thereafter		2,328,497

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**Note 14 - Debenture Debt**

The Town of Ladysmith secures its long-term borrowing through the Municipal Finance Authority of BC (MFABC). As a condition of each borrowing, a portion of the debenture proceeds is retained by the MFABC as a debt reserve fund. As at December 31, 2023, the cash balance of the Town's debt reserve funds was \$244,548 (\$237,176 - 2022). Debt reserve funds are not recorded elsewhere in the financial statements.

The total long-term debt issued and outstanding with MFABC as at December 31, 2023 was \$13,670,140 (\$14,511,912 as at December 31, 2022). This balance is made up of:

	Original Amount	Balance Dec 31, 2022	Principal Payments	Balance Dec 31, 2023	Interest Rate
<b><u>General Capital Fund</u></b>					
RCMP Building Issue #97 Term 2006-2031	\$ 2,750,000	\$ 1,308,863	\$ 123,679	\$ 1,185,184	1.75%
<b><u>Water Capital Fund</u></b>					
Water Improvements Issue #118 Term 2012-2037	1,000,000	711,710	38,266	673,444	3.39%
Water Filtration Plant Issue #147 Term 2019-2044	6,000,000	5,491,339	179,827	5,311,512	2.66%
<b><u>Sewer Capital Fund</u></b>					
Sewer Treatment Plant Issue #138 Term 2016-2036	10,000,000	7,000,000	500,000	6,500,000	1.38%
	<u>\$ 19,750,000</u>	<u>\$ 14,511,912</u>	<u>\$ 841,772</u>	<u>\$ 13,670,140</u>	

Debt interest, net of actuarial adjustment included in the consolidated statement of operations, is calculated at \$386,847 (\$408,692 - 2022).

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**Note 14 - Debenture Debt (continued)**

The following principal payments are payable over the next five years:

	General		Water		Sewer		Total
	Principal Repayment	Actuarial Sinking Fund Earnings	Principal Repayment	Actuarial Sinking Fund Earnings	Principal Repayment	Actuarial Sinking Fund Earnings	Net
2024	66,033	62,593	194,185	30,451	500,000	-	853,262
2025	66,033	67,738	194,185	37,190	500,000	-	865,146
2026	66,033	73,088	194,185	44,132	500,000	-	877,438
2027	66,033	78,653	194,185	51,281	500,000	-	890,152
2028	66,033	84,441	194,185	58,645	500,000	-	903,304
Thereafter	198,099	290,409	2,899,633	1,892,699	4,000,000	-	9,280,840

On February 18, 2020, the electors approved an additional \$6.2 million dollars in long-term debt to increase the Town's water supply. This new debt has not been executed. In February of 2024, the Town initiated a borrowing of \$13.5 million dollars in long-term debt to redevelop the Buller Street lot. This new debt has not been approved at this time.

**Note 15 - Asset Retirement Obligations**

The Town has buildings containing asbestos, lead paint, and other hazardous materials and is legally required to remove the noted items when it becomes necessary to repair or replace the buildings. The Town recognized a liability of \$336,870 for the asset retirement obligation and a corresponding amount has been expense as the effective buildings have been fully amortized.

The Town has a water course with several waters weir and is legally required to decommission the weirs as they have reached the end of there useful life. The Town recognized a liability of \$2,750,000 for the asset retirement obligation and a corresponding amount has been expensed.

The Town estimated the amount of the liabilities using undiscounted future expenditures estimated to retire the tangible capital asset.

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**Note 16 - Commitments and Contingencies**

**(a) Contingent Liabilities**

- i) The Town, as a member of the Cowichan Valley Regional District, is jointly and severally liable for operational deficits or long term debt related to functions in which it participates.
- ii) The loan agreements with the Municipal Finance Authority provide that if the Authority does not have sufficient funds to meet payments on its obligations it shall make payments from the Debt Reserve Fund which in turn is established by a similar Debt Reserve Fund in the Town and all other borrowing participants. If the Debt Reserve Fund is deficient the Authority's obligations become a liability of the regional district and may become a liability of the participating municipalities.
- iii) There were various claims made against the Town as at December 31, 2023 for incidents that arose in the ordinary course of operations. In the opinion of management and legal counsel, the outcomes of the lawsuits, now pending, are not determinable. As the outcomes are not determinable at this time, no amount has been accrued in the financial statements. Should any loss result from the resolution of these claims, such loss will be charged to operations in the year of resolution.

**(b) Pension Liability**

The Town and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2022, the plan has about 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local governments.

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

TOWN OF LADYSMITH  
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2023

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**Note 16 - Commitments and Contingencies – (b) Pension Liability (continued)**

The most recent actuarial valuation for the Municipal Pension Plan as of December 31, 2021, indicated a \$3.761 billion funding surplus for basic pension benefits on a going concern basis.

The Town of Ladysmith paid \$484,189 (2022 - \$506,763) for employer contributions to the plan in fiscal 2023.

The next valuation will be as at December 31, 2024.

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

**(c) Reciprocal Insurance Exchange Agreement**

The Town is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by Section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange Agreement, the Town is assessed a premium and specific deductible for its claims based on population. The obligation of the Town with respect to the Exchange and/or contracts and obligations entered into by the Exchange on behalf of its subscribers in connection with the Exchange are in every case several, and not joint and several. The Town irrevocably and unconditionally undertakes and agrees to indemnify and save harmless the other subscribers against liability losses and costs which the other subscriber may suffer.

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**Note 16 - Commitments and Contingencies (continued)**

**(d) Service Agreements & Rental Payments**

Service Agreements

	2023	2022
Ladysmith & District Historical Society	\$ 29,627	\$ 29,046
Ladysmith Resources Centre Association	45,608	44,713
Ladysmith Chamber of Commerce & Visitor Centre	60,400	60,400
	\$ 135,635	\$ 134,159

In 2022, the Town renewed a 2-year Service Agreement with the Ladysmith & District Historical Society (LDHS) for the occupancy, operation and management of the museum and archives and with the Ladysmith Resources Centre Association (LRCA). Both agreements may be renegotiated in 2024.

The Town provides the Ladysmith Chamber of Commerce & Visitor Centre annual funding to operate the visitor centre and provide support services for local businesses. The agreement is year-to-year. In 2022 and 2023, the Town provided an additional \$17,000 to the Ladysmith Chamber of Commerce to promote economic development and tourism services.

Rental payments under operating leases are expensed as incurred.

Rental Payments

	2023	2022
132c Roberts Street - office space	\$ 32,277	\$ 31,975
17 & 25 Roberts Street - parking lot	9,900	9,600
	\$ 42,177	\$ 41,575

In December of 2023, the Town signed a 2-year lease with Ivory Tower Investments Ltd for the use of office space at 132c Roberts Street which expires January of 2026. The future monthly payments are \$2,872 for the term of the agreement.

In December of 2023, the Town signed a 5-year lease agreement with Paul Jorjorian for the rental of the 17 & 25 Roberts Street Parking Lot which expires December 2028. The future monthly payments are 2024 for \$900, 2025 for \$950, 2026 for \$1,000, 2027 for \$1,000 and 2028 for \$1,000.



**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**Note 17 - Significant Taxpayers**

The Town is reliant upon 10 taxpayers for approximately 12.82% (11.31% - 2022) of the total property tax revenue which includes Western Forest Products at approximately 7.05% (6.25% - 2022) of the total property tax revenue.

**Note 18 - Funds Held in Trust**

These funds account for assets which must be administered as directed by agreement or statute for certain beneficiaries; in particular, these funds are for the Cemetery Trust Fund. In accordance with PSAB recommendations on financial statement presentation, trust funds are not included in the Town's Financial Statements.

A summary of trust fund activities by the Town is as follows:

	<u>2023</u>	<u>2022</u>
<b>Assets</b>		
Cash and short term investment	<u>\$ 179,999</u>	<u>\$ 174,827</u>
<b>Equity</b>		
Opening balance	\$ 174,827	\$ 169,227
Interest	10,024	4,717
Transfer interest to fund cemetery costs	(10,024)	(4,717)
Contributions	5,387	5,600
Refunds	<u>(215)</u>	<u>-</u>
Balance, end of year	<u>\$ 179,999</u>	<u>\$ 174,827</u>

**Note 19 - Comparative Figures**

Certain comparative figures have been reclassified to conform to the current year's presentation.

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**Note 20 - Accumulated Surplus**

The Town segregates its accumulated surplus in the following categories:

	<b>2023</b>	<b>2022</b>
<b>Appropriated Equity</b> <i>(Note 27)</i>		
Continuing projects	\$ 6,077,954	\$ 6,887,947
General fund	8,539,308	6,983,188
Water fund	-	2,153,202
Sewer fund	1,257,743	737,965
	15,875,005	16,762,303
<b>Unappropriated Equity</b>		
General fund	2,576,163	2,771,233
Water fund	104,470	593,612
Sewer fund	1,413,079	1,411,885
General capital fund	345,846	304,084
Sewer capital fund	32,529	32,529
Water capital fund	-	446,073
	4,472,086	5,559,414
<b>Reserve Funds</b>		
Reserve funds <i>(Note 27)</i>	6,157,953	2,652,577
Equity in Tangible Capital Assets	105,508,266	98,932,686
Total Accumulated Surplus	\$ 132,013,311	\$ 123,906,981

*These notes form an integral part of these consolidated financial statements.*

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**Note 21 - Annual Budget**

Fiscal plan amounts represent the Financial Plan Bylaw adopted by Council on May 2<sup>nd</sup>, 2023.

The Financial Plan anticipated the use of surpluses accumulated in previous years to balance against current year expenses in excess of current year revenues. In addition, the Financial Plan anticipated capital expenses rather than amortization expense.

The following shows how these amounts were combined:

Financial Plan Balance for the year	\$	-
Add back:		
Amortization		(4,210,984)
Proceeds from new debt		(4,088,725)
Transfers to/from own funds		(6,188,341)
Less:		
Principal payments on debt		1,015,717
Capital expenditures per budget		38,050,368
Capital Expenditures expensed according to Tangible Capital Asset Policy		(8,439,309)
Adjusted Annual Surplus	\$	16,138,726

**Note 22 - Ladysmith Harbour Economic Development Corporation**

The Town of Ladysmith has an investment in the Ladysmith Harbour Economic Development Corporation (formerly DL 2016 Holdings Corporation or DL 2016), a wholly owned subsidiary company of the Town.

Up until December 31, 2023, the Town of Ladysmith leased portions of its waterfront from the Province of British Columbia parts of which were subleased to the Corporation which entered in an operating and maintenance agreement with Ladysmith Maritime Society (LMS). A portion of the moorage revenues from LMS are owed to the Corporation.

As of December 31, 2023, the Town no longer leases the area from the Province of British Columbia.

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**Note 23 – Taxation**

	<u>Actuals</u> <u>2023</u>	<u>Actuals</u> <u>2022</u>
<b>Taxes Collected:</b>		
General municipal purposes	\$ 9,449,418	\$ 9,459,445
Grants in lieu and 1% utility tax	194,031	180,092
Water and sewer parcel tax	3,253,237	3,170,831
School district	4,270,577	3,934,148
Regional hospital district	1,142,384	1,101,390
Regional district	2,529,286	1,782,845
BCAA and MFA	121,721	111,385
Library	486,749	444,033
	<u>21,447,403</u>	<u>20,184,171</u>
 <b>Less transfer to other governments</b>		
Province of BC (school taxes)	4,270,577	3,934,148
Cowichan Valley Regional Hospital District	1,142,384	1,101,390
Cowichan Valley Regional District	2,529,286	1,782,845
BC Assessment & Municipal Finance Authority	121,721	111,385
Vancouver Island Regional Library	486,749	444,033
	<u>8,550,718</u>	<u>7,373,802</u>
 <b>Net taxation for municipal purposes</b>	 <u>\$ 12,896,686</u>	 <u>\$ 12,810,369</u>

*These notes form an integral part of these consolidated financial statements.*

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**Note 24 - Sale of Services**

	<u>Actuals</u> <u>2023</u>	<u>Budget</u> <u>2023</u>	<u>Actuals</u> <u>2022</u>
Administration recoveries	\$ 82,010	\$ 20,600	\$ 44,180
Cemetery services	47,375	34,140	40,135
Fire service agreements	199,498	121,762	129,159
Public Works recoveries	39,657	-	35,935
Recreation services	640,590	514,958	503,183
Sewer utility fees	1,791,907	1,751,960	1,701,741
Solid waste fees	735,650	692,492	710,377
Water utility fees	1,567,162	1,620,200	1,559,570
	<u>\$ 5,103,849</u>	<u>\$ 4,756,112</u>	<u>\$ 4,724,280</u>

**Note 25 - Licences, Permits, Rentals & Penalties**

	<u>Actuals</u> <u>2023</u>	<u>Budget</u> <u>2023</u>	<u>Actuals</u> <u>2022</u>
Facility Rentals & Leases	\$ 440,948	\$ 316,325	\$ 365,417
Fines	6,495	2,450	3,745
Licences	100,352	103,000	111,726
Penalties and interest	156,624	130,830	128,718
Permits, Licences & Fees	601,785	354,870	552,035
	<u>\$ 1,306,204</u>	<u>\$ 907,475</u>	<u>\$ 1,161,641</u>

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**Note 26 – Grants**

	<u>Actuals</u> <u>2023</u>	<u>Budget</u> <u>2023</u>	<u>Actuals</u> <u>2022</u>
<b>Operating Grants</b>			
Traffic Fines Revenue	\$ 43,000	\$ 37,933	\$ 53,393
Small Communities	436,000	446,000	567,000
Growing Communities Fund	3,406,000	3,406,000	-
Climate Action Program	99,082	-	99,082
CVRD Recreation	810,565	810,565	174,990
Community to Community	-	5,000	-
Other	16,966	17,698	30,238
	<u>4,811,613</u>	<u>4,723,196</u>	<u>924,703</u>
<b>Capital Grants</b>			
Arts & Heritage Hub - Phase 1	123,804	3,187,836	270,747
Childcare Space Creation	348,866	348,865	508,793
Colonia/Delcourt Active Transportation	304,693	270,793	25,550
Dogwood Bike Lanes Design	23,754	25,752	11,248
Downtown Refresh	247,809	390,622	16,833
4th Ave Improvement (Root to White St)	44,700	-	-
OCP Review - Phase 1	-	-	18,351
Poverty Reduction - Stream 2	19,445	25,000	25,000
Poverty Reduction - Stream 3	24,800	50,000	-
Stocking Lake Dam Repair	-	-	21,544
Tourism - Transfer Beach	113,913	113,913	547,807
Transfer Beach Railing	-	-	10,000
Transfer Beach Spray Park Resurfacing	-	-	20,704
Amphitheatre Event Tent	41,350	-	-
Water Supply Infrastructure	-	10,857,999	-
	<u>1,293,134</u>	<u>15,270,780</u>	<u>1,476,577</u>
<b>Total Grants</b>	<u>\$ 6,104,747</u>	<u>\$ 19,993,976</u>	<u>\$ 2,401,280</u>

*These notes form an integral part of these consolidated financial statements.*

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**Note 27 – Reserves & Appropriated Equity**

	Balance Dec 31, 2022	Interest Allocated	Contributions	Funding	Balance Dec 31, 2023
<b>Reserves</b>					
Amenity Funds	\$ 126,395	\$ 9,998	\$ 48,000	\$ -	\$ 184,393
Covid Safe Restart	1,422,311	-	-	(100,000)	1,322,311
Growing Communities (Note 29)	-	-	3,406,000	-	3,406,000
Climate Action Program	99,082	-	99,082	(45,064)	153,100
Municipal Office reserve	595,000	-	60,000	-	655,000
Filming reserve	580	31	22	-	633
Perpetual Safety Fund	14,254	951	-	-	15,205
Sale Real Property	366,311	24,444	-	-	390,755
Tax Sale	28,645	1,911	-	-	30,556
<b>Total Reserves</b>	<b>\$ 2,652,577</b>	<b>\$ 37,336</b>	<b>\$ 3,613,104</b>	<b>\$ (145,064)</b>	<b>\$ 6,157,953</b>
<b>Appropriated Equity</b>					
<b>General Operating Fund</b>					
Continuing Projects	3,895,748	-	2,009,683	(3,895,748)	2,009,683
Future Projects	3,118,278	-	636,852	(181,531)	3,573,599
Equipment	1,694,732	-	571,111	(83,670)	2,182,173
Land & Building	448,637	-	137,144	(23,708)	562,073
Tax Contingency	7,986	-	-	-	7,986
Snow & Ice Removal	50,000	-	40,000	-	90,000
Infrastructure Deficit	683,917	-	279,731	-	963,648
Solid Waste	979,638	-	180,191	-	1,159,829
	10,878,936	-	3,854,712	(4,184,657)	10,548,991
<b>Water Operating Fund</b>					
Continuing Projects	1,200,639	-	1,949,515	(1,200,639)	1,949,515
Future Projects	1,629,127	-	421,084	(2,050,211)	-
MFA Surplus Refunds	524,076	-	-	(524,076)	-
<b>Water Operating Fund Total</b>	<b>3,353,841</b>	<b>-</b>	<b>2,370,600</b>	<b>(3,774,926)</b>	<b>1,949,515</b>
<b>Sewer Operating Fund</b>					
Continuing Projects	1,791,560	-	2,118,756	(1,791,560)	2,118,756
Future Projects	737,965	-	545,778	(26,000)	1,257,743
<b>Sewer Operating Fund</b>	<b>2,529,526</b>	<b>-</b>	<b>2,664,534</b>	<b>(1,817,561)</b>	<b>3,376,499</b>
<b>Total Appropriated Equity</b>	<b>\$ 16,762,303</b>	<b>\$ -</b>	<b>\$ 8,889,846</b>	<b>\$ (9,777,144)</b>	<b>\$ 15,875,005</b>
<b>Total Reserves &amp; Appropriated Equity</b>	<b>\$ 19,414,881</b>	<b>\$ 37,336</b>	<b>\$ 12,502,949</b>	<b>\$ (9,922,207)</b>	<b>\$ 22,032,958</b>

*These notes form an integral part of these consolidated financial statements.*

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**Note 28 - Segmented Information**

The Town is a diversified municipal government institution that provides a wide range of services to its citizens such as roads, water, sewer and drainage infrastructure, fire protection, police protection (RCMP), cemetery, recreation centre, garbage collection and parkland. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are:

**General Government Services**

General Government provides the administrative and legislative activities that supports Council and the departments of the Town. Also included in General Government Services is the financial planning and reporting, Information Technology, Human Resources, and Waterfront Area Plan Implementation.

**Protective Services**

Fire protection, includes a full-time Fire Chief and the fire department consists of paid on-call fire fighters who volunteer their service and receive compensating for each callout in which they take part. The fire department oversees a fleet a fire vehicles necessary to respond to calls.

Policing services is provided under contract with the RCMP. The Town is responsible for funding eight of the members within the detachment. The detachment occupies a building located in and owned by the Town of Ladysmith.

Bylaw enforcement administers, monitors, and seeks compliance with the bylaws enacted by the Mayor and Council to regulate the conduct of affairs in the Town of Ladysmith.

**Transportation, Solid Waste and Cemetery Services**

The Transportation (Public Works) Department is responsible for the infrastructure of the Town. Public works provides and maintains Town's roads, sidewalks, streetlights, signage and line markings, storm drainage and hydrants.

Solid Waste (Public Works) is responsible for the garbage collection, kitchen organics and recycling programs operating in the Town of Ladysmith. Solid waste collection is performed by a contractor.



**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**Note 28 - Segmented Information (continued)**

Cemetery (Public Works) provides cemetery services including the maintenance of the cemetery grounds.

**Development Services**

The Development Services Department provides short-term and long-term land use planning services. Long-term Planning includes work with the community on reviewing the Town's Official Community Plan, developing new Neighborhood Plans, the Trail Plan and the review of relevant bylaws. Short term Planning includes the processing of development applications.

**Recreation and Cultural Services**

The Parks, Recreation and Culture Department contribute to the quality of life and personal wellness of the community through the provision of a variety of special events, programs, services and facilities. The Frank Jameson Community Centre (FJCC) is the location where the majority of the programs are offered. Funding from the regional partially funds the FJCC facility.

**Parks Operation Services**

Parks includes and provides maintenance of beach area, trails, golf course, spray-park, ball parks, and any other civic grounds.

**Water Services**

Water includes all of the operating activities related to the treatment and distribution of water throughout the Town as well as ensuring clean and safe water to the Town, supplied through underground pipes and reservoirs,

**Sewer Services**

Sewer includes all of the operating activities related to the collection and treatment of wastewater (sewage) and bio-solids composting throughout the Town as well as maintaining a separate system of underground pipes to collect sewer or waste water for proper treatment prior to discharging it.

**TOWN OF LADYSMITH**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**Note 29 - Growing Communities Fund**

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

The Town of Ladysmith received \$3,406,000 of GCF funding in March 2023.



**TOWN OF LADYSMITH**  
**STATEMENT OF OPERATIONS BY SEGMENT**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**SCHEDULE I**

	General Government		Protective Services		Transportation, Garbage & Cemetery Services		Development Services	
	2023	2022	2023	2022	2023	2022	2023	2022
<b>REVENUE</b>								
Tax	\$ 9,643,448	\$ 9,639,537	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sale of services	33,718	31,423	200,498	129,159	833,548	791,662	36,134	2,146
Investment income	1,792,143	899,100	-	-	-	-	-	-
Licence, Permits, Rentals & Penalties	108,947	84,855	210,999	191,340	231,951	188,238	434,822	428,613
Grants	3,941,082	666,082	43,000	53,393	625,649	58,803	-	18,351
Donations & contributed property	48,000	5,000	-	-	3,279,902	699,771	-	-
Loss on foreign exchange	-	2,752	-	-	-	-	-	-
Gain (loss) on disposal	-	685,052	-	-	32,640	14,050	-	-
Development fees	-	-	-	-	257,100	-	-	-
CCB funds utilized	-	-	-	-	520,894	369,316	11,137	180,933
<b>Total revenue</b>	<b>14,879,534</b>	<b>11,385,688</b>	<b>454,497</b>	<b>373,892</b>	<b>5,781,684</b>	<b>2,121,839</b>	<b>482,093</b>	<b>630,042</b>
<b>EXPENSES</b>								
Contracted Services	577,329	319,045	1,819,005	1,422,875	968,655	792,636	51,825	226,237
Service Agreements/Grants In Aid	196,594	197,277	-	-	-	-	-	-
Insurance	81,901	77,772	16,024	16,294	-	-	-	-
Interest	-	19,834	130,997	18,367	-	-	-	-
Materials & Supplies	51,918	48,017	96,866	80,688	162,998	145,580	18,525	22,849
Utilities & Telephone	13,930	12,092	10,049	4,680	132,908	135,625	4,091	4,944
Wages & Benefits	2,082,667	1,964,709	416,794	325,702	1,092,543	1,095,282	741,674	644,351
Other	(12,502)	(223,934)	56,618	31,256	65,082	74,359	8,872	9,714
Amortization	302,212	283,106	265,854	230,405	1,054,456	968,486	2,345	2,345
<b>Total expenses</b>	<b>3,294,048</b>	<b>2,697,918</b>	<b>2,812,208</b>	<b>2,130,267</b>	<b>3,476,643</b>	<b>3,211,967</b>	<b>827,332</b>	<b>910,442</b>
<b>Surplus (Deficit)</b>	<b>\$ 11,585,486</b>	<b>\$ 8,687,769</b>	<b>\$ (2,357,711)</b>	<b>\$ (1,756,375)</b>	<b>\$ 2,305,040</b>	<b>\$ (1,090,129)</b>	<b>\$ (345,239)</b>	<b>\$ (280,399)</b>

*These notes form an integral part of these consolidated financial statements.*

**TOWN OF LADYSMITH**  
**STATEMENT OF OPERATIONS BY SEGMENT**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**SCHEDULE I - CONTINUED**

<u>Recreation &amp; Culture Services</u>		<u>Parks Operations Services</u>		<u>Sewer Operations Services</u>		<u>Water Operations Services</u>		<u>Total Actual</u>	<u>Total Actual</u>
2023	2022	2023	2022	2023	2022	2023	2022	2023	2022
\$ -	\$ -	\$ -	\$ -	\$ 1,393,920	\$ 1,336,300	\$ 1,859,317	\$ 1,834,531	\$ 12,896,686	\$ 12,810,369
640,590	503,183	-	-	1,792,199	1,702,104	1,567,162	1,564,602	5,103,849	4,724,280
-	-	-	-	-	-	-	-	1,792,143	899,100
272,846	225,226	-	-	24,544	22,982	22,095	20,387	1,306,204	1,161,641
1,379,972	1,509,912	124,854	73,196	9,810	-	-	21,544	6,104,747	2,401,280
28,350	15,800	27,343	33,732	620,187	86,445	677,346	113,330	4,681,127	954,078
-	-	-	-	-	-	-	-	(2,752)	12,300
2,675	-	-	-	11,607	-	(9,221)	(3,685)	(670,565)	57,755
-	-	50,000	-	-	-	-	-	307,100	-
-	-	298,170	89,118	-	-	-	-	830,201	639,367
<u>2,324,432</u>	<u>2,254,121</u>	<u>500,367</u>	<u>196,046</u>	<u>3,809,433</u>	<u>3,147,832</u>	<u>4,116,699</u>	<u>3,550,709</u>	<u>32,348,740</u>	<u>23,660,171</u>
571,284	388,691	70,868	78,692	260,454	383,225	368,882	946,903	4,688,304	4,558,304
-	-	-	-	-	-	-	-	196,594	197,277
60,817	49,747	5,717	4,704	45,672	40,053	33,996	29,525	244,127	218,095
-	-	-	-	134,185	143,494	169,591	172,978	434,774	354,673
192,694	182,388	90,821	82,458	272,228	282,975	320,804	334,421	1,206,854	1,179,377
215,323	222,694	7,098	6,952	153,759	147,930	61,165	56,100	598,324	591,017
2,243,960	2,102,991	542,003	489,339	675,300	730,308	850,460	857,667	8,645,401	8,210,348
26,599	37,279	104,373	117,926	193,251	227,830	279,554	311,828	721,846	586,257
626,258	249,730	265,235	255,207	1,247,112	1,251,732	3,742,716	969,973	7,506,188	4,210,984
<u>3,936,935</u>	<u>3,233,521</u>	<u>1,086,114</u>	<u>1,035,279</u>	<u>2,981,962</u>	<u>3,207,546</u>	<u>5,827,168</u>	<u>3,679,396</u>	<u>24,242,411</u>	<u>20,106,332</u>
<u>\$ (1,612,503)</u>	<u>\$ (979,401)</u>	<u>\$ (585,747)</u>	<u>\$ (839,233)</u>	<u>\$ 827,471</u>	<u>\$ (59,715)</u>	<u>\$ (1,710,469)</u>	<u>\$ (128,686)</u>	<u>\$ 8,106,329</u>	<u>\$ 3,553,839</u>

*These notes form an integral part of these consolidated financial statements.*

**TOWN OF LADYSMITH**  
**CONSOLIDATED STATEMENT OF TANGIBLE CAPITAL ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**SCHEDULE II**

	Land		Land Improvements		Buildings		Vehicle Furniture & Equipment		Transportation
	2023	2022	2023	2022	2023	2022	2023	2022	2023
<b>COST</b>									
Opening Balance	\$ 11,301,637	\$ 11,024,061	\$ 9,666,056	\$ 9,697,268	\$ 26,164,840	\$ 25,624,351	\$ 11,551,037	\$ 9,050,929	\$ 31,709,150
Add: Additions	1,225,141	277,576	861,354	126,409	1,260,382	641,111	377,437	2,585,773	4,603,225
Less: Disposals	-	-	-	157,621	-	100,622	672,290	85,665	138,926
Less: Write-downs	-	-	-	-	-	-	-	-	-
Closing Balance	<u>12,526,779</u>	<u>11,301,637</u>	<u>10,527,410</u>	<u>9,666,056</u>	<u>27,425,221</u>	<u>26,164,840</u>	<u>11,256,181</u>	<u>11,551,037</u>	<u>36,173,448</u>
<b>ACCUMULATED AMORTIZATION</b>									
Opening Balance	-	-	4,435,315	4,229,121	9,360,140	8,701,678	5,148,608	4,705,258	18,569,654
Add: Amortization	-	-	295,849	281,657	760,606	730,632	574,874	517,015	721,665
Less: Write-downs	-	-	-	-	-	-	-	-	10
Less: Disposals	-	-	-	75,463	-	72,170	490,771	73,665	119,031
Closing Balance	<u>-</u>	<u>-</u>	<u>4,731,164</u>	<u>4,435,315</u>	<u>10,120,746</u>	<u>9,360,140</u>	<u>5,232,711</u>	<u>5,148,608</u>	<u>19,172,278</u>
<b>Net Book Value</b>	<u>\$ 12,526,779</u>	<u>\$ 11,301,637</u>	<u>\$ 5,796,246</u>	<u>\$ 5,230,741</u>	<u>\$ 17,304,475</u>	<u>\$ 16,804,700</u>	<u>\$ 6,023,470</u>	<u>\$ 6,402,429</u>	<u>\$ 17,001,170</u>

*These notes form an integral part of these consolidated financial statements.*

**TOWN OF LADYSMITH**  
**CONSOLIDATED STATEMENT OF TANGIBLE CAPITAL ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**SCHEDULE II (CONTINUED)**

Linear Infrastructure										
Transportation	Sanitary Sewer		Storm		Water		Assets Under Construction		Total	
2022	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022
\$ 31,362,370	\$ 38,151,666	\$ 38,013,008	\$ 10,814,918	\$ 10,693,928	\$ 35,319,407	\$ 34,270,128	\$ 2,652,856	\$ 961,579	\$ 177,331,569	\$ 170,697,621
346,781	878,920	138,658	1,857,938	120,990	1,382,140	1,068,560	356,989	1,822,695	12,803,526	7,128,553
-	24,427	-	18,877	-	23,047	19,281	2,015,614	131,415	2,893,181	494,604
-	-	-	-	-	-	-	473,564	-	473,564	-
31,709,150	39,006,158	38,151,666	12,653,980	10,814,918	36,678,499	35,319,407	520,664	2,652,856	186,768,342	177,331,569
17,906,451	12,606,005	11,604,971	2,990,638	2,835,174	7,942,036	7,095,653	-	-	61,052,396	57,078,306
663,203	1,008,783	1,001,034	172,112	155,464	884,724	861,979	-	-	4,419,318	4,210,984
-	-	-	-	-	-	-	-	-	10.00	-
-	12,820	-	7,930	-	13,983	15,596	-	-	645,240	236,894
18,569,654	13,601,968	12,606,005	3,154,820	2,990,638	8,812,777	7,942,036	-	-	64,826,464	61,052,396
\$ 13,139,496	\$ 25,404,190	\$ 25,545,661	\$ 9,499,160	\$ 7,824,280	\$ 27,865,722	\$ 27,377,371	\$ 520,664	\$ 2,652,856	\$ 121,941,879	\$ 116,279,171

*These notes form an integral part of these consolidated financial statements.*

STAFF REPORT TO COUNCIL

Report Prepared By: Ryan Bouma, Director of Infrastructure Services
Reviewed By: Allison McCarrick, CAO
Meeting Date: June 18, 2024
File No:
Re: BC Hydro DC Charger Station Agreement

RECOMMENDATION:

That Council:

- 1. Direct staff to review the BC Hydro License of Occupation with the Town’s lawyer and make necessary changes;
2. Authorize the Town’s Corporate Officer to enter into the License of Occupation with BC Hydro once staff are satisfied with the final version; and
3. Direct staff to include the necessary funds in the 2025 budget.

EXECUTIVE SUMMARY:

BC Hydro is partnering with municipalities across BC to install DC fast chargers at strategic locations. Staff have had preliminary conversations with BC Hydro staff to identify the north side of Transfer Beach Blvd and Highway 1 as a potential site. Initial review by BC Hydro has been positive and both parties have agreed to move to next steps.

PREVIOUS COUNCIL DIRECTION:

N/A

INTRODUCTION/BACKGROUND:

Recently, a CVRD representative reached out to Infrastructure Services staff to notify the Town of a DC charger program and partnership at BC Hydro. Contact was made with BC Hydro to learn about the program and determine Ladysmith’s eligibility.



Several locations for a DC charger were reviewed with BC Hydro. Staff considered a portion of Town-owned land on the north side of the Transfer Beach Blvd and Highway 1 intersection to be a potential candidate for DC fast chargers. The proximity to downtown, Transfer Beach, the future Waterfront Area, and access to Hwy 1 were believed to be important features of the location. BC



Hydro staff agreed with the location, provided the engagement letter in Attachment B, and began preliminary work.

Staff met with BC Hydro again on June 5<sup>th</sup> to discuss the findings of the review and next steps. BC Hydro provided the Conceptual Charger Layout shown on Attachment A and confirmed the site has a high potential to be accepted.

BC Hydro asked that the Town commit to several requirements as their partner, which included:

1. License of Occupation (Attachment C) for 10 years minimum;
2. Paving the gravel areas to be used by the DC chargers;
3. Maintenance of the area, including snow removal, street sweeping, pothole repair, landscaping, etc.; and
4. Providing 24 hour access to users.

The project will likely generate traffic to the Town's downtown, Transfer Beach, and Waterfront Area.

Staff recommend Council agree to the above requirements.

Most costs associated with the project should be planned for early 2025 based on the timeline provided by BC Hydro. Costs are shown below based on staff's preliminary knowledge of the project.

1. Startup – **\$7,500**
  - a. Lawyer review of License of Occupation - \$2,500
  - b. Survey (if required) - \$5,000
2. Construction - **\$45,000**
  - a. Grading and preparation - \$7,500
  - b. Paving - \$25,000
  - c. Restoration and Landscaping - \$10,000
  - d. Line painting - \$2,500
3. Annual Maintenance - **\$5,000** per annum (operations)
  - a. Mowing - \$2,500
  - b. Snow clearing and street sweeping - \$1,500
  - c. Line painting and repairs - \$1,000

BC Hydro has requested that the Town commits to full time access to the chargers in an effort to show EV drivers the charging network is reliable and reduce "range anxiety". Although this area has been used for staging of film crews and other activities, the agreement would require that the Town not close this area to EV users except in an emergency.

**ALTERNATIVES:**



Council can choose to:

1. Request further information from staff and return with an additional report.
2. Direct staff to look for alternative locations.
3. Direct staff to turn down BC Hydro's partnership offer.

**FINANCIAL IMPLICATIONS:**

There are approximately \$52,500 of initial startup costs and \$5,000 of annual operating costs associated with this project. These costs were not included in the 2024 budget and will be targeted in the 2025 budget. Some of this funding (80%) can come from the Province's Climate Action Program, with the remaining amount (~\$10,500) coming from taxation.

As shown in Attachment B, the Town will not be charged for the electricity consumed at the charging station.

**LEGAL IMPLICATIONS:**

The License of Occupation has been provided by BC Hydro. Although it is a standard template, it has not been reviewed by the Town's lawyer and may have conditions that aren't acceptable. The Town's lawyer should review the document and provide feedback prior to staff entering into the agreement.

**CITIZEN/PUBLIC RELATIONS IMPLICATIONS:**

Although the Town recently installed Level 2 chargers on Roberts Street, DC fast chargers would be a positive addition for EV users with less available time.

The current space on Transfer Beach Blvd is underutilized.

**INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS:**

Infrastructure Services worked with the Director of Development Services to review the project in light of the Waterfront Area Plan.

**ALIGNMENT WITH STRATEGIC PRIORITIES:**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Core Infrastructure                    | <input checked="" type="checkbox"/> Economy |
| <input checked="" type="checkbox"/> Official Community Plan Implementation | <input type="checkbox"/> Leadership         |
| <input checked="" type="checkbox"/> Waterfront Area Plan                   | <input type="checkbox"/> Not Applicable     |

***I approve the report and recommendations.***

**Allison McCarrick, Chief Administrative Officer**









**ATTACHMENTS:**

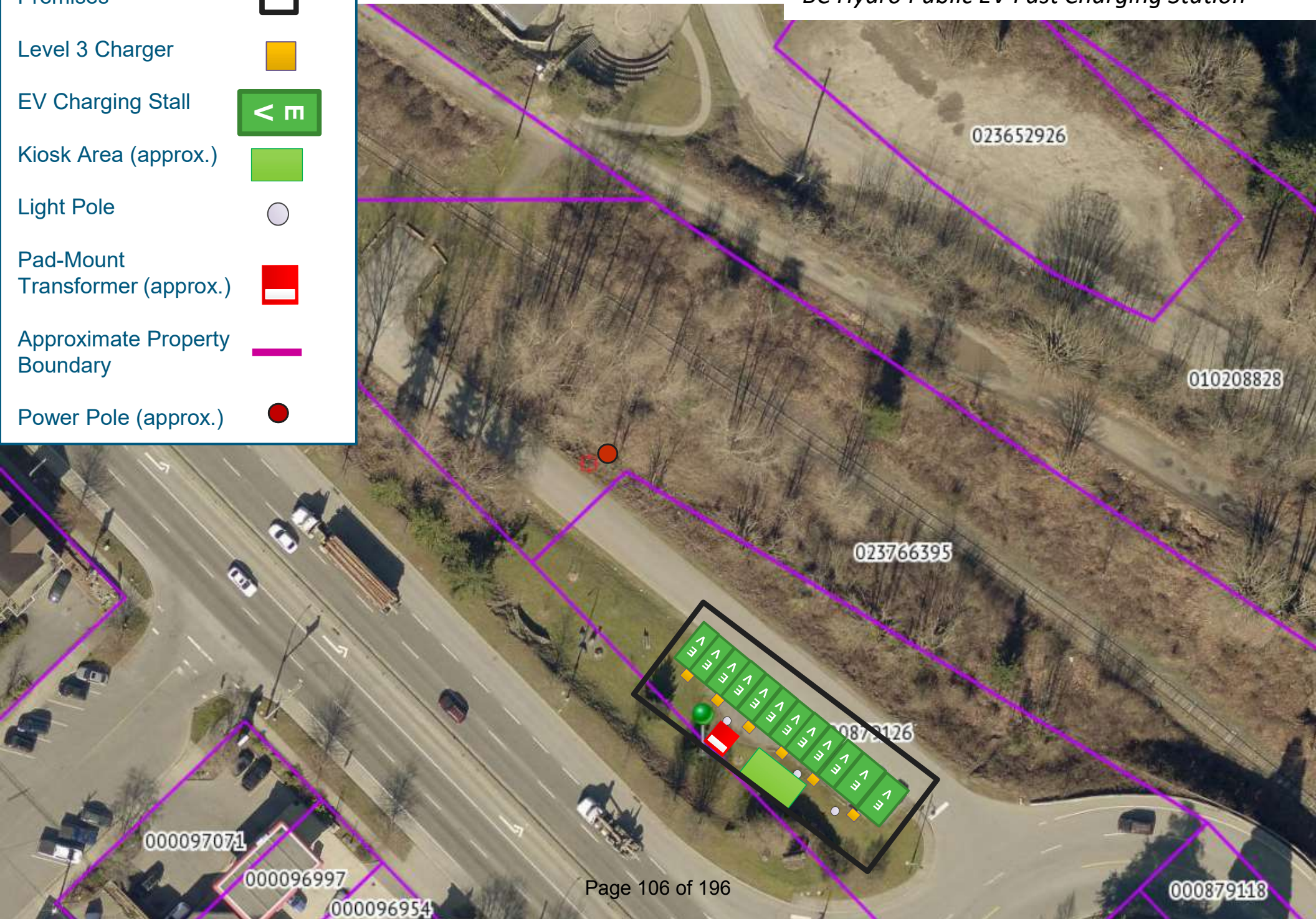
- A. Conceptual Charger Layout
- B. Engagement Letter
- C. License of Occupation

# ATTACHMENT A

## Lady Smith – Transfer Beach BC Hydro Public EV Fast Charging Station

### Legend:

- Premises 
- Level 3 Charger 
- EV Charging Stall 
- Kiosk Area (approx.) 
- Light Pole 
- Pad-Mount Transformer (approx.) 
- Approximate Property Boundary 
- Power Pole (approx.) 



April 30, 2024

Ryan Bouma  
Town of Ladysmith  
[RBouma@ladysmith.ca](mailto:RBouma@ladysmith.ca)

**Re: Prospective Site Host Partner – BC Hydro Public EV Charging Program**

Dear Ryan,

Through its [CleanBC Roadmap to 2030](#), the province of British Columbia has committed to ensuring 100% of all new vehicle sales by the year 2035 will be zero emission vehicles. BC Hydro is supporting the province in this ambitious goal, through its public [Electric Vehicle \(EV\) Fast Charging Network Plan](#). BC Hydro currently operates over 150 public EV fast chargers at over 80 sites throughout the province, with plans to expand this network to 3000 charging ports in the next 5-7 years. As a result, BC Hydro is actively seeking new partners throughout the province to host new public EV fast charging stations.

**Partnership Opportunity**

As a site host partner, your property or business will receive a utility grade, BC Hydro built and operated public EV fast charging station at no cost to you. BC Hydro will install and operate high-power DC (Level 3) fast chargers, capable of rapidly charging multiple EVs. Lower power AC (Level 2) chargers can also be provided.

**Host Benefits**

EV owners will be drawn to your site with this new public amenity. You will demonstrate climate leadership, as you play a key role in providing much needed low carbon transportation options within your community. In addition to driving new customers to your business, your existing customers will be able to charge their EV's while on site.

**Locations**

Your partnership with BC Hydro can be in the form of a single location, or multiple strategic locations. Please use the worksheet provided as Attachment 1 to this letter to identify the address(es) of the site(s) you wish to nominate for evaluation.

**BC Hydro's Commitment**

BC Hydro will:

- Pay all costs associated with constructing the charging station. This will include a new dedicated electrical service connection for the charging station. Installation costs can range from \$500k to \$1M+ depending on the station size.
- Pay all costs associated with operating and maintaining the charging equipment and associated station elements such as lighting and signage. This includes all electricity and demand charges from operating the chargers, preventative maintenance, emergency repair and equipment replacement. You will not receive an electrical bill

associated with the charging station. Operating and maintenance costs are typically in the range of \$8k-\$10k per charger per year, not including electricity and demand costs.

- Provide 24/7 EV driver assistance, a mobile app and other customer tools. BC Hydro has an industry leading track record of charging station uptime. We target to have our stations operational within 24 hours of any issue being reported.
- Collect [charging fees](#) from EV drivers to partially offset the cost of the fast charging service. BC Hydro's rates are set by the B.C. Utilities Commission and are priced affordably.
- Deliver a reliable, safe, high-quality, and accessible public fast charging station that's managed as an essential service for travellers in B.C.

### Site Host Partner Expectations

We do have a modest set of expectations we request our hosts to bring to the partnership. Some of the most important elements include:

- Provision of the parking area on your property for installing and operating the charging station. Some general considerations and principles for BC Hydro when siting a public fast charging station include:
  - 24/7/365 public access.
  - Safe, well-lit site. BC Hydro can provide its own station lighting if required.
  - Fully accessible for EV drivers with mobility challenges.
  - Close to amenities for EV drivers during charging. Public washrooms and a coffee/snack shop are particularly complementary to the EV fast charging use case.
  - Close to main transportation corridors for improved ease of access for en-route charging.
  - Target a minimum of 8-10 x DCFC ports in busier urban areas and key highway corridors
  - Additional parking area for future expansion, as charging demand in your community increases.
  - For charging stations along key travel corridors and outside of busier urban centres, at least one pull-through "gas-bar style" charging area is preferred, to accommodate larger EV's and EV's towing trailers. See Attachment 2 for examples of different station layouts and configurations.
  - Surface lots are generally preferred over parkades, to avoid complex electrical service connections
- The parking area containing the charging equipment and dedicated EV charging stalls will be secured through a tenure (typically a lease or licence) for a minimum term of 10 years. Our standard licence agreement template has been included as Attachment 3 to this letter. Note that in some instances, additional land rights may be required for electrical distribution infrastructure. Hosts are responsible for their own legal costs, if any.
- We ask our hosts to commit to maintaining the dedicated EV parking area to the same standard as you currently provide, including stall painting, asphalt patching, and snow clearing.

- We request our hosts to assign a dedicated point-person or Project Manager to the partnership. Working with a PM will greatly improve the efficiency of the overall process as we work towards a detailed station design and construction plan.
- We ask our hosts to make best efforts to adhere to the project schedule. We have a lot of work to do over the next few years to meet our program targets, and so it's imperative to the success of our partnership that we stay on schedule.
- We also ask our hosts to enter into a non-binding Memorandum of Understanding (MOU) with BC Hydro, in order to secure access to grant funding currently provided through the [NRCan ZEVIP](#) program, or the [CleanBC Go Electric Public Charger](#) program.
- Finally, we expect that all key stakeholders and decision makers within your organization have been engaged (executive, management, site operations etc.), and that no red flags or major roadblocks have been identified.

### **Next Steps and Timelines**

Please see Attachment 1 for a list of information that will be very helpful for us to receive at this stage. We will plan to follow-up with you shortly to review the list and confirm we've got everything covered off.

A project timeline is also included to provide target dates for key milestones. Please familiarize yourself with this schedule and let us know if you anticipate any issues with the timelines provided.

Please also note that by no means is this letter meant to imply an exclusive or binding relationship at this stage. You are free to discuss EV charging hosting opportunities with other network providers and can end discussions with us at any time before a tenure is secured.

With that in mind, we very much look forward to working together, and trust that the information provided above is sufficient for us to proceed to next steps. Please don't hesitate to reach out with any questions or additional clarifications you may require at this time.

Sincerely,



Molly Brewis  
Team Lead, EV Infrastructure Planning and Build  
[molly.brewis@bchydro.com](mailto:molly.brewis@bchydro.com)  
(604) 365-1762

## Attachment 1 – Prospective Site Host Partner Worksheet

Please provide the address(es) for each site you are nominating for evaluation.

1. Parking Lot at Hwy 1 and Transfer Beach Blvd
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### Project Kick-Off Information Requirements Checklist

Please review this list below and provide the following requested information and confirmations for each potential host site nominated above. We will be in touch with you shortly to review the list and confirm we have everything we need to proceed to next steps.

Information/Confirmation Required	Received?
Are you the landowner of the proposed host property?	
Can BC Hydro enter into a lease or licence with the landowner? If not, why not?	
Have you reviewed and provided comments to our standard agreement template? See Attachment 3.	
Are there any existing tenures on the parking areas or vacant areas of the proposed host property? <ul style="list-style-type: none"> <li>• If so, can you confirm whether the tenures are leases, licences, or other encumbrance, such as easements?</li> <li>• Please provide documentation confirming all necessary consents have been obtained from such tenure holders as required.</li> </ul>	
Can you provide a survey plan of the proposed host property, showing property lines and up-to-date building footprints? CAD format is preferred. PDF also acceptable.	
Can you share with us as much information as possible showing existing underground utilities and other infrastructure at the proposed site location?	
Are you aware of any special permitting requirements in your jurisdiction for construction activities on the proposed host property?	
Have all key stakeholders/decision makers within your organization been engaged on the project proposal? Are they supportive? Any roadblocks identified?	
Do you have any other relevant information that would be helpful to share with BC Hydro at this time?	

### Project Timelines

Below is a high-level breakdown of key milestones and deliverables. To help keep us on track and meet our program targets, it is imperative to adhere to the timelines outlined below.

Phase	Deliverable	Duration	Due By
1. Kick-Off	Begin Site Host Engagement Process	1 day	Today
2. Requirements	Review Information Requirements Checklist	2 weeks	Week 2
3. Due Diligence	Preliminary Site Design & Technical Feasibility Assessment (by BCH)	2 weeks	Week 4
4. MOU	Enter into MOU for Funding Application	1 week	Week 5
5. Land Tenure	Develop/Execute Site Host Agreement (lease)	5 weeks	Week 10
6. Design	Detailed Design and Construction Planning incl. equipment and contractor procurement (by BCH)	16 weeks	Week 26
7. Construct	Construction (by BCH)	2 weeks	Week 28
8. Energize	Energization (by BCH)	4 weeks	Week 32
9. Commission	Commissioning and Go-Live (by BCH)	1 day	Week 33

## Attachment 2 – Example Installations

1) [Lillooet](#) – Old Mill Plaza. Pull-through Configuration. 2 x DCFC ports.



2) [Downtown Victoria](#) – Store Street. Pull-In Configuration. 2 x DCFC ports.



**Attachment 3 – Site Host Licence Agreement Template**

Please see separate attachment provided with this letter.



# ATTACHMENT C

## LICENCE OF OCCUPATION (Electrical Vehicle Charging Stations)

THIS LICENCE is dated for reference as of \_\_\_\_\_, 20\_\_ ,

BETWEEN:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(the “Licensor”)

AND:

**BRITISH COLUMBIA HYDRO AND POWER AUTHORITY**  
c/o Properties, 13<sup>th</sup> Floor - 333 Dunsmuir Street,  
Vancouver, BC V6B 5R3

(the “Licensee”)

### BACKGROUND

- A. The Licensor is the registered, beneficial owner of the Lands;
- B. The Licensor has agreed to Licence a portion of the Lands to the Licensee for the purposes of charging multiple electric vehicles, and for the use of certain parking stalls as dedicated electric charging stalls, on the terms and conditions set out below; and
- C. The Licensee or its agent shall manage the day to day operation of the Charging Stations.

### AGREEMENTS

For good and valuable consideration, the receipt and sufficiency of which each party acknowledges, the parties covenant and agree as follows:

#### PART 1 - DEFINITIONS

- 1.1 **Definitions.** In this Licence, including the recitals and the schedules, unless there is something in the subject matter or context inconsistent with such meanings, words with initial capitalization will have the meanings indicated in Schedule 2 attached hereto.

#### PART 2 - GRANT AND TERM

- 2.1 **Grant.** The Licensor hereby grants to the Licensee a non-exclusive right and license over the Premises for the Term, subject to the Permitted Encumbrances.
- 2.2 **Term.** This Licence shall be for a term of ten (10) years which will commence on \_\_\_\_\_, 20\_ (the “Commencement Date”) and end on \_\_\_\_\_, 20\_ (the “Term”) unless terminated in accordance with this Licence.

- 2.3 Renewal.** In consideration of the sum of \$10, which sum is non-refundable, now paid by the Licensee to the Licensor (the receipt and sufficiency of which is acknowledged by the Licensor), upon receiving written notice from the Licensee at least six (6) months prior to the expiration of the Term, the Licensor will renew this Licence for a further term of ten (10) years on the same terms and conditions as are contained herein, except this right of renewal.
- 2.4 Extension of Term.** The parties agree that if the Licensee constructs one or more Charging Stations on those portions of the Premises shown hatched on the plan attached as Schedule 3 during the Term, the Term of this Licence will be automatically be extended and expire ten (10) years from the date the last of the Charging Stations was installed thereon. For greater certainty, the Licensee shall retain the right of renewal set out in section 2.3 herein during the Term as may be extended under this section 2.4

### **PART 3 – LICENCE FEE AND TAXES**

- 3.1 Licence Fee.** The Licensee will pay a license fee in the amount of one dollar (\$1) to the Licensor for the Term, plus any applicable taxes, the receipt and sufficiency of which the Licensor hereby acknowledges.
- 3.2 Payment of Taxes.** The Licensor shall pay and discharge or cause to be paid and discharged when due all Taxes.

### **PART 4 – ANCILLARY AREAS**

- 4.1 Ancillary Areas.** The Licensor hereby grants to the Licensee, during the Term and any extension or renewal thereof, a non-exclusive right and license over:
- (a) such portions of the Lands as are reasonably required by the Licensee for the purposes of:
    - (i) ingress and egress to and from the Premises; and
    - (ii) constructing, installing, erecting, stringing, operating, maintaining, removing and repairing the Infrastructure; and
  - (b) the common access road, if a common access road is present on the Lands,
- (collectively, the “**Ancillary Areas**”).
- 4.2 24/7 Access.** The Licensor and the Licensee acknowledge and agree that the Licensee may exercise its rights under Section 4.1 at all times by day or night and the Licensor shall do such further acts and things as may be reasonably necessary to permit such exercise including ensuring that members of the public at all times have a means of access to and egress from the Premises.

### **PART 5 - USE OF PREMISES AND LICENSEE COVENANTS**

- 5.1 Permitted Use.** The Licensee will use the Premises and the Ancillary Areas. solely for the Permitted Purposes and the Licensee will not use the Premises and/or the Ancillary Areas or permit the same to be used for any other purpose without the Licensor’s prior written consent which consent shall not be unreasonably withheld, conditioned or delayed.

**5.2 Improvements.** For greater certainty, the Licensee may construct, install, erect, string, operate, maintain, remove, repair, and replace the Improvements on the Premises at any time, and from time to time, during the Term.

**5.3 Licensee Covenants.** The Licensee covenants and agrees as follows:

- (a) to conduct the Permitted Purposes in compliance with all applicable laws (including all Environmental Laws), ordinances, rules and regulations of Government Authorities now in force or hereafter in force; and
- (b) to pay one hundred percent (100%) of all utility costs directly attributable to the Improvements.

## **PART 6 - ENVIRONMENTAL REQUIREMENTS**

**6.1 Environmental Requirements.** The Licensee covenants and agrees with the Licensor as follows:

- (a) to promptly and strictly comply, and cause any person for whom it is in law responsible to comply, with all Environmental Laws regarding the Licensee's use and occupancy of the Premises, and if applicable, the Licensee's use of the Ancillary Areas, including obtaining all applicable permits or other authorizations;
- (b) not to store, use, manufacture, sell, release, dispose, transport, handle, bring or allow to remain on, in or under any part of the Premises or the Lands any Contaminants except in strict accordance with all Environmental Laws; and
- (c) to promptly remove and remediate, upon the written request of the Licensor, any Contaminants from the Lands to the extent caused by the use of the Premises by the Licensee and in a manner which conforms to Environmental Laws governing such removal.

## **PART 7 - MAINTENANCE, REPAIRS AND SUPERVISION**

**7.1 Licensee's Maintenance and Repairs.** The Licensee will throughout the Term:

- (a) maintain and repair the Improvements;
- (b) subject to Section 7.1(a), not be responsible for any maintenance or repairs to the Premises and/or the Ancillary Areas, except for any damage caused to such areas by the Licensee; and
- (c) at its cost, discharge any builder's liens filed at any time against the Premises and/or the Ancillary Areas by reason of any act of the Licensee.

**7.2 Licensor's Maintenance, Repairs and Supervision.** The Licensor will, at its cost, throughout the Term:

- (a) keep or cause to be kept all of the Premises (other than the Improvements) and all of the Ancillary Areas:
  - (i) in good and substantial repair (reasonable wear and tear, and damage caused to the Premises and/or the Ancillary Areas by the Licensee excepted); and

- (ii) free of debris, garbage, trash and/or refuse and in neat and tidy condition;
- (b) clear snow from the Premises and any access roads on the Lands at regular intervals to ensure public access to the Charging Stations but the Licensor shall not be required to clear snow more frequently than it clears other roadways or parking areas, or to a higher standard
- (c) maintain or cause to be maintained all parking stalls located within the Premises (collectively, the “**Licensed Parking Spaces**”) in accordance with the requirements of the applicable Government Authority and in a manner suitable for use for the parking of motor vehicles;
- (d) include or cause to be included the Premises in the Licensor’s security supervision operations;
- (e) keep the Premises well lit, but the Licensor shall not be required to:
  - (i) repair or maintain street lights within or adjacent to the Premises more frequently than it repairs or maintains other street lights, or to a higher standard; or
  - (j) repair or maintain the Licensee’s Lighting (if any) on the Premises;
- (f) reimburse the Licensee for the repair of any damage caused to any part of the Improvements to the extent caused by or through the act or omission of the Licensor; and
- (g) discharge any builder’s liens filed at any time against the Premises and/or the Ancillary Areas by reason of any act of the Licensor.

**7.3 Licensee Self-Help Remedy.** Notwithstanding anything to the contrary herein, if the Licensor:

- (a) fails to perform its obligations under Section 7.2.(a)(ii) or (b) within twenty-four (24) hours of written notice from the Licensee; or
- (b) fails to observe or perform any other of the terms, covenants or conditions of this Licence to be observed or performed by the Licensor provided the Licensee first gives the Licensor twenty-one (21) days written notice of any such failure to perform and the Licensor within such period of twenty-one (21) days fails to commence diligently and thereafter to proceed diligently to cure any such failure to perform,

then the Licensee shall be entitled to take such steps as it deems advisable to correct such defaults without liability to the Licensor, and the Licensor shall pay to the Licensee forthwith upon demand all costs and expenses incurred by the Licensee in so doing.

**7.4 Licensor Covenant Not to Impair.** The Licensor shall not take any action that would impair use of the Premises or the Improvements. The Licensor shall not knowingly allow another party to impair use of the Premises or the Improvements. The Licensor agrees to notify the Licensee within a commercially reasonable time if (i) it has knowledge of third-parties impairing or misusing the Premises and/or the Improvements, or (ii) it obtains knowledge of a needed repair to the Improvements. The Licensor acknowledges and agrees that the Licensee shall have all rights at law or in equity against the Licensor if the Licensor causes impairments of the Premises and/or the Improvements. If non-electric vehicles repeatedly park in the Licensed Parking Spaces, thereby impairing use of the Licensed Parking Spaces for the purposes of charging electric vehicles and/or

impairing use of the Improvements, or if motorists repeatedly park in such Licensed Parking Spaces for greater than the permitted duration, then the parties shall together determine and implement an appropriate and effective strategy for preventing such impairment.

Without limiting the generality of the foregoing, the Licensor shall not from and after the time this Licence is executed, enter into, amend, modify, renew, extend, terminate, waive a material condition of and/or accept a surrender of any Encumbrance or permit any of the foregoing if such entrance into, amendments, modifications, renewals, extensions, terminations, waivers and/or surrenders would, individually or in the aggregate, materially interfere with: (i) the diligent performance of the obligations of the Licensor under this Licence; and/or (ii) the Licensee's use, occupancy and/or operation of the Premises and/or the Ancillary Areas, as applicable, as contemplated under this Licence.

**7.5 Alterations to Premises.** Save and except for the Improvements, the Licensee will not install any additional works in or about the Premises, without the Licensor's prior written consent, not to be unreasonably withheld, conditioned or delayed.

**7.6 Location of Improvements on Premises.** The parties agree that Schedule 3 attached to this Licence shows the approximate location of the Improvements to be installed by the Licensee on the Premises. The Licensee reserves the right to relocate and/or reconfigure the Improvements on the Premises if the Licensee, acting reasonably, deems it necessary for the purposes granted under this Licence.

**7.7 Removal of Improvements.** Upon expiry or earlier termination of this Licence, the Licensee may remove the Improvements and will make good any damage caused by such removal. If the Licensee does not remove the Improvements within six (6) months following the expiration of the Term or the earlier termination of this Licence, then the Licensor may have the same removed, the cost will be payable to the Licensor within thirty (30) days of invoice to the Licensee, and the Licensor will not be responsible for any loss or damage to the Licensee's property. For greater certainty, the Licensor shall provide the Licensee with access over such portions of the Lands as are reasonably required by the Licensee for the purposes of removing the Improvements for up to six (6) months following the expiration of the Term or the earlier termination of this Licence.

## **PART 8 - ASSIGNMENT**

**8.1 Assignment by Licensee.** The Licensee will not assign, mortgage, or encumber this Licence in whole or in part.

**8.2 Assignment by Licensor.** The Licensor shall give to the Licensee at least two (2) months prior written notice of any proposed sale or other transfer of any interest in the Premises, the Ancillary Areas and/or this Licence, in whole or in part. Prior to any such sale or transfer, the Licensor shall obtain the written agreement (in a form satisfactory to the Licensee, acting reasonably) of the proposed purchaser or transferee, as applicable, to be bound to the terms of this Licence.

## **PART 9 - OPTIONS TO TERMINATE**

**9.1 Licensee Option to Terminate.** The Licensee is granted the right to cancel and terminate this Licence, without penalty, upon giving not less than ninety (90) days prior written notice to the Licensor at any time after commencement of the Term, with such termination to be effective on a date specified by the Licensee in its written notice to the Licensor. If the Licensee exercises this right to terminate, the Licensee will vacate the Premises on the termination date given in the notice,

and the Licensee shall restore the Premises as closely as is practically possible to its condition as at the Commencement Date.

- 9.2 Licensor Option to Terminate.** The Licensor is granted the right to cancel and terminate this Licence, without penalty, if, following the opening of at least one Charging Station for use by the public, the Licensee fails to operate the Charging Stations for a period of six (6) consecutive calendar months during the Term, provided that the Licensor must give not less than thirty (30) days prior written notice of such termination to the Licensee, with such termination to be effective on a date specified by the Licensor in its written notice to the Licensee.

## **PART 10 - ACCESS BY LICENSOR**

- 10.1 Access and Entry.** The Licensor and its agents may enter the Premises at any reasonable time to perform its obligations under Section 7.2 of this Licence provided the Licensor in exercising its rights hereunder shall proceed to the extent reasonably possible so as to minimize interference with the Licensee's use and enjoyment of the Premises and/or the Ancillary Areas.

## **PART 11 - EXPROPRIATION**

- 11.1 Expropriation.** If at any time during the Term the interest of the Licensee under this Licence or the whole or any part of the Premises shall be taken by any lawful power or authority by the right of expropriation, the Licensor may, at its option, give notice to the Licensee terminating this Licence on the date when the Licensee or Licensor is required to yield possession thereof to the expropriating authority. Upon such termination, or upon termination by operation of law, as the case may be, the Licensee shall immediately surrender the Premises. The Licensee shall have no claim upon the Licensor for the value of its property or the unexpired Term of this Licence, but the parties shall each be entitled to separately advance their claims for compensation for the loss of their respective interests in the Premises, and the parties shall each be entitled to receive and retain such compensation as may be awarded to each respectively. If an award of compensation made to the Licensor specifically includes an award for the Licensee, the Licensor shall account therefore to the Licensee. In this clause the "**expropriation**" shall include a sale by the Licensor to an authority with powers of expropriation, in lieu or under threat of expropriation.

## **PART 12 – INTELLECTUAL PROPERTY**

- 12.1 Use of Name or Mark.** As soon as practicable following execution of this Licence:
- (a) if a party wishes to have its name or name and Mark included on communication or promotional materials to be prepared in connection with the Project, that party shall provide its unconditional approval in writing to the other party for such use; and
  - (b) if a party wishes to have its Mark included on communication or promotional materials, then that party shall provide to the other party a black and white, high-resolution copy of its Mark and guidelines for use of such Mark, if any, and hereby:
    - (i) grants to the other party an irrevocable perpetual, non-exclusive, non-assignable, personal, non-transferable and fee and royalty-free license to use the Mark in the promotion of the Project, including for placement on the Charging Stations or signage, in accordance with the guidelines and for the Term; and
    - (ii) represents and warrants that it has the right to grant the license described in

Subsection 12.1 (b)(i) above.

Each party retains exclusive ownership and title to its Mark notwithstanding the license granted to the other party pursuant to Subsection 12.1 (b)(i) above.

- 12.2 Promotions.** Subject to Section 12.1 above, each party may, at its sole cost, disclose or promote the Project through whatever means such party deems appropriate, including but not limited to internal communication channels (such as employee newsletters and websites) and external communication channels (such as newsletters, social media, industry events, websites and media), provided that, for any Licensor disclosure or promotion, the Licensor has given the Licensee at least twenty (20) Business Days prior written notice of the disclosure or promotion and obtained the Licensee's advance approval in writing of all proposed materials, on its own behalf and behalf of all other sponsors.

### PART 13 – MISCELLANEOUS

- 13.1 Signage.** It is acknowledged and agreed that:

- (a) the Licensee may install signage and logos on or within the Premises (collectively, the “**Licensee Signage**”), including for the purposes of denoting that the Licensed Parking Spaces are to be used as dedicated electric charging stalls;
- (b) the Licensee's Signage may include the Licensor's logos, provided the size and location of such logos shall be determined by the Licensee in its sole discretion;
- (c) the Licensor will not put any signage on the Lands respecting the Project without the prior written consent of the Licensee.

- 13.2 Quiet Enjoyment.** Subject to the observance and performance by the Licensee of its obligations under this Licence and subject to the Permitted Encumbrances, the Licensee may use the Premises in accordance with the provisions of this Licence without interference by the Licensor, or any party claiming through the Licensor.

- 13.3 Dispute Resolution.** If any dispute arises under or in relation to this Licence, that dispute shall be referred to and finally resolved by arbitration by a single arbitrator pursuant to and in accordance with the *Arbitration Act* (British Columbia). The place of arbitration shall be Vancouver, British Columbia. The decision of the arbitrator shall be final and binding on the parties. Notwithstanding the foregoing, the parties are entitled to seek interim measures of protection, including injunctions and other equitable relief or remedies, from a court of competent jurisdiction pending commencement or completion of any arbitration and may also seek from a court of competent jurisdiction any equitable relief or remedy that the arbitrator does not have jurisdiction to grant.

- 13.4 Further Assurances.** At its own expense, upon the request of the other party, each party shall promptly execute and deliver, and use all reasonable efforts to promptly require any third parties to execute and deliver, such further and other documents and instruments and do such further and other acts and things as the other party may reasonably require for the purpose of implementing, giving full effect to and carrying out the intent of this Licence or for the purpose of protecting the Licensee's interest in the Improvements.

**13.5 No Partnership.** The Licensor does not in any way or for any purpose become a partner of, or joint venturer or a member of a joint enterprise of the Licensee. No provision of this Licence is intended to create a relationship between the parties other than that of Licensor and Licensee.

**13.6 Interpretation.** Where the context requires, the singular includes the plural and vice versa, and the masculine, feminine and neutral include each other. If the Licensor and/or the Licensee comprise two or more individuals or entities, the liability of each under this Licence is joint and several.

**13.7 No Waiver.** No obligation in this Licence will be considered to have been waived by the Licensor unless the waiver is in writing and signed.

**13.8 Unavoidable Delay.** If either the Licensor or the Licensee is unavoidably delayed, hindered in, or prevented from performing an act or complying with a covenant under this Licence by reason of Unavoidable Delay, the time for the doing of the act or complying with the covenant will be extended for a period equal to the period for which that Unavoidable Delay operates to prevent the act or thing required to be done or complied with. The party obligated to do the act or comply with the covenant will not be in default until the expiration of the time so extended. Each party will promptly notify the other of the occurrence of any Unavoidable Delay.

**13.9 Notices.** Addresses for any notice to be given under this Licence will be as follows:

(a) If to the Licensee:

BC Hydro  
c/o Properties, 13<sup>th</sup> Floor - 333 Dunsmuir,  
Vancouver, B.C. V6B 5R3  
Attention: Manager (Property Leasing Services)  
Email: Leasing@bchydro.com

(b) If to the Licensor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attention: \_\_\_\_\_  
Email: \_\_\_\_\_.

**13.10 Deemed Receipt.** Where service of a notice or document is required under this Licence, the notice or document will be in writing and deemed to have been served as follows:

(a) if delivered by hand or courier, upon delivery;

(b) if mailed, upon the fifth Business Day following posting; and

(c) if emailed:

(i) to the Licensee, upon the Licensee providing to the Licensor express written acknowledgment of receipt of the notice or document by email (notwithstanding any automatic reply or receipt indicating that the email has been read). If the Licensor has not received a written acknowledgement of the notice from the Licensee by email within



5 Business Days of sending the email, transmission of the email will be deemed to have failed and notice not provided. In the event of a failure of an email transmission, it is the responsibility of the Licensor to deliver the notice or document to the Licensee using an alternative method in accordance with this Licence. The Licensee will not be liable for any loss or damage or any other disadvantage suffered by the Licensor resulting from such email communication; or

- (ii) to the Licensor, upon actual receipt by the Licensor as evidenced by a return email or automatic receipt indicating that the email has been read.

The Licensor or the Licensee may change its address for delivery by notifying the other party of such change in address in accordance with the notice provisions set forth above.

- 13.11 Time of Essence.** Time will be of the essence in this Licence.
- 13.12 Severance.** If any provision of this Licence or the application to any person of any provision is held to be invalid or unenforceable, the remainder of this Licence or its application will not be affected.
- 13.13 No Modification.** No representation, understanding or agreement has been made or relied upon except as expressly set out in this Licence. This Licence may only be modified in writing signed by each party against whom the modification is enforceable.
- 13.14 Successors.** This Licence binds and benefits the parties and their respective heirs, administrators, successors and permitted assigns (as applicable).
- 13.15 Peaceful Surrender.** The Licensee will at the expiration or sooner determination of the Term, immediately surrender the Premises in a peaceable way and in the state of repair specified in this Licence.
- 13.16 Counterparts.** This Licence may be executed in counterparts and when each party has executed a counterpart each of the counterparts will be deemed to be an original and all of the counterparts when taken together will constitute one and the same agreement.
- 13.17 Delivery.** This Licence or a counterpart thereof may be executed by a party and transmitted by facsimile or electronic transmission and if so executed and transmitted this Licence will be for all purposes as effective and binding upon the party as if the party had delivered an originally executed document.
- 13.18 Schedules.** The following Schedules attached to this Licence form part of this Licence, and the parties covenant and agree to abide by the terms and conditions and confirm the acknowledgements, warranties and representations, if any, contained in the Schedules as if such terms, conditions, acknowledgements, warranties and representations, if any, were fully incorporated into this Licence:

- Schedule 1 – Description of the Lands
- Schedule 2 – Defined Terms
- Schedule 3 – Plan of Premises

**13.19 Including.** The word “including” when following any general statement, term, or matter is not to be construed to limit such general statement, term, or matter to the specific items set forth immediately following such word or to similar items but rather such general statement, term, or matter is to be construed to refer to all other items that could reasonably fall within the broadest possible scope of such general statement, term, or matter.

IN WITNESS WHEREOF the parties have duly executed this Licence as of the date first above written.

By its authorized signatory(ies):

\_\_\_\_\_  
Name:  
Title:

\_\_\_\_\_  
Name:  
Title:

**BRITISH COLUMBIA HYDRO AND POWER AUTHORITY**

By its authorized signatory:

\_\_\_\_\_  
Name:  
Title:

**SCHEDULE 1**

**Description of Lands**

Legal description:

PID:

Civic address:

## SCHEDULE 2

### Defined Terms

“**Ancillary Areas**” has the meaning set out in Section 4.1;

“**Business Days**” means Monday to Friday, inclusive, of each week, statutory holidays in the Province of British Columbia excepted;

“**Canopy**” means a cover or other form of shelter, to cover the Charging Stations and those portions of the Premises as determined by the Licensee in its sole discretion;

“**Charging Stations**” means all things and components, in any combination and using any type of technology or means, necessary or convenient for the purposes of charging motor vehicles with electricity including charger equipment and Kiosks, and all ancillary appliances and fittings, including any associated protective installations, and related works;

“**Commencement Date**” has the meaning set out in Section 2.2;

“**Contaminants**” means pollutants, contaminants, deleterious substances, underground or aboveground tanks, lead, asbestos, asbestos-containing materials, hazardous, corrosive, or toxic substances, hazardous waste, waste, polychlorinated biphenyls (“**PCBs**”), PCB-containing equipment or materials, pesticides, defoliants, fungi (including mould and spores arising from fungi), or any other solid, liquid, gas, vapour, odour, heat, sound, vibration, radiation, or combination of any of them, which is now or hereafter prohibited, controlled, or regulated under Environmental Laws or may necessitate, invite or permit a Government Authority to require remedial or investigatory action under any Environmental Laws;

“**Encumbrance**” means any legal notation, charge, lien, claim, interest or other encumbrance or title defect of whatever kind or nature, regardless of form, whether or not registered or registrable and whether or not consensual or arising by law (statutory or otherwise), including any mortgage, pledge, hypothecation, security interest, judgment, easement, right of way, encroachment, restrictive or statutory covenant, profit à prendre, right of re-entry, lease, license, assignment, option or claim, or right of any kind or nature whatsoever which constitutes or becomes by operation of law or otherwise such a legal notation, charge, lien, interest or other encumbrance or title defect;

“**Environmental Laws**” means any applicable statutes, laws, regulations, orders, bylaws, standards, guidelines, protocols, criteria, permits, codes of practice and other lawful requirements of any Government Authority having jurisdiction over the Lands now or hereafter in force relating in any way to the environment, environmental assessment, Contaminants (including the use, manufacture, handling, transportation, production, disposal, discharge, storage or emission of Contaminants), occupational health and safety, protection of any form of plant or animal life or transportation of dangerous goods, including the principles of common law and equity;

“**Government Authority**” means any federal, provincial, state, municipal, regional or local government or government authority, domestic or foreign, and includes any department, commission, bureau, board, administrative agency, regulatory body, minister, director, approving officer, manager, or other person of similar authority of any of the foregoing;

“**Improvements**” collectively means the Charging Stations, the Infrastructure, the Licensee Signage, the Licensee’s Lighting (if any), the Canopy (if any) and the Licensee’s Paving (if any);

“**Infrastructure**” means all things and components, in any combination and using any type of technology or means, necessary or convenient for the purposes of distributing electricity to the Charging Stations,

including: Kiosks, poles, guy wires, brackets, crossarms, insulators, above ground or underground transformers, anchors, attachments, overhead or underground lines and cables, underground conduits and pipes of every kind, together with access nodes, cabinets, all ancillary appliances and fittings, including any associated protective installations, and related works;

“**Kiosks**” means one or more pad-mounted power distribution and metering cabinets, in any combination, configuration and using any type of technology or means, necessary or convenient for the purpose of distributing electricity and powering electric charging stations, together with all ancillary appliances and fittings, including any associated protective installations, and related works;

“**Lands**” means the lands described in Schedule 1 attached to this Licence;

“**Licensed Parking Spaces**” has the meaning set out in Section 7.2(c);

“**Licensee**” means British Columbia Hydro and Power Authority and any permitted assignee under Section 8. Any reference to “**Licensee**” includes, where the context allows the servants, employees, agents, invitees and Licensees of the Licensee and all others over whom the Licensee may reasonably be expected to exercise control, including Powertech Labs Inc.;

“**Licensee Signage**” has the meaning set out in Section 13.1(a);

“**Licensee’s Lighting**” means street lighting installed or to be installed by the Licensee, including a light standard, beacon, ancillary appliances, fittings and any associated protective installations and related works on or within the Premises for the purpose of illuminating the Premises, the Charging Stations and the Infrastructure;

“**Licensee’s Paving**” means any asphalt or paving installed or to be installed by the Licensee on the Premises necessary or convenient for the use of the Licensed Parking Spaces as dedicated electric charging stalls, including better access to the Charging Stations;

“**Mark**” means a parties associated logos;

“**Permitted Encumbrances**” means any Encumbrances registered or showing as pending registrations on title to the Lands at the time this Licence is executed;

“**Permitted Purposes**” means: (i) the use of the Licensed Parking Spaces as dedicated electric charging stalls; and (ii) constructing, installing, erecting, stringing, operating, maintaining, removing, repairing, and replacing the Improvements; and (iii) all purposes reasonably ancillary to the foregoing;

“**Premises**” means the portion of the Lands shown in black bold outline on the plan attached to Schedule 3 to this Lease;

“**Project**” means the installation and operation of the Charging Stations and the Infrastructure;

“**Taxes**” means all taxes, rates, duties, levies, local government charges, realty taxes and assessments whatsoever, whether municipal, parliamentary or otherwise, or any grants in lieu of taxes, imposed or assessed, by any competent authority, against the Premises or upon the Licensor in respect of the Premises, or in respect of their use and occupation, and includes without limitation, taxes levied, imposed or assessed for education, schools, and local improvements as well as reasonable fees and costs incurred by the Licensor in good faith contesting them;

“**Term**” has the meaning set out in Section 2.2; and

**“Unavoidable Delay”** means a delay in the performance of an act or compliance with a covenant caused by fire, strike, lock-out, or other casualty or contingency beyond the reasonable control of the party obligated to perform or comply with a provision of this Licence, but does not include any insolvency, lack of funds or other financial reason.

**SCHEDULE 3**

**Plan of Premises outlined in black bold is attached**

## BYLAW STATUS SHEET June 18, 2024

Bylaw #	Description	Status
2131	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 54) 2022, No. 2131" (10940 Westdowne Rd.). Changes zoning from Rural Residential (RU-1) to Manufactured Home Park (MHP-1).	First and second readings, December 20, 2022. Public Hearing and third reading December 19, 2023. MOTI approval received January 15, 2024. <b>Awaiting covenant.</b>
2133	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw (No. 56) 2023, No. 2133". Allows convenience store at 1132-1142 Rocky Creek Rd.	First and second readings, January 10, 2023. Public Hearing required. MOTI approval required. <b>Waiting on applicant to submit Development Permit per Council Resolution</b>
2161	"Official Community Plan Bylaw 2022, No. 2200, Amendment Bylaw 2023, No. 2161". To expand the mobile home park at 10940 Westdowne Road.	First and second readings, November 21, 2023. Second reading rescinded, second reading as amended, December 5, 2023. Public Hearing and third reading December 19, 2023. <b>Awaiting covenant.</b>
2166	"Town of Ladysmith City Hall Loan Authorization Bylaw 2024, No. 2166". To enable the Town to borrow up to \$13.5 million dollars over a term of 30 years to fund the construction of a new City Hall.	First, second and third readings, January 23, 2024. Inspector of Municipalities approval received February 26, 2024. Approval of the electors required through an Alternative Approval Process.
2167	"Town of Ladysmith Animal Control Bylaw 2024, No. 2167". To manage and regulate the keeping of animals in the Town.	First, second and third readings, May 21, 2024. Consequential amendments must be made to the Zoning Bylaw prior to approval.
2170	"Official Community Plan Bylaw 2003, No. 1488, Amendment Bylaw 2024, No. 2170". (To reallocate units for a portion of the Holland Creek neighbourhood to create a smaller development footprint, eliminate the need for a crossing over Heart Creek and adjust triggers for infrastructure construction).	First and second readings, May 7, 2024. Public Hearing held May 21, 2024. MOTI approval received May 27, 2024.
2171	"Town of Ladysmith Zoning Bylaw 2014, No. 1860, Amendment Bylaw 2024, No. 2171". (To reallocate units for a portion of the Holland Creek neighbourhood to create a smaller development footprint, eliminate the need for a crossing over Heart Creek and adjust triggers for infrastructure construction).	First and second readings, May 7, 2024. Public Hearing held May 21, 2024. Moti approval received May 27, 2024..



Dear Mayor Stone and Council,

As the Member of Parliament for Nanaimo – Ladysmith, I am pleased to participate as a nominating partner with the Governor General of Canada to recommend individuals to receive a King Charles III Coronation Medal. I have been allocated with 20 medals to present to deserving recipients in our Nanaimo – Ladysmith communities.

I am inviting members of the public to nominate outstanding Nanaimo – Ladysmith community members who have made a difference in our communities for consideration for a Coronation Medal. I believe that this is an excellent opportunity to acknowledge and honour the great work individuals in our area do everyday to make Nanaimo – Ladysmith the incredible place we call home.

I'm writing to invite you, or a member of your council to work with me on this project as a member of the selection committee. The selection committee will review the nominations and recommend the 20 individuals and 5 alternates that they believe I should nominate to the Governor General for the medals allocated to our region.

The nomination and selection process will be managed by a member of my team, Deborah Hopper, who has been copied on this email ([Deborah.Hopper.818@parl.gc.ca](mailto:Deborah.Hopper.818@parl.gc.ca); 250-616-2845). She will be the main contact for the selection committee and will be able to answer any questions that arise. Please email her the name and contact information of the person who will be participating from your council no later than **Friday, June 28, 2024**.

Recognizing that we all have busy schedules, I have included the current timelines for this project as well as some additional resources below.

Whether you or a member of your council are able to assist with the selection committee or not, I hope that you will join me later this year in recognizing some unsung heroes from our area. More information will be sent out as events are planned.

Kind regards,  
Lisa Marie

Lisa Marie Barron

**Member of Parliament for / Députée de Nanaimo – Ladysmith**  
Snuneymuxw, Stz'uminus, Snaw-naw-as, and Lyackson Territories

NDP Critic for Fisheries, Oceans and the Canadian Coast Guard | NDP Critic for Democratic Reform |  
NDP Deputy Critic for Mental Health and Addictions  
NPD Porte-parole - Pêches, Océans et Garde côtière canadienne | NPD Porte-parole - réforme  
démocratique | NPD Porte-parole adjointe - Santé mentale et Dépendance

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[Facebook](#) | [Twitter](#) | [Web](#) | [e-Newsletter](#)

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HOUSE OF COMMONS  
CHAMBRE DES COMMUNES  
CANADA

**Timelines:**

Selection committee members will be sent additional information as the process moves forward. The deadline for public nominations to the MP office is ***midnight on Wednesday, August 28, 2024***.

Currently, it is expected that the package of nominees will be sent to the committee by September 1, 2024, and that the committee will meet to discuss the nominees and finalize their recommendations the week of September 9, 2024.

The medal presentation is tentatively being planned for mid-November 2024 and, of course, the selection committee will be welcome to attend.

**Additional Resources:**

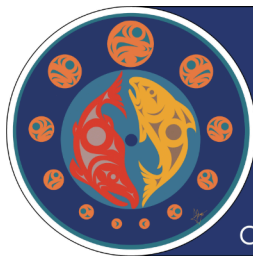
Forms and information about public nominations to MP Barron may be found at <https://lisamariebarron.ndp.ca/coronation-medal-nominations>

For more information on the King Charles III's Coronation Medal, including a list of additional nominating partners, please visit [www.gg.ca/coronation](http://www.gg.ca/coronation).

**EXTERNAL EMAIL:** The sender is external to the Town of Ladysmith. Do not click links or open attachments unless you recognize the sender and know the content is safe.



**CREATIVE CITY**  
NETWORK OF CANADA



**CULTURE  
SHIFT**

EMBEDDING CREATING  
TRANSFORMING  
CENTERING CONNECTING

VANCOUVER, BC  
OCTOBER 1-3, 2024

**CREATIVE CITY  
SUMMIT 2024**

# Vancouver Creative City Summit

October 1-3, 2024

**CULTURE SHIFT**

explore repositioning culture work  
in your municipality

*The 20<sup>th</sup>  
Summit,  
back where  
it all began*

## Fee Schedule:

Member	\$850.00	<b>Early Bird:</b> March 18-June 9	
Non-Member	\$925.00	Member	\$750.00
One Day Rate	\$450.00	Non-Member	\$850.00

## SUMMIT HOTEL PARTNER

**Sheraton Vancouver Wall Centre**

Room rate: \$239/night

Book your stay by **September 1, 2024**

**Creative City Summit delegates come from municipalities all over Canada and work on local culture-related portfolios in the following areas:**

- Cultural Planning
- Grants and Funding
- Community Arts & Venues
- Public Art, Procurement & Placemaking
- Events & Festivals
- Economic Development
- Tourism
- Film
- And more

**Three days of programming centered around professional development, networking, and peer-led presentations. The agenda includes:**

- Keynote Address
- Panels
- Peer-to-peer presentations
- Regional study tours
- Facilitated group discussions
- Networking opportunities
- Awards of Excellence
- Public Art Year in Review

## The program also includes:

- Breakfast, lunch, and coffee breaks each day
- Host Reception at the Queen Elizabeth Theatre
- CCNC's Annual General Meeting
- And more

## Sept. 30 optional programming:

Pre-conference peer-led learning hosted by the Canadian Municipal Events Alliance and the Public Art Advisory Council.

**More details to come!**  
[www.creativecity.ca](http://www.creativecity.ca)



# 2024 PROVINCIAL APPOINTMENT BOOK

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## Meeting Requests with:

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

Vancouver, British Columbia



Ministry of  
Municipal Affairs



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## INTRODUCTION

The Provincial Appointment Book provides UBCM Local Government and First Nations members instructions on how to request a meeting with the Premier, Cabinet Ministers, and provincial Ministries, Agencies, Commissions, and Corporations (MACC) staff, to be scheduled during the week of 2024 UBCM Convention.

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

1. Premier and Cabinet Ministers;
2. Host Minister, Honourable Anne Kang, Municipal Affairs; and
3. Provincial Ministries, Agencies, Commissions, and Corporations (MACC) staff.

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

## Meeting Details

Meetings with the **Premier and Cabinet Ministers**, including the **Minister of Municipal Affairs**, will be 15 minutes in length and will take place in person during the following dates:

[Monday, September 16 to  
Friday, September 20](#)

Vancouver Convention Centre,  
East Building

Meetings with **MACC staff**, will be 30 minutes in length (20 minutes for the Ministry of Transportation and Infrastructure only), and will take place in person during the following dates:

[New for 2024: Monday, September 16](#)

Fairmont Waterfront Hotel,  
Concourse Level — Malaspina Room

[Tuesday, September 17 to  
Thursday, September 19](#)

Fairmont Waterfront Hotel,  
Concourse Level — MacKenzie Ballroom

## On-Site Provincial Appointment Desk

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

[Monday, September 16](#)

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

[Tuesday, September 17 to  
Thursday, September 19](#)

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

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

## MEETING REQUEST INFORMATION AND LINKS

### Honourable David Eby, Premier and Cabinet Ministers

(Except Minister of Municipal Affairs)

**Click:** [Premier and Cabinet Ministers Meeting Requests](#)

**Invitation Code:** MeetingRequest2024  
(case sensitive)

**Deadline:** June 21, 2024

**Contact:**

Marlène Behrens  
Premier's UBCM Meeting Request Coordinator  
250 213-3856  
[UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca)

### Honourable Anne Kang, Minister of Municipal Affairs

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

**Invitation Code:** MUNIMin2024  
(case sensitive)

**Deadline:** June 21, 2024

**Contact:**

Katie Carrothers  
MUNI-UBCM Minister's Meeting Coordinator  
236 478-0537  
[MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca)

### Provincial Government MACC Staff

(Ministries, Agencies, Commissions, and Corporations)

**Click:** [MACC Staff Meeting Requests](#)

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

**Deadline:** August 21, 2024

**Contact:**

Sarah Staszkiel  
MACC Staff Meeting Coordinator  
778 405-1784  
[MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca)

Casey Cathcart  
Assistant MACC Staff Meeting Coordinator  
778 405-3140  
[MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca)

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

# PROVINCIAL GOVERNMENT MINISTRIES AVAILABLE DURING THE 2024 UBCM CONVENTION

## MINISTRY OF AGRICULTURE AND FOOD

DIVISION/BRANCH	TOPIC
<b><i>Business Risk Management Branch</i></b>	<ul style="list-style-type: none"> <li>Helps producers manage risks such as weather hazards, natural disasters, wildlife, diseases, pests, and market declines, that cause income losses and lead to financial instability. The branch delivers three programs to help farmers manage financial risk: Production Insurance offers insurance protection for agricultural crops against weather perils; Agri-Stability protects farm enterprises from the financial impacts of significant margin declines which can be caused by increasing input costs or reduced agricultural revenues; and Wildlife Damage Compensation - compensates farmers for losses due to wildlife.</li> </ul>
<b><i>Corporate, Policy and Priorities Branch</i></b>	<ul style="list-style-type: none"> <li>Provides corporate leadership, coordination, and analysis of policy, legislative and data issues related to the ministry's mandate. The branch guides the development of ministry policy and legislation, including managing stakeholder relationships, participating in provincial policy and legislation development, and overseeing policy and legislative projects. The branch serves as the central resource for internal and external clients on relevant, comprehensive, high-quality, and timely economic and social data on the province's farming, commercial fishing, aquaculture and food and beverage processing industries.</li> </ul>
<b><i>Extension and Support Services Branch</i></b>	<ul style="list-style-type: none"> <li>Identifies and promotes agriculture and food production/processing systems that are sustainable and enhance the economic benefits to the province. The branch maintains operations in all agriculture regions of the province to deliver ministry programs and services through a network of regional agrologists, land use planners, technical and industry specialists. The branch works through a variety of strategic partnerships and is the primary point of contact for the ministry's agriculture clients, both businesses and associations. The branch also provides professional agricultural support to local government planning and emergency response processes, and to both the Agricultural Land Commission and the Farm Industry Review Board.</li> </ul>



## MINISTRY OF AGRICULTURE AND FOOD CONTINUED...

DIVISION/BRANCH	TOPIC
<b><i>Food and Beverage Branch</i></b>	<ul style="list-style-type: none"> <li>Leads market and business development activities for farmers, food and beverage processors and Indigenous communities as well as key initiatives such as Grow BC, Feed BC, Buy BC, and the BC Food Hub Network. The branch works in partnership across regional stakeholders, industry, public sector organizations and levels of government to enhance the agriculture and food and beverage sector's capacity, inclusivity, and competitiveness, grow provincial food system resilience, promote career opportunities, and support current and next generation entrepreneurs.</li> </ul>
<b><i>Food Safety Inspection Branch</i></b>	<ul style="list-style-type: none"> <li>Safeguards public health by ensuring that agri-food, meat, and seafood produced in the province is safe and wholesome. The branch works in partnership with other federal and provincial agencies to facilitate food safety through three main program areas which are led by an Executive Director and supported by a team of administrative and policy and program advisory staff. The branch also supports food safety through the Canadian Agricultural Partnership by administering On-Farm Food Safety and Post-Farm Food Safety.</li> </ul>
<b><i>Office of the Chief Veterinarian</i></b>	<ul style="list-style-type: none"> <li>Provides provincial leadership on regulated animal and zoonotic diseases, One Health and One Welfare in British Columbia. The branch works to build resilient animal health systems for B.C. in collaboration with provincial ministries, the federal government, livestock industry, and veterinary professionals.</li> </ul>
<b><i>Plant and Animal Health Branch</i></b>	<ul style="list-style-type: none"> <li>Supports the sustainability of animal and plant agriculture while serving to protect the well-being of the people of British Columbia through diagnostic services, surveillance, risk assessment, and the development of strategies to address identified risks. The branch addresses plant health risks and issues that affect plant and agriculture productivity, environmental sustainability and competitiveness of agricultural crops in British Columbia. Through diagnostic services and surveillance, the branch helps protect human health with the timely and accurate diagnosis of zoonotic diseases in the public health and food safety sectors (e.g., SARS-CoV-2, influenza, Salmonella).</li> </ul>

## MINISTRY OF AGRICULTURE AND FOOD CONTINUED...

DIVISION/BRANCH	TOPIC
<p><b><i>Regenerative Agriculture and Climate Initiatives</i></b></p>	<ul style="list-style-type: none"> <li>• Supports formulation of strategies, identifies opportunities, and drives the development and implementation of regenerative agriculture, innovation, climate initiatives and emergency management. This includes advancing B.C. as a leader in food security and the emerging agri-tech sector, helping companies bring innovation to agriculture and position B.C. as an agri-tech leader. Developing strategies and plans to maintain a new regenerative agricultural network, creating opportunities for farmers and greater food security by bringing together natural systems of production with agri-technologies that enhance production. Developing strategies and plans to achieve CleanBC climate action plan goals, helping farmers, ranchers and food processors prepare for climate impacts and ensure food security. Oversight of the ministry’s Emergency Management function, including management of issues relating to avian influenza, wildfire, floods, and other natural or unexpected emergencies.</li> </ul>

## ATTORNEY GENERAL

DIVISION/BRANCH	TOPIC
<p><b><i>Court Services Branch</i></b></p>	<ul style="list-style-type: none"> <li>• Responsible for case documentation and adjudication support for all matters going before the court, including case initiation and processing, fee collection, file and exhibit management, court clerking, court records and transcripts, interpreter services, and the preparation and dissemination of court orders. In addition, the Court Services Branch is responsible for courtroom and courthouse security, prisoner custody and escort, document service, and jury administration.</li> </ul>

## ATTORNEY GENERAL CONTINUED...

DIVISION/BRANCH	TOPIC
<b><i>Indigenous Justice Secretariat</i></b>	<ul style="list-style-type: none"> <li>Leads the implementation of the First Nations Justice Strategy (“the Strategy”) within government, including influencing social sector areas that provide health and housing supports for individuals in the justice system. At the core of the Strategy is the rebuilding of First Nations justice systems as an expression of self-determination. As such, the Indigenous Justice Secretariat has a vital role in supporting First Nations in that rebuilding work. This includes the Secretariat advancing changes within government to laws, policies, and practices that are directly responsive to what First Nations determine is needed for Strategy implementation and rebuilding of their justice systems. In addition, the Indigenous Justice Secretariat is responsible for cross-ministry implementation of the Strategy and operationalization of the identified priorities within government. This includes implementation of the <i>Declaration Act</i> where it intersects with justice, as well as supporting relationships with the province and Canada to advance jointly identified priorities, funding, and partnership opportunities where the Strategy aligns with provincial and federal mandates.</li> </ul>
<b><i>Justice Services Branch</i></b>	<ul style="list-style-type: none"> <li>Improves users' access to justice and experience with the administration of justice in B.C. by transforming elements of the justice system. The Justice Services Branch delivers programs and services relating to family justice, Indigenous justice, and access to justice. The branch also develops policy and legislation and supports tribunals, agencies, and independent offices within the ministry, and leads strategic projects to create change and systemic impact on the justice sector.</li> </ul>
<b><i>Multiculturalism and Anti-Racism Branch</i></b>	<ul style="list-style-type: none"> <li><i>Anti-Racism Data Act.</i></li> <li><i>Anti-Racism Act.</i></li> <li>Multiculturalism and Anti-Racism Grant program.</li> <li>Multiculturalism and Anti-Racism Awards.</li> <li>Historical Wrongs Initiatives.</li> <li>Racist Incident Support Line.</li> <li>Report on Multiculturalism.</li> <li>Resilience BC anti-racism network and provincial coordination on anti-racism and anti-hate initiatives.</li> <li>Multicultural Advisory Council (MAC).</li> <li>Proclamations Program.</li> </ul>

## MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

DIVISION/BRANCH	TOPIC
<p><b><i>Strategic Services Division</i></b></p>	<ul style="list-style-type: none"> <li>• The Strategic Services Division provides expertise to enable large-scale, cross-ministry, and complex system transformation as envisioned in the ministry’s Strategic Framework. The division leads:               <ul style="list-style-type: none"> <li>◦ Project management — supports strategic initiatives and continuous improvement through tracking, assessing and making recommendations on project risks, mitigation strategies and resource deployment.</li> <li>◦ Change management — champions organizational change and effective implementation of significant change initiatives with staff and external partners and service providers.</li> <li>◦ Transformation integration — oversees alignment and integration of priority transformation projects to support the roll-out of system wide changes in a coordinated way and to ensure operational needs are met.</li> </ul> </li> <li>• Strategic planning and communications – directs, coordinates, and manages planning, reporting, internal, external, and web-based communications and engagement.</li> </ul>
<p><b><i>Service Delivery Division</i></b></p>	<ul style="list-style-type: none"> <li>• Service Delivery Division provides critical services to children, youth, young adults, and families throughout the province, including child protection and family support, children and youth with support needs, child and youth mental health, adoption and guardianship, youth justice, and supports for youth transitioning to adulthood. Services, including 24/7 operations, are delivered through 169 community-based District Offices, Provincial Centralized Services Centre, Maples Adolescent Treatment Centre, Child &amp; Youth Mental Health Intake Clinics, Victory Hill Dorm, Burnaby Youth Custody Centre, Inpatient Assessment Unit, Youth Forensic Services, and Family Connections Centres.</li> </ul>

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

DIVISION/BRANCH	TOPIC
<b><i>Strategic Integration, Policy and Legislation Division</i></b>	<ul style="list-style-type: none"> <li>Offers a variety of programs and services, including adoption, programs for children with support needs and mental health concerns, community resources for children and youth in or transitioning from government care, child welfare, and support for youth involved in the justice system’s practices.</li> </ul>
<b><i>Strategic Integration, Policy and Legislation Division / Early Years and Inclusion Policy, Communications and Engagement</i></b>	<ul style="list-style-type: none"> <li>The Early Years and Inclusion Policy, Communications and Engagement branch provides development and oversight of strategic and operational policy for early childhood development programs and services for children and youth with support needs (CYSN). The team incorporates a cross-government approach for programs and services for children and families and is currently working to co-develop an improved system of services for CYSN. Policy staff also research and develop innovative approaches for citizen engagement and program delivery.</li> </ul>

## MINISTRY OF CITIZENS’ SERVICES

DIVISION/BRANCH	TOPIC
<b><i>BC Data Service</i></b>	<ul style="list-style-type: none"> <li>BC Data Service (BCDS) is a leader, convener and a trusted advisor for collaborative data solutions that enable government to better serve the people of B.C. BCDS enables teams across government to better deliver services by leading data policy development and management and providing data analysis, tools, platforms, training, and support. The BCDS is the trusted go-to-leader for data analysis, statistics about people in B.C. and data management.</li> <li>BCDS delivers several data access, analysis and use programs that support the modernization of government, including BC Stats, DataBC, the Data Innovation Program and the Data Science Partnerships Program. The division also provides additional data services including, Strategic Data Management, Web Mapping, Location Services, API Services, Data Discovery and Publication and Research and Analytics.</li> <li>BCDS is primarily responsible for two major government priorities: implementation of B.C.’s <i>Anti-Racism Data Act</i> and delivery of the BC Data Plan which includes co-development commitments on Indigenous data sovereignty and a framework for using Indigenous languages when interacting with government.</li> </ul>

## MINISTRY OF CITIZENS' SERVICES CONTINUED...

DIVISION/BRANCH	TOPIC
<b><i>Connectivity</i></b>	<ul style="list-style-type: none"> <li>• Internet and cellular connectivity: The division provides guidance on planning for broadband internet (including wired, wireless and satellite) to communities and highway and community cellular coverage to municipal and regional governments and oversees the Connecting British Columbia and the Connecting Communities BC funding programs.</li> <li>• Local and regional government connectivity planning resources and tools: Programming supports local governments, First Nations, and regional districts by assisting with connectivity planning and helping communities to better understand how to achieve greater economic, environmental, public safety and social benefits enabled through high-speed internet.</li> <li>• Local and regional government supports for NG911: The division is supporting Next Generation 911 (NG911) implementation through funding provided to UBCM in 2023 to enable municipalities to build the capacity and resources they require to make decisions and implement updated technical infrastructure required by NG911.</li> </ul>
<b><i>Government Digital Experience</i></b>	<ul style="list-style-type: none"> <li>• GDx provides the technical infrastructure that enables gov.bc.ca, and manages high priority web content, including the translation of content for COVID-19 and vaccinations.</li> <li>• The division also leads government's efforts to gather feedback from people in the province, and to provide expert advice for how to design programs and services that work for those who use them.</li> <li>• GDx is responsible for government's web training, standards and digital accessibility and supports plain language, easy to navigate and access information.</li> </ul>

**MINISTRY OF CITIZENS' SERVICES CONTINUED...**

DIVISION/BRANCH	TOPIC
<p><b><i>Office of Chief Information Officer</i></b></p>	<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.</li> <li>• 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> <li>• Through the CyberBC program, the OCIO provides broader B.C. public sector organizations with resources to help improve cybersecurity. Specifically, it covers the foundations of cybersecurity including security frameworks, policy, standards, assessments of threats and weaknesses, and minimization of risks. Additionally, in 2024 procurement for advisory as well as operational security services will be completed and allow broader B.C. public sector organizations to access these through a corporate supply arrangement. The goal is to raise the collective bar for cybersecurity across the province in the face of increased threats.</li> </ul>
<p><b><i>Procurement and Supply</i></b></p>	<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 vendors with information on upcoming procurement operations and Asset Investment Recovery to dispose of municipal surplus assets in a convenient, environmentally friendly manner that returns a fair market value to the municipality.</li> <li>• The division is the lead for coordinating access to the Federal National Memorandum of Understanding (NMUA) which grants access to provinces and territories to numerous Corporate Supply Agreements created by the federal government.</li> <li>• BC Bid is also connected to CanadaBuys which is the federal site for all Canadian provinces and territories allowing B.C. to comply with the Comprehensive Economic and Trade Agreement (CETA). Opportunities on BC Bid are posted overnight to CanadaBuys, increasing the pool of suppliers that will see and potentially bid on opportunities from the various municipalities, academic institutions, schools, and hospitals.</li> </ul>

## MINISTRY OF CITIZENS' SERVICES CONTINUED...

DIVISION/BRANCH	TOPIC
<b><i>Real Property</i></b>	<ul style="list-style-type: none"> <li>The Real Property Division (RPD) provides everything needed to design, set up and manage a government workplace. RPD has responsibility for the province's real estate portfolio. Real estate for schools, post-secondary institutions, hospitals, and municipalities are excluded from RPD's responsibilities. RPD provides strategic real estate advice, acquisitions, dispositions, and space planning. RPD's client base includes ministry (mandated) as well as broader sector (voluntary) customers.</li> </ul>
<b><i>Service BC</i></b>	<ul style="list-style-type: none"> <li>Service BC (SBC) is government's chief provider of services to B.C. residents and businesses. Through a provincial network of 65 service centres and the SBC Provincial Contact Centre, SBC provides approximately 300 government services on behalf of more than 40 partner ministries and agencies. The division enables the design and delivery of accessible, responsive, and cost-effective services, making it easier for residents and businesses to interact with government.</li> <li>The BC Corporate Registries Branch facilitates and supports commerce in the province through administration and verification of business, personal property, and manufactured home registrations. The Provincial Identity Information Management Program delivers trusted, secure identity service to support access to digital government services and information.</li> </ul>



# MINISTRY OF EDUCATION AND CHILD CARE

DIVISION/BRANCH	TOPIC
<b><i>Child Care Division</i></b>	<ul style="list-style-type: none"> <li>• The Child Care Division leads the development and implementation of ChildCare BC, government’s 10-year strategy launched in 2018. This strategy is building affordable, accessible, quality, inclusive child care as a core service for families, and plays a key role in government’s commitment to putting people first.</li> <li>• Through provincial programs and through partnership with the federal government, the Child Care Division delivers a wide variety of programs. Key programs delivered under through the Child Care Division include those providing operational funding for child care providers and cost-saving fee reductions for parents, capital grant programs for expanding and maintaining child care spaces, education and professional development supports for learners, and supports for community-based programs such as Child Care Resource and Referral Centres and Young Parent Program. In addition, the division supports programs that help families and children access and participate in fully inclusive child care settings, as well as funding and supporting the development and expansion of distinctions-based Indigenous-led child care.</li> <li>• The ministry, through the Child Care Division, has oversight of the Early Childhood Educator Registry, which issues provincial certifications, accesses and recommends approval for Early Childhood Educator (ECE) post-secondary programs, and investigates complaints regarding ECE and Early Childhood Educator Assistant (ECEA) conduct and competence.</li> <li>• The division oversees the child care budget of \$827.377M for FY 23/24.</li> </ul>
<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 \$7.8 billion in operating funding to the K-12 sector; the K-12 funding formula; and school district shared services initiatives and child care initiatives and programs. In addition, the division is responsible for the ministry’s overall budget and financial oversight and a wide range of corporate services: financial services; strategic human resources; risk management; and planning/reporting.</li> </ul>

## MINISTRY OF EMERGENCY MANAGEMENT AND CLIMATE READINESS

DIVISION/BRANCH	TOPIC
<b><i>Corporate Services Division</i></b>	<ul style="list-style-type: none"> <li>• Responsible for the provision of strategic advice and the delivery of corporate services to support Ministry programs and services.</li> <li>• Manages the Disaster Financial Assistance Arrangements (DFAA) claim administration and provincial cost tracking.</li> <li>• Responsible for public education initiatives including:               <ul style="list-style-type: none"> <li>◦ The delivery of PreparedBC, the Province’s preparedness public education program serving First Nations communities, local authorities and the public.</li> <li>◦ The development of resources, programs, and social media campaigns aimed at influencing positive disaster risk reductions.</li> </ul> </li> </ul>
<b><i>Disaster Recovery</i></b>	<ul style="list-style-type: none"> <li>• Leads coordination of provincial ministry and agency supports for communities following a disaster with regionally-based teams.</li> <li>• Implements the Disaster Financial Assistance (DFA) program, and when DFA is not available, seeks alternative government and non-government funding opportunities to assist impacted parties.</li> <li>• Administers DFA appeals process.</li> <li>• Responsible for disaster recovery operational policy including national flood insurance program development, cross government disaster recovery framework, and recovery specialists who are ready to deploy to assist communities when a disaster strikes.</li> </ul>
<b><i>Disaster Risk Management</i></b>	<ul style="list-style-type: none"> <li>• Leads emergency management and provincial business continuity management planning.</li> <li>• Conducts emergency management training and exercises.</li> <li>• Undertakes strategic after actions reviews of disaster events, undertaking provincial and regional disaster and climate risk assessments.</li> <li>• Administers funding programs for First Nations and local governments to advance disaster risk reduction through planning and mitigation activities.</li> <li>• Advances policy, programs, and strategies to reduce disaster and climate risks.</li> </ul>

## MINISTRY OF EMERGENCY MANAGEMENT AND CLIMATE READINESS CONTINUED...

DIVISION/BRANCH	TOPIC
<p><b><i>Partnerships, Engagement and Legislation</i></b></p>	<ul style="list-style-type: none"> <li>• Delivers ministry’s strategic policy and legislation. This work includes providing guidance on EMCR’s modernized legislation, the <i>Emergency and Disaster Management Act</i> (EDMA), and the development of new regulations, such as the Local Authorities Regulation and Compensation and Disaster Financial Assistance Regulation.</li> <li>• Leads the development and implementation of EMCR’s inter-agency and inter-governmental partnerships.</li> <li>• Leads EMCR’s emergency management partnership agreements with the federal government, local governments, First Nations, emergency management partner agencies, critical infrastructure operators, non-governmental, faith-based, and other emergency management partners and agencies.</li> </ul>
<p><b><i>Regional Operations</i></b></p>	<ul style="list-style-type: none"> <li>• Leads and coordinates the preparedness and response to provincial and regional-level emergencies and disasters, supporting other authorities within their areas of jurisdiction by working directly with First Nations, local authorities, provincial ministries and agencies, federal departments, other jurisdictions, industry, and volunteers.</li> <li>• Leads and coordinates 24/7 emergency management capability through six regional offices located in Surrey, Kamloops, Nelson, Prince George, and Terrace, with the Vancouver Island Regional Office co-located at the Ministry of Emergency Management and Climate Readiness (EMCR) Headquarters (HQ) in Victoria. In addition, EMCR HQ houses the Emergency Coordination Centre and Provincial Duty Managers providing 24/7 situational awareness, activation of response to emergencies, including broadcast intrusive alerting.</li> <li>• Coordinates BC’s Public Safety Lifeline Volunteer groups, who provide an array of critical, front-line emergency services, including Ground Search and Rescue, Air Search and Rescue, Road Rescue, Emergency Support Services, and Emergency Radio Communications.</li> </ul>

## MINISTRY OF ENERGY, MINES, AND LOW CARBON INNOVATION

DIVISION/BRANCH	TOPIC
<p><b>Energy Resources Division</b></p>	<ul style="list-style-type: none"> <li>• The division is accountable for the management and responsible development of the province’s energy resources. It issues and administers Crown petroleum, natural gas, geothermal and carbon capture related subsurface tenures and tenure revenues; and maintains petroleum geology databases and systems.</li> <li>• The division oversees the province’s royalty system (with the Ministry of Finance); develops policy, statutes and regulations that apply to the energy resource sector and to support achieving greenhouse gas reduction targets as it relates to the sector, including methane emissions targets.</li> <li>• The division collaborates across-government on Indigenous reconciliation initiatives and environmental monitoring and research programs, conducts oil and gas resource assessments, manages resource development planning and cumulative effects, guides modernized land use planning, develops environmental practices and initiates and administers oil and natural gas restoration programs.</li> <li>• The Clean Energy and Major Projects Office (CEMPO) is the main point of contact for proponents looking to bring clean energy projects to British Columbia and works across government to support clean energy projects, including hydrogen, biofuels, and renewable natural gas. CEMPO is responsible for the effective implementation of LNG Canada, Cedar LNG, Woodfibre, and the associated pipelines.</li> </ul>

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

DIVISION/BRANCH	TOPIC
<p><b><i>Electricity and Utility Regulation Division</i></b></p>	<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, and wind. The division is taking a lead role in the development of a Climate Aligned Energy Framework for the province.</li> <li>• The division focuses on increasing electrification, and deployment of low carbon energy by supporting BC Hydro’s 2024 call for power, and implementing policies and legislation to support BC Utilities Commission oversight of B.C.’s regulated energy utilities, including BC Hydro, FortisBC and Pacific Northern Gas, in their delivery of conventional and low-carbon clean energy across the province.</li> <li>• In association with the Ministry of Environment and Climate Change Strategy, the division has responsibility for policies, programs, regulations and legislation to support the province’s legislated short and long-term; greenhouse gas (GHG) reduction targets, including: the Greenhouse Gas Reduction (Clean Energy) Regulation, the <i>Utilities Commission Act</i>, and the <i>Clean Energy Act</i>.</li> <li>• The division supports the Minister’s oversight of BC Hydro and is responsible for public utility regulatory policy under the <i>Utilities Commission Act</i>. The division leads provincial collaboration with the British Columbia Utilities Commission to reframe the Commission’s current role as an economic regulator to align with the province’s climate action, energy and affordability objectives, especially for low-income households.</li> <li>• 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> <li>• The division is responsible for co-leading the Indigenous Clean Energy Opportunities (ICEO) process with the First Nations Energy and Mining Council which engages with First Nations rights holders and organizations in a collaborative dialogue to:             <ul style="list-style-type: none"> <li>◦ Fully participate in current and future clean energy opportunities.</li> <li>◦ Align the Province’s strategic clean energy policy and legislation with the United Nations Declaration on the Rights of Indigenous people.</li> </ul> </li> </ul>

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

DIVISION/BRANCH	TOPIC
<p><b><i>Energy Decarbonization Division</i></b></p>	<ul style="list-style-type: none"> <li>• The division is responsible for policies and programs that advance energy efficient, low-carbon technologies and practices in the built environment through incentives and standards. This portfolio includes the CleanBC Better Homes and Better Buildings Program and the Energy Efficiency Standards Regulation.</li> <li>• The division develops policy and program initiatives to decarbonize community energy systems through the implementation of clean energy projects in communities across British Columbia, including grid-connected local governments, Indigenous communities, and non-grid connected remote communities. This portfolio includes the CleanBC Remote Community Energy Strategy.</li> <li>• The division is responsible for developing and implementing legislation, policies, and programs to decarbonize the transportation sector and spur growth in the clean transportation industry in B.C. This portfolio includes the <i>Zero Emission Vehicles (ZEV) Act</i>, the ZEV Regulation, and the CleanBC Go Electric Program.</li> <li>• The division is responsible for the implementation of BC's Low Carbon Fuel Standard that requires fuel suppliers to reduce the carbon intensity of their fuels used in transportation and other applicable purposes. With a 30 percent reduction in carbon intensity for diesel and gasoline class fuels by 2030, and a 10 percent reduction by 2030 for jet fuels.</li> </ul>
<p><b><i>Responsible Mining and Competitiveness Division</i></b></p>	<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.</li> <li>• Supports the competitiveness of B.C.'s mining sector, including critical minerals and helps position B.C. as an attractive jurisdiction for investment by providing a fair, effective, and transparent authorizations, and focusing on regulatory certainty, Indigenous reconciliation and partnerships, world-class geoscience, innovation, and leading environmental standards.</li> </ul>

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

DIVISION/BRANCH	TOPIC
<p><b><i>Mines Health, Safety and Enforcement Division</i></b></p>	<ul style="list-style-type: none"> <li>• The division is responsible for mine workers’ health and safety, compliance verification and enforcement, and investigations of serious incidents at mines. The division:               <ul style="list-style-type: none"> <li>◦ Oversees the regulation of abandoned mines.</li> <li>◦ Manages the ongoing review and revision of the Health, Safety and Reclamation Code for Mines in B.C.</li> <li>◦ Oversees policy Indigenous engagement, inspector training, and compliance data and reporting in its core business areas.</li> <li>◦ The division includes the Chief Auditor, responsible for conducting audits evaluating effectiveness of B.C.’s mining regulatory framework.</li> </ul> </li> </ul>
<p><b><i>Strategic and Indigenous Partnerships Division</i></b></p>	<ul style="list-style-type: none"> <li>• Supports delivery of the Ministry of Energy, Mines and Low Carbon Innovation (EMLI) and EMLI’s Divisions on its energy, mining and natural gas mandates.</li> <li>• Leads strategic initiatives and supports EMLI’s mandate to advance reconciliation with Indigenous Nations including the negotiation of revenue sharing and Accommodation Agreements and Reconciliation Agreements and engaging with Indigenous Nations on policy matters. This work is consistent with Government’s objectives under the <i>Declaration on the Rights of Indigenous Peoples Act</i> and ensures that First Nations actively participate in natural resource development in their Traditional Territories.</li> <li>• Provides corporate oversight and coordination of policies, land use planning, intergovernmental relations, Cabinet and legislative coordination, employee recognition and engagement, EMLI communications, service plan development, and reporting requirements to ensure that EMLI takes a strategic approach to the delivery of its programs and services. Examples include Energy and Mines Ministers’ Conference, Council of the Federation, and federal/provincial forums. The Strategic Initiatives Branch (SIB) also supports energy and climate policy relating to CleanBC.</li> </ul>

# MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY

DIVISION/BRANCH	TOPIC
<p><b><i>Conservation and Recreation</i></b></p>	<ul style="list-style-type: none"> <li>• BC Parks is a land management, regulatory and recreation service provision program that is responsible for the acquisition, designation, administration, planning, management and regulation of natural resources and activities occurring on over 14 percent of the provincial land base. British Columbia has the highest percentage of its land base dedicated to protected areas of all provincial Canadian jurisdictions. There are 1,036 provincial parks, recreation areas, conservancies, ecological reserves, and protected areas within the system.</li> <li>• The Conservation Officer Service (COS) provides public safety and environmental enforcement services to British Columbians. The agency’s core mandates include natural resource law enforcement and human-wildlife conflicts prevention and response. The COS is the lead agency in B.C. to respond to problem wildlife, including predator attacks on people that cause serious injury and death.</li> <li>• Recreation Sites and Trails B.C. (RSTBC) provides public recreation opportunities by developing, maintaining, and managing a network of recreation sites and recreation trails throughout the province.</li> </ul>
<p><b><i>Climate Action Secretariat</i></b></p>	<ul style="list-style-type: none"> <li>• Province-wide coordination and management of systems to address and respond to climate change including: CleanBC, CleanBC Roadmap to 2030, Local Government Climate Action Program (LGCAP), CleanBC Communities Fund, Industrial carbon pricing and climate programs (CleanBC Industry Fund, CleanBC Industrial Incentive Program, B.C. Output Based Pricing System for Industry), B.C. Offset Program, Climate Preparedness and Adaptation Strategy, Carbon Neutral Government (Public Sector Organizations – schools, universities and colleges, and hospitals), Climate Solutions Council, GHG Provincial Inventory, including the community energy and GHG emissions Inventory. Climate action pieces of legislation related to climate change including <i>Greenhouse Gas Industrial Reporting and Control Act</i>, <i>Climate Change Accountability Act</i>, <i>Renewable and Low Carbon Fuel Requirements Act</i>, <i>Vehicle Emissions Standards Act</i>, <i>Clean Energy Act</i>, <i>Greenhouse Gas Reduction - Emissions Standards</i>, and <i>Carbon Tax</i>.</li> </ul>



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

DIVISION/BRANCH	TOPIC
<p><b><i>Environmental Assessment Office</i></b></p>	<ul style="list-style-type: none"> <li>• The Environmental Assessment Office (EAO) is a neutral regulatory agency that reviews proposed major projects such as mines, oil and gas facilities, and large infrastructure projects.</li> <li>• Under the legal framework of the 2018 <i>Environmental Assessment Act</i> (the Act), the EAO implements a process to ensure that any environmental, economic, social, cultural and health effects that may occur during the lifetime of a project are thoroughly assessed.</li> <li>• The EAO coordinates its work with federal and provincial agencies, local governments, and First Nations, and engages the public throughout the environmental assessment process, to inform provincial Ministers' decision whether projects should be approved to proceed.</li> <li>• The EAO also has a reconciliation purpose under the Act, and accordingly works jointly with B.C. First Nations to assess a proposed project's impact on Nations and their rights.</li> <li>• If a project is approved to proceed, the EAO monitors and enforces compliance with its requirements to ensure that projects are designed, built, operated, decommissioned, and reclaimed in compliance with the conditions of their approval.</li> </ul>

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

DIVISION/BRANCH	TOPIC
<p><b><i>Environmental Protection Division</i></b></p>	<ul style="list-style-type: none"> <li>• Air quality, reducing toxins, pollution prevention, environmental emergencies/ provincial spill response, <i>Environmental Management Act</i>, contaminated site remediation, brownfields, hazardous and industrial waste, <i>Integrated Pest Management Act</i>, extended producer responsibility, recycling, CleanBC Plastics Action Plan, organics infrastructure funding programs, Clean Coast Clean Waters fund, Plastic Action Fund, Community Woodsmoke Reduction Program, Public Interest Bonding Strategy, circular economy, local government waste management planning, waste management (incineration, landfilling, municipal liquid and solid waste), permitting and compliance reporting for industrial operations' emissions; environmental impact assessment for waste discharge authorizations, provincial environmental monitoring networks (air and water quality, hydrometric, snow survey, groundwater, climate), environmental databases, State of Environment reporting, air and water quality stewardship &amp; partnerships; analytical chemistry laboratory services, provincial laboratory quality assurance and standards; Indigenous relations and partnership development related to environmental quality and monitoring; Compliance and enforcement for industrial, commercial activities and sectors regulated under the <i>Environmental Management Act</i> regarding discharges to the environment, and under the <i>Integrated Pest Management Act</i> as it relates to pesticide use.</li> </ul>
<p><b><i>Strategic Services</i></b></p>	<ul style="list-style-type: none"> <li>• Coordination of cross-ministry policy initiatives and corporate support for policy development, legislation, and inter-governmental relations; business improvement and corporate reporting; ministry-wide integration and delivery of digital and service transformation opportunities; advice and recommendations on cross-cutting Indigenous initiatives, Indigenous relationship practices evaluation, strategies, and guiding principles development for partnerships with First Nations.</li> </ul>

# MINISTRY OF FINANCE

DIVISION/BRANCH	TOPIC
<p><b>Crown Agencies Secretariat</b></p>	<ul style="list-style-type: none"> <li>• Leadership and support for board appointments and development for Public Sector Organizations; and for the annual performance management and reporting cycle for ministries and crown agencies.</li> <li>• Strategic oversight and support to specific Crowns, agencies, or organizations, including:               <ul style="list-style-type: none"> <li>◦ The BC Lottery Corporation (BCLC), including BCLC’s oversight of casinos and community gaming facilities.</li> <li>◦ The Liquor Distribution Branch (LDB) sales and policy, including BC Liquor Stores and BC Cannabis Stores.</li> <li>◦ Insurance Corporation of BC (ICBC) provides direct support to the Minister of Public Safety and Solicitor General.</li> </ul> </li> </ul> <p><b>**For <u>Minister</u> meeting requests for the Liquor Distribution Branch or the Insurance Corporation of BC please direct these to the <u>Ministry of Public Safety and Solicitor General</u>.</b></p> <p><b>**For <u>staff</u> meeting requests for the Liquor Distribution Branch please direct these to the <u>Ministry of Public Safety and Solicitor General</u>.</b></p> <p><b>**For <u>staff</u> meeting requests for the Insurance Corporation of BC please see their description in the <u>Provincial Agencies, Commissions, and Corporations section</u>.</b></p>
<p><b>Policy and Legislation Division / Financial And Corporate Sector Policy Branch</b></p>	<ul style="list-style-type: none"> <li>• Anti-money laundering in real estate and the financial sector, including beneficial ownership transparency initiatives.</li> <li>• Corporate and financial sector policy including:               <ul style="list-style-type: none"> <li>◦ Securities.</li> <li>◦ Real Estate (including mortgage brokers and real estate developers).</li> <li>◦ Financial institutions.</li> <li>◦ Money Services Businesses.</li> <li>◦ Insurance.</li> <li>◦ Pensions.</li> <li>◦ Personal Property Security.</li> <li>◦ Business Organizations (including companies, societies, and cooperatives).</li> <li>◦ Land Title &amp; Survey Authority (LTSA).</li> </ul> </li> </ul>

## MINISTRY OF FINANCE CONTINUED...

DIVISION/BRANCH	TOPIC
<b><i>Policy and Legislation Division / Intergovernmental Fiscal Relations</i></b>	<ul style="list-style-type: none"> <li>• Federal-provincial fiscal relations (e.g., intergovernmental transfers).</li> <li>• Joint federal-provincial social policy priorities (e.g., income security and pensions).</li> <li>• Cannabis revenue sharing, with Indigenous Relations and Reconciliation.</li> <li>• Local government fiscal relations with Municipal Affairs.</li> <li>• First Nations fiscal relations, with Indigenous Relations and Reconciliation.</li> </ul>
<b><i>Policy and Legislation Division / Property Tax and Assessment Policy</i></b>	<ul style="list-style-type: none"> <li>• Property tax and assessment policy including:               <ul style="list-style-type: none"> <li>◦ Provincial property assessment policy, legislation, and methodology.</li> <li>◦ Oversight of BC Assessment (BCA) and the Property Assessment Review panels.</li> <li>◦ Provincial property taxes (school, rural, police).</li> <li>◦ Property Transfer Tax.</li> <li>◦ Speculation and Vacancy Tax.</li> </ul> </li> </ul>
<b><i>Policy and Legislation Division / Tax Policy Branch</i></b>	<ul style="list-style-type: none"> <li>• Provincial tax policy, including:               <ul style="list-style-type: none"> <li>◦ Provincial Sales Tax.</li> <li>◦ Municipal and Regional District Tax.</li> <li>◦ Carbon Tax.</li> <li>◦ Motor Fuel Tax.</li> <li>◦ Provincial Income Tax.</li> <li>◦ Indigenous Taxation.</li> <li>◦ Employer Health Tax.</li> <li>◦ Flipping Tax.</li> </ul> </li> </ul>
<b><i>Gender Equity Office</i></b>	<ul style="list-style-type: none"> <li>• Pay Transparency Reporting.</li> <li>• Gender-Based Analysis Plus (GBA+).</li> </ul>

## MINISTRY OF FORESTS

DIVISION/BRANCH	TOPIC
<b>Associate Deputy Minister's Office</b>	<ul style="list-style-type: none"> <li>• Permitting Process Improvements and Performance Measures.</li> <li>• Emerging Strategic Projects: Wosk Centre for Dialogue Series on Wildfire Mitigation, Premier's Expert Task Force Engagement.</li> <li>• Forestry Digital Services Program.</li> <li>• Supports the province's goal of reconciliation with Indigenous peoples through the implementation of the UN Declaration on the Rights of Indigenous Peoples (UNDRIP) and the <i>Declaration Act</i> Action Plan.</li> <li>• First Nations Reconciliation &amp; Negotiations Strategy, New Fiscal Framework and Revenue Sharing, First Nations Forest Tenure, First Nations Forestry Council Engagement and Consultation Systems and Information Management.</li> </ul>
<b>BC Wildfire Service</b>	<ul style="list-style-type: none"> <li>• Wildfire Suppression, Wildfire Prevention and Community Resiliency Initiative.</li> <li>• Wildfire Recovery and All Hazard Response.</li> </ul>
<b>Forest Resiliency and Archaeology</b>	<ul style="list-style-type: none"> <li>• Old growth deferrals.</li> <li>• Provincial Forest Landscape Planning.</li> <li>• Archaeology Branch.</li> <li>• <i>The Heritage Conservation Act Transformation Project</i> (HCATP).</li> </ul>
<b>Integrated Resource Operations Division</b>	<ul style="list-style-type: none"> <li>• Compliance and Enforcement.</li> <li>• Engineering.</li> <li>• Forest Tenures.</li> <li>• Resource Worker Safety.</li> </ul>
<b>Office of the Chief Forester</b>	<ul style="list-style-type: none"> <li>• Provides provincial leadership for forest management and stewardship.</li> <li>• Continuous improvement of forest management policies, legislation and practices.</li> <li>• Acquisition and update of forest inventory, spatial analysis and reporting of timber and non-timber values.</li> <li>• Allowable annual cut determination and silviculture.</li> <li>• Forest genetic resource management, seed supply and forest health.</li> <li>• Land-based research, climate change and carbon management.</li> <li>• Integrated planning, developing the bio economy and strategic old growth support.</li> </ul>

## MINISTRY OF FORESTS CONTINUED...

DIVISION/BRANCH	TOPIC
<b><i>Regional Operations</i></b>	<ul style="list-style-type: none"> <li>• Activities that occur within regional operations include: forestry, range tenure management and authorizations and indigenous consultation.</li> <li>• Operation of regional and District offices that support providing client access to natural resource authorizations (in partnership with the Ministry of Water, Land and Resource Stewardship (WLRs) and Front Counter BC) geographic information and, forest revenue management.</li> <li>• Emergency Management and Climate Readiness and BC Wildfire Service support, wildfire risk reduction, wildfire rehabilitation and recovery, resource stewardship (resource value monitoring and assessment).</li> <li>• BC Timber Sales regional timber sales, investment and reporting on forest management to the Office of the Chief Forester and timber sales reviews for regions.</li> <li>• Strategic initiatives and forest landscape planning, silviculture project delivery, and resource roads and infrastructure including access and land management issues.</li> </ul>
<b><i>Timber, Range and Economics</i></b>	<ul style="list-style-type: none"> <li>• Forest sector economics and transformation.</li> <li>• Trade and Log Export Policy.</li> <li>• Softwood lumber.</li> <li>• Timber pricing, timber measurements and stumpage.</li> <li>• Value added forestry, range policy and planning.</li> <li>• Invasive plants.</li> <li>• Modernizing forest policy.</li> <li>• BC Timber Sales provincial operations.</li> <li>• Fibre supply and access.</li> <li>• Pulp and paper and utilization policy.</li> <li>• Wildfire salvage.</li> </ul>

## MINISTRY OF HEALTH

DIVISION/BRANCH	TOPIC
<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 operational delivery of beneficiary and diagnostic services and workforce strategies that contribute to effectively meeting patient and population health needs and improving patient outcomes through the efficient delivery of health services.</li> </ul>
<b><i>Hospital and Provincial Health Services</i></b>	<ul style="list-style-type: none"> <li>• Focuses on implementing specialized community and surgical services and programs, provincial health service, and regional hospital-based services, and provides provincial oversight of Medical Assistance in Dying (MAID).</li> <li>• Works towards service transformation across the acute and provincial health sector and streamlines bilateral efforts between the ministry and health authorities by bringing together key mandated initiatives.</li> <li>• Works on continuing to implement the Surgical Renewal Commitment to address and improve patient access and wait times for surgical and diagnostic imaging services while also increasing surgical and diagnostic capacity in the province.</li> </ul>
<b><i>Office of Indigenous Health</i></b>	<ul style="list-style-type: none"> <li>• Works in partnership with B.C. First Nations, Métis and urban Indigenous partners, regional health authorities, across provincial ministries, and with Indigenous Services Canada to ensure the implementation of key strategic priorities and commitments regarding Indigenous health and wellness.</li> <li>• Key focus: Using the Recommendations of the <i>In Plain Sight</i> report as a blueprint for action to address Indigenous-specific racism and discrimination across the B.C. health care system.</li> </ul>

## MINISTRY OF HEALTH CONTINUED...

DIVISION/BRANCH	TOPIC
<b><i>Population and Public Health</i></b>	<ul style="list-style-type: none"> <li>• Focuses on improving the overall health and well-being of the population by promoting good health and wellness, preventing disease, injury, and illness, and protecting people from harm.</li> </ul>
<b><i>Primary Care</i></b>	<ul style="list-style-type: none"> <li>• Responsible for primary care policy direction, strategy development implementation, results monitoring, quality improvement and evaluation oversight. The current priorities of the division are: Increasing attachment and access through Primary care networks; Urgent and primary care centres; Community health centres; First Nations Led Primary Care Initiatives, Interdisciplinary team based primary care services both in person and virtual; integration of primary care services with specialized community services programs.</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>Seniors Services</i></b>	<ul style="list-style-type: none"> <li>• Responsibility for Home Health, Long-Term care and Assisted Living policy development and implementation.</li> <li>• Ministry policy and actions related to the Assisted Living Registry operations and oversight.</li> </ul>



# MINISTRY OF HOUSING

DIVISION/BRANCH	TOPIC
<p><b><i>Governance and Accountability Branch</i></b></p>	<ul style="list-style-type: none"> <li>• Governance and oversight for BC Housing as well as BC Housing performance monitoring/reporting. Responsible for developing strong partnerships to support the work of BC Housing.</li> <li>• Ministry’s overall approach to engagement, consultation, and partnership with Indigenous Peoples; supports alignment between provincial housing initiatives and the province’s commitments to reconciliation; advises on housing-related topics of mutual interest to Indigenous Peoples and local governments.</li> </ul> <p><b>BC Housing:</b></p> <ul style="list-style-type: none"> <li>• BC Housing is responsible for implementation of Building BC programs that are helping government deliver on its goal to deliver 114,000 units of affordable housing including the following programs: Supportive Housing Fund, Women’s Transition Housing Fund, Community Housing Fund, Indigenous Housing Fund, Rapid Response to Homelessness, Deepening Affordability program. It is also responsible for BC Builds and HousingHub which works with communities, governments, non-profit and private sector stakeholders to facilitate the creation of new affordable rental housing.</li> </ul>
<p><b><i>Housing Innovations Division</i></b></p>	<ul style="list-style-type: none"> <li>• Supports innovations in the approvals and construction of housing.               <ul style="list-style-type: none"> <li>◦ Digital Permitting.</li> <li>◦ Prefabricated housing and panels.</li> <li>◦ Standardized housing designs.</li> </ul> </li> <li>• Development of ongoing programs and tools design to support BC Builds.</li> <li>• Housing development partnerships.</li> <li>• Process development with other governments (First Nation and federal) and provincial ministries and agencies to identify land for housing.</li> </ul>
<p><b><i>Housing Policy Branch</i></b></p>	<ul style="list-style-type: none"> <li>• Housing policy and program development, including market and non-market housing, legislation governing strata properties, coordination of the provincial housing strategy, legislation regulating short-term rentals, purpose built rental housing, long-term leaseholds, and secondary suites incentive program.</li> </ul>

## MINISTRY OF HOUSING CONTINUED...

DIVISION/BRANCH	TOPIC
<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, safety standards for technical systems, homeowner protection (e.g., home warranties), oversight of certain industry professionals and trades (e.g., home builder licensing and mandatory building official qualifications), and policy advice relating to the built environment, including climate leadership and accessibility for new buildings.</li> <li>• Liaison with BC Housing Licensing and Consumer Services, Technical Safety BC, Building Officials Association of BC, National Research Council and Accessibility Standards Canada.</li> <li>• Technical requirements for existing buildings related to CleanBC, climate adaptation, and disaster mitigation (e.g., earthquakes, flooding, and wild-fires).</li> <li>• Nationally harmonized technical requirements for new buildings.</li> </ul>
<b><i>Short-Term Rental Branch</i></b>	<ul style="list-style-type: none"> <li>• Compliance and enforcement of short-term rental legislation and regulations, local government short-term rental data sharing, and delisting requests.</li> </ul>
<b><i>Housing Targets Branch</i></b>	<ul style="list-style-type: none"> <li>• Administers the housing targets program to issue targets for specified municipalities under the authorities set out in the <i>Housing Supply Act</i> and regulations.</li> <li>• Analysis to select specified municipalities for targets assessment, forecast housing needs and produce housing targets.</li> <li>• Consultation with specified municipalities and first nations with land interests, issues timebound Housing Target Orders and evaluates progress reports that track progress toward meeting housing targets: 1) housing units by type, tenure, and affordability; and 2) municipal processes to increase housing supply (housing policies, bylaws, development approvals and permitting).</li> <li>• Consideration of compliance measures if satisfactory progress has not been made by municipalities to meet housing targets.</li> </ul>
<b><i>Planning and Land Use Management Branch</i></b>	<ul style="list-style-type: none"> <li>• Land use planning policy and program development.</li> <li>• Legislation and program supports for:               <ul style="list-style-type: none"> <li>◦ Small-scale, multi-unit housing.</li> <li>◦ Housing needs reports.</li> <li>◦ Proactive zoning.</li> <li>◦ Amenity cost charges.</li> <li>◦ Inclusionary zoning.</li> </ul> </li> </ul>

## MINISTRY OF HOUSING CONTINUED...

DIVISION/BRANCH	TOPIC
<b><i>Residential Tenancy Branch</i></b>	<ul style="list-style-type: none"> <li>• Oversight of the <i>Residential Tenancy Act</i> and <i>Manufactured Home Park Tenancy Act</i>, the regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies.</li> <li>• Information services, disputes resolution, and compliance &amp; enforcement for landlord and tenant disputes.</li> </ul>
<b><i>Strategic Results Management Branch</i></b>	<ul style="list-style-type: none"> <li>• Project leadership, planning and support.</li> <li>• Oversight on housing and homelessness strategy implementation, monitoring, and reporting.</li> <li>• Intergovernmental relations on housing and homelessness.</li> </ul>
<b><i>Engagement and Encampment Response Branch</i></b>	<ul style="list-style-type: none"> <li>• Provincial coordination lead for cross-ministry encampment responses including HEART/HEARTH programs and the Provincial Encampment Response Framework.</li> <li>• Oversight of the province’s Homelessness Plan, Belonging in BC (BiBC).</li> <li>• Engagement to inform the implementation and development of future phases of BiBC, including the Indigenous Advisory Committee and People with Lived Experience Advisory Committee.</li> <li>• Provincial coordination and development of a more collaborative approach to addressing homelessness with federal and local governments, provincial agencies, Indigenous and community partners.</li> <li>• Provincial shelter policy.</li> <li>• Support for the Downtown Eastside – Provincial Partnership Plan.</li> </ul>
<b><i>Homelessness and Supportive Housing Policy Branch</i></b>	<ul style="list-style-type: none"> <li>• Research and policy development related to homelessness, supportive housing and rent supplements.</li> <li>• Development and implementation of several initiatives within the Belonging in BC Homelessness Plan, including:               <ul style="list-style-type: none"> <li>◦ Integrated Support Framework to coordinate and streamline access to supports.</li> <li>◦ Supportive Rent Supplement Program.</li> <li>◦ Point in Time Homelessness Count.</li> <li>◦ Preventing and Reducing Homelessness Integrated Data Project.</li> </ul> </li> <li>• Research and policy development related to rental assistance, including:               <ul style="list-style-type: none"> <li>◦ Rental Assistance Program.</li> <li>◦ Shelter Aid for Elderly Renters Program.</li> <li>◦ Canada-BC Housing Benefit.</li> <li>◦ Homeless Prevention Program.</li> <li>◦ BC Rent Bank.</li> </ul> </li> </ul>

# MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION

DIVISION/BRANCH	TOPIC
<p><b><i>Negotiations and Regional Operations Division</i></b></p>	<ul style="list-style-type: none"> <li>• Leads provincial engagement with First Nations to advance reconciliation initiatives, including negotiating and implementing agreements with First Nations partners in conjunction with other provincial agencies, federal and local government, and working with stakeholders to ensure the success of reconciliation initiatives.</li> <li>• Leads and collaborates with other Ministries to advance shared decision-making initiatives with First Nations, consistent with sections 6 and 7 of the <i>Declaration on the Rights of Indigenous Peoples Act</i>.</li> </ul>
<p><b><i>Reconciliation Transformation and Strategies Division</i></b></p>	<ul style="list-style-type: none"> <li>• Leads provincial development and implementation of strategic reconciliation initiatives, such as the <i>Declaration on the Rights of Indigenous Peoples Act</i>. Facilitates collaboration and partnership between Indigenous and non-Indigenous peoples, stakeholders, and all levels of government to build capacity and support outcomes that advance reconciliation at the local, regional, and provincial levels.</li> </ul>
<p><b><i>Strategic Partnerships and Initiatives Division</i></b></p>	<ul style="list-style-type: none"> <li>• Leads and supports the development and implementation of key strategies to strengthen the socio-economic conditions of Indigenous people in B.C.</li> <li>• Leads B.C.’s efforts in socio-cultural reconciliation with Indigenous communities and the development of provincial strategies for improving outcomes for Métis and urban Indigenous populations. Leads community engagement and the coordination of the provincial response to residential school sites in B.C.</li> </ul>

## MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND INNOVATION

DIVISION/BRANCH	TOPIC
<p><b><i>Small Business and Economic Development Division</i></b></p>	<ul style="list-style-type: none"> <li>• Development and delivery of policies, initiatives and funding programs to support inclusive economic development and diversification in rural, regional, and Indigenous communities.</li> <li>• Provide direct assistance to rural communities in developing economic strategies, accessing funding, and implementing projects such as business retention and expansion, investment readiness, and sector development. This includes support to the community after an economic shock (such as mill or mine closures) or an environmental disaster.</li> <li>• Economic analysis and policy development; Better Regulations for British Columbians; and StrongerBC Young Leaders Council.</li> <li>• Small business programs, resources, and available supports including Mobile Business Licenses and BizPaL.</li> <li>• Manages the provincial legislation and relationships with the northern, southern interior, and island-coastal economic trusts.</li> <li>• Funding programs include: Securing Small Business Rebate Program, BC Manufacturing Jobs Fund (MJF) and Forest Worker and Community Supports programs - Rural Diversification and Infrastructure Program (REDIP), Rural Business and Community Recovery Initiative (RBCRI), Forest Employment Program (FEP).</li> </ul>

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

DIVISION/BRANCH	TOPIC
<b><i>Investment Division</i></b>	<ul style="list-style-type: none"> <li>• Responsible for InBC Investment Corporation, a \$500 million strategic investment fund that invests in B.C.'s high-growth potential businesses to help them scale up.</li> <li>• Facilitates investments through the Major Investments Office:               <ul style="list-style-type: none"> <li>◦ Assesses the technical, financial, and strategic scope of investment opportunities to determine the appropriate level of ministry engagement.</li> <li>◦ Engages with potential investors who have a viable project opportunity and provides customized support to enable the investment to advance in B.C.</li> <li>◦ Works closely with other Ministries to boost B.C. as a global exporter of climate solutions, carbon capture, storage, and other low carbon technologies.</li> <li>◦ Leads and/or collaborates on complex cross ministry/government activities or strategic initiatives.</li> <li>◦ Develops partnerships with investors to match project financing needs with strategic sources of capital.</li> <li>◦ Leads the ministry's investment evaluation process.</li> </ul> </li> <li>• Develops and implements the Province's Life Sciences and Biomanufacturing Strategy to position B.C. as a hub for the biotechnology sector:               <ul style="list-style-type: none"> <li>◦ Conducts life sciences policy analysis.</li> <li>◦ Develops and maintains sector intelligence resources on B.C.'s life sciences sector, including through engagement with sector stakeholders and in collaboration with BC Stats.</li> </ul> </li> </ul>
<b><i>Trade and Industry Development Division</i></b>	<ul style="list-style-type: none"> <li>• Facilitates trade promotion, investment attraction, industry development, and supports initiatives to increase export capacity in all regions of the province.</li> <li>• Works collaboratively with key stakeholders, industry, and all levels of government to build an inclusive, sustainable, and innovative economy.</li> </ul>

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

DIVISION/BRANCH	TOPIC
<p><b><i>Trade and Industry Development Division Continued...</i></b></p>	<ul style="list-style-type: none"> <li>• Facilitates trade promotion, investment attraction, industry development, and supports initiatives to increase export capacity in all regions of the province.</li> <li>• Works collaboratively with key stakeholders, industry, and all levels of government to build an inclusive, sustainable, and innovative economy.</li> <li>• Establishes and delivers integrated trade, investment, and industry development programs to help B.C. increase exports, solidify international alliances, attract foreign direct investment, and eliminate protectionist measures, including:             <ul style="list-style-type: none"> <li>◦ Develops and delivers events and outreach to support awareness and networking for B.C. businesses in B.C. and abroad.</li> <li>◦ Delivers and coordinates export readiness and export services programs serving communities across the province including indigenous communities and helping develop prosperous exporting companies positively impacting these communities.</li> <li>◦ Supports the delivery of the Export Navigator Program and Trade Accelerator Program.</li> <li>◦ Delivery of the Agritech Concierge Program.</li> <li>◦ Delivers the Environmental, Social and Governance (ESG) Centre of Excellence (COE) to support trade, investment and economic development in the province through championing ESG.</li> <li>◦ Develop and deliver initiatives to attract and retain international investors and businesses, including support for site selection, aligning efforts with municipal and federal partners to optimize the best investment opportunities for B.C.</li> <li>◦ Advance and defend B.C. interests in international and domestic trade negotiations, agreements, and disputes.</li> </ul> </li> <li>• Monitor, analyze, and communicate trends in investment, exports, and policy, connecting to the B.C. industry development context, and providing the evidence base for sound strategy development and decision making.             <ul style="list-style-type: none"> <li>◦ Implement the Trade Diversification Strategy.</li> <li>◦ Develop policy and identify, develop, and implement industrial and manufacturing programs and resources such as the Manufacturing Action Plan, the BC Maritime Industries Strategy and the Agritech Concierge Program.</li> </ul> </li> </ul>

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

DIVISION/BRANCH	TOPIC
<p><b><i>Trade and Industry Development Division Continued...</i></b></p>	<ul style="list-style-type: none"> <li>• Advance the Mass Timber Action Plan. Expanding the use of mass timber in building construction which will assist our forestry sector transition to high-value over high-volume production and create opportunities for local workers, strong partnerships with First Nations and greater economic opportunity while making a significant contribution to advancing CleanBC.</li> </ul>
<p><b><i>Sustainable Economy Division</i></b></p>	<ul style="list-style-type: none"> <li>• Development and coordination of the province’s StrongerBC economic plan and associated programming.</li> <li>• Develop and deliver policy and programming for B.C.’s technology and innovation sectors, including responsibility for Innovate BC and emerging technology sectors like artificial intelligence and quantum computing.</li> <li>• Advance the Province’s Intellectual Property Strategy to build the province’s intellectual property capacity by increasing the awareness, use and protection of intellectual property by small and medium-sized enterprises.</li> <li>• Leads the Province’s participation in the Digital Supercluster and Quantum Algorithms Institute.</li> <li>• Operation of the Small Business Venture Capital Tax Credit Program for individuals that invest in shares of a registered venture capital corporation or eligible business corporation. The small business venture capital tax credit encourages investors to make equity capital investments in B.C. small businesses to help them develop and grow by providing a 30% tax credit to offset some of the risk of investing in BC’s start-up and early-stage businesses, primarily those developing technologies and in small business manufacturing.</li> <li>• Develop and support the Integrated Marketplace (IM) initiative to increase innovation and technology adoption by linking industry with local innovation suppliers to implement, scale, and ultimately export B.C. tech solutions. The initiative is helping industry address its business needs while helping reduce carbon emissions, increase productivity and resiliency, or increase safety with domestic innovative solutions. The Province’s Crown agency, Innovate BC, helps deliver the program.</li> <li>• Oversight of the BC Knowledge Development Fund (BCKDF) that supports the development of research infrastructure, like labs and equipment. The BCKDF helps B.C.’s institutions attract researchers, skilled technicians, and research users. Supporting research infrastructure can foster innovation and help institutions collaborate with industry.</li> </ul>



## MINISTRY OF LABOUR

DIVISION/BRANCH	TOPIC
<b>Employment Standards</b>	<ul style="list-style-type: none"> <li>Administration of the <i>Employment Standards Act</i> to ensure employees receive basic standards of compensation and conditions of employment, including the minimum wage. Provide fair and efficient procedures for resolving employment standards disputes between employees and employers. Responsible for the Employment Standards Branch and the Employment Standards Tribunal. Responsible for enforcement of the <i>Temporary Foreign Worker Protection Act</i>.</li> </ul>
<b>Bridging to Retirement Program (Forest Worker Supports)</b>	<ul style="list-style-type: none"> <li>Delivery of the Bridging to Retirement program which supports forestry workers, contractors and their employees impacted by Old Growth deferrals who are 55+ to transition to retirement in their communities and also enables workers in working forestry operations to voluntarily retire, with employer participation.</li> </ul>
<b>Labour Relations</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 <i>Fire and Police Services Collective Bargaining Act</i> and the <i>Fire Department Act</i>.</li> </ul>
<b>Workers' Compensation</b>	<ul style="list-style-type: none"> <li>Administration of the <i>Workers Compensation Act</i> through WorkSafeBC (provincial Workers' Compensation Board). WorkSafeBC provides compensation services, health care and vocational rehabilitation to injured workers. WorkSafeBC also has authority to develop, enact and enforce the Occupational Health and Safety Regulation. The ministry is also responsible for the Employers' Advisers Office, the Workers' Advisers Office, and the Workers' Compensation Appeal Tribunal.</li> </ul>

## MINISTRY OF MENTAL HEALTH AND ADDICTIONS

DIVISION/BRANCH	TOPIC
<p><b><i>Child, Youth and Mental Health Policy Division</i></b></p>	<ul style="list-style-type: none"> <li>• Setting strategic direction and leading initiatives related to child and youth mental health and substance use, including the expansion of Foundry Youth Centres, Foundry Virtual, developing a youth substance use system of care, including youth substance treatment beds and services, and implementing integrated child and youth teams.</li> <li>• Supporting Indigenous-led solutions for mental health and substance use needs through Indigenous partnerships and advancing broader commitments to Indigenous reconciliation, land-based healing initiatives, and First Nations-run treatment centres.</li> <li>• Leading mental health initiatives such as the expansion of affordable community counselling.</li> <li>• Developing programs to serve people with complex mental health and substance use needs, including implementation of complex care housing.</li> <li>• Lead for community-based mental health crisis response services including Peer Assisted Care Teams (PACT) Mobile Integrated Crisis Response teams, also known as Car programs, and provincial crisis line services.</li> </ul>
<p><b><i>Corporate Services Division</i></b></p>	<ul style="list-style-type: none"> <li>• Lead for public information, social marketing, and anti-stigma campaigns for substance use in the province.</li> <li>• Lead for sector-wide mental health and substance use strategy, planning and progress reporting, including A Pathway to Hope: A roadmap for making mental health and addictions care better for people in British Columbia.</li> </ul>
<p><b><i>Substance Use Policy Division</i></b></p>	<ul style="list-style-type: none"> <li>• Lead for substance use policy, system integration and innovation, including the overdose public health emergency. This includes the full continuum of substance use services and supports.</li> <li>• Lead for the toxic drug crisis, including the Overdose Emergency Response Centre (OERC), overdose prevention services, prescribed safer supply, opioid agonist treatment, drug checking and peer/community engagement in the public health emergency.</li> </ul>
<p><b><i>Treatment and Recovery Division</i></b></p>	<ul style="list-style-type: none"> <li>• Lead for adult substance use treatment and recovery – this includes withdrawal management through to longer-term aftercare, including both outpatient and bed-based services.</li> <li>• Lead for decriminalization of illicit drugs for personal possession in B.C.</li> <li>• Leads and/or supports initiatives and provides strategic advice on workplace mental health. Works collaboratively with community partners, unions, and employer groups to ensure employees and leaders have the tools and training they need to foster psychologically healthy and safe workplaces.</li> </ul>

## MINISTRY OF MUNICIPAL AFFAIRS

DIVISION/BRANCH	TOPIC
<b><i>Immigration Services and Strategic Planning Division</i></b>	
<b><i>Community Gaming Grants</i></b>	<ul style="list-style-type: none"> <li>Community Gaming Grants supports eligible not-for-profit organizations delivering community programs that benefit the citizens of B.C.</li> <li>Grants are awarded in several sectors including Arts and Culture, Sport, Public Safety, Environment, Human and Social Services, and Parent Advisory Councils.</li> </ul>
<b><i>Immigration Services</i></b>	<ul style="list-style-type: none"> <li>Immigration policy, programs, and services; including Provincial Nominee Program (PNP) supporting the attraction of international skilled and semi-skilled workers and entrepreneurs to all regions. Priority occupations include Health, Childcare, and Tech, plus attraction to smaller centres.</li> <li>Settlement and integration services for newcomers.</li> </ul>
<b><i>Strategic Planning and Legislative Services Branch</i></b>	<ul style="list-style-type: none"> <li>The branch provides services and leadership in the areas of legislative services, community policy, corporate priorities, and strategic planning related to local governments and communities.</li> <li>The branch is responsible for and executes the legislative program and coordinates Orders in Council (OIC), Ministerial Orders, and board appointments for the ministry.</li> </ul>
<b><i>Local Government Division</i></b>	
<b><i>Governance Structures</i></b>	<ul style="list-style-type: none"> <li>Incorporation, restructuring, boundary extensions, structure-related legislation and processes, and local and regional governance.</li> </ul>
<b><i>Governance Services</i></b>	<ul style="list-style-type: none"> <li>Local government administration, elections, governance operations-related legislative requirements/powers, and local and regional services.</li> </ul>
<b><i>Governance Relations</i></b>	<ul style="list-style-type: none"> <li>Local government-First Nations/Indigenous relations, Crown Grant/Nominal Rent Tenure sponsorships, Business Improvement Areas, and Resort Associations.</li> <li>Dispute resolution related to Regional District service reviews/withdrawals and other intergovernmental disputes.</li> </ul>

**MINISTRY OF MUNICIPAL AFFAIRS CONTINUED...**

DIVISION/BRANCH	TOPIC
<i>Local Government Division Continued...</i>	
<b>Infrastructure and Engineering</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, COVID-19 Resilience Infrastructure Stream), Community Economic Recovery Infrastructure Program, Critical Community Infrastructure, and New Building Canada Fund—Small Communities Fund.</li> </ul>
<b>Local Government Finance</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; Growing Communities Fund; reserve funds.</li> <li>◦ Investments and municipal corporations; long-term liabilities.</li> <li>◦ Development financing (including Development Cost Charges).</li> <li>◦ Property tax, user-fees, and other sources of revenue.</li> </ul> </li> </ul>
<b>Local Government Policy, Research and Legislation</b>	<ul style="list-style-type: none"> <li>• Overall responsibility for local government legislation development for the <i>Community Charter</i>, <i>Local Government Act</i>, <i>Local Elections Campaign Financing Act</i>, <i>Vancouver Charter</i>, and other local government legislation.</li> <li>• Broad responsibility for forward-looking policy development in the local government sphere including monitoring trends and developments in other jurisdictions and reviewing UBCM resolutions.</li> <li>• Provide advice and support, both internal to the ministry and to other ministries, on the development of Memorandums of Understanding and other agreements between the province and local governments or UBCM.</li> <li>• Provide advice and support to other ministries in the development of legislation or policies that impact local governments.</li> </ul>

# MINISTRY OF MUNICIPAL AFFAIRS CONTINUED...

DIVISION/BRANCH	TOPIC
<i>Local Government Division Continued...</i>	
<b>Land Use / Planning Programs</b>	<ul style="list-style-type: none"> <li>• Local government planning, land use management framework, and public hearings (in support with the Ministry of Housing), along with other local planning and land use tools through the <i>Local Government Act</i> and <i>Community Charter</i>.</li> <li>• Responsible for supporting topics such as the implementation of regional growth strategies, land use bylaw approvals (Islands Trust, Sun Peaks, UBC), and collaborating on climate mitigation with the Joint Provincial-UBCM Green Communities Committee.</li> <li>• Providing cross-ministry support and advice on issues that intersect with land use planning.</li> <li>• Supporting work on inclusive regional governance.</li> <li>• Developing and implementing policies and programs while collaborating with local governments, other provincial ministries, and interested parties.</li> <li>• Monitoring of socio-economic effects of Liquefied Natural Gas (LNG) Canada and Coastal GasLink’s LNG projects on local governments and Indigenous Nations in Northern B.C.</li> <li>• Funding programs: Northern Healthy Communities Fund.</li> <li>• Support for all phases of emergency management (preparation, response, recovery, mitigation) at both a provincial level and local government level.</li> </ul>
<b>Public Libraries Branch (PLB)</b>	<ul style="list-style-type: none"> <li>• Working with public library boards, library staff, and local governments, in their roles and responsibilities under the <i>Library Act</i>.</li> <li>• Helping communities improve and access public library services.</li> <li>• Provides advice and guidance on related legislation, governance, financial reporting, provincial funding, digital infrastructure, provincial-wide services, and provincial policies.</li> <li>• Apportionment of provincial public library grants (not capital).</li> <li>• Local government questions about financing new library buildings/significant renovations, ownership, or infrastructure questions should be directed to Local Government Infrastructure and Finance Branch, but PLB may also be included.</li> </ul>

# MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS

DIVISION/BRANCH	TOPIC
<p><b><i>Finance, Technology And Management Services Division</i></b></p>	<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, and strategic HR for the ministry.</li> </ul>
<p><b><i>Governance, Legislation and Engagement Division</i></b></p>	<ul style="list-style-type: none"> <li>Responsible for the ministry’s legislative development, as well as OIC board appointments, labour relations and governance, Indigenous policy &amp; engagement, Indigenous programs &amp; partnerships, and intergovernmental relations and corporate reporting.</li> <li>The division includes the Office of the Superintendent of Professional Governance (OSPG) and is also responsible for improving foreign/international credential recognition.</li> </ul>
<p><b><i>Post-Secondary Policy and Programs Division</i></b></p>	<ul style="list-style-type: none"> <li>Twenty-Five public post-secondary institutions (PSIs) and their programs including: Indigenous Education, Adult Education, StudentAid BC including the BC Access Grant, Science, Technology, Engineering and Math (STEM) programs, the Provincial Tuition Waiver for Former Youth in Care and the BC Loan Forgiveness Program, tech-relevant programs, adult basic education, and health and medical education. Enhancing the learner experience through student mental health initiatives, combatting sexualized violence, promoting work integrated learning and co-ops, micro-credentials and improving foreign/international credential recognition, Education Quality Assurance designation, and advice and recommendations to the Minister on new degree programs through the Degree Quality Assessment Board.</li> <li>The division is responsible for public and private post-secondary institution accountability including mandate direction and accountability reporting.</li> <li>Governance, regulation and monitoring of over 300 private training institutions, including student protection.</li> <li>Reporting and advice through sector data management and analysis to support decision making and inform policy development.</li> </ul>

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

DIVISION/BRANCH	TOPIC
<p><b><i>Post-Secondary Policy and Programs Division Continued...</i></b></p>	<ul style="list-style-type: none"> <li>• BC's Post-Secondary Digital Learning Strategy and Digital Services Strategy which aim to improve how digital technologies support access to flexible, high-quality post-secondary education.</li> <li>• Division is also responsible for international education, leading strategic policy/liaison function for the sector, and providing oversight for the Crown corporation - the British Columbia Council for International Education (BCCIE).</li> </ul>
<p><b><i>Labour Market Development Division</i></b></p>	<ul style="list-style-type: none"> <li>• Responsible for the development and management of targeted labour market and workforce development policies and programs to help people get the information and skills they need to participate in B.C.'s labour market. This includes oversight of B.C.'s StrongerBC Future Ready Action Plan, the trades training system, including Skilled Trades Certification and the Crown agency responsible, SkilledTradesBC.</li> <li>• Responsible for a number of programs for people, employers, and communities. These include the Sector Labour Market Partnerships program, the Community Workforce Response Grant, the BC Employer Training Grant, Skills Training for Employment programs, and skills training for forestry dependent communities.</li> <li>• The division produces a wide range of labour market information and insights, including BC's Labour Market Outlook, and disseminates labour market information, career planning tools, and other resources through the WorkBC.ca website.</li> </ul>

# MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

DIVISION/BRANCH	TOPIC
<b>BC Coroners Service</b>	<ul style="list-style-type: none"> <li>• Responsible for investigating and determining the circumstances of all unnatural, sudden, and unexpected, unexplained, or unattended deaths in the province.</li> <li>• Makes recommendations to improve public safety and prevent death in similar circumstances.</li> <li>• Responsible for the investigation of all child death (under the age of 19 years) in B.C. and for investigating all deaths in custody.</li> </ul>
<b>BC Corrections</b>	<ul style="list-style-type: none"> <li>• Responsible for the supervision of individuals, 18 years or older, on bail or serving a sentence in the community, and the supervision of individuals in custody awaiting trial, serving a sentence under two years.</li> </ul>
<b>Cannabis, Consumer Protection, and Corporate Policy Branch</b>	<ul style="list-style-type: none"> <li>• Responsible for consumer protection policy, which includes consumer contracts, cost of credit disclosure, ticket sales, film classification, and licensing of travel agents, motor dealers, funeral services, payday lenders, high-cost credit grantors, debt collectors, and home inspectors.</li> <li>• Responsible for leading and supporting the development and implementation of provincial cannabis policy, leading negotiation of government-to-government agreements with Indigenous nations pursuant to Section 119 of the <i>Cannabis Control and Licensing Act</i> and working with First Nations and key partners to advance a collaborative approach to cannabis-related governance and jurisdiction, as outlined in the DRIPA Action Plan commitment 4.47.</li> <li>• Responsible for the development of policy and legislation related to the <i>Restricting Public Consumption of Illegal Substances Act</i>.</li> </ul>
<b>Community Safety and Victim Services Branch</b>	<ul style="list-style-type: none"> <li>• Responsible for coordinating a provincial network of programs and services for victims of crime including programming for violence against women, gender-based violence, and sexual assault.</li> <li>• Responsible for coordinating the province’s work in the areas of restorative justice, and human trafficking.</li> <li>• Includes the Civil Forfeiture Office which manages the Civil Forfeiture Crime Prevention and Remediation Grant Program and the Crime Victim Assistance Program.</li> </ul>



**MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...**

DIVISION/BRANCH	TOPIC
<p><b><i>Gaming Policy and Enforcement Branch</i></b></p>	<ul style="list-style-type: none"> <li>• Regulates all gambling in British Columbia and ensures the integrity of gambling industry companies, people, and equipment.</li> <li>• Regulates oversight of commercial gambling conducted and managed by the British Columbia Lottery Corporation (e.g., lotteries, casinos, community gaming centres, commercial bingo halls and online gambling on PlayNow.com), British Columbia’s horse racing industry, and licensed charitable gambling events.</li> <li>• Administers the Gambling Support BC program, which includes a continuum of responsible and problem gambling prevention and treatment services.</li> <li>• Administers Host Financial Assistance Agreements with local governments that host a gaming facility within their jurisdiction.</li> </ul>
<p><b><i>Insurance Corporation of BC (ICBC)</i></b></p>	<ul style="list-style-type: none"> <li>• ICBC is mandated to provide universal compulsory auto insurance to drivers in B.C.</li> <li>• ICBC provides British Columbians with Optional auto insurance products and driver licensing services.</li> <li>• ICBC champions a safe driving culture by working with communities, law enforcement, and other stakeholders on various road safety campaigns and initiatives.</li> <li>• ICBC is responsible to the Minister of Public Safety and Solicitor General, who is supported within government by the Crown Agencies Secretariat in the Ministry of Finance.</li> </ul> <p><b><i>**For <u>Minister meeting requests for the Insurance Corporation of BC please direct these to the <a href="#">Ministry of Public Safety and Solicitor General</a>.</u></i></b></p> <p><b><i>**For <u>staff meeting requests for the Insurance Corporation of BC please see their description in the <a href="#">Provincial Agencies, Commissions, and Corporations section</a>.</u></i></b></p>
<p><b><i>Liquor and Cannabis Regulation Branch</i></b></p>	<ul style="list-style-type: none"> <li>• Issues liquor and cannabis retail store licenses.</li> <li>• Educates establishments about cannabis laws and rules.</li> <li>• Takes enforcement action when licensed establishments do not follow the <i>Cannabis Control and Licensing Act</i> and the <i>Liquor Control and Licensing Act</i>, associated regulations or their specific terms and conditions.</li> <li>• Delivers social responsibility training programs including Selling It Right and Serving It Right.</li> </ul>

## MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

DIVISION/BRANCH	TOPIC
<b><i>Liquor and Cannabis Regulation Branch Continued...</i></b>	<ul style="list-style-type: none"> <li>• Works with local government, Indigenous nations, and industry and other stakeholders to develop liquor and retail cannabis policy and provide advice to government concerning decisions related to liquor and non-medical cannabis policy.</li> </ul>
<b><i>Liquor Distribution Branch</i></b>	<ul style="list-style-type: none"> <li>• The Liquor Distribution Branch is responsible to the Minister of Public Safety and Solicitor General, who is supported within the government by the Crown Agencies Secretariat in the Ministry of Finance.</li> </ul> <p><b><i>**For <u>Minister meeting requests</u> and for <u>staff meeting requests for the Liquor Distribution Branch</u> please direct these to the <u>Ministry of Public Safety and Solicitor General</u>.</i></b></p>
<b><i>Office of the Fire Commissioner</i></b>	<ul style="list-style-type: none"> <li>• The Office of the Fire Commissioner (OFC) is the senior fire authority in the province with respect to fire safety and prevention.</li> <li>• Services include administration and enforcement of fire safety legislation, provision of training and appointment of local assistants to the fire commissioner, provision of firefighter medals and awards, fire loss statistics collection, fire investigation, fire inspection, response to major fire emergencies such as the Provincial fire department, guidance to local governments on delivery of fire protection services, public fire prevention and safety education, and structure firefighter training standards.</li> <li>• The OFC works with the BC Wildfire Service, which helps to protect communities and other critical infrastructure during wildland urban interface fires.</li> </ul>
<b><i>RoadSafetyBC</i></b>	<ul style="list-style-type: none"> <li>• RoadSafetyBC is responsible for road safety in the province, working with our partners to help reach our goal of zero traffic fatalities and serious injuries.</li> <li>• The branch operates provincial road safety programs and is the policy and regulatory agency responsible for ensuring the safe and responsible operation of motor vehicles in B.C.</li> </ul>

## MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

DIVISION/BRANCH	TOPIC
<p><b>RoadSafetyBC</b> <i>Continued...</i></p>	<ul style="list-style-type: none"> <li>• The Superintendent of Motor Vehicles is the administrative authority governing drivers and has authority to:               <ul style="list-style-type: none"> <li>◦ Prohibit a person from driving a motor vehicle.</li> <li>◦ Require a driver to take part in a program to improve their driving.</li> <li>◦ Review and make decisions about sanctions, driving prohibitions and ICBC licensing decisions.</li> <li>◦ Make sure B.C. drivers are medically fit to drive.</li> </ul> </li> </ul>
<p><b>Policing and Security Branch</b></p>	<ul style="list-style-type: none"> <li>• The branch superintends and provides central oversight of B.C. policing and law enforcement by developing and administering policing policy, programs, and provincial standards. The branch ensures the adequate and effective delivery of policing throughout the province.</li> <li>• Security Programs Division administers the Criminal Record Review Program, Protection Order Registry, security screening for cannabis workers and retail applicants, and regulates the security industry, metal dealers and recyclers, pill presses, and armored vehicles / body armor.</li> <li>• The Policy, Legislation and Modernization Division develops and coordinates policies and legislative initiatives, and is the lead on diversity, mental health, and addiction issues in relation to policing. This Division is also the lead for policing modernization and coordinating responses to the report of the Special Committee on Reforming the <i>Police Act</i>.</li> <li>• Municipal Policing, Governance and Oversight Division is responsible for superintending, oversight and alignment of municipal police and their boards. The division also has responsibility for areas including provincial policing standards, compliance and training, crime data, police technologies, special police constable appointments and designation, and decriminalization. Additionally, the Community Safety Unit delivers a province-wide regulatory cannabis compliance and enforcement program to address the illegal sale and production of cannabis.</li> <li>• The Serious and Organized Crime Division is responsible for oversight and policy development in the areas of organized crime, gang violence and serious crime, as well as innovative crime prevention responses, such as Situation Tables.</li> <li>• The Indigenous, Core Policing, and Contract Management Division provides oversight of provincial, municipal, and Indigenous policing agreements, and works with Public Safety Canada in support of the First Nations Policing Program. The division also has responsibility for oversight of police model transitions.</li> </ul>

## MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

DIVISION/BRANCH	TOPIC
<b><i>Policing and Security Branch Continued...</i></b>	<ul style="list-style-type: none"> <li>• A Public Safety Transformation Taskforce is linked to the Policing and Security Branch with a focus on Policing and Public Safety Modernization, Next Generation 911, the Safer Communities Action Plan as well as justice and public safety related recommendation from the Cullen Commission of Inquiry into Money Laundering in British Columbia.</li> </ul>

## MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION

DIVISION/BRANCH	TOPIC
<b><i>Accessibility Directorate</i></b>	<ul style="list-style-type: none"> <li>• Providing cross-government advice and support to promote greater accessibility and inclusivity of policies and programs.</li> <li>• Implementation of the <i>Accessible British Columbia Act</i>, which seeks to identify, remove, and prevent barriers to inclusion experienced by people with disabilities.</li> <li>• Development of accessibility standards for service delivery and accessible employment.</li> <li>• Implementation of the <i>Accessible B.C. Regulation</i>, which requires local governments to implement an accessibility plan, accessibility committee, and an accessibility feedback tool.</li> <li>• Supports the Parliamentary Secretary for Accessibility.</li> <li>• Support for Ministerial Advisory Committees, including Registered Disability Savings Plan Action Group, and Provincial Accessibility Committee.</li> </ul>
<b><i>Employment and Labour Market Services Division</i></b>	<ul style="list-style-type: none"> <li>• WorkBC Employment Services is the largest network of employment providers in the province and supports all British Columbians seeking work regardless of where they live or employment barriers they may face. Services are delivered through 102 WorkBC Centres as well as through a strong online presence, accessible from anywhere in the province. Services include access to individualized employment counselling, job search resources, employment planning, skills training, financial supports, wage subsidy placements, assistive technology supports, apprentice services and more.</li> </ul>

## MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION CONTINUED...

DIVISION/BRANCH	TOPIC
<p><b><i>Employment and Labour Market Services Division Continued...</i></b></p>	<ul style="list-style-type: none"> <li>• WorkBC Community and Employer Partnerships (CEP) provide work experience and training opportunities in communities across B.C. to address local labour market issues. The CEP fund supports community-based initiatives to help individuals and the broader community. With the help of this fund, communities see positive social impacts, economic growth, and more employment opportunities for unemployed British Columbians.</li> <li>• To support recovery efforts, CEP is ensuring funding is accessible and equitably distributed throughout the province and prioritizing applications that:               <ul style="list-style-type: none"> <li>◦ Create work experience and training opportunities to prepare job seekers for occupations that have a strong labour market outlook.</li> <li>◦ Support an inclusive economic recovery in B.C. communities.</li> </ul> </li> </ul>
<p><b><i>Research, Innovation and Policy Division</i></b></p>	<ul style="list-style-type: none"> <li>• Provides research, policy and legislation support to the ministry to deliver income and disability assistance to British Columbians most in need.</li> <li>• Leads development, evaluation, and implementation of the government’s policies on income and disability assistance.</li> <li>• Leads government’s work on Together BC, B.C.’s Poverty Reduction Strategy, and leads the ministry’s work on mandate items regarding food security and period poverty.</li> <li>• Supports the Parliamentary Secretary for Community Development and Non-Profits.</li> <li>• Leads ministry intergovernmental relations related to social services, Indigenous policy and Declaration on the <i>Rights of Indigenous Peoples Act</i> accountabilities.</li> <li>• Provides reconsideration services for clients disputing eligibility decisions regarding income assistance, disability assistance and child care subsidy.</li> </ul>

# MINISTRY OF TOURISM, ARTS, CULTURE AND SPORT

DIVISION/BRANCH	TOPIC
<b>Arts and Culture</b>	<ul style="list-style-type: none"> <li>• Supports the arts and culture sectors with funding, policy, and programs.</li> <li>• Administers grant programs for artists, creators, and non-profit arts and culture organizations.</li> <li>• Provides secretariat support and administration for the BC Arts Council.</li> <li>• Provides oversight, strategic direction, and corporate support for the Royal BC Museum.</li> <li>• Leads implementation of cultural infrastructure projects, including the Royal BC Museum Provincial Archives, Collections and Research Building, Chinese Canadian Museum, Canadians of South Asian Heritages Museum, provincial Filipino cultural center, as well as supporting the redevelopment of the Jewish Community Centre of Greater Vancouver, the Vancouver Art Gallery, and the Art Gallery of Greater Victoria.</li> </ul>
<b>BC Athletic Commission</b>	<ul style="list-style-type: none"> <li>• Legislation and regulatory oversight of professional boxing, kickboxing, and mixed martial arts, as well as all amateur combat sports.</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 maximize event opportunities including the 2025 JUNOs. Provides oversight and strategic direction for Creative BC and the Knowledge Network.</li> </ul>
<b>Heritage</b>	<ul style="list-style-type: none"> <li>• Provides advice and information on British Columbia’s historic places, paleontological resources, and geographical names. Exercises regulatory authority and develops policy under the <i>Heritage Conservation Act</i> and the <i>Land Act</i> regarding the identification, formal recognition, commemoration, protection and celebration of heritage and fossil sites, management of provincial heritage sites and the management of the BC Register of Historic Places and the BC Geographical Names office.</li> </ul>
<b>Mountain Resorts</b>	<ul style="list-style-type: none"> <li>• Delivers a one window regulatory approach for resort development and community ski area administration and the review and authorization of expansions and new proposals on Crown land across the province. Evaluates phased development plans and conducts major project reviews through working with First Nations, public engagement, and community and stakeholder engagement. Provides advice and information on resort development policy and programs.</li> </ul>

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

<b>DIVISION/BRANCH</b>	<b>TOPIC</b>
<b><i>Amateur Sport</i></b>	<ul style="list-style-type: none"> <li>Amateur sport contributes to the health and wellness of British Columbians and the vibrancy of communities. Funding is provided to support participation in organized sport as a way to lead active, healthy lives; facilitate the development of competitive athletes, coaches, officials, volunteers and sport administrators; and support the social and economic development of communities throughout British Columbia through event hosting. Provides oversight and strategic direction to viaSport and the BC Games Society as well as funding support to the Indigenous Sport, Physical Activity and Recreation Council.</li> </ul>
<b><i>Marquee Sports</i></b>	<ul style="list-style-type: none"> <li>The Marquee Sport Branch is responsible for maximizing the power of marquee sport events to ensure positive long term social and economic impacts for the province. This includes provincial oversight of the planning and delivery of marquee sports events which the province is investing, such as the 2024 Grey Cup, 2025 Invictus Games and FIFA World Cup 2026™. This branch works with multiple stakeholders, event rights holders and all levels of government to ensure successful event delivery in our province.</li> </ul>
<b><i>Tourism</i></b>	<ul style="list-style-type: none"> <li>The Tourism Branch is responsible for providing policy expertise, programs, destination development and strategic engagement to support success of the B.C. tourism sector; manages the Resort Municipality Initiative (RMI), Tourism Event Program. Jointly administers the Municipal Regional District Tax program (MRDT) with Ministry of Finance and Destination BC. Provides oversight of Destination BC (tourism marketing) and BC Pavilion Corporation (BC Place and Vancouver Convention Centre) and leads development and implementation of provincial tourism framework.</li> </ul>

# MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

DIVISION/BRANCH	TOPIC
<p><b><i>Highways and Regional Services Division</i></b></p>	<ul style="list-style-type: none"> <li>• The Highways and Regional Services Division is responsible for:                             <ul style="list-style-type: none"> <li>◦ Developing, maintaining, and operating safe, secure provincial and regional transportation networks.</li> <li>◦ Leading the ministry in provincial issue management, emergency response and preservation of transportation infrastructure.</li> <li>◦ Promoting compliance of safety regulations within the transport sector, with the goal of increasing road safety and protecting public health, the environment, and transportation infrastructure.</li> <li>◦ Planning and delivering rehabilitation and capital projects in the region.</li> <li>◦ Fostering partnerships and delivering on commitments with First Nations and Indigenous communities.</li> <li>◦ Supporting provincial economic growth through regional work and development services.</li> <li>◦ Implementing sustainable, resilient, and innovative transportation solutions.</li> </ul> </li> <li>• The division, through their Commercial Vehicle Safety Enforcement (CVSE) program, also: Regulates and manages commercial vehicle activities on the provincial highway network and aligns requirements with neighboring provinces to ensure the safe and efficient movement of goods within B.C. and beyond.</li> <li>• This division also includes the Passenger Transportation Branch, which regulates commercial passenger vehicles including taxis, ride hailing companies, limousines, charter, and inter-city (scheduled) buses, in accordance with the <i>Passenger Transportation Act</i>.</li> </ul>



**MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE  
CONTINUED...**

DIVISION/BRANCH	TOPIC
<p><b><i>Integrated Transportation and Infrastructure Services Division</i></b></p>	<ul style="list-style-type: none"> <li>• Integrated Transportation and Infrastructure Services Division develops and promotes a world class transportation network through innovation and collaboration.</li> <li>• The division oversees aspects of strategic planning, capital programming, engineering, land management and major project delivery for the ministry.</li> <li>• The division is also the primary interface between the government and two Crown Corporations: BC Rail and Transportation Investment Corporation (TI Corp).</li> <li>• The division’s key functions include:               <ul style="list-style-type: none"> <li>◦ Integrated Transportation Planning.</li> <li>◦ Goods Movement.</li> <li>◦ Properties and Land Management.</li> <li>◦ Transit Oriented Development and Land Value Capture.</li> <li>◦ Major project policy and delivery including the TI Corp relationship.</li> <li>◦ Engineering and Technical Services.</li> <li>◦ Engineering Standards.</li> </ul> </li> </ul>
<p><b><i>Policy, Programs and Partnerships Division</i></b></p>	<ul style="list-style-type: none"> <li>• The Policy, Programs, and Partnerships Division is responsible for all aspects of strategic transportation policy and legislation, including transit, ferries, passenger vehicles, passenger directed services, active transportation, rail safety, airports, rural, remote and intercity transportation, emerging transportation technology, and the <i>Motor Vehicle Act</i>.</li> <li>• In addition:               <ul style="list-style-type: none"> <li>◦ The division administers a number of grant programs to support the transportation sector and services, including passenger accessibility, airports, and active transportation.</li> <li>◦ Manages the relationship with transportation service delivery partners including BC Transit, TransLink, BC Ferries, ride hail, taxi, inland ferry operators, airlines, etc.</li> <li>◦ Inter-governmental relations.</li> <li>◦ Leads the ministry’s participation in CleanBC and climate change initiatives.</li> </ul> </li> </ul>

# MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE CONTINUED...

DIVISION/BRANCH	TOPIC
<p><b><i>Strategic and Corporate Priorities Division</i></b></p>	<ul style="list-style-type: none"> <li>• The Strategic and Corporate Priorities Division is responsible for leading a wide range of strategic cross-ministry and corporate initiatives.</li> <li>• The division leads and supports cross-ministry and cross-government services and programs including:               <ul style="list-style-type: none"> <li>◦ Coordinating the delivery of the ministry’s strategic plan and ministry specific commitments under the <i>Declaration on the Rights of Indigenous Peoples Act</i>.</li> <li>◦ Leading the ministry’s Journey Toward Reconciliation, GBA+ and diversity, equity, and inclusion work, and is responsible for leading the development and implementation of the ministry’s People Plan and Digital Strategy.</li> <li>◦ Delivering culture and engagement programs and leading the ministry’s corporate communications strategies.</li> </ul> </li> <li>• The division also delivers information management, privacy, security and digital services in partnership with our clients.</li> </ul>

# MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP

DIVISION/BRANCH	TOPIC
<p><b><i>Land Use Planning and Cumulative Effects</i></b></p>	<ul style="list-style-type: none"> <li>• Responsible for leading B.C.’s land stewardship strategies, supported by science and knowledge, that promote and guide the province’s goals for reconciliation with First Nations.</li> <li>• Responsible for delivering the following programs:               <ul style="list-style-type: none"> <li>◦ Modernized Land Use Planning delivered in partnership with First Nations.</li> <li>◦ Collaborative Indigenous Stewardship Framework.</li> <li>◦ Cumulative Effects Framework.</li> <li>◦ Recommendations within the Old Growth Report, including ecosystem health and biodiversity.</li> <li>◦ Regional Management Committees.</li> </ul> </li> </ul>

# MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP

DIVISION/BRANCH	TOPIC
<p><b>Water, Fisheries and Coast</b></p>	<ul style="list-style-type: none"> <li>• The Water, Fisheries and Coast Division brings together program areas responsible for the Watershed Security Strategy and implementation, Water Management, Wild Salmon Strategy, and Coastal Marine Planning.</li> <li>• It works to support functioning and resilient marine, aquatic, and coastal ecosystems that support a diversity of economic activities and provide the foundation for vibrant and thriving coastal communities and cultures.</li> <li>• The division provides provincial leadership on water and coordinates government’s strategy on ‘source to tap’ drinking water protection. It is also responsible for watershed-related strategic planning, policy, science, assessments and analysis tools for B.C., as well supporting the use of water governance and planning tools in the <i>Water Sustainability Act</i> (e.g., water sustainability plans and water objectives). This work is collaborative by design and will include First Nations, local governments, and other interested parties.</li> <li>• B.C. and for setting objectives for water quality and sustainability.</li> <li>• The division leads the implementation of the <i>Water Sustainability Act</i> and other water related legislation and regulations as it pertains to the management of water allocation, dam safety and flood safety with a focus on public safety and resiliency of the environment. It also leads on policy, planning and supports in relation to water-related hazards such as flood and drought for the province.</li> <li>• The division supports restoration and rebuilding of wild fish populations and provides leadership for aquatic habitat policy and restoration. It also sets fisheries and aquaculture policy, develops new strategies to protect and revitalize B.C.’s wild salmon populations, and is the provincial lead for interfacing with Fisheries and Oceans Canada (DFO).</li> <li>• Is the Statutory Decision Maker (SDM) under the <i>Wildlife Act</i> for BC’s recreational freshwater fisheries as well as administration of the <i>Riparian Areas Protection Act</i>.</li> <li>• Leads prevention and provincial response to aquatic invasives.</li> <li>• In natural disaster response, leads actions and direction to protect or recover aquatic ecosystems and the aquatic/fish species that rely on them.</li> <li>• The division is the provincial hub for marine and coastal policy, planning, and science providing expertise to drive development and implementation of strategic and operational policies and plans that lead the way on collaborative decision-making with First Nations and Canada.</li> </ul>

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

DIVISION/BRANCH	TOPIC
<p><b><i>Reconciliation, Lands and Natural Resource Policy</i></b></p>	<ul style="list-style-type: none"> <li>• This Division provides leadership in developing a “roadmap” for the natural resource sector to support the effective operationalization and implementation of the <i>Declaration on the Rights of Indigenous Peoples Act</i>.</li> <li>• Lands Branch works closely with the Permitting Authorizations division to provide operational policy support for implementation of <i>Land Act</i> tenures and transfers. Lands Branch is also responsible for the Crown Land Registry, the record of all Crown land transactions, and provides legislative and policy support for the <i>Land Title Act</i> and other private land legislation.</li> <li>• The Crown Land Opportunities and Restoration consists of the Crown Land Opportunities Program (CLO) and the Crown Contaminated Sites Program (CCSP). CLO provides a centre of excellence for priority Crown land sales and transfers in support of Ministry goals such as reconciliation and housing. CCSP is the lead agency for the remediation of prioritized, high-risk contaminated sites on vacant Crown land.</li> <li>• First Nation Land Transfers branch: supports negotiations as partner to the Ministry of Indigenous Relations and Reconciliation and leads the implementation of agreements committing to the transfer of land to First Nations.</li> </ul>
<p><b><i>Permitting Transformation Division</i></b></p>	<ul style="list-style-type: none"> <li>• The division covers the entire province of British Columbia and activities that occur across the land base including water and land authorizations and monitoring, Indigenous consultation, and major projects authorizations.</li> <li>• Regional offices provide client access to natural resource authorizations expertise and supports through Front Counter BC.</li> <li>• The division also holds responsibility for the Housing Action Taskforce to support provincial housing authorizations, as well as delivery of Connectivity permits and the Call for Power Projects through BC Hydro.</li> <li>• Additional prioritization is on advancing the necessary strategic, policy, process and technology work required to transform and shift permitting across the Ministry of Water, Land and Resource Stewardship (WLRS) and the Natural Resource Ministries as a whole.</li> </ul>

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

DIVISION/BRANCH	TOPIC
<p><b><i>Natural Resource Information and Digital Services (NRIDS)</i></b></p>	<ul style="list-style-type: none"> <li>• Provides essential Information Management (IM) services by way of the creation, maintenance, and publication of foundational datasets and geospatial information – this also includes operation of the provincial aerial imagery and LiDAR programs, maintenance of land survey monumentation and data, and species and ecosystems information. This work provides essential context and intelligence to support decision making across the Natural Resource Ministries (NRM) and beyond. The Digital Road Atlas (DRA) program provides GIS business processes that support BC’s current 9-1-1 requirements. For the implementation of Next Generation 9-1-1 (NG9-1-1), NRIDS is advocating for improved public access to high quality geospatial data that delivers the broadest and best use as a strategic asset. The IM offerings include ready-made, authoritative, spatial information about the shape, landscape, environment, and condition of B.C. as well as offering on-demand custom analysis, visualization, and mapping products for the NRM.</li> </ul>
<p><b><i>Resource Stewardship Division</i></b></p>	<ul style="list-style-type: none"> <li>• The division is responsible for the Together for Wildlife Strategy, wildlife policy regulations and allocation, ecosystem health and biodiversity, conservation of wildlife and habitat and economic diversity and sustainability, fish and wildlife angling and hunting opportunities, Tripartite Agreement of Nature Conservation (implementation planning and fund coordination), the draft Biodiversity and Ecosystem Health Framework and advancing wildlife co-management with First Nations and partnerships to support shared stewardship of wildlife.</li> <li>• Responsible for delivering the following core programs: <ul style="list-style-type: none"> <li>◦ Wildlife Management.</li> <li>◦ <i>Wildlife Act</i> and its regulation and policy framework.</li> <li>◦ Fish and Wildlife Population Assessment and Decision Support.</li> <li>◦ Regional Action Planning for fish and wildlife stewardship and Management.</li> <li>◦ First Nations Partnerships and Co-management.</li> <li>◦ Biodiversity Conservation Science and Research.</li> <li>◦ Species at Risk Recovery and Implementation.</li> <li>◦ Invasive Aquatic and Terrestrial Species Management.</li> <li>◦ Species at Risk Recovery and the Provincial Caribou Recovery Program.</li> </ul> </li> </ul>

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

MACC	TOPIC
<b><i>Agriculture 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>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, emergency medical call takers and dispatch staff provide pre-hospital emergency care and medically necessary transport (ground and air ambulances) for British Columbians. BCEHS also oversees patient inter-facility transfers in the province, working with health authorities to coordinate the transfer of acute and critically ill patients to an appropriate level of care both within and outside of B.C.</li> <li>Members of the BCEHS executive team look forward to participating in productive and engaging sessions with municipal leaders.</li> </ul>
<b><i>BC Energy Regulator</i></b>	<ul style="list-style-type: none"> <li>The British Columbia Energy Regulator oversees the full life cycle of energy resource activities in B.C. from site planning to restoration. This includes oil, gas, geothermal, hydrogen, ammonia, and methanol. We look forward to addressing any questions you may have on our regulatory oversight.</li> </ul>
<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 <i>Homeowner Protection Act</i>, BC Housing also licenses residential builders, administers owner builder authorizations, ensures that mandatory licensing and home warranty insurance provisions are complied with, oversees the third-party home-warranty insurance, and carries out research and education that benefits the residential construction industry, consumers, and the affordable housing sector.</li> </ul>

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

MACC	TOPIC
<b><i>BC Hydro</i></b>	<ul style="list-style-type: none"> <li>BC Hydro’s mission is to safely provide our customers with reliable, affordable, clean electricity. Our vision celebrates our clean energy advantage and our environmental stewardship role in B.C. Sustainability is about making the best choices with available resources, which means leveraging our clean electricity for all British Columbians. BC Hydro’s Community Relations staff look forward to addressing any questions that you may have related to our operations.</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 meeting request.</li> </ul>
<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.</li> <li>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.</li> <li>ICBC invests in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud.</li> <li>In addition, provides driver licensing, vehicle registration and licensing services, and fines collection on behalf of the provincial government at locations across the province.</li> <li>ICBC will have staff at the Convention who would be pleased to discuss or meet on any issues related to ICBC’s operations.</li> </ul>

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

MACC	TOPIC
<p><b><i>Office of the Seniors Advocate (OSA)</i></b></p>	<ul style="list-style-type: none"> <li>OSA monitors and analyzes seniors' services and issues in B.C. and makes recommendations to government and service providers to address systemic issues. The Office also provides information and referrals for individuals who are navigating seniors services and tracks their concerns, which helps inform future work. The services which the Office monitors are in five key areas: health care, housing, income supports, community supports and transportation.</li> <li>The Office collaborates with service providers, government, and health authorities to improve effectiveness, efficiency, and outcomes for seniors.</li> </ul>
<p><b><i>The Land Title and Survey Authority of British Columbia (LTSA)</i></b></p>	<ul style="list-style-type: none"> <li>LTSA is a statutory corporation responsible for operating BC's land title and survey systems and the Land Owner Transparency Registry (LOTR).</li> <li>LTSA processes over seven million online transactions annually and provides land information and datasets to the province, local governments, and other public agencies. The services include mapped databases such as ParcelMap BC and AUTOPROP. ParcelMap BC is the current, complete, and trusted mapped representation of titled and Crown land parcels across British Columbia, considered to be the point of truth for the graphical representation of property boundaries.</li> </ul>



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

MACC	TOPIC
<p><b><i>Police Victim Services British Columbia (PVSBC)</i></b></p>	<ul style="list-style-type: none"> <li>• Police Victim Services of British Columbia Society (PVSBC) is the B.C. registered not for profit charity membership organization mandated to be the primary advocate for all (95+) police-based victim service (PBVS) organizations within the province.</li> <li>• PBVS local organizations are physically embedded with the municipal or RCMP detachment delivering ongoing police-based victim services to the citizens of each community.</li> <li>• Our Vision is - All victims of crime and trauma across B.C. receive compassionate, professional, and consistent services.</li> <li>• PVSBC advocates, represents, lobbies, and communicates with members, partners and stakeholders on the development and delivery of PVSBC trauma informed programs, baseline, and advanced training, professional development, and member support programs.</li> <li>• Funding is provided by the provincial and federal governments, with additional resources from corporate and individual contributions, sponsorships, and program revenues.</li> <li>• PVSBC will have staff present at the Convention to engage Delegates in any issue related to the delivery of police-based victim services as well as the linkage to police and other local partner/stakeholders within their community.</li> </ul>
<p><b><i>Royal Canadian Mounted Police (RCMP)</i></b></p>	<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





May 15, 2024

Ref: 274670

Dear Mayors and Regional District Chairs:

It is my pleasure to write to you as the Minister of Municipal Affairs regarding the process for requesting a meeting with me, or with provincial staff, during the upcoming 2024 UBCM Convention in Vancouver from September 16–20, 2024.

You will receive a separate letter from the Premier, Honourable David Eby, containing information about the online process for requesting a meeting with the Premier or other Cabinet Ministers.

If you would like to meet with me, please complete the online request form at: [MUNI Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs by **June 21, 2024**. This year's invitation code is **MUNIMin2024** and is case sensitive. Meeting dates and times will be confirmed in late August. I will do my best to accommodate as many meeting requests as possible.

To get the most out of your delegation's meeting with me, it continues to be helpful for you to provide as much detail as possible, in the online form, on the topics you wish to discuss. Providing information in advance gives me a better understanding of your delegation's interests and helps me prepare so our discussion can be more productive.

Ministry staff will email you shortly with the Provincial Appointment Book. This document lists all the ministry, agency, commission, and corporation staff available to meet with delegates at Convention and which topics, projects, or programs fall under their purview. Importantly, it will also provide details on how to submit an online staff meeting request. Ministry staff are also hosting identical information sessions on May 16 and May 28, 2024, via Microsoft Teams, providing a technical overview of the meeting request processes; invitations were sent in April.

This will be my second UBCM Convention as the minister responsible for local governments. I appreciated the opportunities to connect in person last year, and our conversations are always illuminating. I have also enjoyed meeting with many communities and regions since Convention, to hear more about your challenges and accomplishments. I look forward to continuing our collaborative work this summer and at Convention in September.

Sincerely,

Anne Kang  
Minister of Municipal Affairs

pc: Honourable David Eby, Premier  
Trish Mandewo, President, Union of BC Municipalities

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Ministry of Municipal Affairs

Office of the Minister

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May 15, 2024

Dear Mayors and Regional District Chairs:

The 2024 Union of British Columbia Municipalities (UBCM) Convention will be held in Vancouver from September 16-20, 2024. As we prepare for the upcoming convention, my caucus colleagues and I are looking forward to meeting and working with you to continue building strong, sustainable and vibrant communities throughout our province.

We all have a role to play in finding ways to ensure our communities thrive, and UBCM provides a wonderful opportunity to listen to one another, share ideas and find new approaches. With local, provincial, federal and First Nations governments working together, we can continue to build a better BC for all.

If you would like to request a meeting with me or one of my Cabinet colleagues, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2024** and it is case sensitive. The deadline to submit your meeting requests is June 21, 2024. If you have any questions, please contact [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca) or phone 250-213-3856.

As well, further to invitations that were sent out by the Ministry of Municipal Affairs in April, I would like to remind you of two upcoming information sessions being held via Microsoft Teams on May 16 and 28, 2024. The content for each session will be identical, with ministry staff providing a technical overview of the meeting request process.

I look forward to once again being part of your convention, meeting with many of you and exploring ways that we can partner together to address the cost of living, public safety and other common issues.

Sincerely,

  
David Eby, KC  
Premier

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**Office of the  
Premier**

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