

VILLAGE OF HARRISON HOT SPRINGS

NOTICE OF MEETING AND AGENDA

REGULAR COUNCIL MEETING

Date: Monday, June 7, 2021
Time: 7:00 p.m.
Location: Council Chambers, Memorial Hall, 290 Esplanade Avenue, Harrison Hot Springs, British Columbia

Due to the COVID-19 pandemic and the Provincial Health Order of December 4, 2020, members of the public are prohibited from in-person attendance at Council Meetings.
Visit our website for instructions on how to connect to the digital Council Meetings.

1. CALL TO ORDER

Meeting called to order by Mayor Facio.
 Acknowledgment of Sts'ailes traditional territory

2. INTRODUCTION OF LATE ITEMS

3. APPROVAL OF AGENDA

ADOPTION OF COUNCIL MINUTES

- | | |
|---|---------------------|
| (a) THAT the Regular Council Meeting Minutes of May 17, 2021 be adopted. | Item 4(a)
Page 1 |
| (b) THAT the Committee of the Whole Meeting Minutes of May 28, 2021 be adopted. | Item 4(b)
Page 7 |

5. BUSINESS ARISING FROM THE MINUTES

6. CONSENT AGENDA

- | | | |
|---|--|--|
| i. Bylaws | (a) Council Procedure Bylaw No. 1164, 2021 | Item 6.i.(a)
Page 11 |
| ii. Agreements | | |
| iii. Committee/ Commission Minutes | | |
| iv. Correspondence | (a) Letter dated May 11, 2021 from the District of Tofino
Re: Support for Expedient and Resourced Implementation of the Old-Growth Strategic Review

(b) Letter dated May 18, 2021 from the City of White Rock, Office of the Mayor
Re: Regional Model Mobile Crises Response Car Program and Invoicing for Required Officer Attendance at Hospitals in Accordance with the <i>Mental Health Act</i> | Item 6.iv.(a)
Page 29

Item 6.iv.(b)
Page 31 |

(c) Letter dated May 19, 2021 from the Union of BC Municipalities
Re: 2021 LMLGA Resolution

Item
6.iv.(c)
Page 39

(d) Letter dated May 21, 2021 from the Union of BC Municipalities
Re: Gas Tax Agreement Community Works Fund Payment

Item
6.iv.(d)
Page 41

(e) Email dated June 2, 2021 from the City of Prince George
Re: 2021 UBCM Convention Resolutions

Item
6.iv.(e)
Page 42

7. DELEGATIONS/PETITIONS

8. CORRESPONDENCE

(a) Letters dated May 25, 2021 from the Office of the Premier and Minister Osborne
Re: 2021 UBCM Convention and the Provincial Appointment Book

Item 8(a)
Page 47

9. BUSINESS ARISING FROM CORRESPONDENCE

10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE AND COMMISSIONS

Councillor Hooper

- Agassiz Harrison Historical Society
- Fraser Health
- Fraser Valley Regional Library Board (Alternate Municipal Director)

Councillor Palmer

- Fraser Valley Regional Library Board (Municipal Director)
- Kent Harrison Joint Emergency Program Committee
- Public Art Committee

Councillor Piper

- Corrections Canada Citizen's Advisory Committee
- Harrison Agassiz Chamber of Commerce
- Kent Harrison Joint Emergency Program Committee
- Tourism Harrison

Councillor Vidal

- Agassiz Harrison Healthy Communities
- Fraser Valley Regional District Board (Alternate Municipal Director)
- Fraser Valley Regional District Hospital Board (Alternate Municipal Director)

11. REPORTS FROM MAYOR

12. REPORTS FROM STAFF

(a) Report of Community Services Manager – May 26, 2021
Re: Village Wayfinding Signage

Item 12(a)
Page 91

Recommendation:

THAT the wayfinding signage installation at Esplanade Avenue and St. Alice Street be approved.

(a) Report of Financial Officer – May 31, 2021

Item 12(b)
Page 93

Re: 2020 Annual Report

Recommendation:

THAT the 2020 Annual Report be approved.

(b) Report of Community Services Manager – June 2, 2021

Item 12(c)
Page 163

Re: Public Events on Municipal Property

Recommendation:

THAT the Public Events on Municipal Property report be received for information.

13. BYLAWS

(a) Report of Deputy Chief Administrative Officer/Corporate Officer – June 2, 2021

Item 13(a)
Page 165

Re: Development Procedures Amendment Bylaw

Recommendation:

THAT Development Procedures Amendment Bylaw No. 1160, 2021 be given first, second and third readings.

(b) Report of Deputy Chief Administrative Officer/Corporate Officer – June 2, 2021

Item 13(b)
Page 171

Re: Amendment to Highway and Traffic Bylaw No. 974, 2011

Recommendation:

THAT Highway and Traffic Amendment Bylaw No. 1165, 2021 be given first, second and third reading.

(c) Report of Deputy Chief Administrative Officer/Corporate Officer – June 2, 2021

Item 13(c)
Page 175

Re: Freedom of Information and Protection of Privacy Bylaw

Recommendation:

THAT Freedom of Information and Protection of Privacy Bylaw No. 1166, 2021 be given first, second and third reading.

14. QUESTIONS FROM THE PUBLIC (pertaining to agenda items only)

15. ADJOURNMENT

**VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE REGULAR MEETING OF COUNCIL**

DATE: Monday, May 17, 2021
TIME: 7:00 p.m.
PLACE: Council Chambers, Memorial Hall
 290 Esplanade Avenue, Harrison Hot Springs, BC

IN ATTENDANCE: Mayor Leo Facio
 Councillor Samantha Piper
 Councillor Ray Hooper
 Councillor Gerry Palmer
 Councillor Michie Vidal

Chief Administrative Officer, Madeline McDonald
 Deputy Chief Administrative Officer/CO, Debra Key
 Community Services Manager, Rhonda Schell
 Financial Officer, Tracey Jones
 Operations Manager, Tyson Koch

ABSENT: None

Recording Secretary: Jaclyn Bhatti

1. CALL TO ORDER

Mayor Facio called the meeting to order at 7:00 p.m.
 Mayor Facio acknowledged the traditional territory of Sts'ailes.

2. INTRODUCTION OF LATE ITEMS

The Corporate Officer requested that items 12(a) and 12(b) be removed from the agenda as the applicant advised they wish to make revisions to their applications.

3. APPROVAL OF AGENDA

Moved by Councillor Vidal
Seconded by Councillor Hooper

THAT the agenda be approved as amended.

**CARRIED
UNANIMOUSLY**
 RC-2021-05-06

4. ADOPTION OF COUNCIL MINUTES

Moved by Councillor Piper
Seconded by Councillor Palmer

THAT the Regular Council Meeting Minutes of May 3, 2021 be adopted.

**CARRIED
UNANIMOUSLY**
 RC-2021-05-07

5. BUSINESS ARISING FROM THE MINUTES

None

*Village of Harrison Hot Springs
Minutes of the Council Meeting
May 17, 2021*

6. CONSENT AGENDA

- i. Bylaws
- ii. Agreements
- iii. Committee/Commission Minutes
- iii. Correspondence

- (a) Letter dated April 2, 2021 from the Government Finance Officers Association
Re: 2019 Annual Financial Report Award
- (b) Letter dated May 6, 2021 from the Fraser Valley Regional District
Re: Restructuring of the FVRD Regional Indigenous Relations Committee
- (c) Letter dated May 11, 2021 from the Ministry of Municipal Affairs
Re: Climate Action Revenue Incentive Program

Moved by Councillor Piper
Seconded by Councillor Vidal

THAT the correspondence be received.

**CARRIED
UNANIMOUSLY**
RC-2021-05-08

7. DELEGATIONS/PETITIONS

None

8. CORRESPONDENCE

None

9. BUSINESS ARISING FROM CORRESPONDENCE

None

**10. REPORTS OF COUNCILLORS, COMMITTEES, COMMITTEE OF THE WHOLE
AND COMMISSIONS**

Councillor Hooper

- Agassiz Harrison Historical Society – no report
- Fraser Health
 - May 5 & 6, 2021 attended the End of Poverty Conference through the Tamarack Institute
 - May 7, 12 & 14 attended Zoom meetings and training with the Canadian National Institute for the Blind
 - May 10, 2021 attended a BC Citizens Response Network Zoom meeting
 - May 14, 2021 attended a Zoom meeting with members of the Foundry and Youth Addiction Knowledge Exchange
- Fraser Valley Regional Library Board – no report

*Village of Harrison Hot Springs
Minutes of the Council Meeting
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Councillor Palmer

- Fraser Valley Regional Library Board – no report
- Kent Harrison Joint Emergency Program Committee – no report
- Public Art Committee – no report

Councillor Piper

- Corrections Canada Citizens Advisory Committee – no report
- Harrison Agassiz Chamber of Commerce – attended the May 11, 2021 Board of Directors meeting online and reported that there is a Recovery Advisor available for local businesses
- Kent Harrison Joint Emergency Program Committee – no report
- Tourism Harrison – no report
- May 14, 2021 attended an online session through the Whistler Institute, Tourism: Building Back Better, a global conversation with expert panelists

Councillor Vidal

- Agassiz Harrison Healthy Communities – no report
- Fraser Valley Regional District Board – no report
- Fraser Valley Regional District Hospital Board – no report
- May 6, 2021 attended the virtual Lower Mainland Local Government Association Executive Board Meeting
- May 12, 13, & 14, 2021 attended the virtual Lower Mainland Local Government Association Conference
- May 14, 2021 attended an online session through the Whistler Institute, Tourism: Building Back Better, a global conversation with expert panelists
- Reported that the new Lower Mainland Local Government Association Executive Board was announced at the Annual General Meeting and she looks forward to serving for another 1-year term

11. MAYOR'S REPORT

- Read a letter dated April 2, 2021 from the Government Finance Officers Association regarding the 2019 Annual Financial Report Award
- Attended the Whistler Institute's Global Perspectives Speaker Series event Tourism: Building Back Better, a global conversation with expert panelists
- Attended an online meeting with the Minister of Municipal Affairs, BC Mayors and Regional District Chairs
- Attended the May 6, 2021 Fraser Valley Regional District Regional and Corporate Services Committee Meeting and reported on the Memorial Program Policy for Parks and Trails and a BC Transit update

*Village of Harrison Hot Springs
Minutes of the Council Meeting
May 17, 2021*

12. REPORTS FROM STAFF

- (a) Report of Financial Officer – May 10, 2021
Re: 2020 Statement of Financial Information

Moved by Councillor Piper
Seconded by Councillor Vidal

THAT the 2020 Statement of Financial Information be approved.

**CARRIED
UNANIMOUSLY**
RC-2021-05-09

- (b) Report of Operations Manager – May 7, 2021
Re: Miami River Greenway and McCombs Drive Trail Project

Moved by Councillor Palmer
Seconded by Councillor Vidal

THAT the Miami River Greenway and McCombs Drive Trails project, be awarded to Transformations Landscaping and be approved at a cost not to exceed \$308,750.00 to be funded by the Community Economic Recovery Infrastructure Program funds; and

THAT staff be authorized to use the balance of funds for project upgrades and enhancements.

**CARRIED
OPPOSED BY COUNCILLOR HOOPER**
RC-2021-05-10

13. BYLAWS

- (a) Report of Deputy Chief Administrative Officer/Corporate Officer – April 15, 2021
Re: Council Procedure Bylaw No. 1164, 2021

Moved by Councillor Piper
Seconded by Councillor Vidal

THAT Council Procedure Bylaw No. 1164, 2021 be given first, second and third readings.

**CARRIED
UNANIMOUSLY**
RC-2021-05-11

14. QUESTIONS FROM THE PUBLIC (pertaining to agenda items only)

Questions from the public were entertained.

*Village of Harrison Hot Springs
Minutes of the Council Meeting
May 17, 2021*

15. ADJOURNMENT

Moved by Councillor Piper
Seconded by Councillor Palmer

THAT the meeting be adjourned at 8:07 p.m.

**CARRIED
UNANIMOUSLY**
RC-2021-05-12

Leo Facio
Mayor

Debra Key
Corporate Officer

VILLAGE OF HARRISON HOT SPRINGS
MINUTES OF THE COMMITTEE OF THE WHOLE MEETING

DATE: Friday, May 28, 2021
TIME: 10:00 a.m.
PLACE: Council Chambers, Memorial Hall
290 Esplanade Avenue, Harrison Hot Springs, BC

IN ATTENDANCE: Mayor Leo Facio
Councillor Samantha Piper
Councillor Ray Hooper
Councillor Gerry Palmer
Councillor Michie Vidal

Chief Administrative Officer, Madeline McDonald
Deputy Chief Administrative Officer/Corporate Officer, Debra Key
Financial Officer, Tracey Jones
Community Services Manager, Rhonda Schell
Planning Consultant, Ken Cossey

ABSENT: None

Recording Secretary: Jaclyn Bhatti

1. CALL TO ORDER

Mayor Facio called the meeting to order at 10:00 a.m.
Mayor Facio acknowledged the traditional territory of Sts'ailes.

2. INTRODUCTION OF LATE ITEMS

None

3. APPROVAL OF AGENDA

Moved by Councillor Piper

THAT the agenda be approved.

**CARRIED
UNANIMOUSLY**
COW-2021-05-01

4. ITEMS FOR DISCUSSION

(a) Report of Planning Consultant – May 21, 2021
Re: Development Procedures Amendment Bylaw

Moved by Councillor Piper

THAT the draft Development Procedures Amendment Bylaw No. 1160, 2021 be approved.

**CARRIED
OPPOSED BY COUNCILLOR PALMER**
COW-2021-05-02

*Village of Harrison Hot Springs
Minutes of the Committee of the Whole Meeting
May 28, 2021*

Moved by Councillor Palmer

THAT the draft Development Procedures Amendment Bylaw No. 1160, 2021 be referred back to staff to include provisions for automatic Advisory Planning Commission referral except for Development Permits unless Council directs otherwise.

**OPPOSED BY COUNCILLORS PIPER AND VIDAL AND MAYOR FACIO
DEFEATED
COW-2021-05-03**

Mr. Cossey left the meeting at 10:25 a.m.

- (b) Report of Financial Officer – May 20, 2021
Re: Reserve and Surplus Policy

Moved by Councillor Piper

THAT the draft Reserve and Surplus Policy be approved.

**CARRIED
UNANIMOUSLY
COW-2021-05-04**

- (c) Report of Community Services Officer – May 19, 2021
Re: Off-Leash Dog Park

Moved by Councillor Piper

THAT the Off-Leash Dog Park report be received.

**CARRIED
UNANIMOUSLY
COW-2021-05-05**

Moved by Councillor Piper

THAT staff conduct a public consultation process to gauge the level of public support for a dog park and to indicate their desired location, and their willingness to support it financially.

**CARRIED
OPOSED BY COUNCILLOR HOOPER
COW-2021-05-06**

*Village of Harrison Hot Springs
Minutes of the Committee of the Whole Meeting
May 28, 2021*

5. ADJOURNMENT

Moved by Councillor Palmer

THAT the meeting be adjourned at 12:00 p.m.

**CARRIED
UNANIMOUSLY**
COW-2021-05-07

Leo Facio
Mayor

Debra Key
Corporate Officer



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1164

A bylaw to establish the rules of procedure for Council of the Village of Harrison Hot Springs

WHEREAS under Sections 124 (1) of the *Community Charter*, Council must by bylaw establish the general procedures to be followed by Council and Council Committees in conducting their business,

NOW, THEREFORE, the Council of the Village of Harrison Hot Springs in open meeting assembled enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as "Village of Harrison Hot Springs Council Procedure Bylaw No. 1164, 2021" and comes into effect on the date of adoption.

2. DEFINITIONS

In this bylaw, unless the context otherwise requires:

"Acting Mayor" means a member of Council appointed by council to preside at any meeting of council in the absence of the mayor or member appointed as deputy mayor;

"Charter" means *Community Charter*;

"Commission" means a municipal commission established under s.143 of the *Community Charter*;

"Committee" means a select, standing, or other committee duly appointed by the Council, but does not include COW;

"COW" or "Committee of the Whole" means all of the members of the Council present at a meeting sitting in Committee;

"Councillor" means a Councillor of the Village of Harrison Hot Springs;

"Corporate Officer" means the Corporate Officer for the Village of Harrison Hot Springs appointed by Council or designate;

"Council" means the Municipal Council of the Village of Harrison Hot Springs;

"Deputy Mayor" means a member of Council who is nominated by Mayor and appointed by Council to act in the place of mayor when the Mayor is absent or otherwise unable to act or when the office of mayor is vacant pursuant to s. 130 of the *Community Charter*;

"In Camera meeting" means a meeting closed to the public;

"Mayor" means the duly elected Mayor of the Village of Harrison Hot Springs;

"Member" means a member of the Municipal Council of the Village of Harrison Hot Springs and includes the Mayor;

"Meeting" shall include all meetings of Council whether regular or otherwise unless specifically stated;

"Motion" means a formal proposal made by a member of Council that the Council undertake or approve a specified course of action; and

"Municipal Hall" means Harrison Hot Springs Municipal Hall located at 495 Hot Springs Road, Harrison Hot Springs, British Columbia;

"Public Notice Posting Place" means the Village's website at www.harrisonhotsprings.ca and all public notice bulletin boards'

"Village" means the Village of Harrison Hot Springs;

"Village Website" means the electronic information resource at www.harrisonhotsprings.ca

3. MEETINGS OF COUNCIL

- (a) Following the general local election, the first Council meeting shall be held on the first Monday in November in the year of the election;
- (b) After the inaugural meeting, regular meetings of Council shall be held on the first and third Mondays of each month, except for the months of July, August and September, when there shall only be one meeting per month and that meeting shall be on the second Monday of the month for those three months;
- (c) Where the regular meeting day of Council occurs on a statutory holiday, the regular meeting will take place on the day immediately following such holiday, or another date set by Council;
- (d) Regular Council meetings may:
 - (i) be cancelled by the Mayor or Council, provided that two consecutive meetings are not cancelled; and
 - (ii) be postponed to a different day, time, and place by the Mayor, provided the Corporate Officer is given at least two (2) days written notice.
- (e) Council meetings may be held at any venue within municipal boundaries.
- (f) Regular meetings of Council shall be held at 7:00 pm.
- (g) Regular meetings of Council must adjourn by 10:00 p.m. on the day scheduled for the meeting, unless Council resolves to proceed beyond that time;
- (h) Council and all of its Committees will ordinarily meet in person;

- (i) Council members who are physically unable to attend open Regular or Special meetings in event of an emergency or Provincial Orders, may attend the meeting and vote through electronic or other communication facilities;
 - a. Except that, attendance at In Camera meetings must be by physical attendance of Council members;
- (j) Council members attending electronically are deemed to be in attendance and must act and vote accordingly;
- (k) If at the time a meeting is called and it is declared to take place online, then all members must use the specified software in order to attend;
- (l) Members attending through electronic means are responsible for their own connection costs;
- (m) If the Chair or majority vote of members determines that the connection quality of a member attending electronically is inadequate to allow that member to participate, they may deem that member to no longer be in attendance, which must be recorded by the Corporate Officer;
- (n) If at any time, there is loss of quorum due to electronic communication links, the meeting shall be adjourned and reconvene as soon as possible once quorum can be achieved. If the meeting cannot be reconvened within fifteen (15) minutes, the meeting will be reconvened at a later date and public notice will be posted as soon as possible.

4. AGENDA

- (a) Prior to each regular meeting, the Corporate Officer shall prepare an agenda of all business to be brought before the Council at such meeting.
- (b) Pursuant to section 127 of the *Community Charter*, the Corporate Officer must give public notice of the time, place and date of a Council meeting by way of:
 - (i) posting a notice at the public notice posting places;
 - (ii) provide a complete Council Agenda package to each member of Council.
- (c) The Mayor or presiding member may add correspondence, reports or other items to the agenda of a regular meeting of Council in that meeting providing Council concurs to the late items by resolution.
- (d) A member of Council may request that an item be added as New Business to the agenda of a regular meeting of Council in that meeting providing Council approves the New Business by resolution.
- (e) All documents intended to be considered by Council at a meeting must be delivered to the Corporate Officer not later than 12:00 noon on the Wednesday preceding the day of the meeting of the Council.

- (f) The Council shall proceed with business in the order set out in the agenda, unless the majority of the Council present otherwise directs.
- (g) Those items that are considered routine in nature and do not require debate such as, but not necessarily restricted to, adoption of bylaws and correspondence, will be included in the Consent Agenda.
 - (i) If Council wishes to remove an item from the Consent Agenda or move it to another section of the agenda, Council must approve the change by resolution.
- (h) Except as Council otherwise resolves and, in any event, only to the extent that business exists at a particular meeting under each of the following subject headings, the usual order of business at a Regular Meeting of Council shall be:
 1. Call to Order
 2. Introduction of Late Items
 3. Approval of Agenda
 4. Adoption of Council Minutes
 5. Business Arising from Minutes
 6. Consent Agenda
 - i. Bylaws
 - ii. Agreements
 - iii. Committee and Commission Minutes
 - iv. Correspondence
 7. Delegations/Petitions
 8. Correspondence
 9. Business arising from Correspondence
 10. Reports of Councillors, Committees, COW and Commissions
 11. Reports from Mayor
 12. Reports from Staff
 13. Bylaws
 14. New Business
 15. Question Period (Pertaining to Agenda Items Only)
 16. Adjournment
- (i) When any order, motion, or question is lost, by reason of the Council or any Committee thereof breaking up for want of a quorum, the order, resolution, or question so lost shall be the first item of business to be proceeded with and disposed of at the next meeting of the Council or Committee under that particular heading.

5. OPENING PROCEDURES

- (a) The Mayor shall take the chair and call the members to order as soon after the hour of meeting when a quorum is present.
- (b) The Deputy Mayor shall take the chair and call the members to order in case the Mayor does not attend within 15 minutes after the time appointed for a meeting; or if the Deputy Mayor is absent, the Corporate Officer shall call the members to

order and, if a quorum is present, the members shall appoint an Acting Mayor who shall preside during the meeting or until the arrival of the Mayor.

- (c) Should there be no quorum within 15 minutes after the time appointed for the meeting, the Corporate Officer shall ensure minutes of the meeting are recorded with the name of the members present and if quorum is lost due to means of electronic communication or technology issues, the meeting shall stand adjourned until another meeting is held, where items on the agenda shall be added to the next meeting's agenda.

6. RULES OF CONDUCT AND DEBATE

- (a) The Council Code of Conduct Policy applies to all Council bodies;
- (b) Every member shall address the Chair before speaking to any question or motion;
- (c) The Mayor will be addressed as "Your Worship" or "Mayor [surname]"
- (d) Councillors will be addressed as "Councillor [surname]." If a Councillor is Chairing a meeting, they may be addressed as "Chair" or if the Mayor is absent, they may be addressed as "Deputy Mayor [surname]"
- (e) No member shall:
 - (i) speak disrespectfully of the reigning sovereign, a member of the Royal Family, the Governor General, or a Lieutenant Governor;
 - (ii) use offensive words in Council or against any member thereof;
 - (iii) speak beside the question in debate or reflect upon a vote of the Council, except for the purposes of moving that the vote be rescinded;
 - (iv) leave his seat or make any noise or disturbance while a vote is being taken and until the result is declared;
 - (v) interrupt a member who is speaking, except to raise a point of order;
 - (vi) disobey the rules of the Council or disobey the decision of the Mayor or presiding member on points of order or practice, or upon the interpretation of the Rules of Council by the Mayor or presiding member, except any member shall have the right of appeal against the Chair as provided for in the *Charter*.
- (f) If any member takes an action prohibited, the member shall be ordered by a majority vote of the Council or on the order of the Mayor or presiding member to leave their seat for that meeting, and in the case of their refusing to do so, may, on order of the Mayor or presiding member, be removed from the meeting by a Peace Officer.
- (g) However, if a member offending subsection 6(f) apologizes to the Council, the Council may, by majority vote, permit them to resume their seat.
- (h) No member may speak more than once to the same question without leave of the Council, except to explain a material part of their speech which may have been misconceived, and in doing so the member may not introduce new information.

- (i) A member who has made a substantive motion to the Council shall be allowed to reply, but not a member who has moved an amendment.
- (j) The Mayor or presiding member, or any member through the Mayor or presiding member, may call a point of order to a member who is speaking. When such action is taken, the Mayor or presiding member shall immediately suspend debate and the member in question shall refrain from speaking until the Mayor or presiding member determines the point of order.
- (k) After a question is finally put by the Mayor or presiding member, it shall be conclusive and no member shall speak to the question nor shall any other motion be made until after the result of the vote has been declared.
- (l) A member of Council may, by right, require the motion under discussion be read for informational purposes at any period of the debate, but not so as to interrupt any member speaking.
- (m) No member shall speak to any motion or in reply for longer than five minutes, without leave of the Council except the mover of a motion shall be allowed to reply to the motion for up to three minutes and close the debate.
- (n) If the Mayor or presiding member desires to leave the chair for purposes of taking part in a debate or otherwise, he shall call upon the Deputy Mayor or, in the absence of the Deputy Mayor, another member of Council to take the chair until the Mayor or presiding member resumes the chair.
- (o) A Council member or former Council member must, unless specifically authorized otherwise by Council:
 - (i) keep in confidence any record held in confidence by the Village, until the record is released to the public as lawfully authorized or required; and
 - (ii) keep in confidence information considered in any part of an In Camera Council, COW or committee meeting, until the Council, COW or committee discusses the information at a meeting that is open to the public or releases the information to the public.

7. **CONFLICT OF INTEREST**

- (a) Should a member of Council or as a member of a Council Committee, deem to have a direct or indirect pecuniary interest in any matter before a meeting, he shall verbally declare such a conflict, state the general nature that this is to be the case and remove himself from the meeting.
- (b) A member of Council or as a member of a Council Committee declaring a conflict of interest must not attempt in any way, whether before, during, or after the meeting, to influence the voting on any question in respect of the matter. After such declaration, the Corporate Officer or designate must have recorded in the minutes, the declaration of the conflict, the reasons given for it and the times of the member's departure from and return to the meeting.

- (c) The Mayor/Chair or presiding member of the Council or as a member of a Council Committee at meetings, must ensure that the member is not present at the meeting at the time of any vote in respect of the matter.

8. VOTING

- (a) Each member present, including the Mayor or presiding member, shall have one vote;
- (b) If the meeting is held in person, voting will be conducted by raising hands;
- (c) If a member is participating electronically, they must verbalize their vote;
- (d) If a member abstains from voting or does not indicate how they vote, the member is deemed to have voted in the affirmative;
- (e) A motion on a bylaw or resolution, or any other question before Council, is decided by a majority of the Council members present at the meeting, including the Mayor;
- (f) A voting member may request that recommendations be taken separately or together and the Chair will decide whether or not to accede to the request;
- (g) When a question is called, all voting members present are required to vote (unless the member has declared a conflict of interest);
- (h) The Chair will call for those in favour and those against;
- (i) If a motion receives equal votes for and against then it is defeated;
- (j) Council shall not reconsider any motion more than once at the same meeting, except by unanimous consent of Council.

9. MOTIONS

- (a) Motions must be moved and seconded before they may be debated or voted upon;
- (b) If any motion is contrary to the rules of procedure, the Mayor or presiding member may apprise the members without proposing the question and shall cite without argument or comment, the rule or authority applicable to the case;
- (c) When the debate is closed, the Mayor or presiding member shall immediately put the question to a vote;
- (d) The mover of a motion may withdraw it with the consent of the seconder;
- (e) A withdrawn motion may be re-proposed by any other member;
- (f) When a question is under consideration, no motion shall be received except the following:
 - (i) To refer an item

- (ii) To amend
- (iii) To postpone (defer)
- (iv) To postpone indefinitely
- (v) To adjourn

10. AMENDMENTS TO MOTIONS

- (a) A member may move that a motion be amended in one of the following ways:
 - (i) by leaving out certain words;
 - (ii) by leaving out certain words and inserting or adding others;
 - (iii) by inserting or adding certain words; or
 - (iv) by substitution.
- (b) The Mayor or presiding member shall not permit an amendment which negates the purpose of the main motion.
- (c) When a member moves to amend a motion, the Mayor or presiding member shall state the original motion followed by the amendment and then shall put the question of the amendment to the Council.
- (d) If the motion is defeated, the Mayor or presiding member shall again propose the main question and debate may continue.
- (e) Members, other than the member who moved the defeated amendment, may submit amendments.
- (f) If the amendment is passed, then the debate continues on the amended motion. It shall be competent for a member to move other amendments subject to the limitations set forth in the following sections.
- (g) The Mayor or presiding member shall allow only one amendment to an amendment.
- (h) Once Council defeats an amendment, it cannot be moved a second time.
- (i) The Mayor or presiding member shall put amendments to Council in the reverse order to that in which they are moved. When there is a main motion, a primary amendment and a secondary amendment thereto, the motion and appendages shall be put to the Council in the following order:
 - (i) The secondary amendment.
 - (ii) The primary amendment to the main motion.
 - (iii) The main motion.

11. BYLAWS

- (a) The Corporate Officer shall have every proposed bylaw prepared before it is considered by Council and every member shall be given a copy at least 24 hours

prior to the meeting of Council, or all Council members unanimously agree to waive this requirement.

- (b) Only the title and the intended object of the Bylaw shall be read by the Mayor, presiding member or Corporate Officer at first reading of the Bylaw.
- (c) If a motion to introduce a Bylaw fails or is not made and seconded, the Bylaw shall be considered defeated and shall be removed from the agenda and shall not be brought forward as unfinished business on a subsequent agenda.
- (d) The Mayor or presiding member shall not allow any amendments or debate at first reading of a Bylaw.
- (e) Second reading of the Bylaw shall consist of debate upon the general principles of the Bylaw.
- (f) Every Bylaw other than an official community plan or zoning bylaw, shall be adopted not less than one clear day after it has received third reading, unless the *Community Charter* or any other *Act* directs otherwise.
- (g) Where the *Charter* or *Local Government Act* requires that a Public Hearing be held, it shall be held after first reading and before third reading of the Bylaw.
- (h) Subject to section 135(3) of the *Community Charter*, three readings may be given on the same day, however, section 477 and 480 of the *Local Government Act* provides that Council may adopt an official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.
- (i) The Corporate Officer shall endorse upon every Bylaw, the date of the readings, the effective date and the date of adoption.
- (j) A Bylaw is not valid unless it has been given three readings and has then been adopted by the Council, pursuant to the *Community Charter*.
- (k) A Council member may request that the whole or any part of the Bylaw shall again be read before the motion for reconsideration and adoption is put.
- (l) Upon reconsideration, the bylaw may be approved or rejected.
- (m) Nothing in this section shall require the Council to introduce a Bylaw or give it any reading or readings.
- (n) Every adopted and signed bylaw shall be kept indefinitely by the Corporate Officer among the corporate records of the municipality.

12. DELEGATIONS

- (a) No person or group of persons wishing to appear before Council may do so unless the Corporate Officer has first been provided a written application prior to 12:00

noon on the Wednesday before the meeting to be included on the agenda and attendance is approved by the Mayor.

- (b) Council will not hear from more than two delegations at a single meeting, unless expressly authorized by the Mayor
- (c) A delegation shall appoint a speaker or, upon a vote of the majority of Council members present at a meeting, more than one speaker.
- (d) The Mayor or presiding member shall allow up to 10 minutes for the presentation and may be extended by a majority vote of Council.
- (e) Council reserves its authority in whole or in part to not deliberate on any matters presented at a delegation until the subsequent meeting.

13. PETITIONS

- (a) Council may dispose of a petition or submission at the meeting, refer the subject matter to staff or a Committee, or take such other action as it deems expedient.
 - (i) A petition presented to Council shall legibly include the subject matter and date of the petition on each page.
 - (ii) A petition presented to Council must include the full name, signature, and physical address of each petitioner.
 - (iii) In the case of a corporation, it is required that the signature on a petition include written authority signed by a Director of the corporation under the corporate seal.

14. MINUTES OF MEETINGS

- (a) Minutes of Council, Committee and Commission meetings must be taken, including the provision to certify the minutes;
- (b) The minutes of Council, Committee and Commission meetings, once adopted, are the official record of those meetings.

15. SPECIAL MEETINGS OF COUNCIL

Except as Council otherwise resolves and, in any event, only to the extent that business exists at a particular meeting under each of the following subject headings, the usual order of business at a Special Council meeting shall be:

1. Call to Order
2. Introduction of Late Items
3. Approval of Agenda
4. Delegations
5. Reports from Staff
6. Bylaws

- 7. Question Period (Pertaining to Agenda Items Only)
- 8. Adjournment

- (a) Except where notice of a special meeting is waived by unanimous vote of all Council members under Section 127 (4) of the *Community Charter*, at least twenty-four hours before a special meeting of Council, the Corporate Officer must:
 - (i) give advance notice of the time, place and date of the meeting by way of a notice posted at the public notice posting places in the Village of Harrison Hot Springs; and
 - (ii) give notice of the special meeting in accordance with Section 127 (2) of the *Community Charter*.

16. PUBLIC HEARINGS AND PUBLIC INFORMATION MEETINGS

(a) Public Hearings

- (i) The Corporate Officer must give public notice of a Public Hearing in accordance with s. 892 of the *Local Government Act*;
- (ii) Conduct of a Public Hearing will be at the call of the Chair;
- (iii) Oral submissions at the Public Hearing may be limited by the Chair to 5 minutes for each speaker; and may be allowed further opportunity to speak a second or third time once all persons have had opportunity to speak;
- (iv) opportunity to speak a second or third time once all persons have had opportunity to speak.
- (v) A written report of a Public Hearing containing a summary of the representations made at the hearing must be prepared and maintained as a public record;
- (vi) The written report of a Public Hearing, once adopted, is the official record of that hearing.

(b) Public Information Meetings

- (i) At least 24 hours before a Public Information Meeting, the Corporate Officer shall give public notice of the time, place and date of the meeting by way of posting a notice at the public notice posting places.

17. ATTENDANCE OF PUBLIC AT MEETINGS

- (a) Subject to Sections 89 and 90 of the *Community Charter*, all Council meetings must be open to the public.

- (b) Before a meeting or part of a meeting is to be closed (In Camera) to the public, Council must state by resolution, the fact that the meeting is to be closed (In Camera) and the basis under Section 90 of the *Community Charter* on which the meeting is to be closed.
- (c) This section applies to meetings of bodies referred to in Section 93 of the *Community Charter* including, without limitation:
 - (i) Standing or select committees;
 - (ii) Commissions;
 - (iii) Committee of the Whole

18. **COMMITTEE OF THE WHOLE**

Except as Council otherwise resolves and, in any event, only to the extent that business exists at a particular meeting under each of the following subject headings, the usual order of business at a Committee of the Whole shall be:

1. Call to Order
 2. Introduction of Late Items
 3. Approval of Agenda
 4. Items for Discussion
 5. Adjournment
- (a) A quorum of the Council is quorum for the Committee of the Whole.
 - (b) A meeting of the Committee of the Whole may be called at any time by the Mayor.
 - (c) At least twenty-four hours before a meeting of the Committee of the Whole, the Corporate Officer or designate must give public notice of the time, place and date of the meeting by way of posting an agenda at the public notice posting places;
 - (d) During a Regular Council meeting, Council may, by resolution, resolve itself into the Committee of the Whole to consider specific matters.
 - (e) The Mayor shall preside at the Committee of the Whole, unless the Council appoints another member of Council to preside.
 - (f) The rules of the Council shall be observed in the Committee of the Whole so far as may be applicable, except that;
 - (i) the number of speeches by a member to any question shall not be limited;
 - (ii) no member shall speak for a longer total time of five minutes to a question; and
 - (iii) a seconder to a motion is not required.
 - (g) A record will be recorded of how members voted.

- (h) A motion in the Committee of the Whole to rise without reporting, or that the Chair of the Committee leave the chair, is always in order and shall take precedence over any other motion.
- (j) Debate on a motion referred to in Section 18(f) shall be allowed, but no member shall speak more than once to the motion and, on further vote, shall be considered disposed of in the negative, and the Chair of the Committee of the Whole shall resume the Chair and proceed with the next order of business.
- (j) When all matters referred to the Committee of the Whole have been considered, a motion to rise and report shall be adopted. The Committee, when it has partly considered a matter, may report progress and ask leave to sit again. In resumption of regular Council business, the Chair of the Committee of the Whole shall report to the Council and the Council may:
 - (i) adopt the report;
 - (ii) reject the report;
 - (iii) adopt the report with amendments;
 - (iv) refer the subject matter for further consideration, either in part or in whole;
 - (v) postpone action on the report; or
 - (vi) approve the request of the Committee to sit again, the Committee having reported progress after partial consideration of the subject.
- (k) A resolution at a Regular meeting of Council to adopt minutes of a Committee of the Whole meeting shall constitute ratification of all motions therein. Issues are finalized and authorized once the Council has passed the resolution to adopt.

19. STANDING AND SELECT COMMITTEES AND COMMISSIONS

The usual order of business at a Standing, Select Committee and Commission of Council shall be:

1. Call to Order
2. Introduction of Late Items
3. Approval of Agenda
4. Adoption of Minutes
5. Items for Discussion
6. Adjournment

(a) Standing Committees

- (i) The Mayor must establish standing committees for matters the mayor considers would be better dealt with by committee and must appoint persons to those committees;
- (ii) At least half of the members of a standing committee must be Council members;

- (iii) Subject to 19(a)(i), persons who are not Council members may be appointed to a standing Committee.
- (iv) The Mayor shall designate one member of each Committee to act as Chair and the Chair will be entitled to one vote.
- (v) The Mayor shall be an ex-officio member of all Committees and be entitled to vote at all meetings thereof.
- (vi) Members of Council, other than members appointed to a Standing Committee, may attend the meetings of a Standing Committee and shall not be allowed to vote, but may, with the consent of the Committee, be allowed to take part in any discussion or debate by permission of a majority vote of the members of the Committee.
- (vii) A majority of voting members appointed to a Standing Committee shall constitute a quorum.
- (viii) Standing Committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
 - (a) matters that are related to the general subject indicated by the name of the Committee;
 - (b) matters that are assigned by Council;
 - (c) matters that are assigned by the Mayor;
 - (d) as required by Council or the Mayor, or at the next Council meeting, if possible, if the Council or Mayor does not specify a time.

(b) Select Committees

- (i) Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the Council.
- (ii) At least one member of a select committee must be a Council member;
- (iii) Subject to 19(b)(i), persons who are not Council members may be appointed to a select committee.
- (iv) The Mayor shall designate one member of each Committee to act as Chair and the Chair will be entitled to one vote.
- (v) The Mayor shall be an ex-officio member of all Committees and be entitled to vote at all meetings thereof.
- (vi) A Select Committee shall, upon completion of its assignment and upon submission of its final report to the Council, be automatically dissolved.

- (vii) A majority of voting members appointed to a Select Committee shall constitute a quorum.
- (viii) Select Committees must consider, inquire into, report and make recommendations to Council about the matters referred to the committee by the Council;
- (ix) Select Committees must report and make recommendations to Council at the next Council meeting, if possible, unless Council specifies a different date and time.

(c) Commissions

- (i) Council may establish and appoint a commission to do one or more of the following:
- (ii) A Council member is not eligible to be a member of an advisory planning commission, but may attend at a meeting of the commission in a resource capacity.
- (iii) A Council member is eligible to be a member of any other commission;
- (iv) A majority of voting members appointed to a Commission shall constitute a quorum.
- (v) Commissions must consider, inquire into, report and make recommendations to Council about all of the following matters:
 - (a) matters that are related to the general subject indicated by the name of the commission;
 - (b) on matters that are assigned by Council or the Mayor;
 - (i) as required by Council or the Mayor, or
 - (ii) at the next Council meeting, if possible, if the Council or Mayor does not specify a time.
- (d) At least twenty-four hours before a meeting of Standing and Select Committees or Commissions, the Corporate Officer or designate must give public notice of the time, place and date of the meeting by way of posting a notice at the public notice posting places;
- (e) In the transaction of business, all Standing and Select Committees and Commissions shall adhere, as far as possible, to the rules governing proceedings at the meetings of Council.
- (f) A resolution at a Regular meeting of Council to adopt minutes of standing, select committees and commissions shall constitute ratification of all motions therein. Issues are finalized and authorized once Council has passed the resolution to adopt.

20. INCOMING CORRESPONDENCE

All correspondence addressed to the Mayor and Council, to any one of them individually, or to Village personnel, whether or not marked as personal or confidential, will be received and processed by the Corporate Officer, and may be subject to disclosure in accordance with the *Freedom of Information and Protection of Privacy Act*.

21. REPORTS

- (a) Reports of activities, as required by Council, shall be submitted through the Chief Administrative Officer for inclusion on the next Regular Council agenda for the following areas:

- i. Administration
- ii. Bylaw Enforcement
- iii. Finance
- iv. Fire Department
- v. Operations
- vi. Planning and Development

22. UNPROVIDED CASES

Except as provided in this Bylaw or in the *Community Charter*, the Council, its Standing and Select Committees, Commissions and Committee of the Whole, shall follow the rules contained in the Roberts Rules of Order.

23. SUSPENSION OF RULES

- (a) Any provision of this bylaw, except those required by the Community Charter or the Local Government Act, or any other applicable legislation, may be temporarily suspended for a single meeting by a motion passed by a two-thirds vote of all Council Members present.
- (b) No action of Council is rendered invalid solely by reason of any breach, inadvertent or otherwise, of any provisions of this Bylaw.

24. SEVERANCE CLAUSE

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

25. GENDER NEUTRAL

- (a) This bylaw is gender neutral and accordingly, any reference or phrase to one gender includes the other.
- (b) Words in the singular include the plural and words in the plural include the singular.

26. REPEAL

Bylaw 1002, 2012 cited as "Village of Harrison Hot Springs Council Procedure Bylaw No. 1002, 2012" is hereby repealed in its entirety.

- 27. THIS BYLAW** may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.

In Compliance with section 124(3) of the *Community Charter*, public notice was given May 7, 2021 and May 14, 2021 in accordance with section 94 of the *Community Charter*.

READINGS AND ADOPTION

READ A FIRST TIME THIS 17th DAY OF MAY, 2021

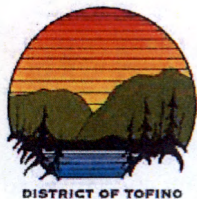
READ A SECOND TIME THIS 17th DAY OF MAY, 2021

READ A THIRD TIME THIS 17th DAY OF MAY, 2021

ADOPTED THIS DAY OF JUNE, 2021

Mayor

Corporate Officer



DISTRICT OF TOFINO – OFFICE OF THE MAYOR

P.O. Box 9, 121 Third Street, Tofino, B.C. V0R 2Z0

Telephone: 250.725.3229 | Fax: 250.725.3775 | Email: dlaw@tofino.ca | Website: www.tofino.ca

Honourable Katrine Conroy
Minister of Forests, Lands, Natural Resource Operations and Rural Development
PO BOX 9049, Stn. Provincial Government
Victoria BC, V8W9E2

May 11, 2021
File No. COM-02 FLNRORD
FLNR.Minister@gov.bc.ca

Dear Minister Conroy,

Re: Support for Expedient and Resourced Implementation of the Old-Growth Strategic Review

On behalf of the District of Tofino Council, I write to you expressing support for the expedient and resourced implementation of the 14 recommendations in the report titled "A Strategic Review of How British Columbia Manages for Old Forests Within its Ancient Ecosystems" (the Strategic Review) written by Registered Professional Foresters Garry Merkel and Al Gorley.

We commend the Minister and Premier Horgan for having publicly committed to implement the Strategic Review in its totality. However, to adequately manage and protect BC's old forest biodiversity, attributes, values and benefits for future generations, we specifically request an expedient Provincial response to recommendations 6 and 7:

6. Until a new strategy is implemented, defer development in old forests where ecosystems are at very high and near-term risk of irreversible biodiversity loss.
7. Bring management of old forests into compliance with existing provincial targets and guidelines for maintaining biological diversity.

The District of Tofino also adds our voice to concerns that BC Budget 2021 shows no allocated funding toward the implementation of the recommendations, or to transitional supports for communities and Indigenous governments as they adapt to changes resulting from new forest management systems.

While BC Budget 2021 does include increased funding for land-use planning modernization, support for negotiations with Indigenous communities, and funds to enact the *Declaration on the Rights of Indigenous Peoples Act*, the budget is missing critical funding pieces needed to fully implement the Old Growth Strategic Review recommendations.

Situated within the Territory of the Tla-o-qui-aht First Nation in the Clayoquot Sound UNESCO Biosphere Reserve, thirty years ago our region was also at a crossroads with respect to the ongoing harvest of timber resources. Since that time, the District of Tofino has continued to engage with the Province and other governments on issues of sustainability and equity, as noted in our most recent Strategic Plan, protocol agreements and other corporate strategies.

Our intention in writing to you, Minister, is to not only show the District of Tofino's support for the expedient implementation of the Strategic Review's recommendations, but also to add our voice to the calls for dedicated funding to enact the recommendations in an economically just manner to build healthier ecosystems, better long-term land management and greater public support for this much needed paradigm shift.

Sincerely,

Dan Law, Mayor
District of Tofino

cc. MLA Josie Osborne
Local Governments of British Columbia

FILE #	DATE
0400-60	May 19/21
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> INFRA
<input type="checkbox"/> DCAO/CO	<input type="checkbox"/> PW
<input type="checkbox"/> FO	<input type="checkbox"/> OTHER
<input type="checkbox"/> ACCOUNTS	<input checked="" type="checkbox"/> MAYOR
<input type="checkbox"/> COMM SERV	<input checked="" type="checkbox"/> COUNCIL
ITEM	A B C
COUNCIL AGENDA	
DATE	June 7/21
	INITIAL <input type="checkbox"/>
ITEMS: A-REQ, ACTION:	
B - INFO - W/REP;	
C - INFO ONLY	



MAYOR DARRYL WALKER
OFFICE OF THE MAYOR
WHITE ROCK, BC CANADA

May 18, 2021

File No. 0230-20

Lower Mainland Local Government Association
PO Box 729
Pemberton BC V0N 2L0

Dear LMLGA Members:

**Re: Regional Model Mobile Crises Response Car Program and
Invoicing for Required Officer Attendance at Hospitals in Accordance with the *Mental Health Act***

On May 10, 2021 White Rock City Council unanimously supported two (2) motions requesting the province deliver a Regional Model Mobile Crises Response Car Program and enable invoicing for required police officer attendance at hospitals in accordance with the *Mental Health Act*. The resolutions read as follows:

Resolution 1: Regional Mobile Crises Response Car Program

WHEREAS a Mobile Crisis Response Car Program has been in place for some municipalities for decades and has been well received;

AND WHEREAS an integrated robust health care regional model would have value, eliminating jurisdictional policy lines (based on municipal boundaries) for a regional model that follows Health Authority boundaries:

THEREFORE BE IT RESOLVED that UBCM request the province to provide an integrated health care regional model for a Mobile Crisis Response Car Program.

Resolution 2: Invoicing for required officer attendance at hospitals

WHEREAS the RCMP are required under the Mental Health Act (MHA) to remain at the hospital with a person that has been apprehended under the MHA until they can be presented to a physician;

AND WHEREAS wait times can range from two and one-half (2.5) hours to six (6) hours during which time a person suffering from a mental health condition is in the custody of the police, contributing to further stigmatization, and preventing the police officer from taking any other emergency calls for the provision of their services:

THEREFORE BE IT RESOLVED that UBCM request the province to endorse provision where the municipalities can invoice the Health Authority for wait times more than 30 minutes, like the BC Ambulance Services (in 15-minute increments over 30 minutes).

City Hall, 15322 Buena Vista Avenue, White Rock, British Columbia, Canada V4B 1Y6
Tel: (604) 541-2131 Fax: (604) 541-9348 Email: dwalker@whiterockcity.ca Website: www.whiterockcity.ca

FILE #	DATE
0400-60	May 19/21
<input type="checkbox"/> CAO	<input type="checkbox"/> INFRA
<input type="checkbox"/> DCAO/CO	<input type="checkbox"/> PW
<input type="checkbox"/> FO	<input type="checkbox"/> OTHER
<input type="checkbox"/> ACCOUNTS	<input type="checkbox"/> MAYOR
<input type="checkbox"/> COMM. SERV.	<input checked="" type="checkbox"/> INCIL
ITEM	A B C
COUNCIL AGENDA	
DATE	June 7/21
INITIAL <input type="checkbox"/>	
ITEMS: A-REQ, ACTION:	
B - INFO - W/REP;	
C - INFO ONLY	

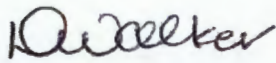
Community safety is a top priority for all municipalities. Expanding the Mobile Crisis Response program regionally could reduce the number of persons being required to be taken to a hospital, which in turn will provide better care for the person in need and assist to reduce overburdened hospital emergency rooms.

Therefore, we kindly request your support and endorsement of these motions to be considered at the UBCM Conference in September 2021.

If you have any questions, please contact my office at 604 541 2124.

On behalf of White Rock City Council, we thank you for your consideration in advance.

Sincerely,



Darryl Walker, Mayor

Enclosure: City of White Rock Corporate Report dated May 10, 2021

cc: Councillor Dupont, LMLGA President
White Rock City Council

LMLGA Members List:

- info@chilliwack.com
- bim@bimbc.ca
- village.hall@anmore.com
- info@whistler.ca
- managersoffice@coquitlam.ca
- infoweb@dnv.org
- info@tol.ca
- info@pittmeadows.ca
- belcarra@belcarra.ca
- communications-info@abbotsford.ca
- info@harrisonhotsprings.ca
- info@mission.ca
- info@hope.ca
- enquiries@mapleridge.ca
- info@slrd.bc.ca
- info@portcoquitlam.ca
- icentre@metrovanvancouver.org
- info@westvancouver.ca
- info@newwestcity.ca
- admin@pemberton.ca
- reception@lionsbay.ca
- info@cnv.org
- cityclerk@richmond.ca
- lum@chilliwack.com (Chairperson of the Board, Fraser Valley Regional District)
- mayor@surrey.ca
- webteam@surrey.ca

- council@squamish.ca
- clerks@delta.ca
- info@langleycity.ca
- info@portmoody.ca
- clerks@kentbc.ca
- clerks@burnaby.ca
- info@vancouver.ca

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: May 10, 2021
TO: Mayor and Council
FROM: Guillermo Ferrero, Chief Administrative Officer
SUBJECT: Regional Model for Mobile Crisis Response Car Program and Proposed Charges for RCMP Attendance at Hospitals

RECOMMENDATIONS

THAT Council endorse:

1. The following resolutions a) and b) and that they be sent to the Union of British Columbia Municipalities (UBCM) to submit a request for the province to provide a Regional Model Mobile Crises Response Car Program and enable invoicing for required officer attendance at hospitals in accordance with the *Mental Health Act* for consideration:

a) REQUEST FOR A REGIONAL MODEL FOR MOBILE CRISIS RESPONSE CAR PROGRAM
CITY OF WHITE ROCK (Sponsor)

WHEREAS a Mobile Crisis Response Car Program has been in place for some municipalities for decades and has been well received;

AND WHEREAS an integrated robust health care regional model would have value, eliminating jurisdictional policy lines (based on municipal boundaries) for a regional model that follows Health Authority boundaries:

THEREFORE BE IT RESOLVED that UBCM request the province to provide an integrated health care regional model for a Mobile Crisis Response Car Program.

b) PROPOSED CHARGES TO HEALTH AUTHORITIES FOR RCMP ATTENDANCE AT HOSPITALS
CITY OF WHITE ROCK (Sponsor)

WHEREAS the RCMP are required under the *Mental Health Act* (MHA) to remain at the hospital with a person that has been apprehended under the MHA until they can be presented to a physician;

AND WHEREAS wait times can range from two and one-half (2.5) hours to six (6) hours during which time a person suffering from a mental health condition is in the custody of the police, contributing to further stigmatization, and preventing the police officer from taking any other emergency calls for the provision of their services:

THEREFORE BE IT RESOLVED that UBCM request the province to endorse a provision where the municipalities can invoice the Health Authority for wait times more than 30 minutes, like the BC Ambulance Services (in 15-minute increments over 30 minutes).

2. Correspondence to the Province of British Columbia and the Health Authorities requesting the following:
 - i. The funding / expansion of the Health Authorities nurse portion of a Mobile Crisis Response Car Program (similar to the "Car 67" utilized by the City of Surrey) to White Rock and other Municipalities in need; and
 - ii. Provide authorization for invoicing in any instance where RCMP officers are required to wait over 30 minutes to present an apprehended / distressed person to a physician (in accordance with the *Mental Health Act*).
 3. The City of White Rock will send a letter to UBCM and the Lower Mainland Local Government Association (LMLGA) seeking their support, including a resolution of support, from their members on the two (2) resolutions; and
 4. The City of White Rock will send a letter to all Metro Vancouver Municipalities seeking their support on the two (2) resolutions.
-

EXECUTIVE SUMMARY

Mobile Crisis Response Car Program (Surrey's Car 67 Program)

The City is requesting the provincial government to expand their funding for an integrated robust regional health care model for a Mobile Crisis Response Car Program. The City of Surrey has a program ("Car 67") that addresses this need for their municipality that does not expand past their municipal boundary.

The program model is comprised of a police officer and a mental health practitioner team as there is often a need for nursing services to be provided and assigned when patients/ persons in distress or in need of medical care are brought to the attention of the RCMP and hospitalization is required. Currently, the *Mental Health Authority* (MHA) requires the police to remain in attendance at a hospital with the person in need until they are in the care of a physician. A Regional Mobile Crisis Response Car Program would be more effective for both the police and health care authorities as many apprehensions could be avoided if a mental health practitioner was available to conduct an on scene assessment, as it would often avoid the need to defer to the emergency powers under the MHA.

Billing for Officer Waits at Hospitals on MHA Apprehensions

The City is requesting a further consideration by the province to permit municipalities to charge the Health Authorities in circumstances when an officer is required to remain at the hospital with an individual in need where it was determined that the care of a physician in accordance with the MHA was required.

In response to often long hospital wait times, whereby an officer is unable to attend to other duties as a result, it is requested that billing for this service be permitted for any time exceeding 30 minutes, similar to the BC Ambulance Services (in 15-minute increments over 30 minutes).

INTRODUCTION/BACKGROUND

Community safety is a priority for the City of White Rock. The City of White Rock contracts with the Province of British Columbia for the provision of RCMP police services.

The White Rock RCMP responds to approximately 500 calls for service annually where mental health is the primary factor. Approximately 190 of these calls annually are for assessments under

the MHA and in approximately 130 of these calls a person is apprehended under the MHA to be transported to the hospital. Police are required under the MHA to remain at the hospital with the person until they can be presented to a physician. Wait times at hospitals can range from two and one-half (2.5) to six (6) hours during which time a person suffering from a mental health condition is in the custody of police. While in attendance with the person in need, the officer is precluded from taking any other emergency calls for the provision of their services.

It is further noted that there is a stigmatization and a perception of criminalization when a person is in police custody, and in many circumstances, this is not the case, as they are there for mental health needs and not criminal misconduct.

The Province of BC, the Fraser Health Authority (FHA) and the Surrey RCMP provide a "Car 67" program whereby a Mobile Crises Response Unit provides advanced crisis intervention, risk assessments and referrals to mental health and/ or victim services to either divert or pre-screen persons who are in distress. It is understood that the "Car 67" concept would require additional resources in order to cover White Rock and other Municipalities facing such challenges.

This program should it be expanded regionally, would reduce the number of persons being required to be taken to the hospital, which in turn will provide better care for the person in need and assist to reduce overburdened hospital emergency rooms.

FINANCIAL IMPLICATIONS

The City of White Rock would contribute financially and/or with a rotational police resource, to staff the car for this program.

An example as to how the White Rock RCMP are currently impacted by this issue, with approximately 130 calls related to persons experiencing mental health issues, at an average of 4 hours of an officer's time required per call, 520 hours equates to 43 days (12 hr./shift).

With a regional program there will still be circumstances where police officers are required to remain with a person in need until they are in the care of a physician. The ability to charge for the time an officer is required to remain at the hospital would provide some funding to help alleviate staff workload / backlog.

LEGAL IMPLICATIONS

Not applicable.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

Not applicable.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

Endorsed by the White Rock RCMP.

CLIMATE CHANGE IMPLICATIONS

Not applicable.

ALIGNMENT WITH STRATEGIC PRIORITIES

Community: Manage the delivery of City Services efficiently and effectively.

OPTIONS / RISKS / ALTERNATIVES

The following options are available for Council consideration:

Regional Mobile Crisis Response Cars Program

1. Council endorse supporting a request to the province to provide an integrated health care regional model for a Mobile Crisis Response Car Program.

Billing for Officer Waits at Hospitals on MHA Apprehensions

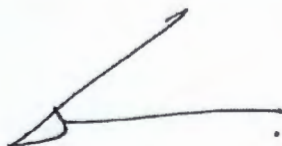
2. Council endorse supporting a request to the province to permit the billing of the FHA/ Health Authorities for wait times by police longer than 30 minutes while with apprehended or persons in need as required by the MHA until they are in the care of a physician, similar to the BC Ambulance Services (in 15-minute increments over 30 minutes).
3. Council receive the information without further action.

CONCLUSION

Community safety is a priority for the City of White Rock. The Province of BC, FHA and the Surrey RCMP deliver a "Car 67" program whereby a Mobile Crises Response Unit provides advanced crisis intervention, risk assessments and referrals to mental health and/ or victim services to either divert or pre-screen persons who are in distress. The "Car 67" program requires additional resources to cover White Rock and other Municipalities facing increased challenges. A Regional program that crosses over municipal boundaries would be beneficial.

In circumstances when officers are required to wait with persons in need, under the MHA, for any time longer than 30 minutes, a provision whereby municipalities can bill for that time, would be fair and appropriate, as they are taken away from other emergency services duties. The billing would be a similar practice to the BC Ambulance Services (in 15-minute increments over 30 minutes). Having the ability to bill for this time, would produce funding to alleviate some workload / backlog caused by an officer inability to perform other duties.

Respectfully submitted,

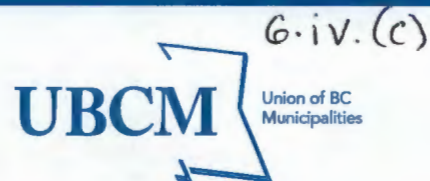


Guillermo Ferrero
Chief Administrative Officer

RECEIVED

MAY 25 2021

BY VILLAGE OF HARRISON HOT SPRINGS



May 19, 2021

Mayor Leo Facio
Village of Harrison Hot Springs
Box 160
Harrison Hot Springs, BC V0M 1K0

Dear Mayor Facio:

Re: 2021 LMLGA Resolution(s)

UBCM is in receipt of the attached resolution(s) endorsed by your Council. Your resolution(s) received endorsement at the 2021 LMLGA Spring Convention.

As such, the resolution(s) will be presented to the UBCM membership for their consideration at the 2021 UBCM Convention.

Please contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process, email: jjustason@ubcm.ca.

Yours truly,



Brian Frenkel
UBCM President

Enclosure

FILE #	DATE
0390-2004	May 25/21
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> INFRA
<input type="checkbox"/> DCAO/CO	<input type="checkbox"/> PW
<input type="checkbox"/> FO	<input checked="" type="checkbox"/> OTHER
<input checked="" type="checkbox"/> ACCOUNTS	<input checked="" type="checkbox"/> MAYOR
<input type="checkbox"/> COMM S:	<input type="checkbox"/> COUNCIL
ITEM A B C	
COUNCIL AGENDA	
DATE	June 7/21
INITIAL	<input type="checkbox"/>
ITEMS: A-REQ, ACTION:	
B - INFO - W/REP;	
C - INFO ONLY	

BC Provincial Sales Tax on Non-Medical PPE

Harrison Hot Springs

Whereas the BC Minister of Public Safety and Solicitor General under the *Emergency Program Act* has issued Ministerial Order M012 effective January 8, 2021 mandating that non-medical Personal Protective Equipment (PPE) be worn inside indoor public spaces to assist in reducing the spread of Covid-19 pandemic;

And whereas this mandate has resulted in an increased financial cost for the residents of British Columbia during the Covid-19 pandemic:

Therefore be it resolved that LMLGA and UBCM request the BC provincial government eliminate the 7% Provincial Sales Tax applied to non-medical, disposable or reusable PPE applied to these items at the point of sale.

Convention Decision:

RECEIVED

MAY 27 2021

BY VILLAGE OF HARRISON HOT SPRINGS



May 21, 2021

Mayor Leo Facio
Village of Harrison Hot Springs
Box 160
Harrison Hot Springs, BC V0M 1K0

Dear Leo Facio:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the Community Works Fund (CWF) payment for fiscal 2021/2022. An electronic transfer of \$122,489.56 is expected to occur the first week of June. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

As announced by the Government of Canada, this CWF payment has been accelerated and delivered as a single payment, rather than two half-payments.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

The Government of Canada has further announced that there will be a one-time top-up of the Gas Tax Fund this year, subject to federal approval. Information on the timing and amount of this top-up will be communicated once details have been confirmed.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Yours truly,

Brian Frenkel
UBCM President

PC: Tracey Jones, Financial Officer

FILE #		DATE	
1855-0303		May 27/21	
<input checked="" type="checkbox"/> CAO	<input type="checkbox"/> INFRA		
<input type="checkbox"/> DCAO/CO	<input type="checkbox"/> PW		
<input checked="" type="checkbox"/> CEO	<input type="checkbox"/> OTHER		
<input type="checkbox"/> ACCOUNTS	<input checked="" type="checkbox"/> MAYOR		
<input type="checkbox"/> COMM SERV	<input type="checkbox"/> COUNCIL		
ITEM	A	B	C
COUNCIL AGENDA			
DATE	June 1/21		
INITIAL			CF
ITEMS: A-REQ, ACTION:			
B - INFO - WREP:			
C - INFO ONLY			

Debra Key

From: Reception
Sent: Wednesday, June 02, 2021 3:27 PM
To: Debra Key
Subject: FW: City of Prince George Resolutions Submitted to the 2021 UBCM Convention
Attachments: 2021_UBCM_Resolutions (Four).pdf



Tyler Kafi, Clerk II
E: info@harrisonhotsprings.ca
 Village of Harrison Hot Springs
 Resort Municipality
 P.O. Box 160, 495 Hot Springs Road
 Harrison Hot Springs, BC V0M 1K0
P: 604-796-2171
F: 604-796-2192
W: harrisonhotsprings.ca

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

Note: In response to the Provincial Health Order issued on March 29, 2021, the Village Office is closed to in-person service until further notice. Staff is available to assist you during regular business hours at by telephone or email. Bill payments may be made online at harrisonhotsprings.ca or dropped off through our mail slot.

From: Leslie.Jackson@princegeorge.ca <Leslie.Jackson@princegeorge.ca>
Sent: June 2, 2021 2:00 PM
To: 100 Mile House <district@dist100milehouse.bc.ca>; Abbotsford <info@abbotsford.ca>; ACRD <mailbox@acrd.bc.ca>; Alertbay <officeclerk@alertbay.ca>; Anmore <vaillage.hall@anmore.com>; Anmore <village.hall@anmore.com>; Armstrong <info@cityofarmstrong.bc.ca>; Ashcroft <admin@ashcroftbc.ca>; Barriere <inquiry@barriere.ca>; Belcarra <belcarra@belcarra.ca>; BIM <bim@bimbc.ca>; Burnaby <clerks@burnaby.ca>; Burns Lake <village@burnslake.ca>; C Saanich <municipalhall@csaanich.ca>; Cache Creek <admin@cachecreek.info>; Campbell River <info@campbellriver.ca>; Canal Flats <village@canalflats.ca>; Cariboo RD <mailbox@cariboord.ca>; Castlegar <Castlegar@castlegar.ca>; CCRD <aa@ccrd-bc.ca>; CDPR <info@cdpr.bc.ca>; Chase <chase@chasebc.ca>; Chetwynd <d-chet@gochetwynd.com>; Chilliwack <info@chilliwack.com>; Clinton <admin@village.clinton.bc.ca>; CNV <info@cnv.org>; Colstream <info@coldstream.ca>; Colwood <generalinquiry@colwood.ca>; Comox <town@comox.ca>; Comox Valley RD <administration@comoxvalleyrd.ca>; Coquitlam <feedback@coquitlam.ca>; Cord <info@cord.bc.ca>; Courtenay <info@courtenay.ca>; Cranbrook <info@cranbrook.ca>; CRD <breems@crd.bc.ca>; Creston <info@creston.ca>; CSRD <inquiries@csrd.bc.ca>; Cumberland <info@cumberland.ca>; CVRD <cvrld@cvrd.bc.ca>; Dawson Creek <admin@dawsoncreek.ca>; Delta <clerks@delta.ca>; District of Taylor <feedback@districtoftaylor.com>;

DNV <infoweb@dnv.org>; DOCBC <admin@docbc.ca>; DTR <tradmin@dttr.ca>; Duncan <duncan@duncan.ca>; Elkford <info@elkford.ca>; Enderby <info@cityofenderby.com>; Esquimalt <info@esquimalt.ca>; Fernie <cityhall@fernie.ca>; Fort St James <district@fortstjames.ca>; Fort St John <info@fortstjohn.ca>; Fraser Lake <rjholland@fraserlake.ca>; Fruitvale <info@village.fruitvale.bc.ca>; FVRD <info@fvr.ca>; Gibsons <info@gibsons.ca>; Gold River <villageofgoldriver@cablerocket.com>; Golden <enquiries@golden.ca>; Grand Forks <info@grandforks.ca>; Granisle <general@villageofgranisle.ca>; Greenwood City <info@greenwoodcity.com>; Reception <info@harrisonhotsprings.ca>; Hazelton <info@hazelton.ca>; Highlands <london@highlands.ca>; Hope <info@hope.ca>; Houston <doh@houston.ca>; Hudsons Hope <district@hudsonshope.ca>; Invermere <info@invermere.net>; Islands Trust <information@islandstrust.bc.ca>; Jumbo Glacier MRM <jumboglacierrm@gmail.com>; Kamloops <info@kamloops.ca>; Kaslo <admin@kaslo.ca>; Kelowna <ask@kelowna.ca>

Subject: City of Prince George Resolutions Submitted to the 2021 UBCM Convention

Good afternoon,

At the May 10, 2021 and May 31, 2021 regular Council meetings, the City of Prince George Council endorsed the four (4) resolutions for submission to the 2021 UBCM Convention. Those resolutions are attached for your review and consideration to support at the 2021 UBCM Convention.

1. Increased Capacity at the National Forensic Lab Services;
2. Improved Efficiencies in the Prosecution of Criminal Offences; and
3. Comprehensive Training Model for RCMP Members;
4. Increasing Capacity in Provincial Court Systems through Alternative Coordinated Initiatives.

Thank you,
Leslie



Leslie Kellett

Legislative Coordinator, Legislative Services Division

1100 Patricia Blvd, Prince George, BC V2L 3V9

Phone: 250-561-7655

Leslie.Jackson@princegeorge.ca

www.princegeorge.ca

Schedule "A"

City of Prince George 2021 UBCM Resolutions

1. Increased Capacity at the National Forensic Lab Services

WHEREAS the RCMP are tasked to preserve and organize information and evidence collected in the course of their investigation, in consideration of the Crown's obligation to disclose and in recognition of the benefits of early disclosure,

AND WHEREAS in accordance with the Crown Counsel Act, Crown Counsel is required to "examine all relevant information and documents and, following the examination, to approve for prosecution any offence or offences that he or she considers appropriate";

AND WHEREAS the demand for and backlog of biological and other forensic service at the National Forensic Lab Services negatively impacts the efficiency and effectiveness of an investigation and ability to proceed with the laying of charges;

THEREFORE BE IT RESOLVED that UBCM petition the provincial and federal governments to increase working capacity within the National Forensic Lab Services for the provision of forensic services in biology, firearms, toxicology, and trace evidence in order to better meet the necessary timelines of RCMP investigations across Canada.

2. Improved Efficiencies in the Prosecution of Criminal Offences

WHEREAS the BC Crown Counsel Policy Manual's guidelines regarding charge assessment states that unless impracticable to do so, police will lay an Information charging a person with an offence only after approval of charges by Crown Counsel has been given;

AND WHEREAS police responsibilities regarding disclosure in criminal and regulatory offence proceedings is defined in the Disclosure Memorandum of Understanding between the BC Prosecution Service, the Public Prosecution Service of Canada (BC) and all BC police agencies, Crown Counsel's responsibility in accordance with the Crown Counsel Act, is to "examine all relevant information and documents and, following the examination, to approve for prosecution any offence or offences that he or she considers appropriate";

AND WHEREAS the costs and hours required to prepare a fulsome disclosure before charges are approved by Crown Counsel, can result in delays in charges being laid;

THEREFORE BE IT RESOLVED that UBCM petition the BC Prosecution Service to work with all police agencies in British Columbia to improve efficiencies in disclosure and information management practices in order to reduce delays in charges being laid for the prosecution of criminal offences.

3. Comprehensive Training Model for RCMP Members

WHEREAS RCMP costs are borne by local governments, as well as the provincial and federal governments;

AND WHEREAS the Municipal Police Services Agreement between BC and Canada includes costs for RCMP training;

AND WHEREAS local governments have different policing and training needs based on factors such as crime rates and patterns, population size, and cultural, social and economic circumstances;

AND WHEREAS law enforcement officers have increased needs for specialized training to safely respond to complex and challenging situations in multi-cultural urban and rural environments;

THEREFORE BE IT RESOLVED that UBCM request that both the provincial and federal governments increase funding and training specific to the provision of mental health resources (such as Health IM app) and the development of a comprehensive training model for RCMP members that includes components applicable to a detachment's service region and/or local government.

4. Increasing Capacity in Provincial Court Systems through Alternative Coordinated Initiatives

WHEREAS Provincial Crown Counsel prosecutes offences and appeals in British Columbia that arise under Canada's Criminal Code and British Columbia statutes;

AND WHEREAS collaborative approaches that address root causes of crime, such as mental illness and addictions, create effective and targeted responses by providing offenders with supports, services and ties to their community to promote rehabilitation and a crime-free lifestyle;

AND WHEREAS the provincial government, through the implementation of coordinated initiatives such as community/integrated court and addiction treatment centres, First Nation's Health Councils and Integrated Case Assessment Teams, recognizes social and economic factors and the negative effects of reliance on established measures within the mainstream justice system;

THEREFORE BE IT RESOLVED that UBCM ask the Attorney General to improve capacity in the provincial court system by funding, province-wide, coordinated and collaborative alternatives to the court system.



May 25, 2021

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to connecting with you all again at this year's Union of British Columbia Municipalities (UBCM) Convention. As was done last year, both the Convention and the provincial government meetings will be held virtually.

UBCM provides a wonderful opportunity to listen to one another, share ideas, and find new approaches to ensure our communities thrive, particularly as we focus on recovering from the impact of COVID-19. With local, provincial, federal, and First Nations governments working together, we can continue to build a better BC. The 2021 Convention has been scheduled for September 14-17, 2021.

The week prior, from September 7-13, 2021, provincial government meetings will be held. 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 **MeetingRequest2021** and it is case sensitive. The deadline to submit your meeting requests is June 30, 2021. If you have any questions, please contact UBCM.Meetings@gov.bc.ca or phone 250-213-3856.

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 common issues.

Sincerely,

A handwritten signature in blue ink that reads 'John J. Horgan'.

John Horgan
Premier



May 25, 2021

Ref: 266944

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 ministry, agency, commission and corporation (MACC) staff, during the upcoming 2021 UBCM Convention.

The UBCM Convention will again be held virtually and in an abbreviated format from September 14 to 17, 2021. Provincial government meetings will also be held virtually and will occur the week before Convention, from September 7 to 13, 2021, to allow delegates to fully focus and participate during the shortened Convention program.

You will receive a separate letter from the Honourable John Horgan, Premier, 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 the week before Convention, please complete the online request form at: [MUNI Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs before **June 30, 2021**. Meeting times and dates will be confirmed by mid-August. I will do my best to accommodate as many meeting requests as possible. If I am unable to meet with you, arrangements may be made for a meeting post-Convention.

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 topic you wish to discuss. Providing this information in advance gives me a better understanding of your delegation's interests and our discussion can be more productive.

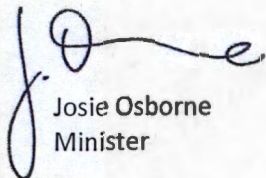
Regarding provincial staff meetings, ministry staff will email you shortly with the Provincial Appointment Book. This document lists all MACC staff expected to be available to meet with delegates around Convention time, as well as details on how to submit an online MACC staff meeting request.

This year's UBCM Convention will be my first as Minister responsible for local government, but certainly not my first Convention. After serving as Chair and Vice-Chair of the Alberni-Clayoquot Regional District and seven years as Mayor of Tofino, I am thrilled to be able to continue connecting with each of you in my new role. Through the regional calls we have had over the last several months, I have had the chance to hear about some of the challenges you face, especially related to COVID-19, as well as many of your accomplishments.

.../2

I look forward to more of these conversations at Convention and to hearing your feedback on how we can continue to work together and collaborate to build stronger and resilient communities.

Sincerely,



Josie Osborne
Minister

pc: Honourable John Horgan, Premier
Brian Frenkel, President, Union of BC Municipalities

2021 PROVINCIAL APPOINTMENT BOOK

Meeting Requests with:

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

Will be scheduled the week prior to 2021 UBCM CONVENTION
September 7 – 13, 2021

Via Conference Call



Ministry of
Municipal Affairs



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INTRODUCTION

This Provincial Appointment Book will provide UBCM local government and First Nations members directions on how to request a meeting with the Premier, Cabinet Ministers and provincial ministries, agencies, commissions and corporations (MACC) program staff, to be scheduled the week prior to 2021 UBCM Convention.

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

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

Information on the MACCs available to meet is also included.

All activities are taking place in a virtual format for the 2021 UBCM Convention.

All meetings for the 2021 UBCM Convention will take place by conference call. Conference call details will be provided when meetings are confirmed.

Meeting Dates

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

**Tuesday, September 7, 2021
to
Monday, September 13, 2021**

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

**Tuesday, September 7, 2021
to
Thursday, September 9, 2021**

Provincial Appointment Desk

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

Eri Moriya
MACC Staff Meeting Coordinator
Phone: 778 698-1686

Katie Carrothers
MUNI Minister's Meeting Coordinator
Phone: 236 478-0537

Email:
MUNI.UBCM.MeetingRequest@gov.bc.ca

MEETING REQUEST INFORMATION AND LINKS

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

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

Invitation Code: MeetingRequest2021
(case sensitive)

Deadline: Wednesday, June 30, 2021

Questions:

Contact the Premier's UBCM Meeting Request Coordinator, Marlene Behrens by email at: UBCM.Meetings@gov.bc.ca,

or by telephone at: 250 213-3856

**Honourable Josie Osborne,
Minister of Municipal Affairs**

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

Deadline: Wednesday, June 30, 2021

Questions:

Contact the MUNI Minister's Meeting Coordinator, Katie Carrothers by email at: MUNI.UBCM.MeetingRequests@gov.bc.ca,

or by telephone at: 236 478-0537

**Provincial Government (MACC)
Staff**

(Ministries, Agencies, Commissions and Corporations)

Click: [MACC Staff Meeting Requests](#)

Deadline: Friday, August 13, 2021

Questions:

Contact the MACC Staff Meeting Coordinator, Eri Moriya, by email at: MUNI.UBCM.MeetingRequests@gov.bc.ca,

or by telephone at: 778 698-1686

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

PROVINCIAL GOVERNMENT MINISTRIES AVAILABLE DURING THE 2021 UBCM CONVENTION

MINISTRY OF ADVANCED EDUCATION AND SKILLS TRAINING

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

MINISTRY OF AGRICULTURE, FOOD AND FISHERIES

DIVISION/BRANCH	TOPIC
<i>Business Risk Management Branch</i>	<ul style="list-style-type: none"> Helps producers manage risks such as weather hazards, natural disasters, wildlife, diseases, pests and market declines, that cause income losses and lead to financial instability. The Branch delivers three programs to help farmers manage financial risk: Production Insurance - offers insurance protection for agricultural crops against weather perils; Agri-Stability - protects farm enterprises from the financial impacts of significant margin declines which can be caused by increasing input costs or reduced agricultural revenues; and Wildlife Damage Compensation - compensates farmers for losses due to wildlife.
<i>Corporate, Policy and Priorities Branch</i>	<ul style="list-style-type: none"> Responsible for providing corporate planning, resources and services to the Executive and ministry including ministry data reporting and dissemination, policy, legislation, for agriculture and seafood. Also responsible for the ministry's emergency management planning and preparedness activities, develops ministry climate change policy and provides support and coordination on climate related issues.
<i>Extension and Support Services Branch</i>	<ul style="list-style-type: none"> Provides extension and support services to enhance sector growth, competitiveness, sustainability, and adaptability. Working with industry associations, local governments, academic partners and the farming community, the Branch leads environmental, climate change and traceability programming, supports agriculture planning, provides sector knowledge and technical expertise, facilitates emergency preparedness and response and supports industry to meet existing and emerging market and regulatory requirements.
<i>Fisheries, Aquaculture and Wild Salmon Branch</i>	<ul style="list-style-type: none"> Leads provincial efforts to support stable, diverse, and sustainable commercial and recreational marine fisheries, aquaculture operations and seafood processing that maximize social and economic benefits for British Columbians. Staff support the Minister, Parliamentary Secretary and Ministry Executive on provincial, national, and other relevant committees and working groups to develop and advance provincial policy and programs in support of government and industry initiatives on fisheries, seafood and wild salmon issues. This branch ensures that Provincial fisheries, aquaculture and seafood objectives are met by examining, interpreting and applying existing and new policies, and by providing leadership, design and implementation of seafood sector operational programs and projects.

MINISTRY OF AGRICULTURE, FOOD AND FISHERIES CONTINUED...

<i>Food and Beverage Branch</i>	<ul style="list-style-type: none"> • Supports agriculture, food and beverage sector businesses and organizations through a wide variety of economic development and food system services and programs. Leads market, business, and value chain activities to support food and beverage producers, processors, Indigenous communities, and regional economies as well as key initiatives including Feed BC, Buy BC, and the BC Food Hub Network. Working closely with Ministry branches including Extension and Support Services Branch and other provincial and federal agencies, the branch helps activate and grow the next generation of agriculture and food leaders and Indigenous entrepreneurs, food and beverage production and processing capacity, and market access and diversification of B.C. products into distribution channels including retail, public sector institutions, and export markets. Leads numerous stakeholder partnerships, and policy work including trade and liquor production and processing.
<i>Food Safety Inspection Branch</i>	<ul style="list-style-type: none"> • Responsible for administration, compliance and enforcement of provincial legislation related to slaughter of meat, and food safety related to processing of seafood products, and inspection of farm worker accommodations for COVID protocol compliance. Also responsible for administration of food safety programs for farmers, ranchers and food processors under the federal/provincial/territorial Canadian Agricultural Partnerships (CAP) agreement.
<i>Labour Unit</i>	<ul style="list-style-type: none"> • Works closely with the Ministry of Labour to improve food security and the safety of temporary foreign workers (TFWs) and domestic farm workers (DFWs) in farming communities. The Labour Unit is responsible for ministry oversight, coordination, and direction regarding all labour initiatives, including the agriculture TFW Quarantine Program. The Labour Unit is responsible for developing a comprehensive Agriculture Labour Strategy and action plan which includes all facets of agriculture labour supply, demand, training, accommodations, etc. focused on farm labour currently relying on TFWs and DFWs. The Labour Unit coordinates with other ministries, federal and local government representatives, and industry associations to support labour-related issues and inform future direction and action plans.
<i>Plant and Animal Health Branch</i>	<ul style="list-style-type: none"> • Supports the sustainability of animal and plant agriculture, while serving to protect the well-being of the people of the province through surveillance, regulatory compliance, risk assessment, and the development of strategies to address identified risks. The Plant and Animal Health Branch consists of three key programs: The Animal Health Centre, the Livestock Management and Regulatory Unit, and the Plant Health Unit.

MINISTRY OF AGRICULTURE, FOOD AND FISHERIES CONTINUED...

Regenerative Agriculture and Agri-Tech Team

- Works in close collaboration with the Ministry of Jobs, Economic Recovery and Innovation in the delivery of strategies and programs to support innovation and use of technology in the agritech sector to increase food security and support the Ministry of Agriculture, Food and Fisheries' ongoing efforts to build a safe, sustainable and resilient food system.
- The team is responsible for leading industry engagement, liaison with other levels of government (federal, local, Agriculture Land Commission) and developing a comprehensive strategy to support emerging opportunities for agritech and regenerative agriculture and inform future direction and action plans.

MINISTRY OF ATTORNEY GENERAL AND MINISTER RESPONSIBLE FOR HOUSING

DIVISION/BRANCH	TOPIC
<i>Office of Housing and Construction Standards</i>	
<i>Building and Safety Standards Branch</i>	<ul style="list-style-type: none"> • Buildings, Construction, and Technical Systems: The regulatory framework for buildings and technical systems, including development of building, plumbing, fire, electrical, gas, elevator, and energy codes, safety standards for technical systems, homeowner protection (e.g., home warranties), oversight of certain industry professionals and trades (e.g., home builder licensing and mandatory building official qualifications), and policy advice relating to the built environment, including climate leadership and accessibility for new buildings. Liaison with BC Housing Licensing and Consumer Services, Technical Safety BC, Building Officials Association of BC, National Research Council and Accessibility Standards Canada. • Technical requirements for existing buildings related to CleanBC, climate adaptation, and disaster mitigation (e.g. earthquakes, flooding, and wildfires). • Nationally harmonized technical requirements to make new buildings more accessible.
<i>Homelessness Policy and Partnerships Branch</i>	<ul style="list-style-type: none"> • Homelessness policy and program development such as Rent Banks, Homeless Counts, Integrated Data Project, coordinated encampment response. Leading engagement and facilitation across government with partners and stakeholders towards a more coordinated and effective approach to addressing homelessness as well as leading government's efforts to address homelessness by delivering a homelessness strategy.

MINISTRY OF ATTORNEY GENERAL AND MINISTER RESPONSIBLE FOR HOUSING CONTINUED...

<i>Housing and Policy Branch</i>	<ul style="list-style-type: none"> Housing policy and program development, including market and non-market housing, supportive housing and homelessness; liaison with BC Housing, which partners with local government, non-profit and private developers to build affordable housing; legislation governing strata properties, as well as tracking actions in the Homes for BC: A 30-Point Plan For Housing Affordability. Long-term residential leases; Crown grants for housing.
<i>Multiculturalism and Anti-Racism Branch</i>	<ul style="list-style-type: none"> Race-based data legislation and new Anti-Racism Act, Multiculturalism Grant program, Legacy Initiatives, Report on Multiculturalism, Resilience BC anti-racism network and provincial coordination on anti-racism and anti-hate initiatives; Multicultural Advisory Council.
<i>Residential Tenancy Branch</i>	<ul style="list-style-type: none"> The regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies; information services and disputes resolution for landlord and tenant disputes.

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

DIVISION/BRANCH	TOPIC
<i>Child Care Division</i>	<ul style="list-style-type: none"> The Child Care Division leads the development and implementation of B.C.'s Childcare BC plan and has operational accountability for government's child care funding programs and registry of Early Childhood Educators. Childcare BC: <ul style="list-style-type: none"> New Spaces Fund UBCM Child Care New Spaces Grants UBCM Child Care Planning Grants BC Maintenance Fund Start-up Grants Child Care Fee Reduction Initiative Affordable Child Care Benefit Child Care Operating Funding Young Parent Program Early Childhood Educator (ECE) Wage Enhancement Funding for ECE Bursaries ECE Registry Aboriginal Head Start Aboriginal / Support Child Development funding/strategy

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT CONTINUED...

<i>Service Delivery Division</i>	<ul style="list-style-type: none"> • Service Delivery Division is responsible for delivering community services to children, youth and families across the province, including adoption and guardianship, child and youth mental health, children and youth with support needs (including specialized provincial services, Autism Information Services, and Provincial Deaf and Hard of Hearing Services), child protection and family services, resources, Services to Adults with Developmental Disabilities, youth justice and forensics, and supporting youth transitioning to adulthood. • Our professional and support staff work closely with extended families, Delegated Aboriginal Agencies, First Nations, Métis and Inuit partners, foster caregivers, community social service agencies, service providers and ministry partners in pursuit of our ministry's vision.
<i>Strategic Integration, Policy and Legislation Division / Strategic Initiatives</i>	<ul style="list-style-type: none"> • The Strategic Initiatives Branch is responsible for the development of strategic complex, large-scale and cross-divisional projects, including improving supports for youth and young adults transitioning from care, and prevention and family supports. The branch also leads the Service Frameworks for each of these areas.
<i>Strategic Integration, Policy and Legislation Division/ Strategic Integration, CYMH Policy and In-Care Network Branch</i>	<ul style="list-style-type: none"> • The Strategic Integration, CYMH Policy and In-Care Network branch is responsible for identifying opportunities, risks, and system-wide challenges to cross-ministry integration of the Strategic Framework. Strategic Integration leads the research, development, and implementation of the In-Care Service Framework. • Child and Youth Mental Health (CYMH) responsible for providing evidence-informed prevention and early intervention mental health resources for educators, caregivers and families, as well as developing strategic and operational policy to improve mental health outcomes for children, youth and their families.
<i>Strategic Integration, Policy and Legislation Division/Policy and Legislation</i>	<ul style="list-style-type: none"> • The Policy & Legislation Division (PLD) creates and implements strategic and operational policy, manages the ministry's legislation and litigation processes and research programs. Policy areas include child welfare, adoption, child and youth mental health, cross-divisional policy and quality assurance.

MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT CONTINUED...

Strategic Integration, Policy and Legislation Division / Strategic Services

- The Strategic Services Branch provides expertise to enable the large-scale, cross divisional and complex transformation envisioned in the Ministry's Strategic Framework. The branch leads:
 - Strategic planning and engagement – directs planning, reporting, internal and web-based communications and staff engagement;
 - Project management and lean services – supports strategic initiatives and continuous improvement; and
 - Implementation and change management – champions organizational change and effective implementation.

MINISTRY OF CITIZENS' SERVICES

DIVISION/BRANCH	TOPIC
<i>Government Digital Experience</i>	<ul style="list-style-type: none"> • The Division executes quality public engagement on behalf of various ministries across government, designing services and policies with people affected by them. • Provides technical infrastructure that enables gov.bc.ca and all of its pages, including COVID-19 and vaccination information. • Creates standards to make government's web site accessible and ensure that the site is easy to navigate and read. • The division also delivers digital policy advice and technology services to Government Communications and Public Engagement (GCPE) to support its day-to-day operations.
<i>Office of Chief Information Officer</i>	<ul style="list-style-type: none"> • The OCIO supports the transformation of government services through integration, collaboration and innovation. It leads strategy, policy and standards that support digital government and information management including information technology, IT security, integrated data, privacy and the management of the Information Management/IT investment portfolio for the province. The OCIO provides leadership and expertise for the expansion, coordination and provisioning of telecommunications services, vendor management, innovation, and technology that enable the digital transformation of government work environments and communities in every corner of the province. The OCIO is responsible for the province's technology infrastructure and provides a range of corporate enablers to support digital service delivery and business transformation for government and Broader Public Sector organizations. It provides corporate information management services to government including: Freedom of Information; proactive disclosures of information; privacy, records management and elements of information security.

MINISTRY OF CITIZENS' SERVICES CONTINUED...

<i>OCIO Connectivity</i>	<ul style="list-style-type: none"> • NetworkBC provides guidance on planning for telecommunications infrastructure investment to municipal and regional governments and oversees the Connecting British Columbia program. • Connected Communities supports local governments 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. • Public Safety Broadband is a Canadian initiative led by the federal government to establish a secure, high-speed and mobile wireless communications network. The network can be used by first responders and public safety personnel to communicate, access and share information during day-to-day operations, weather-related incidents, natural disasters, emergencies and major events.
<i>Procurement and Supply</i>	<ul style="list-style-type: none"> • 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. • Procurement Services Branch (PSB) is the lead contact for the Single Point of Access (SPA) initiative; a federal initiative in which all Municipalities, Advanced Education, Schools and Hospitals will be required to post all of their procurement activity on a Single Point of Contact web site so that we comply with the requirements of the Comprehensive Economic and Trade Agreement (CETA). Compliance by all provinces and Territories is required by Sept 2022. • PSB is also 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.

MINISTRY OF CITIZENS' SERVICES CONTINUED...

Real Property	<ul style="list-style-type: none"> The Real Property Division provides everything needed to design, set up and manage a government workplace. RPD is responsible for the province's real estate portfolio (excluding schools, post-secondary institutions and hospitals), office space inventory, parking, related legislation, furniture procurement, project and construction management, and real estate services for special-purpose facilities (such as courthouses, laboratories and correctional facilities). RPD provides cost-effective services for environmental management, leasing, facilities management, strategic real estate advice, acquisitions, dispositions and workplace planning. RPD's client base includes ministry (mandated) as well as broader sector (voluntary) customers.
Service BC	<ul style="list-style-type: none"> Service BC is government's chief provider of services to B.C. residents and businesses. Through a provincial network of 65 service centres and the Provincial Contact Center, 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. Our BC Corporate Registries branch facilitates and supports commerce in the province through administration and verification of business, personal property, and manufactured home registrations. The Provincial Identity Information Management Program delivers trusted, secure identity service to support access to digital government services and information.

MINISTRY OF EDUCATION

DIVISION/BRANCH	TOPIC
Capital Management Branch	<ul style="list-style-type: none"> The Capital Management Branch establishes and administers the Ministry of Education's Capital Program, estimated at \$1 billion annually, and includes the following program areas: Annual Facilities Grant, Seismic Mitigation, New and Additional Schools, Replacement Schools, Routine Capital Investment, Building Envelope Program, Bus Replacement Program and the Carbon Neutral Capital Program. The Division establishes the Capital Objectives, the priorities for capital investment across the province through the ministry's Capital Planning process, establishes the Capital Standards, defines the scope of capital investments, establishes contractual relationship with school districts, enforces contractual requirements and processes payments.

MINISTRY OF EDUCATION CONTINUED...

Resource Management Division	<ul style="list-style-type: none"> The Resource Management Division is responsible for the oversight and management of approximately \$7 billion in operating funding to the K-12 sector; the K-12 funding formula; and school district shared services initiatives. In addition, the division is responsible for the ministry's overall budget and financial oversight and a wide range of corporate services: financial services; strategic human resources; risk management; and planning/reporting.
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MINISTRY OF ENERGY, MINES AND LOW CARBON INNOVATION

DIVISION/BRANCH	TOPIC
Electricity and Alternative Energy Division	<ul style="list-style-type: none"> The Division is responsible for British Columbia's electricity and alternative energy sectors, including BC Hydro. These sectors are made up of diverse interests that develop electricity generation, transmission and distribution infrastructure, clean or renewable energy sources, including biomass, biogas, hydrogen, geothermal, hydro, solar, ocean, wind and low- carbon transportation fuels, and advance energy efficiency. The Division focuses on increasing electrification and energy efficiency across the economy, reducing the carbon intensity of transportation fuels, expanding electric vehicle infrastructure, and implementing programs to reduce energy use and greenhouse gas emissions in the residential, commercial and industrial sectors. In association with the Ministry of Environment and Climate Change Strategy, the Division has responsibility for policies, regulations and legislation to support legislated short and long-term, province-wide greenhouse gas reduction targets, including: Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act, the Zero-Emission Vehicle Act, the Utilities Commission Act, and the Clean Energy Act. The Division is responsible for B.C.'s low-carbon energy market transformation, driving a range of actions to support all stages of clean energy development and adoption. The Division also administers the Innovative Clean Energy (ICE) Fund, a special account used to further the energy and environmental priorities of the government. Property Assessed Clean Energy (PACE).
LNG Canada Implementation Secretariat	<ul style="list-style-type: none"> This division is responsible for the effective implementation of LNG Canada and its associated pipeline, Coastal GasLink by liaising with federal, provincial, municipal governments, Indigenous Nations and the companies on key implementation issues management.

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

<i>Mines Competitiveness and Authorizations Division</i>	<ul style="list-style-type: none"> • Responsible for managing authorizations, geoscience and policy for the mining cycle from early mineral exploration, development of major and regional mines, and mine closure and reclamation. Supports the competitiveness of B.C.'s mining sector helps position B.C. as an attractive jurisdiction for investment, providing a fair, effective and transparent authorizations, and focusing on regulatory certainty, Indigenous reconciliation and partnerships, world-class geoscience, innovation and leading environmental standards.
<i>Mines Health, Safety and Enforcement Division</i>	<ul style="list-style-type: none"> • The Division was created in 2019 and is responsible for mine worker health and safety, compliance verification and enforcement, and investigations of serious incidents at mines. • Oversees the regulation of orphaned and abandoned mines. • Manages the ongoing review of the Health, Safety and Reclamation Code for Mines in B.C. • Oversees policy and Indigenous engagement in its core business areas. • The Division includes the Chief Auditor, responsible for conducting audits for regulatory effectiveness.
<i>Strategic and Indigenous Affairs Division</i>	<ul style="list-style-type: none"> • Supports mandate delivery of the Ministry of Energy, Mines and Low Carbon Innovation (EMLI) and EMLI's Divisions on its energy, mining and natural gas mandates. • Leads implementation of the Environmental Stewardship Initiative (ESI), and the development of policy related to collaborative stewardship with Indigenous Nations, in partnership with other NR ministries. • Supports EMLI efforts to advance reconciliation with Indigenous Nations including: supporting the negotiation of revenue sharing and accommodation agreements and Reconciliation Agreements, engaging with Indigenous Nations on strategic policy matters, and the delivery of the ESI with over 30 northern Indigenous Nations. This work is consistent with Government's objectives under the Declaration on the Rights of Indigenous Peoples Act and ensures that First Nations actively participate in natural resource development in their Traditional Territories. • Corporate oversight and coordination of policies, intergovernmental relations and reporting requirements by SIAD to ensure that EMLI takes a strategic approach to the delivery of its programs and services.

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

<i>Oil and Gas Division</i>	<ul style="list-style-type: none"> • This Division is accountable for the management and responsible development of the province's oil and gas resources. This includes issuing and administering Crown petroleum and natural gas subsurface tenures, as well as the revenues associated with those tenures; incenting infrastructure that supports resource development and contributes to lowering carbon intensity; undertaking analysis to develop and implement policies and programs, including the province's royalty regime. The Division is responsible for identifying, stimulating and facilitating development and market opportunities, such as development of the province's liquefied natural gas industry and other industries that add value to British Columbia's oil and gas resources. • The Division develops provincial statutes and regulations that apply to the oil and gas sector; and represents the province's interests before energy regulatory tribunals. This includes facilitating and leading the development and implementation of intra-provincial liquefied natural gas pipelines and related infrastructure and facilitating the development and implementation of interprovincial oil pipelines and related infrastructure projects. • The Division develops and maintains petroleum geology databases. It assesses and collaborates across-government on environmental monitoring and research, as well as managing cumulative effects, guiding land use planning, oil and natural gas restoration programs and resource access.
<i>Woodfibre Implementation Group</i>	<ul style="list-style-type: none"> • Responsible for facilitating the development and implementation of the Woodfibre LNG facility by liaising with federal, provincial, municipal governments and First Nations. Providing a central point of contact for the proponent of Woodfibre LNG on regulatory and issues management.

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY

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

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

<i>Climate Change Strategy</i>	<ul style="list-style-type: none"> Province-wide coordination and management with other ministries of systems to address and respond to climate change including: CleanBC, CleanBC Communities Fund, Property Assessed Clean Energy (PACE), CleanBC Industry Fund, CleanBC Industrial Incentive Program, B.C. Offset Program, Centre for Innovation and Clean Energy, Climate Preparedness and Adaptation Strategy, climate policy, energy and the Climate Action Charter commitments in association with Ministry of Attorney General and Ministry responsible for Housing and Ministry of Energy, Mines & Low Carbon Innovation, province-wide greenhouse gas reduction targets, Carbon Neutral Government (Public Sector Organizations – schools, universities and colleges and hospitals), Climate Solutions Council, GHG Provincial Inventory, including the community GHG Inventory. Climate action pieces of legislation related to climate change including: Greenhouse Gas Industrial Reporting and Control Act, Climate Change Accountability Act (formerly called Greenhouse Gas Reduction Targets Act), Carbon Tax, Greenhouse Gas Reduction - Emissions Standards, Renewable and Low Carbon Fuel Requirements Act, Vehicle Emissions Standards Act, and Clean Energy Act.
<i>Conservation Officer Service</i>	<ul style="list-style-type: none"> A natural resource law enforcement agency responsible for enforcing federal and provincial statutes, public safety as it relates to human-wildlife conflict and interactions, commercial environmental and industrial investigations and compliance and enforcement activities.
<i>Environmental Assessment Office</i>	<ul style="list-style-type: none"> <i>Environmental Assessment Act.</i> Environmental assessment (EA) process. Federal EA Substitution. Relationship to federal environmental assessment and review processes, including Canada National Energy Regulator (CER). Compliance and enforcement of certified projects. Public consultation regarding EAS or EA certificate amendment applications. Implementation of the 2018 EA Act. COVID-19 impact and response.

MINISTRY OF ENVIRONMENT AND CLIMATE CHANGE STRATEGY CONTINUED...

<i>Environmental Protection Division</i>	<ul style="list-style-type: none"> • Air quality, reducing toxins, pollution prevention, environmental emergencies/provincial spill response, <i>Environmental Management Act</i>, contaminated sites, brownfields, hazardous and industrial waste, <i>Integrated Pest Management Act</i>, extended producer responsibility, recycling, Provincial Plastics Action Plan, organics infrastructure funding programs, Clean Coast Clean Waters fund, Recycled Plastics Manufacturing Stimulus Fund, bonding financial assurance, circular economy, waste management (incineration, landfilling, municipal liquid and solid waste), permitting and compliance reporting for industrial operations' emissions.
<i>Environmental Sustainability Division</i>	<ul style="list-style-type: none"> • Species at Risk policy and legislation development; conservation and sustainability of biodiversity; conservation science; Conservation Data Centre; species and ecosystem status assessments; conservation data and information; terrestrial ecosystem mapping; habitat supply modelling. <i>Water Sustainability Act</i>: development of water legislation, regulations, policy, standards and guidance; integrated watershed and aquifer science; water quality objectives development and policy; water governance framework; provincial water strategies; intergovernmental agreements; drought strategy; First Nations and stakeholder outreach on water legislation; policy for water conservation; source water protection; water quality monitoring; Lake Monitoring Program; groundwater hydrology; groundwater protection; monitoring and network management for surface water and groundwater quantity and quality. State of Environment Reporting; snow survey; ambient air quality; water stewardship outreach; environmental and natural resource sector laboratory (analytical chemistry); services and provincial laboratory quality assurance and standards; Natural Resource Sector, library services. Corporate Indigenous relations and partnership development.
<i>Information, Innovation and Technology</i>	<ul style="list-style-type: none"> • NRM Transition to Digital Government, Implementation of IM/IT Initiatives, Product Portfolio Management, Application Development and Delivery, Business Service Desk, Application Maintenance and Support, Application Infrastructure & Database Services, Radio, Technology & Field Services, Information Management, Information Security and Privacy, Critical Infrastructure Support.
<i>Strategic Policy Division</i>	<ul style="list-style-type: none"> • Overarching environmental policy and legislation; compliance planning; intergovernmental relations; and Service Plan.

MINISTRY OF FINANCE

DIVISION/BRANCH	TOPIC
<i>Crown Agencies Secretariat</i>	<ul style="list-style-type: none"> • The Crown Agencies Secretariat (CAS) is the branch within government responsible for a number of Crowns, Agencies or Organizations, including: <ul style="list-style-type: none"> ○ BC Lottery Corporation, including BCLC's oversight of casinos and community gaming facilities; and ○ Liquor Distribution Branch sales and policy, including BC Liquor Stores and provincially authorized legal cannabis retail. • CAS provides direct support to the Minister of Public Safety and Solicitor General as the lead branch responsible for the Insurance Corporation of BC. • CAS is also lead for a number of cross-government efforts and stakeholder liaison functions, including leading: <ul style="list-style-type: none"> ○ the Anti-Money Laundering Secretariat, and coordinating government's overall response to implement the Dr. German report recommendations; and ○ coordination with the liquor and hospitality industry on implementation of the Business Technical Advisory Panel (BTAP) report recommendations.
<i>Policy and Legislation Division /Intergovernmental Fiscal Relations</i>	<ul style="list-style-type: none"> • Federal-provincial fiscal relations (e.g., intergovernmental transfers). • Joint federal-provincial social policy priorities (e.g., income security and pensions). • Local government fiscal relations, with Municipal Affairs. • First Nations fiscal relations, with Indigenous Relations and Reconciliation. • Cannabis revenue sharing.
<i>Policy & Legislation Division /Property Assessment Services</i>	<ul style="list-style-type: none"> • Provincial property assessment policy and legislation as it pertains to valuation and classification, including valuation of restricted use properties, long-term business property tax relief and housing affordability.
<i>Policy & Legislation Division /Tax Policy Branch</i>	<ul style="list-style-type: none"> • Provincial tax policy, including: <ul style="list-style-type: none"> ○ Provincial property taxes (school, rural, police) ○ Property Transfer Tax ○ Speculation and Vacancy Tax ○ Provincial Sales Tax ○ Carbon Tax ○ Motor Fuel Tax ○ Provincial Income Tax ○ Cannabis Tax ○ Indigenous Taxation • Employer Health Tax.

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

DIVISION/BRANCH	TOPIC
<i>BC Timber Sales</i>	<ul style="list-style-type: none"> BC Timber Sales (BCTS) manages about 20 per cent of the province's allowable annual cut for Crown timber supporting the BC Timber Market Pricing System and generating economic prosperity for British Columbians through the safe, sustainable development and auction of Crown timber. BCTS operates in 33 communities and directly supports over 8,000 jobs across B.C.
<i>BC Wildfire Service</i>	<ul style="list-style-type: none"> Wildfire Suppression, Wildfire Prevention and Community Resiliency Initiative.
<i>Forest Policy and Indigenous Relations Division</i>	<ul style="list-style-type: none"> Economic Services, Trade and Export Policy, Timber Pricing, Compensation and Business Analysis, Coast and Interior Revitalization, Indigenous Relations.
<i>Integrated Resource Operations Division</i>	<ul style="list-style-type: none"> Archaeology; Compliance and Enforcement; GeoBC; Heritage; Mountain Resorts; Recreation Sites & Trails.
<i>Lands and Natural Resource Operations Secretariat</i>	<ul style="list-style-type: none"> To determine whether land use objectives that support economic activity, environmental sustainability and reconciliation with Indigenous peoples throughout the natural resource sector can be more effectively achieved through ministry restructuring.
<i>Office of the Chief Forester</i>	<ul style="list-style-type: none"> The Office of the Chief Forester provides provincial leadership for forest management and stewardship. Activities that occur within the Office of the Chief Forester include: continuous improvement of policies, legislation and practices, acquisition and update of forest inventory, spatial analysis and reporting of timber and non-timber values, allowable annual cut determination, silviculture, seed supply, forest health, land based research, climate change, carbon management, integrated planning, forest genetic resource management, developing the bio economy and supporting the ministry dealing with intergovernmental affairs. All these activities are carried out to achieve sustainable management of B.C.'s forests and maintain a balance between a healthy environment and economic sustainability. This Division is comprised of the Office of the Chief Forester and five branches and one unit: Forest Analysis and Inventory Branch, Forest Improvement and Research Management Branch, Climate Change and Integrated Planning Branch and Resource Practices Branch and Innovation, Bioeconomy and Indigenous Opportunities and the Inter-governmental Affairs unit.

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

<i>Regional Operations</i>	<ul style="list-style-type: none"> • FrontCounter BC, resource management coordination, land use policy projects and implementation, Crown land water, fish & wildlife and forest authorizations, community forest agreements, species at risk program delivery, urban deer, clean energy projects, First Nations consultation, ecosystem-based management, range, BC Timber Sales, Interior forest sector renewal, flood and fire response and recovery. Range Branch: Invasive Species and Ecosystem Restoration.
<i>Resource Stewardship Division</i>	<ul style="list-style-type: none"> • Fish and Aquatic Habitat; Resource Planning and Assessment; Species at Risk Recovery; Water Management; Wildlife and Habitat; Strategic Projects and Indigenous Policy; Provincial Stewardship Strategies and Planning. Includes land use planning, cumulative effects and the Forest and Range Evaluation program, integrated monitoring, policy that guides wildlife, fish and water management, land-based investment program, non-timber forest values, resource management objectives, species at risk recovery, fish and wildlife management, habitat management, water management, river forecasting, dam safety, flood safety, water use planning, utility regulation, water stewardship, old growth strategic review, land stewardship and protection policy.
<i>Rural Opportunities, Tenures and Engineering Division</i>	<ul style="list-style-type: none"> • Engineering, Resource Worker Safety, Lands, Forest Tenures, Crown Land Opportunities and Restoration and Rural Development.

MINISTRY OF HEALTH

DIVISION/BRANCH	TOPIC
<i>COVID Response and Health Emergency Management</i>	<ul style="list-style-type: none"> • Ensure an ongoing, focused response to supporting the health system within the context of COVID-19. • Coordinate the Ministry of Health and Health Sector's response to the pandemic. • Continue to provide health system coordination for new emergency events and ongoing provincial level response planning for natural hazard and public health emergencies that may disrupt health service delivery.

MINISTRY OF HEALTH CONTINUED...

<i>Finance and Corporate Services</i>	<ul style="list-style-type: none"> • Supports programs and health authorities by managing and ensuring a consistent approach to financial and corporate services planning, policy, performance oversight/reporting, and critical financial and corporate services issues management. • Services provided include, Health Authority Regional Grants Decision Support, Finance and Decision Support, Capital Services Management, and Audit and Investigations.
<i>Health Sector Workforce and Beneficiary Services</i>	<ul style="list-style-type: none"> • Responsible for operational delivery of beneficiary and diagnostic services and workforce strategies that contribute to effectively meeting patient and population health needs and improving patient outcomes through the efficient delivery of health services.
<i>Health Services</i>	<ul style="list-style-type: none"> • Focuses on implementing specialized community and surgical services and programs, provincial health services, and regional hospital-based services, and provides provincial oversight of Medical Assistance in Dying (MAiD). • Works towards service transformation across the health sector and streamlines bilateral efforts between the ministry and health authorities by bringing together key mandated initiatives. • Community Care – seniors services, assisted living registry operations and oversight, mental health and substance use services. • Work on access and wait times – surgical and diagnostic services; implementing waitlist policies and approaches in the specialized community services programs and other general health services. • The Division works closely with providers and stakeholders, provides strategic oversight, policy development, performance and issues monitoring and evaluation.
<i>Office of Indigenous Health</i>	<ul style="list-style-type: none"> • Works in partnership with B.C. First Nations, Métis and urban Indigenous partners, regional health authorities, across provincial ministries, and with Indigenous Services Canada to ensure the implementation of key strategic priorities and commitments regarding Indigenous health and wellness. • Key focus: Using the Recommendations of the <i>In Plain Sight</i> report as a blueprint for action to address Indigenous-specific racism and discrimination across the B.C. health care system.
<i>Population and Public Health</i>	<ul style="list-style-type: none"> • Focuses on improving people's overall health and well-being by promoting health; preventing disease, disability, and injury; protecting people from harm, and ensuring particular focus on key groups including Indigenous peoples, women and children.

MINISTRY OF HEALTH CONTINUED...

Primary Care

- Responsible for implementing the provincial primary care strategy. The priorities of the division are: Primary care networks; Urgent primary care centres; Community health centres; Interdisciplinary team based primary care services; ensuring integration of Primary Care services with community services programs.
- The Division also includes HealthLink BC due to its role as a key community services enabler of primary care.

MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION

DIVISION/BRANCH	TOPIC
<i>Community and Social Innovation Branch</i>	<ul style="list-style-type: none"> • Leads the Ministry's efforts in sociocultural reconciliation with Indigenous communities in British Columbia, including First Nations, Metis, urban Indigenous peoples and Indigenous youth. Partners with Indigenous governments, communities, organizations and other ministries to implement community wellbeing initiatives that advance self-determining, thriving, and resilient Indigenous communities.
<i>Implementation and Lands Services Branch</i>	<ul style="list-style-type: none"> • Leads key functions for the completion, implementation and ongoing relationship management of agreements with First Nations in the province, including: <ul style="list-style-type: none"> ○ Provincial representative on treaty Implementation Committees; ○ Tri-partite treaty closing to reach Effective Date; ○ Research/advice and survey for crown land negotiations; and ○ Implementation best practices to ensure agreement obligations are met.
<i>Negotiations and Regional Operations Division</i>	<ul style="list-style-type: none"> • 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.
<i>Reconciliation Transformation & Strategies Division</i>	<ul style="list-style-type: none"> • Leads provincial development and implementation of strategic reconciliation initiatives, such as the <i>Declaration on the Rights of Indigenous People 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. • Provides strategic advice and coordination to support Indigenous economic development and sustainability as a means to advance self-determination.

MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION CONTINUED...

<i>Socio-Economic Partnerships Branch</i>	<ul style="list-style-type: none"> Leads the development and implementation of key corporate Indigenous initiatives and seeks to achieve positive impacts needed to improve the social and economic conditions of Indigenous peoples in B.C. living on and off reserve. This work requires the development of solutions through a diverse range of initiatives through engagement with Indigenous partners, provincial ministries and the federal government.
<i>Strategic Liaison, Consultation and Safety Branch</i>	<ul style="list-style-type: none"> Provincial accountability for government consultation and accommodation procedures and associated tools to support statutory decision makers.

MINISTRY OF JOBS, ECONOMIC RECOVERY AND INNOVATION

DIVISION/BRANCH	TOPIC
<i>Small Business and Economic Development Division</i>	<ul style="list-style-type: none"> Economic analysis and policy, including LNG economic and workforce impacts and opportunities; Business growth and scale-up, including the B.C. supplier development pilot; Better Regulations for British Columbians; and Business and Economics Implications Framework. Supports the development and delivery of policies, programs and initiatives supporting inclusive economic recovery, local, regional and Indigenous economic development, outreach, engagement and community investment readiness. Small business initiatives, programs, resources and available supports including the Small Business Roundtable; Sector and Regulatory Competitiveness including Better Regulations for British Columbians. Leads the development and delivery of policies, programs and initiatives supporting local, regional and Indigenous economic development and community investment readiness. Support the COVID Industry Engagement Table which focuses on ways to reduce the transmission of COVID-19 in workplaces, and to provide input and advice to the government on the impacts and effectiveness of new public health measures and restrictions. Focus on increasing Indigenous participation in the economy, promoting Indigenous businesses and entrepreneurs, and industry partnerships.

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

Investment and Innovation Division

Innovation, Technology and Investment Capital Division

- Leads the development and implementation of strategy and policy in support of provincial technology, innovation and related investment initiatives.
- Responsible for InBC - a \$500 million strategic investment fund with a "triple bottom line" mandate that invests in high-growth potential businesses to help them scale up. InBC will continue to be accountable for the administration of the legacy investments of the BC Renaissance Capital Fund, which include 10 investments in venture capital funds, including the BC Tech Fund.
- Major Investments and Strategic Partnerships including:
- Assesses the technical, financial, and strategic scope of investment opportunities to determine the appropriate level of ministry engagement.
- Engages with potential investors who have a viable project opportunity and provides customized support to enable the investment to advance in B.C.
- Works closely with the Ministry of Energy, Mines, and Low Carbon Innovation to boost B.C. as a global exporter of climate solutions, carbon capture, storage, and other low carbon technologies.
- Leads and/or collaborates on complex cross ministry/government activities or strategic initiatives, including economic recovery.
- Develops partnerships with investors to match project financing needs with strategic sources of capital.
- Develops relationships with industry associations, investors, and other investment focused stakeholders to identify projects that could benefit from the branch's involvement.
- The division also manages the BC Knowledge Development Fund Program, the province's participation in the Digital Supercluster, provides expertise on B.C.'s research strengths and leads the planning and coordination of provincial technology and innovation policy and programming, including oversight of Innovate BC and digital marketing initiatives.
- Coordination of the province's StrongerBC programming.
- Cannabis economic development including challenges and opportunities for local and indigenous governments in supporting the development of licit cultivation and retail operations in their communities.
- Develop and implement "pan-economic" frameworks to support provincial investment policy decision-making.
- Leads the ministry's investment evaluation process.
- Provide secretariat support for StrongerBC - tracking & reporting.

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

Trade and Industry Development Division

- Delivers economic recovery "StrongerBC" initiatives that help B.C. businesses adapt and recover from the impacts of COVID-19 (Agritech, Manufacturing, Supply Chain).
- Develops programming and strategies for major and emerging sectors of B.C.'s economy.
- Spurs economic opportunities through Canada's free trade agreements and our own international networks in support of diversified and growing exports and investment attraction.
- Drives prosperity and global opportunities for B.C. businesses in collaboration with Global Affairs Canada in the USA, Europe and Asia.
- Develops and delivers events and outreach to support awareness and networking for B.C. businesses in B.C. and overseas.
- Manages international and industry focused domestic marketing efforts in order to promote B.C. internationally as an attractive place to do business.
- Delivers and coordinates trade readiness and trade services programs serving communities across the province including indigenous communities, helping develop prosperous exporting companies positively impacting these communities.
- Supports the delivery of the Export Navigator Program.
- Supports the delivery of the Agritech Concierge Program and co-lead for implementation of the recommendations of the Food Security Task Force.
- Develops and delivers initiatives to attract and retain international investors and businesses, including support for site selection, aligning efforts with B.C. communities and federal partners to optimize the best investment opportunities for B.C.
- Advances and defends B.C. interests in international and domestic trade negotiations, agreements, and disputes.
- Monitors, analyzes, and communicates 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.
- Leads the development of a Trade Diversification Strategy and an Industrial and Manufacturing Strategy.

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

<i>Office of Mass Timber Implementation</i>	<ul style="list-style-type: none"> • The Office is tasked with leading the expansion and use of mass timber in B.C. buildings. Working towards transitioning the forestry sector to high value over high-volume production. • Expected outcomes include opportunities for local workers, strong partnerships with First Nations and greater economic opportunity while making a significant contribution to advancing CleanBC, advancing the Mass Timber Action Plan, cross-government and external partner co-ordination & collaboration and supporting the Minister's Mass Timber Advisory Council.
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MINISTRY OF LABOUR

DIVISION/BRANCH	TOPIC
<i>Labour Relations</i>	<ul style="list-style-type: none"> • Administration of the Labour Relations Code through the independent quasi-judicial B.C. Labour Relations Board. The Ministry also promotes stable labour relations by monitoring collective bargaining disputes and providing formal and informal assistance to the parties. Also, responsible for the Fire and Police Services Collective Bargaining Act.
<i>Employment Standards</i>	<ul style="list-style-type: none"> • Administration of the Employment Standards Act to ensure employees receive basic standards of compensation and conditions of employment, including the minimum wage. Provide fair and efficient procedures for resolving workplace disputes. Responsible for the Employment Standards Branch and the Employment Standards Tribunal. Responsible for enforcement of the new Temporary Foreign Worker Protection Act.
<i>Workers' Compensation</i>	<ul style="list-style-type: none"> • Administration of the Workers Compensation Act and responsible for WorkSafeBC (provincial Workers' Compensation Board). WorkSafeBC provides compensation services, health care and vocational rehabilitation to injured workers. WorkSafeBC also has authority to develop, enact and enforce the Occupational Health and Safety Regulation. The Ministry is also responsible for the Employers' Advisers Office, the Workers' Advisers Office, and the Workers' Compensation Appeal Tribunal.

MINISTRY OF MENTAL HEALTH AND ADDICTIONS

DIVISION/BRANCH	TOPIC
<i>Strategic Policy & Planning Division</i>	<ul style="list-style-type: none"> • Setting strategic direction and responsible for leading the development and implementation of an overarching, integrated mental health and addictions strategic framework and associated actions plans. • Leading child and youth mental health and substance use initiatives including the expansion of Foundry Youth Centres, developing a youth substance use system of care, and establishing integrated child and youth teams. • Supporting Indigenous partnerships including partnering on Indigenous-led solutions and advancing broader commitments related to Indigenous reconciliation. • Developing a framework for services and supports for people with complex mental health and substance use needs who are not adequately served by supportive housing in B.C.
<i>Strategic Priorities & Initiatives Division</i>	<ul style="list-style-type: none"> • 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 from prevention, early intervention, harm reduction as well as treatment and recovery. • Lead for public information, social marketing, and anti-stigma campaigns for substance use in the province. • Leads and/or supports initiatives and provides strategic advice on workplace mental health. Works collaboratively with community partners, unions, and employer groups to ensure employees and leaders have the tools and training they need to foster psychologically healthy and safe workplaces.

MINISTRY OF MUNICIPAL AFFAIRS

DIVISION/BRANCH	TOPIC
<i>Local Government Division</i>	
<i>Governance Structures</i> <i>Governance Services</i> <i>Governance Relations</i>	<ul style="list-style-type: none"> • Incorporation, restructure, boundary extensions, structure-related legislation and processes, and local and regional governance. • Local government administration, elections, governance operations-related legislative requirements/powers and local and regional services. • Local government First Nations/Indigenous relations, Crown Grant/Nominal Rent Tenure sponsorships, Business Improvement Areas, and Resort Associations.

MINISTRY OF MUNICIPAL AFFAIRS CONTINUED...

<i>Infrastructure and Engineering</i>	<ul style="list-style-type: none"> • 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, Clean Water and Wastewater Fund and Small Communities Fund].
<i>Local Government Finance</i>	<ul style="list-style-type: none"> • Local government finance, including: <ul style="list-style-type: none"> ○ budgeting and financial plans; ○ audited financial statements; ○ unconditional grants; Safe Restart – Local Government grants; reserve funds; ○ investments and municipal corporations; long-term liabilities; ○ development financing (including Development Cost Charges); ○ user-fees; ○ taxation (including tax sale); ○ COVID-19 response temporary financial measures; and • Property Assessment Clean Energy (PACE) Programs.
<i>Local Government Policy, Research and Legislation</i>	<ul style="list-style-type: none"> • Overall responsibility for local government legislation development for Community Charter, Local Government Act, Local Elections Campaign Financing Act and other local government legislation. Broad responsibility for forward-looking policy development in relation to various local government authorities.
<i>Planning and Land Use Management Programs</i>	<ul style="list-style-type: none"> • Local government planning and land use management framework, including: rental zoning, housing needs reports; other local planning and land use tools; ministerial approvals of some official community plans; Regional Growth Strategies (RGSs); and Development Approvals Process Review. • CleanBC, Climate Action Charter, Climate Action Revenue Incentive Program (CARIP), joint provincial-UBCM Green Communities Committee (GCC), support for local government climate mitigation and adaptation action including consideration of UBCM's Special Committee on Climate Action recommendations. • Dispute resolution related to Regional District service review/withdrawal, RGS and other intergovernmental disputes. • Socio-economic effects of LNG Canada and Coastal GasLink's LNG projects on local governments and Indigenous Nations in northern B.C. • Funding programs: Safe Restart -- Strengthening Communities' Services, Safe Restart -- Local Government Development Approvals Program, Northern Healthy Communities Fund.

MINISTRY OF MUNICIPAL AFFAIRS CONTINUED...

<i>Public Libraries Branch</i>	<ul style="list-style-type: none"> • The Public Libraries Branch works together with public library boards, library staff and local governments to improve and ensure the public's access to information, resources, and services under the Library Act. Responsible for areas covering legislation, governance, financial reporting, provincial funding, digital infrastructure, provincial-wide services and provincial policies. Responsible for implementation of B.C.'s strategic plan for public library services.
<i>Immigration Services and Strategic Planning Division</i>	
<i>Community Gaming Grants</i>	<ul style="list-style-type: none"> • Community Gaming Grants support eligible not-for-profit organizations delivering community programs that benefit the citizens of British Columbia. Grants are awarded in several sectors including: Arts & Culture, Sport, Public Safety, Environment, Human & Social Services and Parent Advisory Councils. • Eligible not-for-profit can also apply for Capital Grants through the program.
<i>Community Policy and Legislation</i>	<ul style="list-style-type: none"> • The branch provides services and leadership in the areas of legislative services, community policy, corporate priorities and strategic planning related to local governments and communities. • The branch is responsible for and executes the legislative program and coordinates Orders in Council (OIC), Ministerial Orders and board appointments for the ministry.
<i>Immigration Services</i>	<ul style="list-style-type: none"> • Immigration policy, programs, and services; including Provincial Nominee Program (PNP) supporting the attraction of international entrepreneurs and skilled and semi-skilled workers. The Entrepreneur Immigration Regional Pilot and the PNP Tech Pilot are supported by a dedicated PNP Concierge service; Settlement and Integration services, foreign qualifications recognition and interprovincial labour mobility.

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

DIVISION/BRANCH	TOPIC
<i>BC Coroners Service</i>	<ul style="list-style-type: none"> Responsible for investigating and determining the circumstances of all unnatural, sudden and unexpected, unexplained or unattended deaths in the province. Makes recommendations to improve public safety and prevent death in similar circumstances. Responsible for the investigation of all child death (under the age of 19 years) in B.C. and for investigating all deaths in custody.
<i>BC Corrections</i>	<ul style="list-style-type: none"> Responsible for the supervision of individual, 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, or on an immigration hold.
<i>Cannabis Legalization and Regulation Secretariat</i>	<ul style="list-style-type: none"> The Secretariat leads and supports the development and implementation of provincial non-medical cannabis policy. The lead for negotiating and entering into government-to-government agreements with Indigenous nations in respect to cannabis under section 119 of the <i>Cannabis Control and Licensing Act</i>.
<i>Community Safety and Crime Prevention Branch</i>	<ul style="list-style-type: none"> Civil Forfeiture; Victim Services and, Violence Against Women Programming; Domestic Violence; Gender Based Violence; Crime Prevention; Restorative Justice; and Human Trafficking.
<i>Emergency Management BC (EMBC)</i> **Meeting requests for the Minister will be held with the Parliamentary Secretary for Emergency Preparedness.	<ul style="list-style-type: none"> Is the lead coordinating agency in the provincial government for all emergency management activities. The overall purpose of EMBC is to make individuals and communities in B.C. safer. Works with local governments, First Nations, federal departments, industry, non-governmental organizations, and volunteers to support the emergency management phases of mitigation and prevention, preparedness, response, and recovery. Additionally, EMBC engages with provincial, national and international partners to enhance collective emergency preparedness. Also, within EMBC is the Office of the Fire Commissioner (OFC). The OFC is the senior fire authority in the province with respect to fire safety and prevention.
<i>Insurance Corporation of BC (ICBC)</i>	<ul style="list-style-type: none"> 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.

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

Policing and Security Branch	<ul style="list-style-type: none"> • Police Services provides central oversight of all policing and law enforcement in the province by developing and administering policing policy and programs. Ensures the adequate and effective levels of policing throughout the province. • Security Programs administers the Criminal Record Review Program, Protection Order Registry, security screening for cannabis workers and retail applicants, regulation of the security industry in B.C., as well as programs regulating Metal Dealers and Recyclers, Pill Presses, and Armored Vehicles / Body Armor. • The Community Safety Unit was established under the Cannabis Control and Licensing Act. It delivers a province wide regulatory compliance and enforcement program to enhance public safety by focusing on the illegal sale of cannabis. • Police and Public Safety Modernization project is tracking the work of the Special Committee on reforming the <i>Police Act</i> in anticipation of their report, expected to be tabled April 28, 2022. • The Indigenous Policing Unit is currently involved in the renewal of the First Nations Policing Program (FNPP) Framework Agreement and provides ongoing oversight of the FNPP, work with RCMP regarding the Community Tripartite Agreements (CTA) and police agencies (Stl'atl'imx Tribal Police Service & Delta Police Service) on issues management through participation in various working groups and committees. Work with Public Safety Canada and other Provinces and Territories on the co-development of the federal legislative framework to make the FNPP an essential service and the expansion of the FNPP.
RoadSafety BC	<ul style="list-style-type: none"> • 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. • The Superintendent of Motor Vehicles is the administrative authority governing drivers and has authority to: <ul style="list-style-type: none"> ○ Prohibit a person from driving a motor vehicle; ○ Require a driver to take part in a program to improve their driving; ○ Review and make decisions about sanctions, driving prohibitions and ICBC licensing decisions; and • Make sure B.C. drivers are medically fit to drive.

MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION

DIVISION/BRANCH	TOPIC
<i>Accessibility Secretariat</i>	<ul style="list-style-type: none"> • Accessibility – Working across government to increase accessibility and decrease barriers for people with disabilities in B.C. • Accessible British Columbia Act.
<i>Employment and Labour Market Services Division</i>	<p>WorkBC Employment Services: WorkBC provides British Columbians with the employment services and supports to find good jobs and supports businesses in B.C. to access workers with the right skills. WorkBC Employment Services are delivered through 102 WorkBC Centres across B.C., as well as through a strong online presence. Services are currently available in-person by appointment and virtually. Services include access to job search resources, employment planning, skills training, financial supports, work experience placements, assistive technology supports, apprentice services and more.</p> <p>Community and Employer Partnerships The Community and Employer Partnerships (CEP) Fund is a component of WorkBC Employment Services by investing in training and skills for unemployed job seekers and supporting people to find and keep good jobs. The Community and Employer Partnerships fund supports community-based initiatives to help individuals and the broader community. With the help of this fund, communities see job creation, positive social impacts, economic growth, and more employment opportunities for unemployed British Columbians.</p> <p>In response to the rapidly changing labour market and to support recovery efforts, CEP is prioritizing applications and funding projects that:</p> <ul style="list-style-type: none"> • Create work experience and training opportunities to prepare job seekers for available jobs; and • Support an inclusive economic recovery in B.C. communities.

MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION CONTINUED...

<i>Research, Innovation and Policy Division</i>	<ul style="list-style-type: none"> • The Research, Innovation and Policy Division (RIPD) provides research, policy and legislation support to the ministry, enabling the Service Delivery Division to successfully deliver the BC Employment and Assistance Program and provide financial assistance to British Columbians most in need. • Income and Disability Assistance – Effective May 2021, the B.C. Government has provided the largest-ever permanent increase to Income Assistance and Disability Assistance rates. • RIPD also undertakes reconsideration activities for clients disputing decisions regarding eligibility for or amounts granted through Income and Disability Assistance programs. • RIPD also leads government on Together BC, BC's Poverty Reduction Strategy, including recent mandate items regarding food security and period poverty. The Division also supports the Parliamentary Secretary for Community Development and Non-Profits.
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MINISTRY OF TOURISM, ARTS, CULTURE AND SPORT

DIVISION/BRANCH	TOPIC
<i>Arts and Culture</i>	<ul style="list-style-type: none"> • Supports the arts and culture sector through COVID-19 response and recovery. • Leads research, analysis, policy, and program development to provide broad access to and increase participation in arts and culture. • Implements the BC Arts Council Strategic Plan focusing on increasing equity, diversity and access; improving sustainability and creative development; enhancing engagement with Indigenous arts and culture; and expanding regional and community arts. • Administers application-based grant programs for artists/cultural practitioners, and non-profit arts and culture organizations, including programs for artistic development & capacity building, small arts infrastructure projects, and arts-based community development. • Provides oversight of cultural infrastructure priority projects, including the Royal BC Museum modernization and the establishment of a Chinese Canadian Museum.
<i>BC Athletic Commission</i>	<ul style="list-style-type: none"> • Legislation and regulatory oversight of professional boxing, kickboxing, and mixed martial arts, as well as amateur kickboxing, mixed martial arts, Muay Thai and pankration.

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

<i>Creative Sector</i>	<ul style="list-style-type: none"> • Lead on cross-ministry and intergovernmental coordination, policy development and research to support the growth of B.C.'s creative sector (i.e., film, television, interactive digital media, music, and publishing) and work with industry stakeholders to advance opportunities. Provides oversight and strategic direction for Creative BC and the Knowledge Network.
<i>Sport</i>	<ul style="list-style-type: none"> • Lead on policy development and program implementation related to amateur sport development in B.C. Work is guided by B.C.'s Sport Framework (<i>Pathways to Sport</i>) which identifies three key priority areas of focus for the provincial sport system: sport participation; athlete development; sport event hosting.
<i>Tourism</i>	<ul style="list-style-type: none"> • Policies, programs, destination development and strategic engagement to support B.C. tourism sector's recovery and resilience; manages the Resort Municipality Initiative, Tourism Event Program and Municipal Regional District Tax program (jointly with Ministry of Finance and Destination BC). Provides oversight of Destination BC (tourism marketing) and BC Pavilion Corporation (BC Place and Vancouver Convention Centre) and leads development and implementation of provincial tourism framework.

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE

DIVISION/BRANCH	TOPIC
<i>Highway Operations</i>	<ul style="list-style-type: none"> • The Highway Operations Department plans, designs, constructs, operates, rehabilitates and maintains the provincial public highway system. Project manages and delivers hundreds of expansion, rehabilitation and safety improvement projects annually including maintenance contracts, centreline marking contracts and electrical contracts. Oversees and manages privatized road and bridge maintenance. Approves subdivisions in rural areas near provincial highways, issues highway permits for access, utilities and special events and approves zoning near provincial highways. The department, 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.

MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE CONTINUED...

Highway Services	<ul style="list-style-type: none"> The Highways Services Department develops province-wide engineering and environmental solutions and implements standards, policies and procedures regarding provincial transportation engineering. Ensures commercial vehicle safety by managing the National Safety Code, the Vehicle Inspection and Standards and enforcement of the Motor Vehicle Act in relation to commercial vehicles. Highway Services also includes the Passenger Transportation Branch, which regulates commercial passenger vehicles including taxis, ride hailing companies, limousines, charter and inter-city (scheduled) buses, in accordance with the Passenger Transportation Act.
Major Projects, Infrastructure and Properties Department	<ul style="list-style-type: none"> The Major Projects, Infrastructure and Properties Department is responsible for all aspects of strategic planning, capital programming, including development and management of the provincial 10-year Transportation Investment Plan, management of federal and community cost sharing programs, and the delivery of the major transportation projects throughout the province. Oversees the acquisition, management and disposition of the ministry's thousands of properties and land interests, including those owned by the BC Transportation Financing Authority and BC Railway Company. The department is also the primary linkage to the Transportation Investment Corporation.
Transportation Policy & Programs Department	<ul style="list-style-type: none"> The Transportation Policy and Programs Department is responsible for all aspects of strategic transportation policy, legislation, and grant programs in British Columbia. This includes air, rail, public transit service delivery through BC Transit and coastal and inland ferry delivery, governmental relations, active transportation and airport grant programs, Clean BC and climate change initiatives, corporate planning, strategic initiatives and writing services. The department has direct oversight of the province's coastal ferry service through BC Ferries and also supports the Minister Responsible for TransLink.

PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2021 CONVENTION

DIVISION/BRANCH	TOPIC
<i>Agricultural Land Commission</i>	<ul style="list-style-type: none"> Information and advice regarding the Agricultural Land Reserve (ALR) and work of the Provincial Agricultural Land Commission (ALC). ALC Chair and/or Chief Executive Officer will be in attendance.
<i>BC Emergency Health Services (BCEHS)</i>	<ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> Members of the BCEHS executive team look forward to participating in productive and engaging sessions with municipal leaders.
<i>BC Housing</i>	<ul style="list-style-type: none"> BC Housing works in partnership with private and non-profit sectors, provincial health authorities and ministries, other levels of government and community groups to develop a range of housing options. These affordable housing options span the housing continuum, including emergency shelter and housing for the homeless, transitional supportive and assisted living, independent social housing, rent assistance in the private market, and affordable owner-purchase housing. Through the Homeowner Protection Act, BC Housing also licenses residential builders, administers owner builder authorizations, ensures that mandatory licensing and home warranty insurance provisions are complied with, oversees the third-party home-warranty insurance, and carries out research and education that benefits the residential construction industry, consumers and the affordable housing sector.
<i>BC Hydro</i>	<ul style="list-style-type: none"> BC Hydro's mission is to safely provide reliable, affordable, clean electricity throughout B.C. Our vision is to be the most trusted, innovative utility company in North America by being smart about power in all we do. BC Hydro's Community Relations staff look forward to addressing any questions that you may have related to our operations.

PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2021 CONVENTION CONTINUED...

<i>BC Oil and Gas Commission</i>	<ul style="list-style-type: none"> • The BC Oil and Gas Commission regulates oil, gas and geothermal activities for the benefit of British Columbians and looks forward to addressing any questions you may have on our regulatory oversight.
<i>BC Transit</i>	<ul style="list-style-type: none"> • From small towns to large urban centres outside of Metro Vancouver, BC Transit delivers safe, reliable, customer focused transportation services you can rely on. BC Transit would be pleased to discuss any questions you may have regarding our services. In order to provide you with the best information possible, please provide specifics relating to your questions within the online meeting request.
<i>Insurance Corporation of British Columbia (ICBC)</i>	<ul style="list-style-type: none"> • ICBC provides universal compulsory auto insurance (basic insurance) to drivers in British Columbia, with rates regulated by the British Columbia Utilities Commission (BCUC) and sells optional auto insurance in a competitive marketplace. Our insurance products are available across B.C. through a network of independent brokers, and claims services are provided at ICBC claims handling facilities located throughout the province. We also invest in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud. In addition, provides driver licensing, vehicle registration and licensing services, and fines collection on behalf of the provincial government at locations across the province. ICBC will have staff at the Convention who would be pleased to discuss or meet on any issues related to ICBC's operations.

PROVINCIAL AGENCIES, COMMISSIONS AND CORPORATIONS AVAILABLE DURING THE UBCM 2021 CONVENTION CONTINUED...

<p><i>Police Victim Services British Columbia</i></p>	<ul style="list-style-type: none"> • 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 of B.C. • PBVS local organizations are physically embedded with the municipal or RCMP detachment delivering ongoing police services to the citizens of each community. • Our Vision is - All victims of crime and trauma across B.C. receive compassionate, professional, and consistent services. • PVSBC advocates, represents, lobbies, and communicates with members, partners and stakeholders on the development and delivery of PVSBC trauma informed programs, baseline and advanced training, professional development and member support programs. • Funding is provided by the Provincial and Federal Governments, with additional resources from corporate and individual contributions, sponsorships and program revenues. • PVSBC will have staff present at the Convention to engage delegates in any issue related to the delivery of police-based victim services as well as the linkage to police and other local partner/stakeholders within their community.
<p><i>Royal Canadian Mounted Police (RCMP)</i></p>	<ul style="list-style-type: none"> • The Royal Canadian Mounted Police (RCMP), Canada's national police force, provides policing services to most of British Columbia, including 150 municipalities. These services include, but are not limited to, uniformed patrols, response to calls for service, investigative services, community-based policing and traffic enforcement. Additionally, the BC RCMP is part of a number of integrated teams operating throughout the province who provide specialized police services to British Columbians. The BC RCMP values ongoing collaboration and meaningful communication with our partners. Representatives of the BC RCMP's Senior Management Team look forward to hearing your feedback and answer any questions you may have about its services so that we can work together towards our common goal of providing your community with a professional, efficient and effective police service.



Ministry of
Municipal Affairs





VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** May 26, 2021

FROM: Rhonda Schell **FILE:** 0640-30-01
Community Services Manager

SUBJECT: Village Wayfinding Signage

ISSUE:

Installation of tourism wayfinding signage.

BACKGROUND:

The Village Signage Plan includes sign standards for various types of signage but staff has identified that there is a gap in visitor wayfinding signs. Wayfinding signage specific to tourism directs visitors to amenities, businesses, and attractions.

The attached concept shown in Appendix 1 has been created in accordance with the objectives of the Signage Plan which include Identity, Communication, Creating Positive Experiences, Fiscal Responsibility, and Public Safety.

Staff is recommending that the first installation of tourism wayfinding signage be at the corner of Esplanade Avenue and St. Alice Street.

FINANCIAL IMPLICATIONS:

The initial wayfinding sign will cost approximately \$5000 and is a partnership project with Tourism Harrison, Harrison Agassiz Chamber of Commerce, Community Futures North Fraser and the Village. There are no financial implications to the Village for this installation.

RECOMMENDATION:

THAT the wayfinding signage installation at Esplanade Avenue and St. Alice Street be approved.

Respectfully submitted:

REVIEWED BY:

Rhonda Schell

Rhonda Schell
Community Services Manager

Madeline McDonald

Madeline McDonald
Chief Administrative Officer

APPENDIX 1

Proposed Wayfinding Signage at Esplanade Avenue and St. Alice Street:



*Not shown to scale. Dimensions will be approximately 6" x 4".



Existing Park Signage Shown for Design Comparison:





VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council

DATE: May 31, 2021

FROM: Tracey Jones
Financial Officer

FILE: 1880-20-01

SUBJECT: 2020 Annual Report

ISSUE:

The 2020 Annual Report is presented for approval by Council.

BACKGROUND:

Section 98 of the *Community Charter* requires that an annual report be prepared by June 30th each year and made available to the public at least two weeks prior to the meeting. The annual report was made available for public inspection on May 17th, 2021. Section 99 of the *Community Charter* requires that Council must consider the report at a meeting held at least 14 days after the report is made available for public inspection.

RECOMMENDATION:

THAT the 2020 Annual Report be approved.

Respectfully submitted:

Tracey Jones

Tracey Jones
Financial Officer

REVIEWED BY:

Madeline McDonald

Madeline McDonald
Chief Administrative Officer



HARRISON HOT SPRINGS

Naturally Refreshed

MUNICIPALITY

Village of Harrison Hot Springs

ANNUAL REPORT

For the year ended December 31, 2020

PREPARED BY

Financial Services & Community Services

LOCATION

Harrison Hot Springs
British Columbia, Canada

CONTACT

604-796-2171
info@harrisonhotsprings.ca
www.harrisonhotsprings.ca



VILLAGE OF HARRISON HOT SPRINGS BRITISH COLUMBIA CANADA 2020 ANNUAL REPORT



Photo Credit: Tourism Harrison

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02 FINANCIAL SECTION

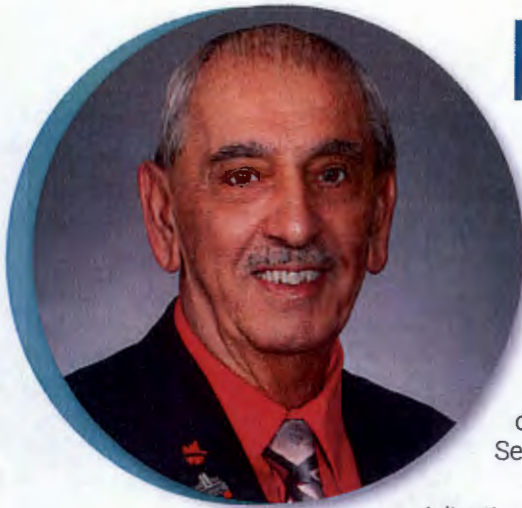
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MAYOR'S MESSAGE

The Village of Harrison Hot Springs, like most other communities worldwide, did not escape the effects of the COVID-19 Pandemic. The year 2020 was marked with unprecedented challenges in the ways we operate as a corporation and as a community. Despite these challenges, I also witnessed great acts of kindness and I am grateful to our community for pulling together. From the early days of the pandemic in March, the Village took extraordinary steps to protect and keep our residents safe. Some highlights of the actions taken can be viewed in the Pandemic Response Section of this report.

Adjusting to new technologies and ways of communicating was a learning curve for many of us this year! Due to Provincial Health Orders to shelter in place in our communities, we quickly adapted to meet regularly with neighbouring communities and other levels of government via video communication applications. This allowed us to maintain our strong relationships and cooperative efforts when establishing protocols for the health and safety of residents, businesses, and potential visitors. When the Ministerial Order was issued directing municipalities to close Council Meetings to in-person attendance by the public, Council made the decision to go beyond Provincial requirements and implement video conferencing capabilities and associated technology upgrades to allow for public participation. I encourage all residents to log on and take advantage of the opportunity to get involved from the comfort of your own home. Connection details are available on the Village website.

When reviewing the 2020 Accomplishments, I feel very proud of the team that we have here who successfully completed many projects in the face of exceptionally difficult circumstances. Some of these projects include the fountain and aeration system in the lagoon, the barbeque stands and picnic tables that created a safe and socially distanced space to enjoy the waterfront, and the accessibility upgrades at the Ranger Station Art Gallery in partnership with the Rick Hansen Foundation. We also replaced the inter-municipal McPherson culvert, upgraded membranes at the Waste Water Treatment Plant to increase redundancy in the event of an emergency, upgraded Lift Stations 4 and 5 to increase reliability and efficiency, and extended the storm water collection system on Alder Avenue.

I want to express my ongoing gratitude for all of you who continue to follow Provincial Health Orders, check in on neighbours, volunteer, and especially those of you who work on the front lines. I also want to offer my condolences to anyone who has lost a loved one this year due to this virus. My heart goes out to families who are grieving, while staying apart.

We must not lose sight of the fact that our businesses have been heavily impacted by restrictions on travel. When the pandemic is over, we will need all of our businesses to still be here to re-energize our tourism economy. Please continue to support our local businesses.

No one expected the pandemic to go on this long and pandemic fatigue is taking a toll on many. Please continue to hold the line and diligently follow guidelines from public health authorities to protect yourself and your family from the virus. Let us all continue to be calm, be safe, and be kind.

A stylized, handwritten signature in black ink, appearing to read 'Leo Facio'.

MAYOR LEO FACIO

VILLAGE COUNCIL



L-R Councillor Ray Hooper, Councillor Michie Vidal, Mayor Leo Facio, Councillor Gerry Palmer, Councillor Samantha Piper

About Village Council

Harrison Hot Springs Village Council consists of the mayor and four councillors, all of whom are elected village-wide and serve four-year terms. Council's role is to establish policies to guide the growth, development and operation of the Village, set budgets and levy taxes to provide services.

Council meets regularly and the public is welcome to attend any open meeting and participate in the question period at the end of the meeting. To make a presentation or address Council, a delegation request may be submitted to the Village.

Mayor and Council give administrative responsibility to the Chief Administrative Officer who oversees Village operations and ensures that staff work to meet community, corporate and Council priorities.

VILLAGE COUNCIL



Mayor Leo Facio

COUNCIL APPOINTMENTS

Fraser Valley Regional District Board,
Municipal Director

Fraser Valley Regional Hospital District Board,
Municipal Director

Kent Harrison Joint Emergency Program Committee



Councillor Samantha Piper

COUNCIL APPOINTMENTS

Corrections Canada Citizen's Advisory Committee

Kent Harrison Joint Emergency Program Committee

Harrison Agassiz Chamber of Commerce

Tourism Harrison



Councillor Gerry Palmer

COUNCIL APPOINTMENTS

Fraser Valley Regional Library, Municipal Director

Kent Harrison Joint Emergency Program Committee

Public Art Committee, Chair



Councillor Ray Hooper

COUNCIL APPOINTMENTS

Fraser Health Authority

Agassiz Harrison Historical Society

Fraser Valley Regional Library, Alternate Municipal Director



Councillor Michie Vidal

COUNCIL APPOINTMENTS

Fraser Valley Regional District Board,
Alternate Municipal Director

Fraser Valley Regional Hospital District Board,
Alternate Municipal Director

Agassiz Harrison Healthy Communities



*Council Chambers Relocated to
Memorial Hall Due to COVID-19
Provincial Health Order*

ORGANIZATIONAL CHART





Government Finance Officers Association

**Canadian Award
for
Financial Reporting**

Presented to

**Village of Harrison Hot Springs
British Columbia**

For its Annual
Financial Report
for the Year Ended

December 31, 2019

Christopher P. Morill

Executive Director/CEO

April 26, 2021

To the Mayor and Council,

It is my pleasure to submit the 2020 Annual Report for the Village of Harrison Hot Springs (the Village). The purpose of this report is to present the financial results for the fiscal year ended December 31, 2020 in accordance with the Community Charter and the Local Government Act. This report includes the Audit Report from BDO Canada LLP, the Financial Statements of the Village, and supplementary information for the year ended December 31, 2020. In 2020, the Village was a recipient of a Canadian Award for Financial Reporting (CAnFR) from the Government Finance Officers Association for its 2019 Annual Report, having won it for the first time in 2019 for the 2018 Annual Report.

Government Finance Officers Association of the United States and Canada (GFOA) awarded a Canadian Award for Financial Reporting to the Village of Harrison Hot Springs for its annual financial report for the fiscal year ended December 31, 2019. The Canadian Award for Financial Reporting program was established to encourage municipal governments throughout Canada to publish high quality financial reports and to provide peer recognition and technical guidance for officials preparing these reports.

In order to be awarded a Canadian Award for Financial Reporting, a government unit must publish an easily readable and efficiently organized annual financial report, whose contents conform to program standards. Such reports should go beyond the minimum requirements of generally accepted accounting principles and demonstrate an effort to clearly communicate the municipal government's financial picture, enhance an understanding of financial reporting by municipal governments, and address user needs.

A Canadian Award for Financial Reporting is valid for a period of one year only. We believe our current report continues to conform to the Canadian Award for Financial Reporting program requirements, and we will be submitting it to GFOA to determine its eligibility for another award. Staff are proud of what they have accomplished and we hope to continue on this path in the future.

The financial statements of the Village of Harrison Hot Springs (the Village) are the responsibility of management and have been prepared in accordance with Canadian public sector accounting standards, consistently applied and appropriate in the circumstances. The preparation of the financial statements requires the use of estimates which have been made using careful judgement. In management's opinion, the financial statements have been properly prepared within the framework of the accounting policies summarized in the financial statements and incorporate within reasonable limits of materiality, all information available as of the audit date. The financial statements have also been reviewed and approved by the Mayor and Council of the Village.

Management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements and that reliable financial information is available on a timely basis. These systems are monitored and evaluated by management. Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control.

The financial statements have been examined by the Village's independent external auditor, BDO

Canada LLP in accordance with Canadian generally accepted auditing standards. The external auditor's responsibility is to express their opinion on whether the financial statements, in all material respects, fairly present the Village's financial position, results of operations, changes in net financial assets and cash flows in accordance with Canadian public sector accounting standards. Their Independent Auditor's Report outlines the scope of their examination and their opinion. The external auditor has full and open access to all records of the Village and has direct access to management and Council when required.

This report presents fairly and accurately the financial position of the Village of Harrison Hot Springs. The purpose is to provide readers with a clear understanding of the financial information and operations of the Village. The report is divided into three sections:

1. **Introductory Section:** Provides an overview of the Village and our role, vision and strategic direction. It includes the nature and scope of the services provided as well as highlights and accomplishments.
2. **Financial Section:** Presents the 2020 financial statements, notes, supplementary schedules and the independent Auditors' Report for the Village.
3. **Statistical Section:** Presents a variety of statistical and financial information on a five-year comparative basis.

Financial Overview

Significant Financial Management Policies:

The Village of Harrison Hot Springs is governed by bylaws and policies, many of which are financial in nature. Significant accounting policies are described in Note One (1) to the financial statements.

Statement of Financial Position:

The statement of financial position shows the results of net financial assets and tangible capital assets. Tangible capital assets are accounted for at net value (acquisition cost less accumulated amortization). In 2020 there was a small net increase to tangible capital assets in the amount of \$6,424, this occurred when the additions to tangible capital assets were almost equal to the amount of amortization that the tangible capital assets incurred during the year. Additions in the amount of \$1,060,303 included the replacement of SCBA equipment for the fire department, membranes at the wastewater treatment plant, replacement and addition of storm sewers as well as additional picnic benches and a lagoon fountain.

Development cost charges (DCC's) are contributions collected from developers to pay for growth in infrastructure and to support new development in the future. In 2020 DCC's were collected for Sewer, Water, Drainage and Parks and the net increase to DCC's was \$1,490,671. Sewer DCC funds were spent to increase the capacity at the Wastewater Treatment Plant in 2020.

Long-term debt, interim debt and liabilities under agreement were reduced overall by \$163,095. Interim debt relating to the Water Fund in the amount of \$110,000 was fully paid in 2020. All other debt relates to the General Fund and is serviced by taxation.

Accumulated surplus includes investment in tangible capital assets. Equity in tangible capital

assets is the net Tangible Capital Assets less debt used to purchase the assets. The Village's investment increased by \$174,166 in 2020 and totaled \$37,125,450.

Statement of Operations:

Revenues

2020 was a challenging year for the Village due to the unknown impacts that the COVID-19 pandemic might have on revenue and expenditures. Budgeted revenue projections and cash flow were closely monitored to ensure that services could continue to be delivered. The Province changed due dates for business property taxes to October 1st and Council changed penalty dates for all other class of properties to October 1st while maintaining a due date of July 2nd. The Village saw minimal impact as most taxes were paid by the original due date but saw significant reduction in penalties on current property taxes compared to previous years as more payments were received on time. While rental income for municipal facilities declined due to cancellation of programs and events, pay parking and boat launch revenues increased significantly over previous years as more day trippers visited the Village availing themselves of the outdoor beaches and boat launch facilities. In 2020 total revenues were under budget by about \$1.3 million, however this was mostly related to government grant applications that were still in process and not awarded. Revenues for wastewater were negatively impacted by the closure of the Harrison public pool, which is not a Village owned facility, and the pool remains closed to date due to the pandemic. Investment income was approximately \$43,888 less in 2020 than 2019 as bank rates decreased.

Expenses

Expenses include operational items, capital expenditures that do not meet the requirement for capitalization and amortization. During 2020, the uncertainty due to the impacts of the pandemic resulted in a number of planned projects being deferred until 2021. While the Village experienced additional costs due to the added visitor load in the summer months and increased safety requirements, overall expenditures remained within budgeted allowances in all areas.

Reserves

Reserve funds provide a mechanism to set aside funds to:

- Finance all or part of future infrastructure or equipment requirements
- Provide a degree of financial stability
- Provide a budgetary option to mitigate the need to cut service or raise taxes in uncertain economic times

All of these funds are intended to accomplish two goals:

- Achieve tax stability, and
- Contribute to the orderly provision of services

Additions to reserves consist of transfers from operations and interest earnings on those reserve funds. A net amount of over \$541,000 increased reserves to fund future capital projects and contingencies. In addition, the Village received \$675,000 in funding from the COVID-19 Restart grant which provided an operating reserve of \$509,000 in unspent funds at the end of 2020 to assist with costs related to the pandemic in 2021 and 2022 (Note 15, 23).

Financial Planning Process

The Community Charter section 165 and 166 require the Village to complete a five-year Financial Plan and institute a public process for consultation on the plan. The Financial Plan in the form of a bylaw must be adopted by May 15th of each year. On March 1st, 2021, Council adopted the 2021-2025 Financial Plan as part of its financial planning process. A summary can be found within the "Five Year Financial Plan" section of the Annual Report.

Future Outlook

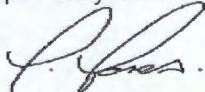
The Village of Harrison Hot Springs is a resort municipality which presents both opportunities and challenges. Non-resident property owners hold over 40% of the properties within the Village and while census population statistics show no growth, demands on services remain high when the non-resident owners and tourists arrive during the summer season.

While the traditional summer season is a popular time for tourist visits the impact of the global COVID-19 pandemic and public health order restrictions, as well as the closing of borders to non-essential travel, has affected the local businesses that are predominantly tourism driven. The impacts of the pandemic are continuing into 2021 and until the lifting of restrictions occur and the gradual re-opening of the BC Economy takes place, it is unknown at this time the extent of the impact that the pandemic will have on the business community and the residents of Harrison Hot Springs. The Village adjusted the ratio of business and recreational property tax classes compared to residential tax rate for 2020 in an effort to support local business during these times and has returned to the 2019 ratios for the 2021 tax year. Higher levels of government had adjusted tax penalty application deadlines for business class properties however those adjustments have been returned to the usual timeline for 2021. The Village will closely monitor cashflows and continue to focus on collecting receivables, managing expenditures, and, if necessary, leveraging existing reserves and credit facilities to ensure it is able to continue providing essential services to its citizens as we move forward to recovering from the impacts of COVID-19.

The Village is committed to fiscal responsibility and will continue to seek out grants as they become available for specific eligible and relevant projects. Grants remain a key source of funding for the Village as large projects are most often not possible without supplemental funding sources or the need for debt borrowing. The Village is unable to generate the level of taxation revenues necessary to fund certain large projects without grant funding; a 1% tax increase generates just over \$24,000.

The Village has a limited amount of land available for development, however there continues to be consistent interest in new development projects which include both residential and mixed commercial/residential opportunities. Real estate transactions, which had been significantly impacted in March and April of 2020 for the Fraser Valley due to the pandemic, rebounded with strong demand and significant increase in selling prices during the latter part of 2020 and into the first quarter of 2021. If it continues then it is expected to translate into an increase in assessed values for 2022.

Respectfully Submitted



Tracey Jones, Financial Officer

DEPARTMENTS



Corporate & Administrative Services

Corporate & Administrative Services

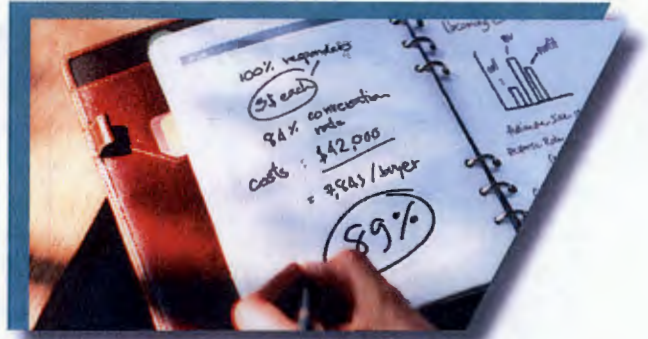
Corporate Services provides the corporate and administrative communication link between the residents of Harrison Hot Springs and their Village Council. Corporate Services prepare and preserve records of the official business of the corporation, including bylaws, minutes of Council and Committee meetings, and Council policies. The department is also responsible for the coordination of municipal elections, and referendums.

Bylaw Enforcement Services

Bylaw Enforcement Services supports a safe and healthy environment for the residents of Harrison Hot Springs by ensuring compliance with Village bylaws, from parking to noise complaints. An educational approach is used to resolve infractions whenever possible with a focus on quality customer service.

Animal Control

Dog control and licencing services are provided to the Village by the Fraser Valley Regional District.



Financial Services & Human Resources

Financial Services

Financial Services provides financial reporting and control services, manages Village assets, and offers guidance for maintaining the overall financial stability of the municipality. Specific functions include preparing and monitoring operating and capital budgets, levying and collecting property taxes and utilities, administering payroll, processing accounts payable and accounts receivable and maintaining a high level of client service for municipal payments and inquiries.

Human Resources

Human Resources supports all stages of the employee experience, from job applications to retirement planning. Human Resources is responsible for providing strategic advice and leadership to managers within the Village to create a culture of employee empowerment and recognition.



Community Services

Community Services

Community Services helps build strong and healthy relationships with the people and organizations that make up the community. They coordinate the Resort Municipality Initiative (RMI), organize community events and promote effective communications and engagement throughout the Village. Among many things, Community Services administers curbside waste collection, pay parking, BC Transit, filming, and provides support on emerging projects.



Planning & Development Services

Planning & Development Services

Planning and Development Services is responsible for developing a wide range of land use plans and strategies and for processing applications for land use and development. This contracted service provides advice to senior staff and works with Council on the development, implementation and administration of the Official Community Plan and Zoning Bylaws.

Building development and building inspection services are provided by the Fraser Valley Regional District.



DEPARTMENTS



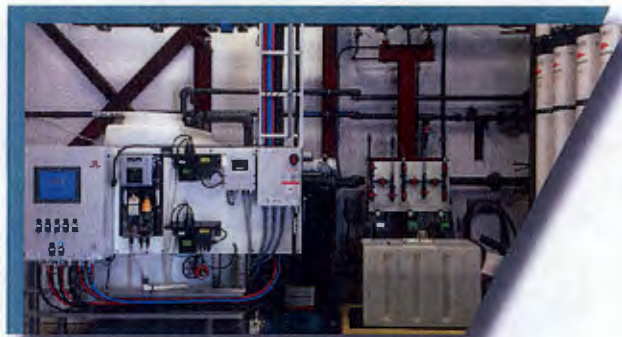
Protective Services

Fire Protection

The Harrison Hot Springs Fire Department provides fire prevention and awareness information to the Village. The Fire Department is comprised of dedicated paid-on-call fire fighters who are committed to public safety through the delivery of a wide variety of services including fire suppression, first responder medical service, and fire extinguisher training. The Village of Harrison Hot Springs and the District of Kent have a Mutual Aid Agreement in place to lend assistance across jurisdictional boundaries in the case of an emergency.

Emergency Preparedness

The Kent Harrison Joint Emergency Program Committee oversees the development of the Hazard Emergency Response and Recovery Plan. This plan guides the operations, organization, responsibilities and coordination necessary to provide for effective response and recovery from major emergencies or disasters in the jurisdictional area of the Village of Harrison Hot Springs and the District of Kent.



Public Works & Utility Services

Public Works

Public Works is responsible for the repair, maintenance and beautification of Village-owned assets including municipal facilities, beachfront and parks. Public works is also responsible for road maintenance including snow clearing, solid waste collection in public spaces, street maintenance, flood protection, and the storm water collection system among many other things.

Utility Services

Utility Services operates and maintains the Village's potable water supply, treatment and distribution system. This critical infrastructure meets or exceeds legislated health and safety requirements and provides high-quality potable water. The Utility Services is also responsible for flood protection and operates and maintains the sanitary sewer system including a level four secondary waste water treatment facility.

COVID-19 PANDEMIC RESPONSE



HARRISON HOT SPRINGS PRESENTS

CANADA DAY

JULY 1

CELEBRATION

VIRTUAL SCHEDULE

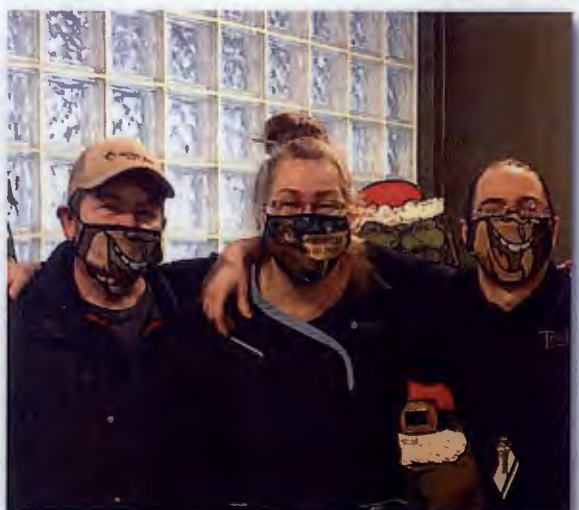
9:15 - 10:15	Virtual Yoga with Crystal Spirit	ONLINE
10:30 - 10:45	Virtual Pet Parade	ONLINE
12:00 - 12:45	Opening Ceremony	ONLINE
1:30 - 2:15	Andy Hillhouse with Mark Sullivan	ONLINE
2:30 - 2:45	Magic Moments by Nigel Harrison	ONLINE
3:30 - 4:15	Ryan McAllister	ONLINE
4:30 - 5:15	Todd Richard and the TR Trio	ONLINE
7:00 - 10:00	Rockwell	ONLINE
10:00 - 10:05	Virtual Fireworks	ONLINE



A Look Back on COVID-19

- In March 2020, facilities were closed and event applications cancelled.
- Playground and recreation equipment were closed until public health agencies offered guidance on safe operations.
- Access to Esplanade Avenue was blocked off to deter visitors to our parks and beaches.
- Additional measures were taken in an attempt to deter visitors from visiting the community using social media to spread the word and increased Bylaw Enforcement Officer presence.
- A mail out to all residents was sent in the spring to identify resources that were available to all during the pandemic.
- COVID-19 physical distancing signage was designed and installed at all civic facilities and the water front.
- The Mayor struck an Economic Recovery Task Force to liaise with the business community.
- Council meetings were moved to Memorial Hall to accommodate in person meetings with the public in attendance. A video system was installed to record council meetings at this temporary location.
- When Provincial Health Orders required Council Meetings to close to the public, meetings via Zoom were instituted to allow for public participation and viewing.



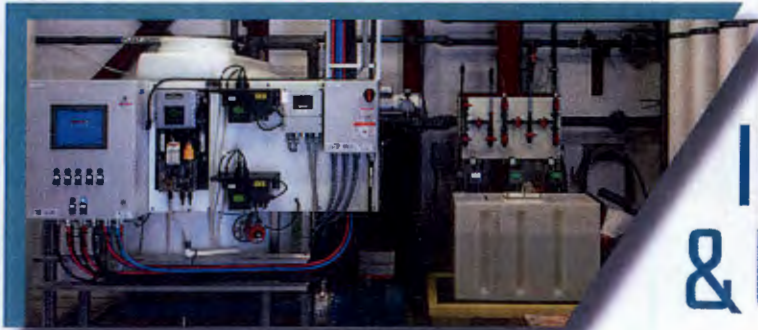


GOALS & OBJECTIVES





Photo Credit: Zack Martyn



INFRASTRUCTURE & UTILITIES

2020 ACHIEVEMENTS

Expanded drainage collection system on Alder Avenue

Replaced inter-municipal culvert on McPherson Road

Upgraded membranes at the Waste Water Treatment Plant to increase redundancy in the event of an emergency

Improved lift stations 4 and 5 to increase reliability and efficiency

Major valve upgrade at the Waste Water Treatment Plant

Completed accessibility upgrades to the Ranger Station Art Gallery

2021 GOALS

- Renovate and expand the boat launch building
- Develop a Geographic Information System (GIS) platform
- Realign and Upgrade sanitary and storm service lines on St. Alice Street
- Extend water main on St. Alice Street from Lillooet Avenue to Cedar Street
- Upgrade generators at both the Water Treatment Plant and the Water Intake Facility
- Complete engineering for upgrade to Lift Station #1
- Upgrade UV treatment system at the Waste Water Treatment Plant
- Install new street lighting on Chehalis Street
- Upgrade and expand off-site archives

What is a membrane?

Hollow fiber membranes are long, narrow tubes with billions of microscopic pores on the surface that are thousands of times smaller in diameter than a human hair.

The tiny pores filter water, allowing clean water to pass through, while preventing virtually all particles from entering the environment.

Our membrane system is an effective, reliable way to treat our waste water that exceeds government water quality regulations.





TRANSPORTATION & SAFETY

2020 ACHIEVEMENTS

Replaced government wharf with new decking and railings

Upgraded the decking on the boat launch

Applied for funding for a Dike & Flood Assessment

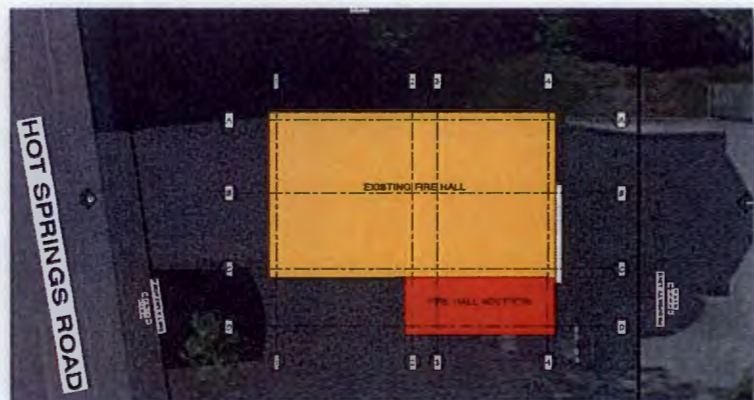
Developed Fire Department Self Contained Breathing Apparatus (SCBA) equipment replacement plan

Expanded crew turn out gear change area for fire fighters

Applied for funding to expand & undertake seismic upgrades to the Fire Hall

2021 GOALS

- Work with the Ministry of Transportation & Infrastructure to partner on an improved drainage plan for Hot Springs Road
- Work with the Province to promote a reduced speed limit on Hot Springs Road
- Install an additional bus shelter on McCombs Drive
- Prepare a Parking Master Plan
- Install Block Watch Signage
- Assess Miami River bridge abutments on McCombs Drive
- Purchase new utility vehicle for Public Works
- Complete SCBA replacement program
- Replace Fire Department compressor system
- Scope and order new Fire Engine Pumper Truck for Fire Department
- Undertake expansion & seismic upgrade to the Fire Hall





RECREATION, CULTURE & TOURISM

2020 ACHIEVEMENTS

Continued participation in Joint Council Meetings with Sts'ailes

Continued participation in Lets'emot Community to Community Forum to work with our closest neighbours: District of Kent, Stó:lō Tribal Council, Sts'ailes, Cheam, Seabird, and Scowlitz First Nations

Continued partnership with Tourism Harrison for the 3rd Annual Lights by the Lake event

Co-Hosted our first ever Virtual Canada Day

Designed and installed wayfinding and safety signage kiosks on the waterfront

Reintroduced the Memorial Bench Program

Installed fourteen new concrete picnic tables and barbeque stands in a designated area on the beach front

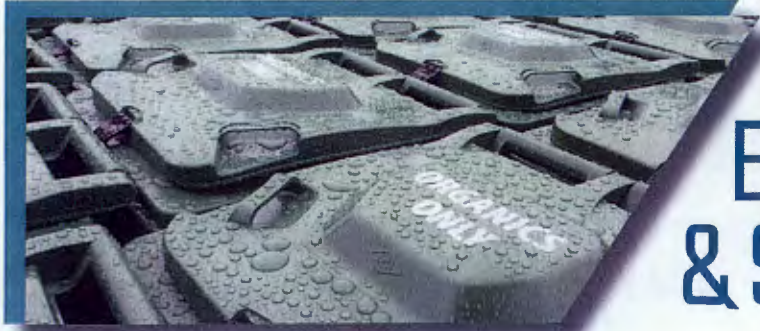
Expanded the eco-friendly outdoor synthetic skating rink

Hosted two filming productions

Installed additional water safety equipment and signage

2021 GOALS

- Continue to foster and improve partnerships with neighbouring jurisdictions and other agencies
- Continued partnerships with the Lets'emot Community to Community Forum members
- Continue to enhance annual Lights on the Lake Event in partnership with Tourism Harrison
- Continue to co-host Sasquatch Days and build on the relationship with Sts'ailes
- Continue the Memorial Bench Program
- Start a block party program
- Update the Filming Policy
- Install water bottle filling station in Rendall Park
- Construct new pedestrian trail along McCombs Drive
- Complete Miami River Greenway Trail
- Upgrade lagoon area with new berm and patio



ENVIRONMENT & SUSTAINABILITY

2020 ACHIEVEMENTS

Implemented waste sorting in municipal facilities

Drafted a Single Use Plastics Bylaw for Ministerial Review

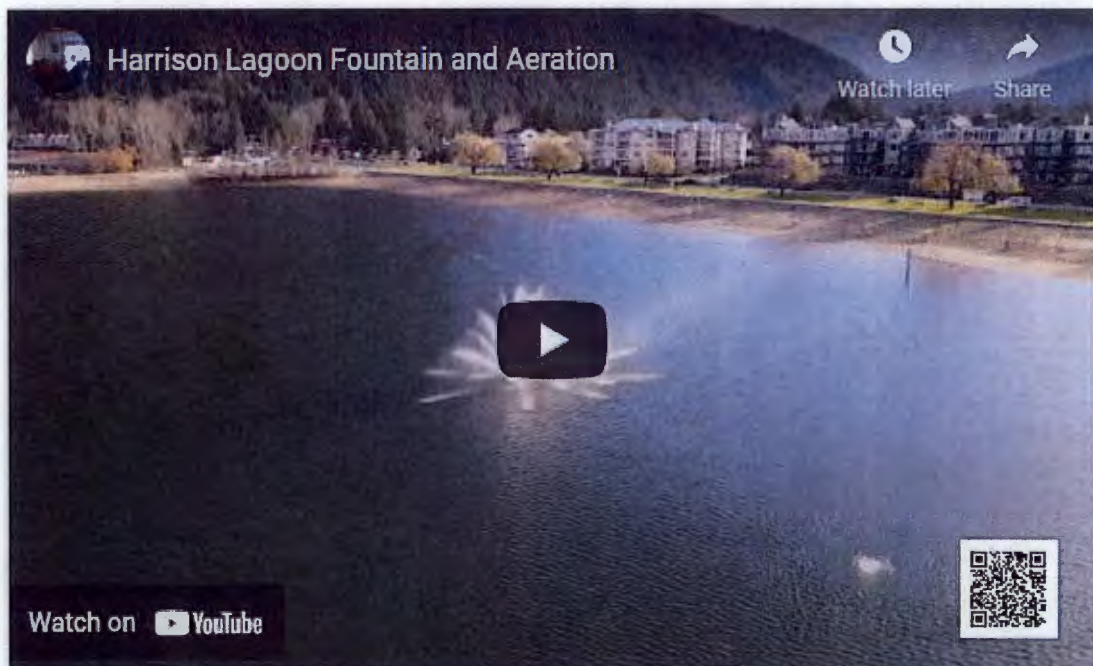
Expanded the knotweed control program on municipal properties

Installed 14 self-service recycling containers on the waterfront to encourage waste diversion

Installed aeration system at the lagoon to improve environmental water quality

2021 GOALS

- Continue to promote waste diversion
- Work with the Ministry of Environment to regulate and reduce the use of single use plastics
- Undertake an Urban Forest Master Plan
- Undertake hazard assessment of the Harrison Lake Dike
- Perform environmental assessment to upgrade Lagoon Walkway





FAIRNESS & FISCAL RESPONSIBILITY

2020 ACHIEVEMENTS

Received the Canadian Award for Financial Reporting for the 2019 Annual Report

Continued to pursue tax fairness with respect to all classes of taxpayers

Established annual collection system for utilities for residential customers

Achieved membership in the Fraser Valley Inter-Municipal Business Licensing Program to promote business mobility within our region

Managed pandemic related shortfalls & additional expenses within the approved 2020 budget

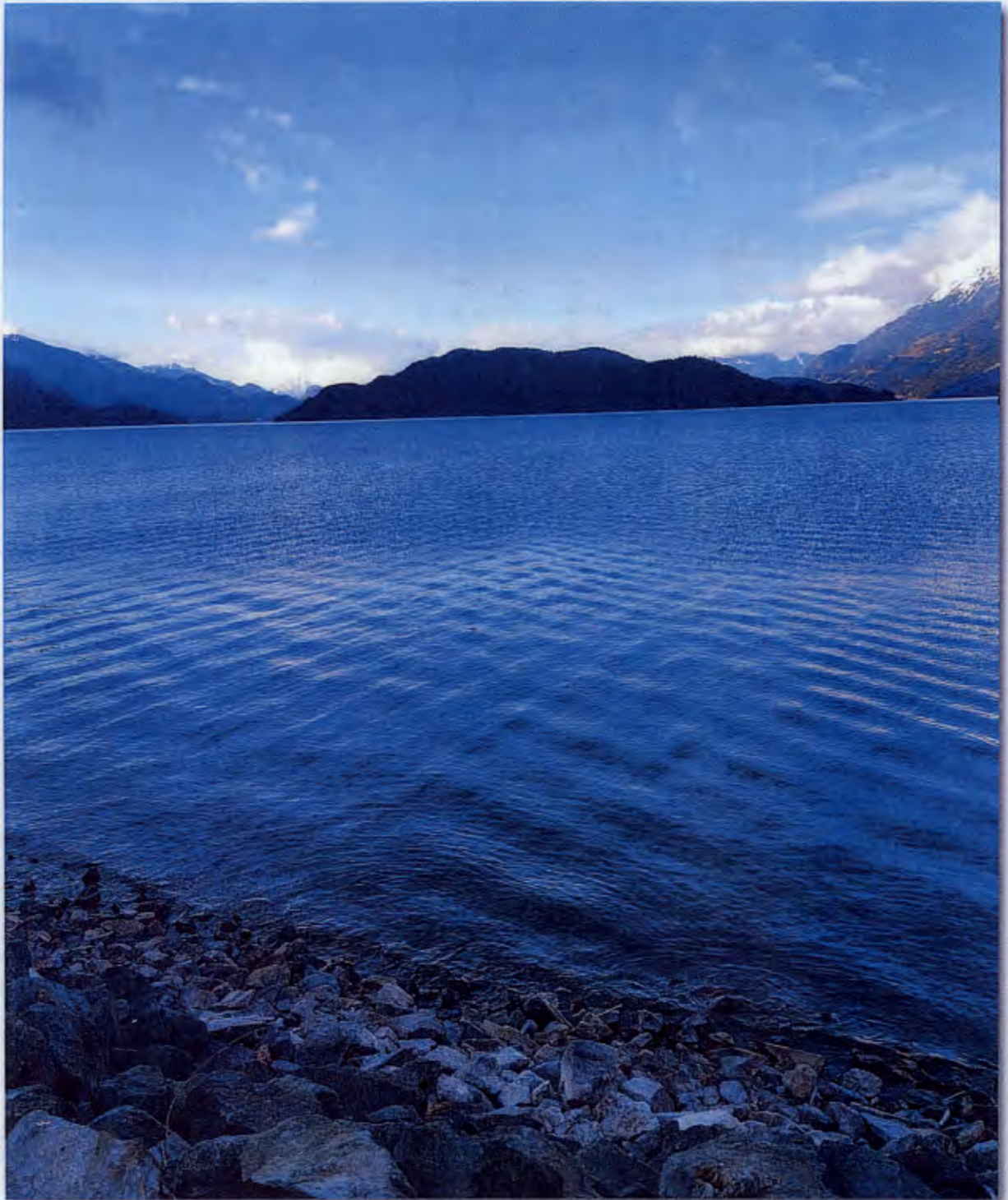
2021 GOALS

- Continue to review property taxation policies to reflect Council's goals & objectives
- Pursue grant opportunities for capital projects
- Apply COVID-19 Restart Funding to mitigate additional costs related to the ongoing pandemic
- Develop a Reserve Policy to set goals for the future
- Develop a plan to implement Pubic Sector Accounting Standard PS3280 Asset Retirement Obligations to be implemented by fiscal year 2023



*Ranger Station Art Gallery Accessibility Upgrades
Funding Provided by the Rick Hanson Foundation*

FINANCIAL SECTION



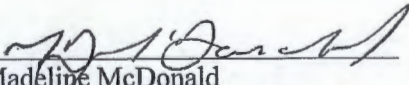
Management's Responsibility for Financial Reporting

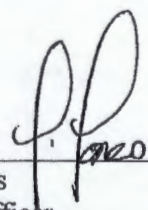
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Management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorised and recorded in compliance with legislative and regulatory requirements and that reliable financial information is available on a timely basis. These systems are monitored and evaluated by management. Council is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control.

The financial statements have been examined by the Village's independent external auditor, BDO Canada LLP in accordance with Canadian generally accepted auditing standards. The external auditor's responsibility is to express their opinion on whether the financial statements, in all material respects, fairly present the Village's financial position, results of operations, changes in net financial assets and cash flows in accordance with Canadian public sector accounting standards. Their Independent Auditor's Report outlines the scope of their examination and their opinion.

The external auditor has full and open access to all records of the Village and has direct access to management and Council when required.


Madeline McDonald
Chief Administrative Officer
April 6, 2021


Tracey Jones
Financial Officer
April 6, 2021

Five Year Financial Plan 2021-2025

	2021	2022	2023	2024	2025
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET
REVENUES:					
PROPERTY TAXES - MUNICIPAL	2,425,128	2,484,634	2,505,482	2,545,173	2,594,700
COLLECTIONS OTHER GOVERNMENTS & AGENCIES	2,053,715	2,143,210	2,223,856	2,307,654	2,353,807
PENALTIES & INTEREST - TAXES	-	-	-	-	-
UTILITY CO. 1% REVENUE TAXES	38,524	38,878	38,935	39,505	40,296
PAYMENTS IN LIEU OF TAXES	5,500	5,500	5,500	5,500	5,610
TOTAL TAXES COLLECTED	4,522,867	4,672,222	4,773,773	4,897,833	4,994,413
REMITTANCES OTHER GOVERNMENTS & AGENCIES	(2,053,715)	(2,143,210)	(2,223,859)	(2,307,654)	(2,353,807)
NET TAXES FOR MUNICIPAL PURPOSES	2,469,152	2,529,012	2,549,914	2,590,179	2,640,606
REVENUE FROM OWN SOURCES	2,014,763	2,083,398	2,111,671	2,147,159	2,188,863
GRANTS AND DONATIONS	6,100,000	2,328,000.00	550,000.00	550,000.00	561,000.00
DCC	1,175,000	-	-	-	-
CONTRIBUTED ASSETS	-	-	-	-	-
TOTAL REVENUE	\$11,758,915	\$6,940,410	\$5,211,585	\$5,287,338	\$5,390,469
EXPENSES:					
LEGISLATIVE	131,350	131,360	133,150	134,950	137,649
GENERAL GOVERNMENT	1,264,720	1,209,086	1,215,650	1,236,041	1,260,762
PROTECTIVE SERVICES	333,027	294,364	273,226	276,681	282,215
DEVELOPMENT PLANNING	487,300	122,700	122,700	122,700	125,154
TOURISM AND COMMUNITY IMPROVEMENT	289,483	293,909	298,135	302,573	308,624
ENGINEERING, TRANSPORTATION, STORM WATER	924,816	882,512	889,141	904,710	922,164
SOLID WASTE	212,948	192,505	193,575	194,667	198,560
PARKS, RECREATION & CULTURAL SERVICES	535,558	518,122	525,085	534,927	545,626
WASTEWATER UTILITY	819,500	838,352	850,029	863,470	880,739
WATER UTILITY	509,513	505,693	515,087	525,388	535,896
DEBT- INTEREST	15,700	15,700	15,700	15,700	16,014
TOTAL EXPENDITURES	5,523,915	5,004,303	5,031,479	5,111,805	5,213,402
SURPLUS (DEFICIT)	\$6,235,000	\$1,936,107	\$180,106	\$175,533	\$177,067
CAPITAL, DEBT, RESERVES, TRANSFERS & BORROWING					
CAPITAL EXPENDITURES	(6,841,958)	(2,544,000)	(109,000)	(109,000)	(111,180)
REPAYMENT ON DEBT	(53,100)	(53,100)	(53,100)	(53,100)	(54,162)
PROCEEDS OF DEBT	-	110,000	-	-	-
CONTRIBUTIONS TO RESERVES	(997,200)	(1,148,007)	(1,164,209)	(1,177,176)	(1,195,365)
TRANSFERS FROM RESERVES	581,458	479,000	109,000	109,000	111,180
APPROPRIATION FROM SURPLUS	55,800	200,000	-	-	-
EQUITY IN TANGIBLE CAPITAL ASSETS	1,020,000	1,020,000	1,037,200	1,054,744	1,075,839
	\$(6,235,000)	\$(1,936,107)	\$(180,109)	\$(175,532)	\$(173,688)
SURPLUS (DEFICIT) PLUS CAPITAL, DEBT,	\$ -	\$ -	\$ -	\$ -	\$ -



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Independent Auditor's Report

To the Mayor and Council of the Village of Harrison Hot Springs

Opinion

We have audited the financial statements of Village of Harrison Hot Springs (the Village), which comprise the Statement of Financial Position as at December 31, 2020, and the Statement of Operations, Changes in Net Financial Assets, and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Village as at December 31, 2020, and the results of its operations, changes in net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

Unaudited Information

We have not audited, reviewed, or otherwise attempted to verify the accuracy or completeness of the schedules or exhibits on page 25 of the Village's financial statements.

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

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

In preparing the financial statements, management is responsible for assessing the Village'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 Village or to cease operations, or has no realistic alternative but to do so.

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect



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

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Village'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 Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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.

BDO Canada LLP

Chartered Professional Accountants

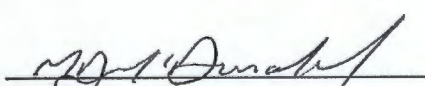
Vancouver, British Columbia
April 6, 2021

Village of Harrison Hot Springs

Statement of Financial Position

As at December 31, 2020

	2020	2019
Financial assets		
Cash (Note 2)	\$ 16,030,448	\$ 11,041,504
Accounts Receivable (Note 3)	557,582	1,290,694
MFA Deposits (Note 4)	6,840	6,702
	16,594,870	12,338,900
Liabilities		
Accounts Payable and Accrued Liabilities (Note 5)	196,005	422,212
Employee Future Benefits (Note 6)	129,402	128,696
Developer's Deposits and Other Trust Liabilities (Note 7)	1,529,365	563,839
Deferred Revenue (Note 8)	819,225	721,107
Development Cost Charges (Note 9)	4,747,153	3,256,483
Liabilities under Agreement (Note 10)	46,051	68,110
Long-term debt (Note 11)	433,254	468,936
Interim financing debt (Note 12)	-	110,000
	7,900,455	5,739,383
Net financial assets	8,694,415	6,599,517
Non-financial assets		
Tangible Capital Assets (Note 13, Schedule 1)	37,604,754	37,598,330
Prepaid expenses	72,155	73,853
	37,676,909	37,672,183
Accumulated surplus	46,371,324	44,271,709


 Madeline McDonald,
 Chief Administrative Officer


 Leo Fazio
 Mayor

Village of Harrison Hot Springs

Statement of Operations

for the year ended December 31, 2020

	Budget (Note 20)	2020	2019
Revenue			
Property Taxes (Notes 23, 16)	\$ 2,364,851	\$ 2,366,532	\$ 2,219,454
Sale of Services (Note 17)	1,412,020	1,491,805	1,400,567
Utility Service Fees (Note 18)	476,300	472,607	465,436
Government Transfers (Note 19)	2,910,050	1,546,263	1,416,400
Investment Income	47,000	108,747	152,635
Penalties and interest	4,000	68,661	79,712
Development Cost Charges (Note 9)	248,400	224,144	605,799
Contributed Assets	174,000	-	-
Other revenue	69,100	108,197	112,813
	7,705,721	6,386,956	6,452,816
Expenses (Note 21)			
Legislative Services	131,350	99,355	125,585
General Government	1,187,597	986,955	1,034,926
Protective Services	264,797	229,207	226,299
Public Works	329,127	261,635	319,425
Transportation Services	545,382	434,214	448,533
Public Health	4,260	3,487	2,932
Planning and Development	313,700	79,809	329,723
Tourism, Community and Economic Development	280,197	275,123	260,108
Solid Waste Management and Recycling	201,946	198,311	184,757
Beaches, Parks, Recreation and Culture	504,845	486,818	516,963
Water Services	504,000	446,337	464,768
Sewer Services	803,620	781,462	734,766
Non-capital items expensed	7,000	4,619	-
	5,077,821	4,287,332	4,648,785
Annual surplus	2,627,900	2,099,624	1,804,031
Accumulated surplus, beginning of year (Note 15)	44,271,700	44,271,700	42,467,669
	\$ 46,899,600	\$ 46,371,324	\$ 44,271,700

Village of Harrison Hot Springs

Statement of Change in Net Financial Assets

For the Year Ended December 31, 2020

	Budget (Note 20)	2020	2019
Annual Surplus	2,627,900	2,099,624	1,804,031
Acquisition of tangible capital assets	(3,410,500)	(1,061,303)	(1,887,011)
Amortization of tangible capital assets Note1., Schedule 1	1,010,000	1,053,631	984,985
Loss on disposal of tangible capital assets	-	1,248	23,628
	227,400	2,093,200	925,633
Acquisition of prepaid expenses	-	(72,155)	(73,853)
Use of prepaid expenses	-	73,853	61,981
	-	1,698	(11,872)
Increase in net financial assets	227,400	2,094,898	913,761
Net financial assets, beginning of year	6,599,517	6,599,517	5,685,756
Net financial assets, end of year	6,826,917	8,694,415	6,599,517

Village of Harrison Hot Springs

Statement of Cash Flows

For the Year Ended December 31, 2020

	2020	2019
Cash provided by (used in):		
Operating Transactions		
Annual surplus	2,099,624	1,804,031
Non Cash items:		
Amortization	1,053,631	984,985
Loss on disposal of tangible capital assets	1,249	23,629
Changes to cash items:		
Accounts receivable	733,112	(101,781)
MFA deposits	(138)	(153)
Accounts payable and accrued liabilities	(226,207)	58,924
Developer's deposits and other trust liabilities	965,526	364,519
Prepaid expenses	1,698	(11,872)
Employee future benefits	706	15,000
Deferred revenue	98,118	18,381
Development cost charges	1,490,670	150,211
Net change in cash from operating transactions	6,217,989	3,305,874
Capital Transactions:		
Acquisition of tangible capital assets	(1,061,303)	(1,887,011)
Net change in cash from capital transactions	(1,061,303)	(1,887,011)
Financing Transactions		
Debt repayment	(167,742)	(225,251)
Net change in cash from financing transactions	(167,742)	(225,251)
Net change in cash	4,988,944	1,193,612
Cash , beginning of year	11,041,504	9,847,890
Cash , end of year	16,030,448	11,041,502

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

1. Significant Accounting Policies

The Financial Statements combine the activities of the various funds of the reporting entity - Village of Harrison Hot Springs (the "Village") which are the representation of management are prepared in accordance with Canadian generally accepted accounting principles for governments as prescribed by the Public Sector Accounting Board (PSAB). Interfund transactions and fund balances have been eliminated for reporting purposes. There are no other organizations under the control of the Village Council that meet the criteria for inclusion and consolidation in these statements. Significant accounting policies adopted by the Village are as follows:

a. Basis of reporting

The Financial Statements reflect the combined results and activities of the reporting entity which is comprised of the Operating, Capital and Reserve funds. Inter-fund transactions have been eliminated.

i. Operating Funds: These funds include the General, Water and Sewer operations of the Village. They are used to record the operating costs of the services provided by the Village.

ii. Capital funds: These funds include the General, Water and Sewer capital funds. They are used to record the acquisition and disposal of tangible capital assets and their financing.

iii. Reserve funds: Under the *Community Charter*, Village Council may, by bylaw establish reserve funds for specified purposes. Money in a Statutory Reserve Fund, and interest earned thereon, must be expended by bylaw only for the purpose for which the fund was established. If the amount in a reserve fund is greater than required, Village Council may, by bylaw, transfer all or part of the balance to another reserve fund. Non-statutory Reserves require being included in an approved council budget or a resolution before these funds can be expended.

b. Revenue Recognition

Sources of revenue are recorded on an accrual basis and recognized in the period in which they are earned. Unearned revenue in the current period is reported on the statement of Financial Position as deferred revenue.

The Village recognizes the transfer of government funding as revenue when the transfer is authorized and any eligibility criteria are met, except to the extent that the transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when the transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

Taxation revenues are recognized at the time of issuing the property tax notices for the fiscal year. Through the British Columbia Assessments' appeal process, taxes may be adjusted by way of supplementary roll adjustments. The effects of these adjustments on taxes are recognized at the time they are awarded. Sale of services and fees are recognized when the service or product is provided by the Village. All other revenue is recognized as it is earned and is measurable. Revenue unearned in the current period is recorded as deferred revenue and is recognized as revenue in the fiscal year the services are performed.

Development Cost Charges are restricted revenue liabilities representing funds received from developers and deposited into separate deferred revenue liability accounts for specific future capital expenses. In accordance with Canadian public sector accounting standards, the Village records these funds as restricted revenue which is then recognized when the related costs are met.

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

1. Significant Accounting Policies (continued)

c. Expense Recognition

Operating expenses are recognized on an accrual basis in the period they are incurred.

d. Financial Instruments

The Village's financial instruments consist of cash, accounts receivable, accounts payable and accrued liabilities, long-term debt and interim financing debt. It is management's opinion that the Village is not exposed to significant interest, currency or credit risk arising from these financial instruments.

e. Non-financial Assets

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

i. Tangible Capital Assets

Tangible capital assets, comprised of capital assets and assets under construction, are recorded at cost less accumulated amortization and are classified according to their functional use. Cost includes the capital expenditure, excluding interest, directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Amortization is recorded on a straight-line basis over the estimated useful life of the asset commencing when the asset is put into service.

Asset	Useful Life - Years
Land improvements	10-25
Parks infrastructure	10-50
Buildings	40-50
Machinery, furniture and equipment	5-10
IT infrastructure	4-10
Vehicles	5-20
Roads infrastructure	15-75
Water infrastructure	10-100
Sewer infrastructure	10-100
Drainage infrastructure	10-100

ii. Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair value at the time of receipt.

iii. Works of art and cultural and historic assets

Works of art and cultural and historic assets are not recorded as assets in these financial statements.

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

1. Significant Accounting Policies (continued)

e. Non-financial Assets (continued)

iv. Leased tangible capital assets

Leases that transfer substantially all the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets.

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 at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future. Areas requiring the greatest degree of estimation include employee future benefits and useful lives of tangible capital assets.

g. Liability for Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when a site is not in productive use and all the following criteria are met:

- (i) an environmental standard exists;
- (ii) contamination exceeds the environmental standard;
- (iii) the Village is directly responsible or accepts responsibility;
- (iv) it is expected that future economic benefits will be given up; and
- (v) a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

The Village has determined that as of December 31, 2020, no contamination in excess of an environmental standard exists to land not in productive use for which the Village is responsible.

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

2. Cash

	2020	2019
Restricted cash		
Statutory Reserves	\$ 1,821,752	\$ 1,983,066
Non-Statutory Reserves	2,980,203	1,768,398
Development Cost Charges/Deposits in Trust	7,095,743	4,541,429
	11,897,698	8,292,893
Unrestricted cash	4,132,750	2,748,611
Total cash	\$ 16,030,448	\$ 11,041,504

3. Account Receivable

	2020	2019
Accounts Receivable - Property Taxes	\$ 331,084	\$ 411,446
Accounts Receivable - Other Governments	39,709	399,430
Accounts Receivable - Trade and Other	186,789	479,818
	\$ 557,582	\$ 1,290,694

4. Municipal Finance Authority Deposits

The Municipal Finance Authority of British Columbia (the MFA) provides capital funding for regional districts and their member municipalities. The MFA is required to establish a Debt Reserve Fund. The MFA must then use this fund if at any time there are insufficient funds to meet payments on its obligations. If this occurs the regional districts may be called upon to restore the fund.

Each regional district, through its member municipalities who share in the proceeds of a debt issue, is required to pay into the Debt Reserve Fund certain amounts set out in the financing agreements. The interest earned on the Debt Reserve fund, less administrative expenses, becomes an obligation of the MFA to the regional districts.

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

5. Accounts Payable and Accrued Liabilities

	2020	2019
Trade and Other	\$ 86,200	\$ 169,076
Holdbacks payable	45,034	137,025
Other government	32,841	11,944
Accrued Employee benefits	31,930	104,167
	\$ 196,005	\$ 422,212

6. Employee Future Benefits

Sick Pay

The Village provides paid sick leave to qualifying employees, this benefit accrues at two days of sick leave per month. At the end of each calendar year 2/3 of the unused portion of sick leave is vested up to a maximum of 360 days. The amount recorded for this benefit is based on a valuation prepared by an independent firm of actuaries. The date of the last full actuarial evaluation was as of December 31, 2018, with updates in 2019 and 2020. The next full actuarial evaluation will be at December 31, 2021.

Retirement Allowance

A regular employee who retires under the provisions of the Municipal Pension Plan is entitled to a retirement benefit as outlined in the Collective Agreement and Management Policy. In all instances, the rate of pay used in the calculation of the retirement benefit shall be the rate of pay applicable on the last day worked. The amount recorded for this benefit in 2020 is based on a valuation prepared by an independent firm of actuaries. The date of the last full actuarial evaluation was as of December 31, 2018, with updates in 2019 and 2020. The next full actuarial evaluation will be at December 31, 2021.

As of December 31, 2020, \$129,402 (2019 - \$128,696) of the accrued benefit liability has been charged to operations. The significant actuarial assumptions adopted in measuring the Village's accrued benefit liability are as follows:

	2020	2019
Discount rates	1.5%	3.00%
Expected future inflation	2.00%	2.00%

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

6. Employee Future Benefits (continued)

Accrued Benefit Obligation as at December 31, 2020

	2020	2019
Beginning benefit obligation	\$ 128,696	\$ 113,696
Current service cost	15,142	18,800
Interest on accrued benefit obligation	3,621	-
Actuarial (gain) loss	(599)	-
Benefits paid during the year	(24,120)	(3,800)
Ending benefit obligation	122,740	128,696
Less Unamortized net actuarial (loss)	6,662	-
Accrued Benefit Liability	\$ 129,402	\$ 128,696

7. Developers Deposits and Other Trust Liabilities

	2020	2019
Property and event damage deposits	\$ 186,197	\$ 134,298
Developers Deposit	1,286,120	373,848
Funds held on behalf of community groups	57,048	55,693
	\$ 1,529,365	\$ 563,839

8. Deferred Revenue

	Opening Balance	Externally Restricted Inflows	Revenue Earned	December 31, 2020
Prepaid taxes	\$ 154,570	\$ 296,165	\$ (291,985)	\$ 158,750
Resort Municipality Initiative	541,066	519,336	(419,180)	641,222
Deferred Revenue	18,863	365	-	19,228
Facility rentals and other	6,608	-	(6,583)	25
	\$ 721,107	\$ 815,866	\$ (717,748)	\$ 819,225

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

9. Development Cost Charges

	Opening Balance	Receipts	Interest	Transfers Out	Closing Balance
Sewer DCC	\$ 1,260,059	\$ 586,433	\$ 28,182	\$ 130,513	\$ 1,744,161
Water DCC	1,012,648	465,669	23,412	-	1,501,729
Drainage DCC	656,476	393,721	943	93,630	957,510
Parks DCC	327,299	215,919	535	-	543,753
	\$ 3,256,482	\$ 1,661,742	\$ 53,072	\$ 224,143	\$ 4,747,153

10. Liabilities under Agreement

In 2017, the Village entered into an agreement with the Municipal Finance Authority to borrow funds in the amount of \$110,000 to purchase capital equipment. The term of the agreement is for five years. In 2019 the Village completed a five year capital lease agreement with Caterpillar Financial Services Limited to finance the acquisition of a backhoe. The Village exercised its option to purchase the backhoe at the end of the lease in the amount of \$47,723.

Changes in liabilities under agreement are as follows:

	2020	2019
Balance, January 1,	\$ 68,110	\$ 148,883
Less: Principal repayments	(22,059)	(80,773)
Balance, December 31	\$ 46,051	\$ 68,110

The minimum payments over the next five years of the liabilities under agreement are as follows:

2021	\$ 23,079
2022	24,657
Less: Amount representing interest	(1,685)
	\$ 46,051

Total interest expense during the year was \$1,020. Total interest over the term of the agreements is \$26,320.

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

11. Long-Term Debt

In 2015 the Village borrowed funds under loan authorisation bylaw 1052. MFA Issue 131 has an amortization period of 15 years at 2.2% interest for the first 10 years of the term. Interest is \$13,200 per year with \$198,000 estimated to be paid over the life of the debt. Early repayment options exist at the rate reset date of 10 years.

	Balance, beginning of Year	Additions	Principal Repayments	Actuarial * Adjustment	Balance, end of year
General Fund					
MFA Issue 131	\$ 468,936	\$ -	\$ 31,095	\$ 4,587	\$ 433,254

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

	General	Water	Sewer
2021	\$ 31,095	\$ -	\$ -
2022	\$ 31,095	\$ -	\$ -
2023	\$ 31,095	\$ -	\$ -
2024	\$ 31,095	\$ -	\$ -
2025	\$ 31,095	\$ -	\$ -
Thereafter	\$ 277,779	\$ -	\$ -
Total	\$ 433,254	\$ -	\$ -

* Actuarial Adjustments represent interest earned on sinking funds held by the Municipal Finance Authority. Such interest is used to reduce the principal amount of outstanding debt.

12. Interim Financing Debt

In 2009 the Village borrowed \$1,500,000 under the Interim Financing Program from the Municipal Finance Authority of British Columbia under Loan Authorisation Bylaw 885, for the purpose of constructing a new water reservoir. In 2015 the Village received an extension and had until 2020 to pay back the principal amount. Interest was paid monthly in 2020 at daily interest rates that varied between 1.21% and 2.58%. During 2020 the Village paid \$1,360 in interest (2019 \$5,304).

	2020	2019
Beginning Balance Jan 1,	\$ 110,000	\$ 220,000
Principal repayments	(110,000)	(110,000)
Ending Balance, December 31	\$ -	\$ 110,000

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

13. Tangible Capital Assets

	2020	2019
Land and improvements	\$ 10,680,913	\$ 10,680,913
Buildings	2,992,529	3,124,797
Machinery, equipment, furniture, IT and vehicles	794,922	758,664
Engineering Structures:		
Engineering structures - water	7,848,335	8,021,526
Engineering structures - sewer and drainage	8,285,488	7,987,916
Engineering structures - roads	4,834,732	5,127,608
Engineering structures - parks and other	1,654,281	1,457,329
Other tangible capital assets	376,553	355,694
Work in Progress	137,001	83,883
Total	\$ 37,604,754	\$ 37,598,330

For additional information, see Schedule of Tangible Capital Assets. (Schedule 1)

There were no contributed assets recognized in 2020.

14. Equity in Tangible Capital Assets

Equity in tangible capital assets (TCA) represents the net book value (NBV) of total capital assets less long term obligations assumed to acquire those assets. The change in consolidated equity in tangible capital assets is as follows:

	2020	2019
Equity in TCA, beginning of year	\$ 36,951,284	\$ 35,847,640
Add:		
Capital Expenditures	1,061,303	1,887,010
Debt Repayments	163,155	221,867
Actuarial adjustment	4,587	3,381
Less:		
Net Book Value of dispositions	(1,248)	(23,629)
Amortization	(1,053,631)	(984,985)
Equity in TCA, end of year	\$ 37,125,450	\$ 36,951,284

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

15. Accumulated Surplus

Accumulated surplus consists of individual fund surplus and reserves and reserve funds as follows:

	2020	2019
Surplus:		
Invested in tangible capital assets	\$ 37,125,450	\$ 36,951,284
Operating Fund	4,443,919	3,568,952
Total surplus	41,569,369	40,520,236
Reserves set aside by Council:		
Appropriated Surplus:		
COVID 19 Restart Grant (Schedule 3)	509,260	-
Fire Department	27,680	27,154
Assessment appeal	137,274	134,669
Beach	4,247	38,913
Building	65,405	64,164
Contingencies	11,960	11,733
Dock replacement	53,562	42,668
Boat Launch	64,315	58,156
Flood box / drainage	16,227	15,919
General	536,940	241,583
Insurance	10,392	10,195
Parking / traffic management	56,264	55,196
Office Equipment	47,014	36,244
Property	49,522	48,582
Road/Sidewalk	14,071	13,804
Sick leave/Retirement	53,192	52,182
Community Works Fund	278,002	199,458
Sewer	571,817	388,523
Water	473,059	329,255
Total Appropriated Surplus	2,980,203	1,768,398
Statutory Fund Reserves:		
Community amenities	161,018	157,962
Fire department capital	540,365	557,473
Land unexpended funds	51,202	50,231
Parkland acquisition and improvements	386,169	355,935
Public works capital	53,784	23,130
Sewage treatment replacement	536,564	731,429
Sewer unexpended funds	87,165	85,511
Port Divestiture income	5,485	21,395
Total Statutory Fund Reserves	1,821,752	1,983,066
	\$ 46,371,324	\$ 44,271,700

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

16. Property Taxes

The Village is reliant upon one taxpayer for approximately 16.6% of municipal property tax revenue. Taxation revenue, reported on the statement of operations, is made up of the following:

	Budget	2020	2019
Taxes collected			
Municipal property taxes	\$ 2,322,900	\$ 2,322,742	\$ 2,178,194
1 % Utility taxes	37,901	37,901	36,952
Payments in lieu of taxes	4,050	5,889	4,308
School taxes	1,440,000	1,260,777	1,413,230
Regional District	167,000	168,566	160,489
Regional hospital district	107,000	107,084	104,693
Police tax	156,000	167,322	154,306
Other agencies	33,160	36,192	32,763
	4,268,011	4,106,473	4,084,935
Less transfers to other governments			
School taxes paid	1,440,000	1,260,777	1,413,230
Regional district taxes paid	167,000	168,566	160,489
Regional hospital district taxes paid	107,000	107,084	104,693
Police taxes paid	156,000	167,322	154,306
Other agencies taxes paid	33,160	36,192	32,763
	1,903,160	1,739,941	1,865,481
	\$ 2,364,851	\$ 2,366,532	\$ 2,219,454

17. Sale of Services

	Budget	2020	2019
Sewer user fees	\$ 649,120	\$ 642,571	\$ 615,571
Water user fees	331,500	344,471	332,196
Curbside collection fees	130,000	124,391	121,249
Pay Parking Revenue	220,000	279,618	238,425
Licenses and permits	33,200	47,195	42,340
Facility rentals	42,000	40,206	40,682
Fines	2,700	9,612	6,109
Other	3,500	3,741	3,995
	\$ 1,412,020	\$ 1,491,805	\$ 1,400,567

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

18. Utility Service Fees

	Budget	2020	2019
Sewer service utility fee - residential	\$ 204,000	\$ 204,762	\$ 201,256
Sewer service utility fee - business	20,000	20,114	20,462
Water service utility fee - residential	231,000	226,936	222,505
Water service utility fee - business	21,300	20,795	21,213
Total	\$ 476,300	\$ 472,607	\$ 465,436

19. Government Transfers

Government transfers reported on the Statement of Operations are:

	Budget	2020	2019
Provincial:			
Conditional			
Infrastructure	\$ -	\$ -	\$ 239,047
Resort Municipality Initiative	967,500	419,181	502,542
COVID 19 Restart Grant	-	675,000	-
Other	8,050	9,447	64,015
Unconditional	317,500	325,689	323,888
Federal			
Conditional			
Infrastructure	1,500,000	-	-
Gas tax	117,000	116,946	236,908
Other	-	-	50,000
	\$ 2,910,050	\$ 1,546,263	\$ 1,416,400

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

20. Budget Data

The data presented in these financial statements is based upon the 2020 operating and capital budgets adopted by Council on March 2, 2020. The table below reconciles the approved balanced budget to the budget figures reported in these financial statements.

2020 Adopted Operating and Capital Budget	Budget Amount
Revenues:	
Operating budget	\$ 5,077,821
Capital budget	4,476,500
Total revenue	9,554,321
Expenses:	
Operating budget	5,077,821
Capital Budget	4,476,500
Total expenses	9,554,321
Budgeted surplus (deficit)	\$ -
Add:	
Capital expenses	\$ 3,410,500
Transfers to reserves	902,900
Principal repayments	163,100
Less:	
Transfers from reserves	(763,600)
Appropriation from Surplus	(75,000)
Amortization	(1,010,000)
Annual budgeted surplus (see statement of operations)	\$ 2,627,900

21. Classification of Expenses by Object

The Schedule of Operating Fund Activities represents the expenditures by function; the following table classifies those same expenditures by object:

	Budget	2020	2019
Salaries, wages and employee benefits	\$ 1,799,121	\$ 1,545,438	\$ 1,656,280
Operating Materials and supplies	721,260	573,129	663,998
Contracted services	597,150	342,240	541,797
Administrative services and supplies	615,690	472,460	490,148
Utilities	207,650	188,939	203,715
Rentals and contractual obligations	99,250	91,295	85,963
Debt financing	20,700	15,581	21,899
Capital Items Expensed	7,000	4,619	-
Amortization	1,010,000	1,053,631	984,985
Total expenditures by object	\$ 5,077,821	\$ 4,287,332	\$ 4,648,785

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

22. Commitments and Contingencies

- a. The municipality 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 the 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, 2019, the plan has about 213,000 active members and approximately 106,000 retired members. Active members include approximately 41,000 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 funding surplus and will be adjusted for the amortization of any unfunded actuarial liability. The Village of Harrison Hot Springs paid \$100,906 (2019 \$114,100) for employer contributions to the Plan in fiscal 2020. Employee contributions in fiscal 2019 were \$89,693 (2019 \$101,769). The most recent valuation for the Municipal Pension Plan as at December 31, 2018 indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis. The next valuation will be as at December 31, 2021 with results available in 2022. 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.
- b. Debts of the Fraser Valley Regional District are, under provisions of the Local Government Act, a direct, joint and several liability of the District and each member municipality within the District, including the Village of Harrison Hot Springs.
- c. The Village 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 Village is assessed a premium and specific deductible for its claims based on population. The obligation of the Village with respect to the Exchange and/or contracts and obligations entered into by the Exchange are in every case several, not joint and several. The Village 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.
- d. The Village has entered into various agreements and contracts for the provision of services and the construction of assets that extend beyond the current year. Substantive obligations include contracts for garbage and recycling collection, IT services, pay parking, tourist information centre services and auditing services. These contractual obligations will become liabilities in the future when the terms of the contract are met. The following amounts relate to the unperformed portion of the contracts: 2021 - \$260,300, 2022 - \$89,000, 2023 - \$89,000.
- e. In 2014, the Ministry of Environment directed the Village to assess any potential effects the closure of the landfill in 1983 has on well water. Water samples were taken and the results prompted the Ministry to direct the Village to drill test wells and monitor the water which began in 2015. The Village is to continue this process for the years 2017-2021 at which time the results will determine if any further action is required.

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

23. Global Pandemic

As the COVID-19 pandemic continues to impact Canada and the global economy, there could be specific impact on the Village, its citizens, employees, suppliers and other third party business associates that could impact the timing and amounts realized on the Village's assets and future ability to deliver services and projects. At this time, the full potential impact of COVID-19 on the Village is not known. Although the disruption from the virus is expected to be temporary, given the dynamic nature of these circumstances, the duration of disruption, the related financial impact cannot be reasonably estimated at this time. The Village's ability to continue delivering non-essential services and employ related staff will depend on the legislative mandates from the various levels of government. The Village will continue to focus on collecting receivables, managing expenditures, and, if necessary, leveraging existing reserves and credit facilities to ensure it is able to continue providing essential services to its citizens.

Village of Harrison Hot Springs

Notes to the Financial Statements

December 31, 2020

24. Segmented Disclosures

The Table of Segmented Information - Schedule 2 has been prepared in accordance with PS2700 Segmented Disclosures. Segmented information has been identified based upon functional activities provided by the Village. For each reported segment, revenue and expenses represent amounts directly attributable to the functional activity and amounts allocated on a reasonable basis. The functional areas that have been separately disclosed in the segmented information, along with services they provide are as follows:

Legislative Services

Legislative services includes Council and legislative services

General Government

General government includes taxation, sale of services, government transfers, investment income and administrative services for the general fund

Protective Services

Protective Services includes the volunteer fire department, emergency measures and bylaw enforcement

Development and Planning

Development and Planning includes economic development, planning, land development, community development and tourism

Engineering, Transportation and Storm Water

Engineering, transportation and storm water services include engineering, fleet, public health, roads, sidewalk, storm sewers and transit

Solid Waste

Solid waste includes sustainability, curbside collection, recycling and organic waste

Parks, Recreation and Cultural Services

Parks, recreation and cultural services includes the maintenance of the beachfront, parks and cultural facilities within the Village

Wastewater Utility

Wastewater includes the wastewater collection system, lift stations and wastewater treatment plant

Water Utility

Water includes the water collection, treatment and distribution of potable water

Village of Harrison Hot Springs

Schedule 1 - Statement of Tangible Capital Assets

For the Year Ended December 31, 2020

	Engineered Structures								Other Tangible Capital Assets	2020	2019
	Land	Building	Equipment Furniture Vehicles	Water	Sewer Drainage	Roads	Other	Work In Progress			
COST											
Opening balance	\$ 10,680,913	\$ 4,616,896	\$ 2,290,645	\$ 9,775,939	\$ 10,671,224	\$ 10,259,211	\$ 2,466,851	\$ 83,883	\$ 557,022	\$ 51,402,585	\$ 49,677,034
Add: Additions	-	-	136,474	-	508,350	-	328,186	53,116	35,177	1,061,303	1,887,011
Less: Disposals	-	-	(53,681)	-	(2,270)	-	(18,980)	-	-	(74,931)	(161,460)
Closing Balance	10,680,913	4,616,896	2,373,438	9,775,939	11,177,304	10,259,211	2,776,057	136,999	592,199	52,388,957	51,402,585
ACCUMULATED AMORTIZATION											
Opening Balance	-	1,492,099	1,531,981	1,754,413	2,683,309	5,131,803	1,009,523	-	201,327	13,804,255	12,957,102
Add: Amortization	-	132,268	100,215	173,191	209,530	292,876	131,233	-	14,318	1,053,631	984,985
Less: Acc. Amortization on Disposals	-	-	(53,681)	-	(1,022)	-	(18,980)	-	-	(73,683)	(137,832)
Closing Balance	-	1,624,367	1,578,515	1,927,604	2,891,817	5,424,479	1,121,776	-	215,645	14,784,203	13,804,255
	\$ 10,680,913	\$ 2,992,529	\$ 794,923	\$ 7,848,335	\$ 8,285,488	\$ 4,834,732	\$ 1,654,281	\$ 136,999	\$ 376,554	\$ 37,604,754	\$ 37,598,330

Village of Harrison Hot Springs

Schedule 2 - Table of Segmented Information

For the Year Ended December 31, 2020

	Legislative	General Government	Protective Services	Development Planning	Engineering, Transportation & Storm Water	Solid Waste	Parks, Recreation & Cultural Services	Wastewater Utility	Water Utility	Budget	2020	2019
Revenue:												
Property Taxes	\$ -	\$ 2,366,532	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,364,851	\$ 2,366,532	\$ 2,219,454
Sale of Services	-	340,166	-	-	-	124,391	40,208	842,571	344,471	1,412,020	1,491,805	1,400,567
Utility Service Fees	-	-	-	-	-	-	-	224,876	247,731	476,300	472,607	465,436
Government Transfers	-	1,120,531	-	419,182	-	-	-	6,550	-	2,910,050	1,546,263	1,416,400
Investment Income	-	80,511	-	-	-	-	-	21,732	6,504	47,000	108,747	152,835
Penalties and interest	-	36,734	-	-	-	1,918	-	19,108	10,903	4,000	68,661	79,712
Development Cost Charges	-	93,831	-	-	-	-	-	130,513	-	248,400	224,144	605,799
Contributed Assets	-	-	-	-	-	-	-	-	-	174,000	-	-
Other revenue	-	85,338	-	1,219	-	-	-	9,150	12,490	89,100	108,197	112,813
	-	4,123,444	-	420,401	-	126,309	40,208	1,054,498	622,099	7,705,721	6,386,956	6,452,816
Expenses:												
Salaries, wages and employee benefits	92,765	499,905	8,029	108,571	153,910	51,422	199,940	252,730	180,168	1,799,121	1,545,438	1,856,280
Operating Materials and supplies	-	4,674	142,794	745	93,933	-	88,898	194,890	49,395	721,280	573,128	663,968
Contracted services	-	10,183	-	84,400	45,049	146,889	4,316	51,404	-	597,150	342,240	541,797
Administrative services and supplies	5,274	222,207	22,209	142,218	23,255	-	11,522	32,484	13,292	615,890	472,460	490,148
Utilities	1,316	15,835	5,263	-	36,552	-	34,290	84,750	28,933	207,650	188,939	203,715
Rentals and contractual obligations	-	13,670	44,529	21,000	7,595	-	4,300	-	-	99,250	91,295	85,963
Debt financing	-	14,220	-	-	-	-	-	-	1,360	20,700	15,581	21,899
Capital Items Expensed	-	-	-	-	-	-	4,619	-	-	7,000	4,619	-
Amortization	-	206,060	6,383	-	337,042	-	145,551	185,404	173,191	1,010,000	1,053,631	984,985
	99,355	986,955	229,207	354,932	699,336	198,311	491,437	781,462	446,337	5,077,821	4,287,332	4,648,765
Annual Surplus (Deficit)	\$ (99,355)	\$ 3,136,489	\$ (229,207)	\$ 65,469	\$ (699,336)	\$ (72,002)	\$ (451,230)	\$ 273,036	\$ 175,762	\$ 2,627,900	\$ 2,099,624	\$ 1,804,031

Village of Harrison Hot Springs

Schedule 3 - COVID-19 Safe Restart Grant (Unaudited)

For the Year Ended December 31, 2020

In November 2020 the BC provincial government provided a direct grant to assist local governments as they deal with the increased operating costs and lower revenue due to the COVID-19 pandemic. The Village of Harrison Hot Springs received \$675,000 in grant funding under the COVID 19 Safe Restart Grant. This grant is available to offset costs in 2020, 2021 and 2022. In 2020 \$ 165,740 of funding was used as follows:

	2020
Opening Balance	\$ 675,000
Bylaw enforcement/emergency planning	(9,640)
Communication/Audio Visual	(45,900)
Occupational health and safety measures	(8,140)
Social distancing and signage	(11,410)
Program revenue lost	(31,350)
Program restart expenditures	(15,000)
Additional operating expenditures - Public Facilities	(44,300)
Closing Balance	\$ 509,260



STATISTICAL SECTION

Demographics & Tourism



*2016 Statistics Canada

Who makes up the Village?

The Village of Harrison Hot Springs is one of 14 Resort Municipalities in British Columbia. We have a full-time resident population of 1,468* and welcomed an estimated 500,000** visitors to the community in 2020. The Village received \$505,943 in Resort Municipality Initiative (RMI) funding from the provincial government. This program helps develop tourism infrastructure, creating a more dynamic community for both visitors and residents. On average, the Village spends approximately 10% of the annual operating budget (general revenues) on visitor amenities including beach front maintenance.



*2016 Statistics Canada

**Tourism Harrison

Bylaw Enforcement



	2016	2017	2018	2019	2020
Noise Abatement		11	1	3	
Animal Control					
Boat Launch Facility & Parking					3
Business Licence	1				8
Bylaw Notice Enforcement					
Highway & Traffic	107	148	106	131	159
Littering/Dumping			1		
Municipal Dock		2			
Outdoor Fire			1	1	
Park					
Sign				1	
Property/Premises			1	16	2
Tree Protection	3		1	5	
Waste Collection & Disposal	2				
Zoning		78			1
Misc					1
	113	239	111	157	174

Statement of Financial Position

Financial Assets	2016	2017	2018	2019	2020
Cash and Equivalents	\$7,208,557	\$9,216,348	\$9,847,890	\$11,041,504	\$16,030,448
Accounts Receivable	\$896,906	\$882,299	\$1,188,913	\$1,290,694	\$557,582
MFA Deposits	\$6,287	\$6,410	\$6,549	\$6,702	\$6,840
	\$8,111,750	\$10,105,057	\$11,043,352	\$12,338,900	\$16,594,870

Financial Liabilities	2016	2017	2018	2019	2020
Accounts Payable & Accrued Liabilities	\$420,142	\$271,924	\$363,287	\$422,212	\$196,005
Employee Future Benefits	\$93,800	\$108,727	\$113,696	\$128,696	\$129,402
Developer Deposit & Other Trust Liabilities	\$377,665	\$409,950	\$199,320	\$563,839	\$1,529,365
Deferred Revenue	\$263,093	\$1,099,323	\$702,726	\$721,107	\$819,225
Development Cost Charges	\$1,575,819	\$1,851,562	\$3,106,272	\$3,256,483	\$4,747,153
Liabilities Under Agreement	\$106,046	\$189,524	\$148,883	\$68,109	\$46,051
Long-term Debt	\$568,905	\$536,721	\$503,412	\$468,936	\$433,254
Interim Financing Debt	\$440,000	\$330,000	\$220,000	\$110,000	\$-
	\$3,845,470	\$4,797,731	\$5,357,596	\$5,739,382	\$7,900,455

	2016	2017	2018	2019	2020
Net Financial Assets	\$4,266,280	\$5,307,326	\$5,685,756	\$6,599,518	\$8,694,415

Non-Financial Assets	2016	2017	2018	2019	2020
Tangible Capital Assets	\$33,517,112	\$34,137,913	\$36,719,934	\$37,598,330	\$37,604,754
Prepaid Expenses	\$65,840	\$68,970	\$61,981	\$73,853	\$72,155
	\$33,582,952	\$34,206,883	\$36,781,915	\$37,672,183	\$37,676,909

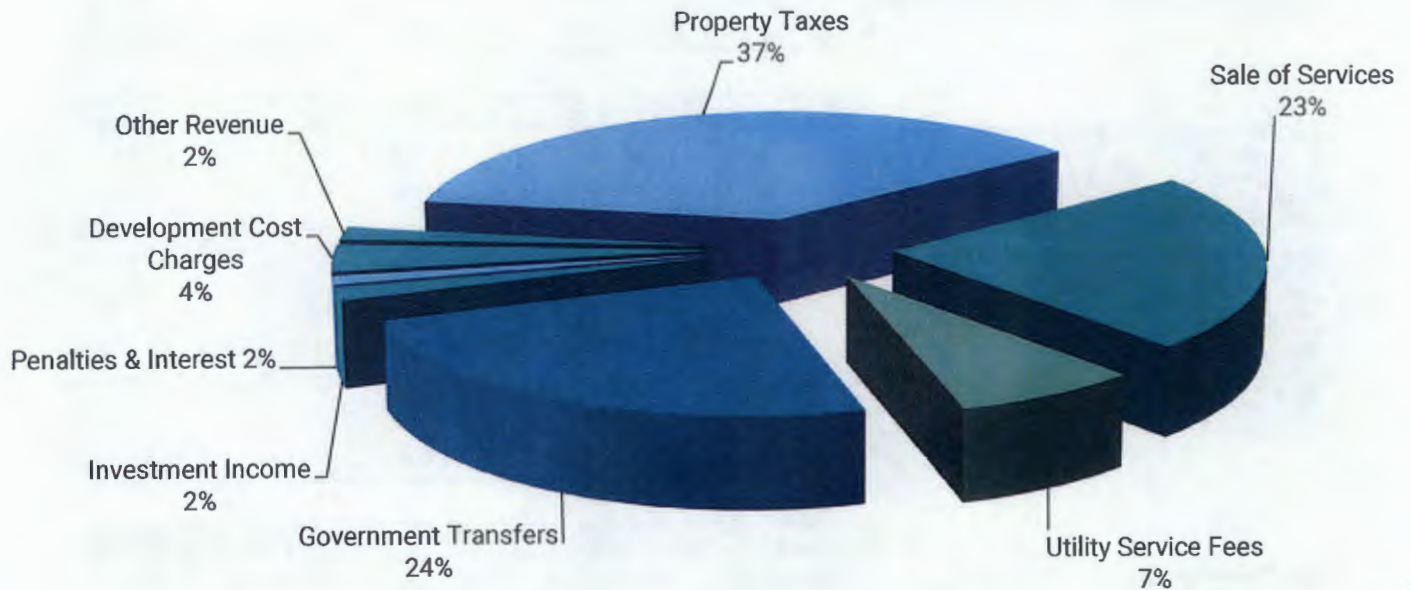
	2016	2017	2018	2019	2020
Accumulated Surplus	\$37,849,232	\$39,514,209	\$42,467,671	\$44,271,701	\$46,371,324

Accumulated Surplus - Represented By	2016	2017	2018	2019	2020
Operating fund	\$3,147,858	\$3,545,757	\$3,151,721	\$3,568,952	\$4,443,919
Appropriated Surplus	\$1,040,150	\$1,298,522	\$1,617,960	\$1,768,398	\$2,980,203
Statutory Reserves	\$1,259,060	\$1,588,261	\$1,850,350	\$1,983,066	\$1,821,752
Equity in Tangible Capital Assets	\$32,402,164	\$33,081,669	\$35,847,640	\$36,951,284	\$37,125,450
	\$37,849,232	\$39,514,209	\$42,467,671	\$44,271,701	\$46,371,324

	2016	2017	2018	2019	2020
Annual Surplus	\$1,809,620	\$1,664,975	\$2,953,462	\$1,804,031	\$2,099,624

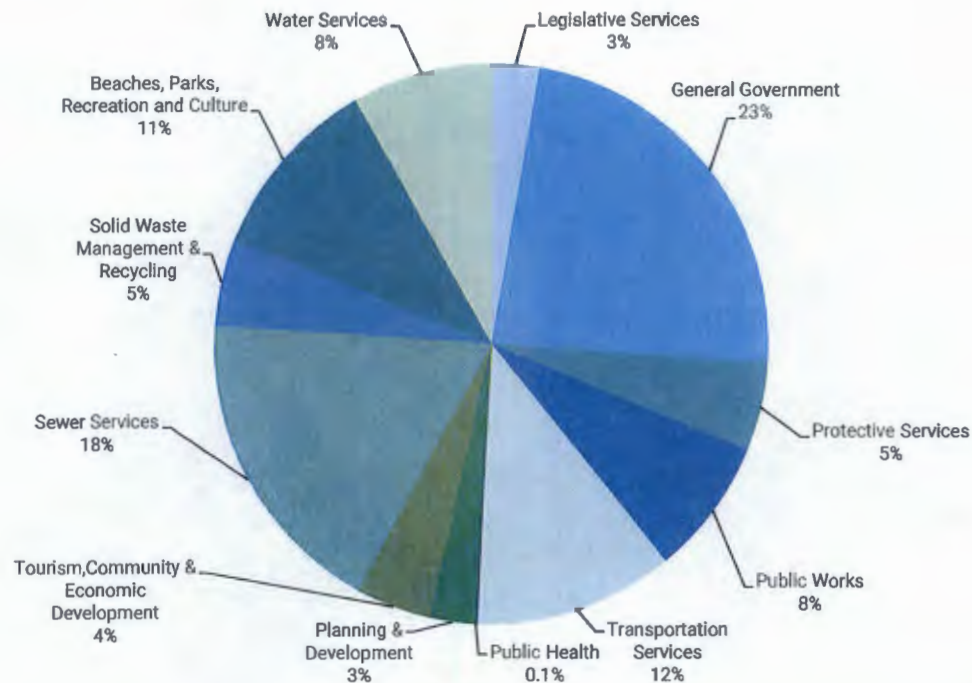
	2016	2017	2018	2019	2020
Acquisition of Tangible Capital Assets	\$3,135,321	\$1,524,463	\$4,041,405	\$1,887,011	\$1,061,303

Revenues by Source



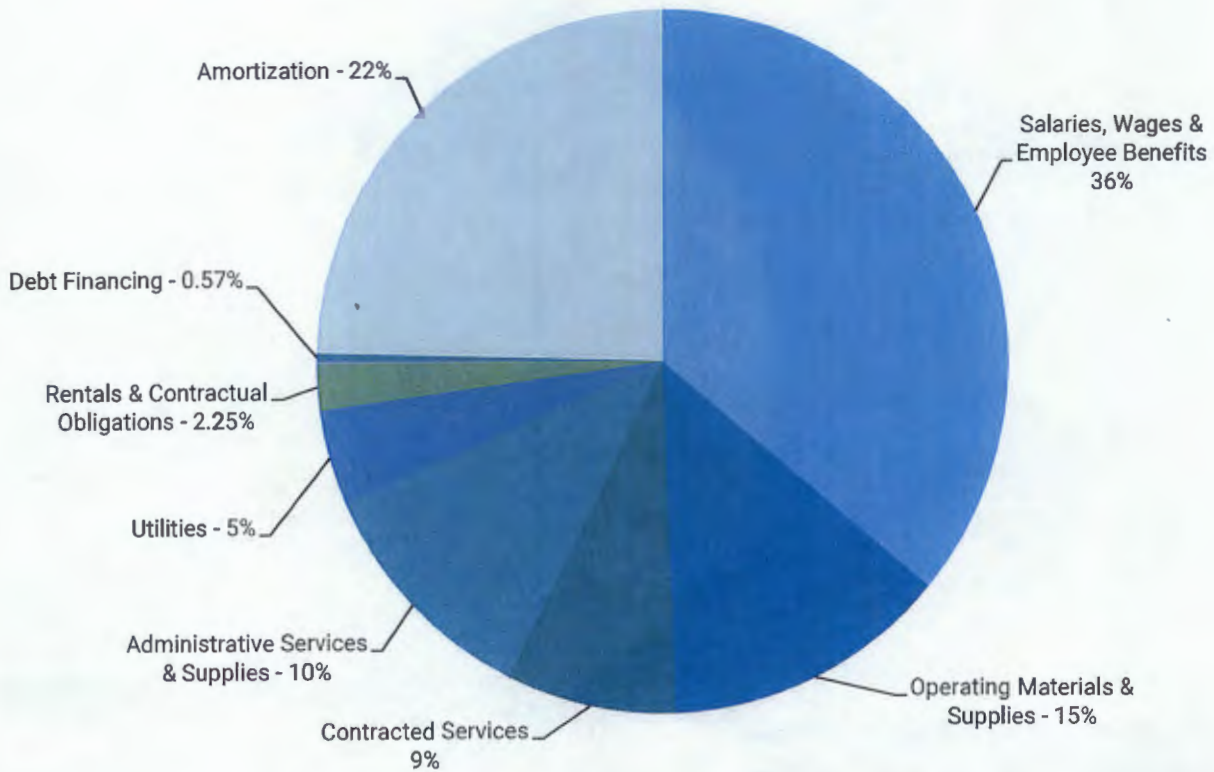
	2016	2017	2018	2019	2020
Property Taxes	\$1,972,081	\$2,016,765	\$2,095,811	\$2,219,454	\$2,366,532
Sale of Services	\$1,171,999	\$1,253,427	\$1,239,637	\$1,400,567	\$1,491,805
Utility Service Fees	\$401,154	\$410,951	\$440,408	\$465,436	\$472,607
Government Transfers	\$1,937,998	\$678,512	\$2,745,539	\$1,416,400	\$1,546,263
Investment Income	\$54,759	\$85,617	\$109,545	\$152,635	\$108,747
Penalties and Interest	\$57,222	\$89,390	\$78,006	\$79,712	\$68,661
Development Cost Charges	\$7,065	-	\$130,059	\$605,799	\$224,144
Contributed Assets	-	\$993,500	\$509,800	-	-
Other Revenue	\$117,856	\$315,837	\$(21,279)	\$112,813	\$108,197
	\$5,720,134	\$5,843,999	\$7,327,526	\$6,452,816	\$6,386,956

Expenses by Function



	2016	2017	2018	2019	2020
Legislative Services	\$108,704	\$113,859	\$113,230	\$125,585	\$99,355
General Government	\$888,867	\$977,516	\$1,047,620	\$1,034,926	\$986,955
Protective Services	\$182,432	\$213,754	\$205,814	\$226,299	\$229,207
Public Works	\$410,781	\$328,650	\$360,080	\$319,425	\$261,635
Transportation Services	\$455,551	\$488,422	\$495,319	\$448,533	\$434,214
Public Health	\$5,657	\$4,354	\$3,317	\$2,932	\$3,487
Planning and Development	\$156,114	\$109,754	\$167,128	\$329,723	\$79,809
Tourism, Community and Economic Dev.	\$95,242	\$186,272	\$193,985	\$260,108	\$275,123
Sustainability	\$7,711	-	-	-	-
Solid Waste Management and Recycling	\$141,299	\$210,784	\$179,929	\$184,757	\$198,311
Beaches, Parks, Recreation and Culture	\$448,369	\$447,065	\$483,909	\$516,963	\$486,818
Water Services	\$308,845	\$343,941	\$419,994	\$464,768	\$446,337
Sewer Services	\$700,942	\$754,653	\$703,739	\$734,766	\$781,462
Non-Capital Items Expensed	-	-	-	-	\$4,619
	\$3,910,514	\$4,179,024	\$4,374,064	\$4,648,785	\$4,287,332

Expenses by Object



	2016	2017	2018	2019	2020
Salaries, Wages & Employee Benefits	\$1,402,953	\$1,519,685	\$1,605,894	\$1,656,280	\$1,545,438
Operating Materials & Supplies	\$565,753	\$640,129	\$637,291	\$663,998	\$573,129
Contracted Services	\$413,209	\$393,917	\$415,582	\$541,797	\$342,240
Administrative Services & Supplies	\$375,690	\$398,286	\$438,966	\$490,148	\$472,460
Utilities	\$177,435	\$210,124	\$192,575	\$203,715	\$188,939
Rentals & Contractual Obligations	\$97,362	\$93,824	\$93,188	\$85,963	\$91,295
Non-Capital Items Expensed	-	-	-	-	\$4,619
Debt Financing	\$25,610	\$23,638	\$25,456	\$21,899	\$15,581
Amortization	\$852,502	\$899,421	\$965,112	\$984,985	\$1,053,631
	\$3,910,514	\$4,179,024	\$4,374,064	\$4,648,785	\$4,287,332

Assessed Values

	2016	2017	2018	2019	2020
Residential (Class 1)	\$320,301,375	\$396,052,196	\$495,974,100	\$589,676,900	\$589,035,900
Business (Class 6)	\$58,847,211	\$67,017,223	\$71,206,624	\$78,924,043	\$88,024,598
Recreation/Non-Profit (Class 8)	\$6,837,600	\$7,898,500	\$9,218,900	\$10,770,200	\$11,774,700
	\$385,986,186	\$470,967,919	\$576,399,624	\$679,371,143	\$688,835,198

These totals are Land & Improvements combined.

Municipal Property Taxes

	2016	2017	2018	2019	2020
Residential (Class 1)	\$1,107,945	\$1,219,829	\$1,345,575	\$1,450,193	\$1,523,908
Business (Class 6)	\$712,151	\$656,319	\$614,322	\$617,232	\$691,792
Recreation/Non-Profit (Class 8)	\$112,361	\$101,444	\$104,295	\$110,451	\$107,042
	\$1,932,456	\$1,977,592	\$2,064,192	\$2,177,876	\$2,322,742

Debt

	2016	2017	2018	2019	2020
General		\$536,721	\$503,412	\$468,936	\$433,254
Water	\$440,000	\$330,000	\$220,000	\$110,000	-
Sewer	-	-	-	-	-
Liabilities Under Agreement	\$106,046	\$189,524	\$148,883	\$68,110	\$46,051
Total Debt	\$1,114,951	\$1,056,245	\$872,295	\$647,046	\$479,305

	2016	2017	2018	2019	2020
Population Estimates (BC Stats 2011 and 2016 survey)	1468	1468	1468	1468	1468
Debt per Capita	\$759.50	\$719.51	\$594.21	\$440.77	\$326.50

	2016	2017	2018	2019	2020
Principal	-	\$167,614	\$183,950	\$225,249	\$167,740
Interest	\$25,609	\$23,638	\$25,456	\$21,899	\$15,580
Debt Servicing Costs	\$199,871	\$191,252	\$209,406	\$247,148	\$183,320

	2016	2017	2018	2019	2020
Liability Servicing Limit	\$1,099,511	\$930,155	\$978,731	\$950,521	\$1,055,991

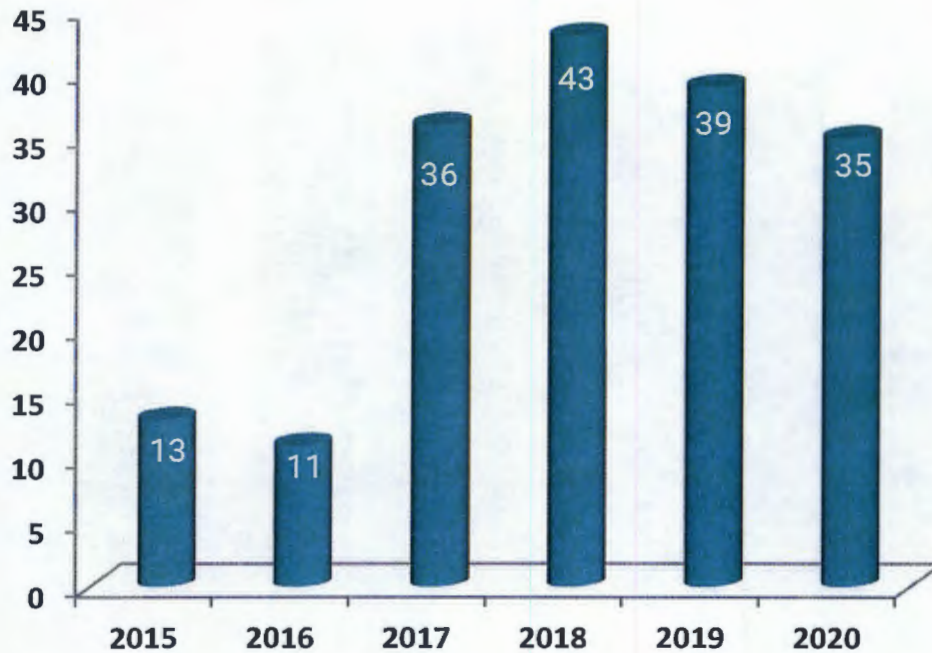
Tax Rates



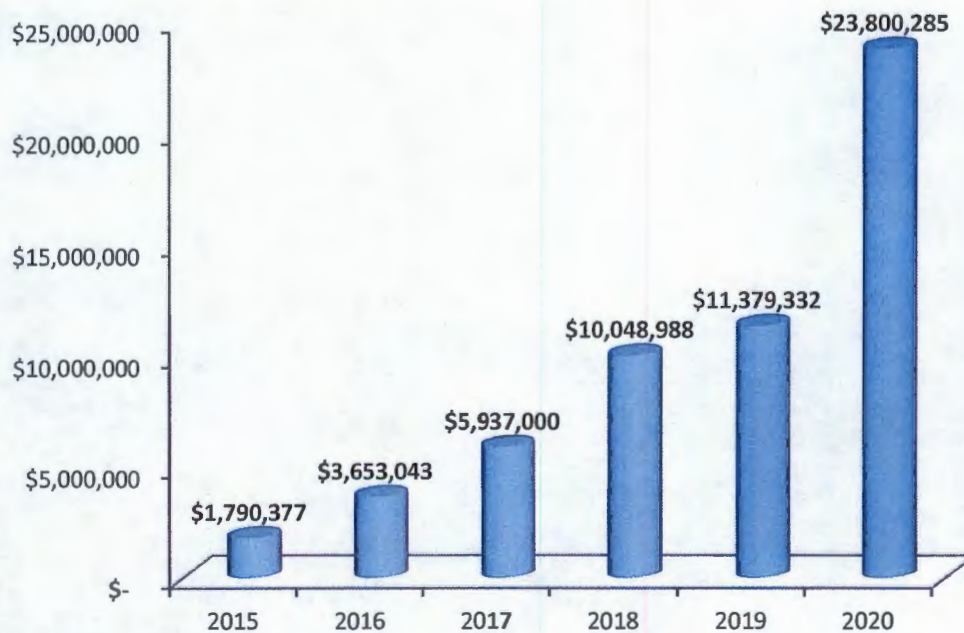
Average tax rates for all purposes includes:
Municipal, Regional District, Hospital District, School and Other

**Municipalities
in BC are
ranked from
lowest
tax rate (1)
to highest
tax rate (162).**

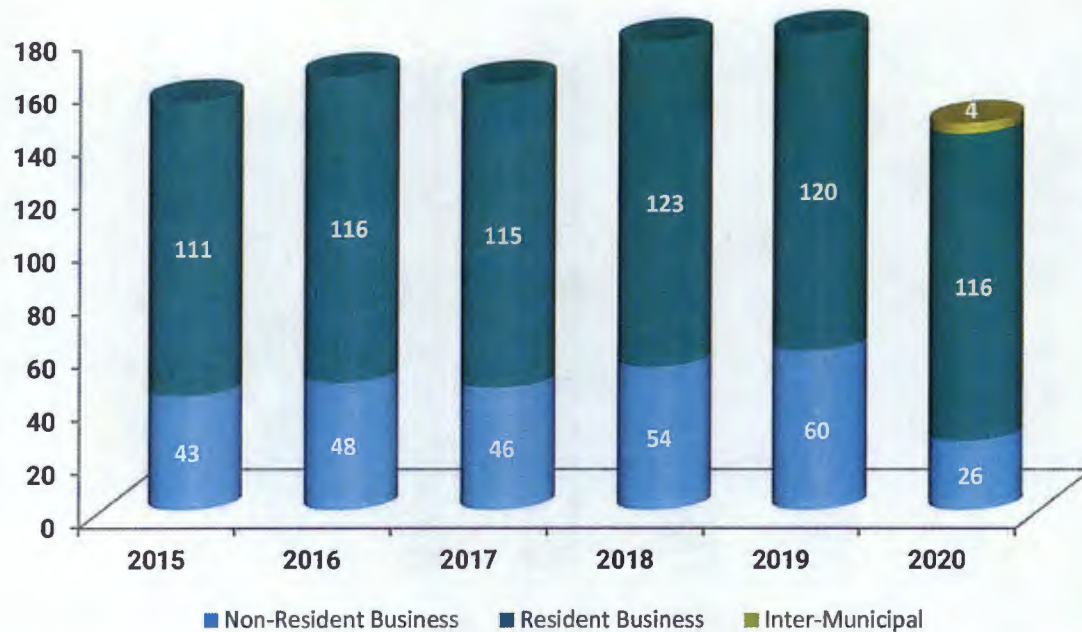
Building Permits Issued



Value of Building Permits Issued



Business Licenses Issued



In 2020 the Village of Harrison Hot Springs joined the Fraser Valley Inter-Municipal business licence program (IMBL). Twenty six (26) non-resident businesses were no longer required to purchase licenses from the Village as they were existing participants in the IMBL program. The Village shares in revenue from the Fraser Valley IMBL program.





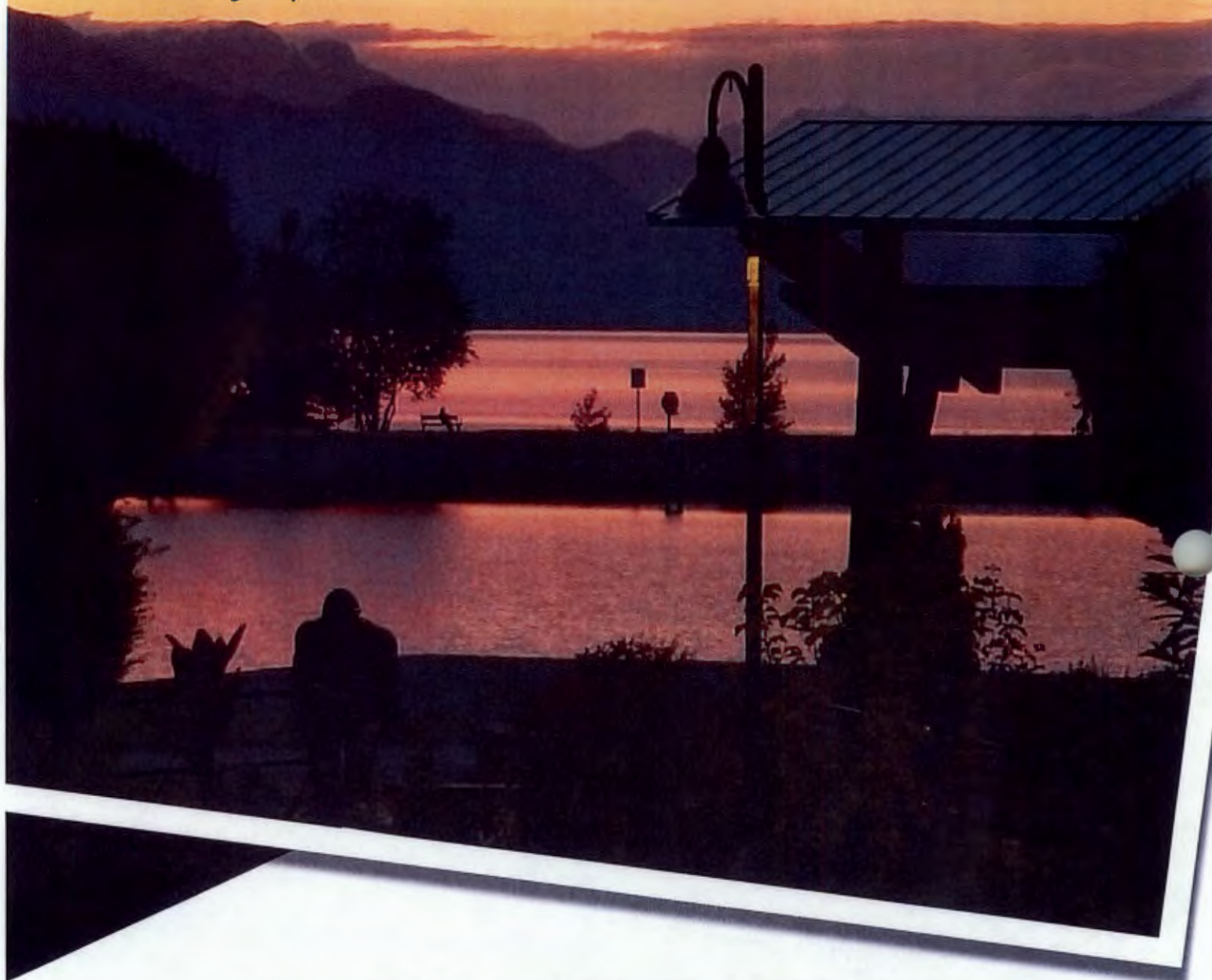
HARRISON HOT SPRINGS

Naturally Refreshed



HARRISON HOT SPRINGS

Naturally Refreshed



VILLAGE OF HARRISON HOT SPRINGS BRITISH COLUMBIA CANADA 2020 ANNUAL REPORT

FOR THE YEAR ENDED DECEMBER 31, 2020



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: June 2, 2021

FROM: Rhonda Schell FILE: 0640-30-01
Community Services Manager

SUBJECT: Public Events on Municipal Property

ISSUE:

Public events on municipal property.

BACKGROUND:

At the June 1, 2020 Regular Council Meeting, Council received a Re-Opening Plan for Village Facilities Closed Due to COVID 19 Pandemic. In this report, based on the Provincial BC Re-Start Plan of the day (2020), events and public gatherings were not scheduled to return until the pandemic is over.

DISCUSSION:

On May 25, 2021, the Province released a revised Re-Start plan and Provincial Health Order. According to this plan, gatherings such as weddings, funerals, performances, and festivals with COVID-19 safety plans in place will be allowed throughout the province.

Beginning May 25, 2021	<ul style="list-style-type: none"> Outdoor seated organized gatherings up to 50 people Indoor seated organized gatherings up to 10 people
Beginning June 15, 2021 (with a min. 65% of the 18+ population vaccinated with dose 1)	<ul style="list-style-type: none"> Indoor seated organized gatherings up to 50 people
Beginning July 1, 2021 (with a min. 70% of the 18+ population vaccinated with dose 1)	<ul style="list-style-type: none"> Increased capacity at both indoor and outdoor organized gatherings Fairs and festivals can operate

At this time, we do not have a facility to accommodate indoor gatherings. The maximum capacity of Council Chambers at the Village Office to meet the WorkSafe BC COVID-19 Safety Plan requirements is 8 people, necessitating the continued use of Memorial Hall for Council Meetings.

The Village of Harrison Hot Springs will now begin accepting applications for outdoor gatherings and events that can comply with Provincial Health Order requirements for events.

RECOMMENDATION:

THAT the Public Events on Municipal Property report be received for information.

Respectfully submitted:

REVIEWED BY:

Rhonda Schell

Rhonda Schell
Community Services Manager

Madeline McDonald

Madeline McDonald
Chief Administrative Officer

VILLAGE OF HARRISON HOT SPRINGS



REPORT TO COUNCIL

TO: Mayor and Council **DATE:** June 2, 2021

FROM: Debra Key,
Deputy Chief Administrative Officer/CO **FILE:** 3900-01

SUBJECT: Development Procedures Amendment Bylaw

ISSUE: Consideration of amendments to the Village's Development Procedures Bylaw No. 1090, 2016.

BACKGROUND:

This matter was before Council at the Committee of the Whole meeting of May 28, 2021 and was approved. For clarification, sections 2.10 and 2.11 were consolidated however, I regret to advise that at the meeting, the staff report inadvertently did not reflect this change.

For clarity, the draft bylaw reads as follows:

"2.10 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting section 13.0 and substituting it with,

"After an Application has been received including the payment of fees, the Application will be processed. A staff report must contain the following information:

- (a) a copy of any supporting documentation;*
- (b) staff's recommendation on whether the Application should be processed or, if not, what is missing from the Application;*
- (c) staff's recommendation on the referral agencies, if any;*
- (d) staff recommendation for a public notification meeting, if applicable;*
- (e) staff recommendation to set up a public hearing, if applicable, and any additional relevant information provided by the Planning Department, including any potential impacts that the development may have on the neighbourhood or on the operations of the current services provided by the Village."*

All other changes were administrative in nature and sections in the bylaw have been renumbered accordingly, however, the intent of the bylaw remains intact.

RECOMMENDATION:

THAT Development Procedures Amendment Bylaw No. 1160, 2021 be given first, second and third readings.

Respectfully submitted;

REVIEWED BY and CONCURRENCE
with the RECOMMENDATIONS:

Debra Key

Debra Key
Deputy Chief Administrative Officer/CO

Madeline McDonald

Madeline McDonald, CAO

Attachment (1) Village of Harrison Hot Springs Development Procedures
Amendment Bylaw No. 1160, 2021



VILLAGE OF HARRISON HOT SPRINGS BYLAW NO. 1160, 2021

A bylaw to amend Village of Harrison Hot Springs Development Procedures Bylaw No. 1090, 2016

WHEREAS the Mayor and Council has deemed it advisable to amend the Village of Harrison Hot Springs Development Procedures Bylaw No. 1090, 2016, as adopted December 19, 2016;

NOW THEREFORE in open meeting assembled, the Mayor and Council of the Village of Harrison Hot Springs enacts as follows:

CITATION

1. This Bylaw may be cited for all purposes as the "**Village of Harrison Hot Springs Development Procedures Amendment Bylaw No. 1160, 2021**".

2. TEXT AMENDMENTS

- 2.1 Development Procedures Bylaw 1090, 2016 is hereby amended by inserting after the definition of "Highway" after the word "time", "but specifically excludes the following:

- Ferry Approach,
- Ferry Terminal,
- Right-of-ways on any Parcel of Land, and
- Tunnel;"

- 2.2 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting in its entirety the definition of "Village" and inserting after the definition of "Revised Application" the following:

"Village

means the Village of Harrison Hot Springs; and

Works and Services

means any public service, facility or utility which is required or regulated by the Village's Subdivision Servicing Bylaw, as amended from time to time, and without restricting the generality of the foregoing includes: the supply and distribution of water; collection and disposal of sanitary sewage and drainage water; street lighting; highways, access roadways, curbs, gutters, and sidewalks; and natural gas, power and telecommunication services."

- 2.3 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following word "shall" in section 8.1 after the word "documents", and before the word "in" and substituting in its place the following word "must not".
- 2.4 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following word "work" in section 8.1(a) after the word "perform", and before the word "in", and substituting in its place the following words "Works and Services".
- 2.5 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following words "shall be" in section 8.2 after the word "It", and before the word "the", and substituting in its place the following word "is".
- 2.6 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following words "shall" in section 8.2 after the word "representative" and before the word "carry" and substituting in its place the following word "must".
- 2.7 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following word "work" in section 8.2 after the word "the", and before the word "in", and substituting in its place the following words "Works and Services".
- 2.8 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following word "the" in section 9.1 after the word "process", and before the word "Council".
- 2.9 Development Procedures Bylaw 1090, 2016 is hereby amended by inserting a new paragraph 1 under "Agency Referral Process", after paragraph 12.1,1, as follows:
- "12.1.2 If a referral is made to the Advisory Planning Commission, an applicant may attend the meeting and make a presentation to the Advisory Planning Commission. Following the Applicant's presentation, the Advisory Planning Commission members may ask the Applicant to provide clarification on any point in their presentation."
- 2.10 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting section 13.0 and substituting it with,
- "After an Application has been received including the payment of fees, the Application will be processed. A staff report must contain the following information:
- (a) a copy of any supporting documentation;
 - (b) staff's recommendation on whether the Application should be processed or, if not, what is missing from the Application;
 - (c) staff's recommendation on the referral agencies, if any;
 - (d) staff recommendation for a public notification meeting, if applicable;
 - (e) staff recommendation to set up a public hearing, if applicable, and any additional relevant information provided by the Planning Department, including any potential impacts that the development may have on the neighbourhood or on the operations of the current services provided by the Village."

- 2.11 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following word "works" in section 15.3(a) after the word "the", and before the word "under", and substituting in its place the following words "Works and Services".
- 2.12 Development Procedures Bylaw 1090, 2016 is hereby amended by inserting the following word "taken" in section 15.5 after the word "Funds", and before the word "under".
- 2.13 Development Procedures Bylaw 1090, 2016 is hereby amended by inserting the following word "the" in section 15.5 after the word "under", and before the word "security".
- 2.14 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following word "work," in section 15.5 after the word "such", and before the word "repair", and substituting in its place the following words "Works and Services".
- 2.15 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following word "shall," in section 17.2 after the word "revoked", and before the word "immediately", and substituting in its place the following word "must".
- 2.16 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following word "minor," in section 20.0 after the word "A", and before the word "variance".
- 2.17 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following word "minor," in section 20.0(a) after the word "the", and before the word "variance".
- 2.18 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting the following word "minor," in section 20.0(c) after the word "the", and before the word "variance".
- 2.19 Development Procedures Bylaw 1090, 2016 is hereby amended by deleting in its entirety Schedule "A" and substituting in its place a revised Schedule "A" attached hereto forming part of this Bylaw.

READINGS AND ADOPTION

READ A FIRST TIME THIS _____ DAY OF _____, 2021

READ A SECOND TIME THIS _____ DAY OF _____ 2021

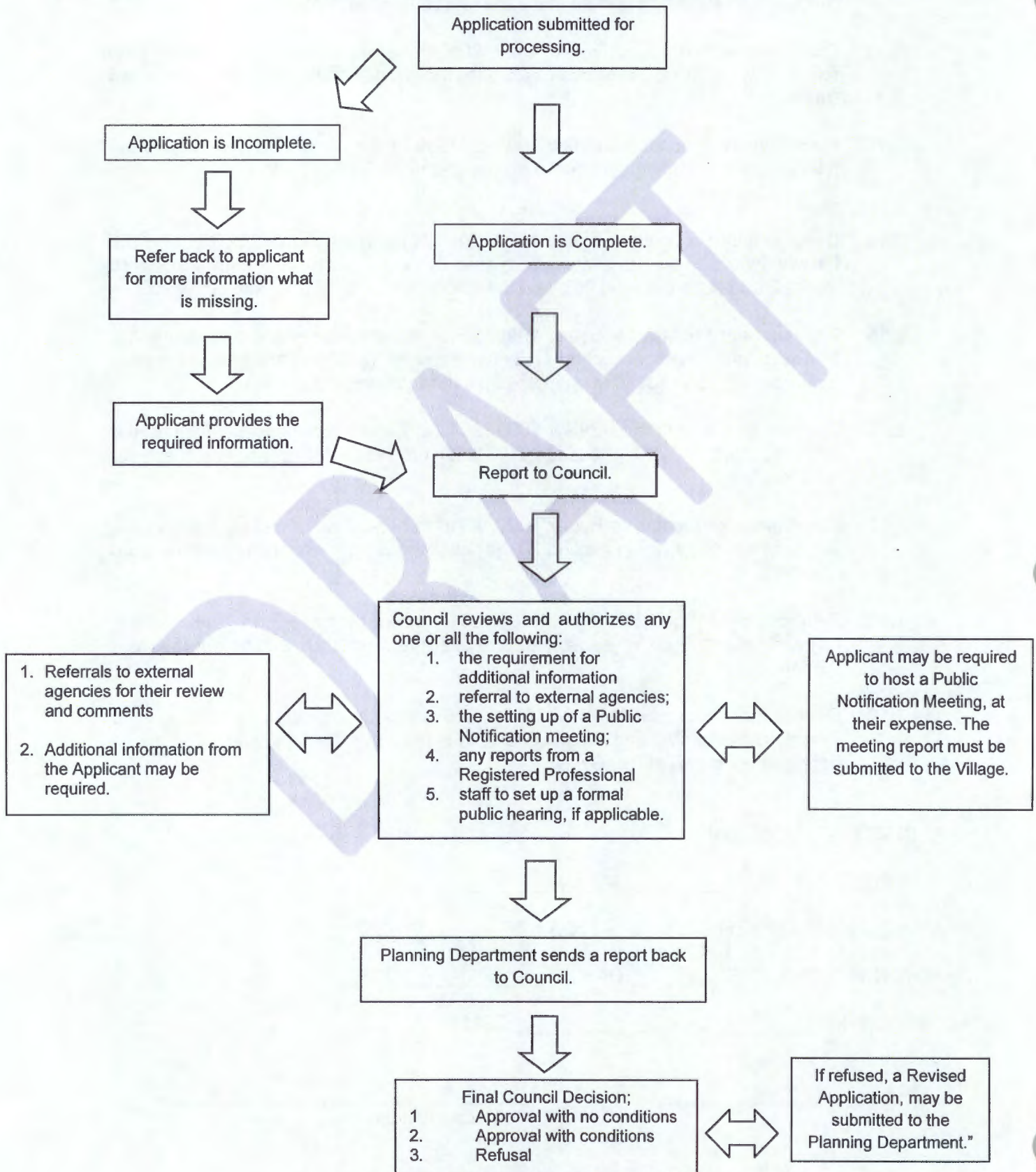
READ A THIRD TIME THIS _____ DAY OF _____, 2021

ADOPTED THIS _____ DAY OF _____, 2021

Mayor

Corporate Officer

**"SCHEDULE "A"
PART 14 APPLICATION PROCESSING FLOWCHART**





VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council DATE: June 2, 2021

FROM: Debra Key, FILE: 3900-01
Deputy Chief Administrative Officer/CO

SUBJECT: Amendment to Highway and Traffic Bylaw No. 974, 2011

ISSUE:

To amend Highway and Traffic Bylaw No. 974, 2011 to reflect pay parking fee increase

BACKGROUND:

At a Committee of the Whole meeting of Council on January 20, 2021 a motion was passed to change the pay parking fee to an escalating rate of \$2 for the first hour, \$3 for the second hour, \$4 for the third hour and \$5 for the fourth hour to a maximum of four hours be set for Hot Springs Road and Esplanade Avenue west including St. Alice Street.

As the fee schedule is contained in the Highway and Traffic Bylaw, it is necessary to amend the Schedule in the Bylaw. Accordingly, Highway and Traffic Amendment Bylaw No. 1165, 2021 is attached for Council's consideration.

RECOMMENDATIONS:

THAT Highway and Traffic Amendment Bylaw No. 1165, 2021 be given first, second and third reading.

Respectfully submitted:

REVIEWED BY:

Debra Key

Debra Key
Deputy Chief Administrative Officer/
Corporate Officer

Madeline McDonald

Madeline McDonald
Chief Administrative Officer



VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1165

A bylaw to amend Highway and Traffic Bylaw No. 974, 2011

WHEREAS the Village of Harrison Hot Springs has deemed it advisable to amend Highway and Traffic Bylaw No. 974, 2011 to reflect an increase in pay parking fees under the pay parking program;

NOW THEREFORE in open meeting assembled, the Mayor and Council of the Village of Harrison Hot Springs enacts as follows:

1. This Bylaw may be cited for all purposes as Village of Harrison Hot Springs "Highway and Traffic Amendment Bylaw No. 1165, 2021".
2. Highway and Traffic Bylaw No. 974, 2011 hereby amended by deleting Schedule "A" in its entirety and substituting it with Schedule "A" attached hereto and forming part of this bylaw.

READINGS AND ADOPTION

READ A FIRST TIME THIS DAY OF JUNE, 2021

READ A SECOND THIS DAY OF JUNE, 2021

READ A THIRD TIME THIS DAY OF JUNE, 2021

ADOPTED THIS DAY OF DAY OF , 2021

Leo Facio
Mayor

Debra Key
Corporate Officer

Highway and Traffic Amendment Bylaw No. 1165

Schedule "A"

The following highways are designated as pay parking areas for the purposes of pay parking and will be subject to the following pay parking fees, and as amended from time to time:

- Esplanade Avenue
- St. Alice Street
- Hot Springs Road north of Lillooet Avenue
- Maple Street
- Chehalis Street
- Spruce Street

Zone 1: Max. 4 Hour Parking

Parking Rates:

Hour 1 – \$2.00
 Hour 2 – \$3.00
 Hour 3 – \$4.00
 Hour 4 – \$5.00

(Total \$14.00 for 4 hours)

Locations:

St. Alice Street
 Hot Springs Road
 Esplanade Avenue West of Hot Springs Road

Zone 2: Hourly and Daily Parking

Parking Rates:

\$3.00 per hour or \$12.00 per day

Locations:

Esplanade Avenue

Streets between Esplanade Avenue and Lillooet Avenue including:

- Maple Street
- Chehalis Street
- Spruce Street



VILLAGE OF HARRISON HOT SPRINGS

REPORT TO COUNCIL

TO: Mayor and Council **DATE:** June 2, 2021

FROM: Debra Key, **FILE:** 3900-01
Deputy Chief Administrative Officer/CO

SUBJECT: Freedom of Information and Protection of Privacy Bylaw

ISSUE:

To introduce a new Freedom of Information and Protection of Privacy Bylaw

BACKGROUND:

In 2019 and 2020 numerous requests for records under the *Freedom of Information and Protection of Privacy Act (FOIIP)* were received by the Village. The administration and processing of the requests were completed by the designated Freedom of Information and Privacy Coordinator.

It came to staff's attention that the current Freedom of Information Bylaw was adopted in 1995 and requires updating.

Bylaw No. 638 designates the Information and Privacy Committee consisting of the Mayor, Coordinator and Deputy Mayor to be the "Head". The bylaw authorizes the Coordinator to perform all duties and functions except as listed in Appendix 1. As administration of the FOIIP Act is currently a duty designated to the Freedom of Information and Privacy Coordinator and being performed by the Coordinator, it is recommended that all provisions be administered by the Freedom of Information and Privacy Coordinator. The Local Government Management Association (LGMA) FOIIP Toolkit best practices recommend that a staff member, rather than an elected official, be designated as Head to be responsible for interpreting and administering the Act. Staff members are trained and have the expertise to handle such matters under the Act.

It was also noted that Appendix 1 to the Bylaw consists of some provisions as legislated under the Act, however, some are inconsistent with the current provisions in the Act. In addition, provisions will be updated, ie. digital media and audio cassettes as they are now obsolete. Section 75(1) of the FOIIP Act provides for the public body to charge fees for services, however, it is recommended that the fees reflect the maximum allowable fees under the Freedom of Information and Protection of Privacy Regulations.

Accordingly, staff is recommending that Freedom of Information Bylaw No. 638, 1994 be repealed (attached for reference) and the attached draft bylaw be considered.

RECOMMENDATION:

THAT Freedom of Information and Protection of Privacy Bylaw No. 1166, 2021 be given first, second and third reading.

Respectfully submitted:

REVIEWED BY:

Debra Key

Debra Key

Deputy Chief Administrative Officer/CO

Madeline McDonald

Madeline McDonald

Chief Administrative Officer

**THE CORPORATION OF THE VILLAGE OF HARRISON HOT
SPRINGS**

BYLAW NO. 638

**Being a bylaw for the administration of the Freedom of Information and
Protection of Privacy Act.**

WHEREAS: Under Section 76.1 of the Freedom of Information and
Protection of Privacy Act, a local government:

- (a) must designate a person or group of persons as the head of the municipality for the purposes of the Freedom of Information and Protection of Privacy Act; and
- (b) may authorize any person to perform any duty or exercise any function under the Freedom of Information and Protection of Privacy Act of the person or group of persons designated as the head of the municipality, and
- (c) may set any fees the local public body requires to be paid under Section 75 of the Freedom of Information and Protection of Privacy Act.

NOW THEREFORE: the Council of the Corporation of the Village of Harrison Hot Springs in open meeting assembled
HEREBY ENACTS AS FOLLOWS:

1. This bylaw may be cited for all purposes as the "Freedom of Information Bylaw No. 638, 1994."

2.0 Definitions and Interpretation

- 2.1 The definitions contained in Schedule 1 of the Act shall apply to this bylaw except where the context requires otherwise.

- 2.2 In this bylaw:

"Act" means the Freedom of Information and Protection of Privacy Act, S.B.C. 1992, c.61.

"Commercial Applicant" means a person who makes a request for access to a record to obtain information for use in connection with a trade, business, profession or other venture for profit.

...2

"Co-ordinator" means the person designated as the Information and Privacy Coordinator in Section 3.4 of this bylaw.

"Council" means the Council of the Municipality.

"Head" means the group of persons designated as the Head of the municipality under Section 3.1 of this bylaw.

"Information and Privacy Committee" means a committee appointed under Section 3.3 of this bylaw.

"Municipality" means the Corporation of the Village of Harrison Hot Springs.

"Record" means and includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

"Request" means a written request to the Municipality by the applicant, (where an applicant believes the Municipality has custody or control of a record) for:

- a) a copy of the record, or
- b) permission to examine the record.

3.0 Administration

3.1 The Information and Privacy Committee is designated as the Head for the purposes of the Freedom of Information and Protection of Privacy Act.

3.2 The duties and functions of the Head which remain those of the Head are set out for reference in Appendix 1.

3.3 The Council appoints the persons occupying the following positions to the Information and Privacy Committee:

- a) The Mayor, who shall be Chairman;
- b) The Co-ordinator;
- c) The Deputy Mayor.

...3

3.4 The Council hereby designates the Clerk to be the Information and Privacy Co-ordinator.

4.0 Powers of Co-ordinator

4.1 The Council hereby authorizes the Co-ordinator to perform all of the duties or exercise all of the functions required of the Head by the Act with the exception of the duties or functions which remain those of the Head as described in Section 3.2 of this bylaw.

4.2 The Co-ordinator may elect to refer any request to the Head for the purpose of the rendering of a decision by the Head.

5.0 Fees

An applicant making a request shall pay to the municipality the fees set out in Schedule "A" at the time the request is made for the purpose of:

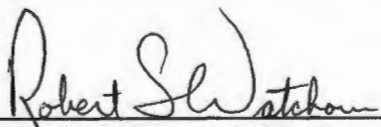
- (a) locating, retrieving and producing the record;
- (b) preparing the record for disclosure
- (c) shipping and handling the record;
- (d) providing a copy of the record.

READ FOR A FIRST TIME THIS 13TH DAY OF DECEMBER, 1994.


READ FOR A SECOND TIME THIS 13TH DAY OF DECEMBER, 1994.

READ FOR A THIRD TIME THIS 13TH DAY OF DECEMBER, 1994.

ADOPTED THIS 10TH DAY OF JANUARY, 1995.

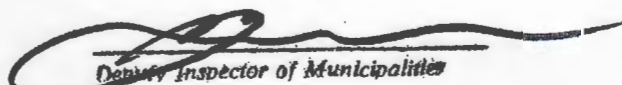


MAYOR (Robert S. Watchorn)



CLERK (Eric McMurran)

A true copy of By-Law No. 638
registered in the office of the Inspector
of Municipalities this 1ST day of
February 1995.



Deputy Inspector of Municipalities

Certified a true and correct 638
copy of Bylaw
as Adopted.



CLERK

**THE CORPORATION OF THE
VILLAGE OF HARRISON HOT SPRINGS**

APPENDIX 1

TO

BYLAW NO. 638

The following information is provided in narrative form and identifies the pertinent sections of the Freedom of Information and Protection of Privacy Act that remain the duties and functions of the Head. For the exact legal text of the sections, the Act must be consulted.

<u>Section</u>	<u>Description</u>
12.1	The power to refuse to disclosure to an applicant information that would reveal: <ul style="list-style-type: none">(a) a draft of a resolution, bylaw or other legal instrument by which the local public body acts or a draft of a private bill, or(b) the substance of deliberations of a meeting of its elected officials or of its governing body or a committee of its governing body, if an Act or a regulation under this Act authorizes the holding of that meeting in the absence of the public.
13	The power to refuse to disclose information that would reveal advice or recommendations developed by or for a public body.
15	The power to refuse to disclose information if the disclosure could reasonably be expected to harm a law enforcement matter or that would have any of the other results set out in section 15 of the Act.
16	The power to refuse to disclose information if the disclosure could reasonably be expected to be harmful to intergovernmental relations or negotiations in accordance with section 16 of the Act.
17(1)	The power to refuse to disclose information which could reasonably be expected to harm the financial or economic interests of a local public body or the government of British Columbia or the ability of that government to manage the economy including the matters set out in section 17(1) of the Act.
17(1.1)	The power to refuse to disclose research information under section 17(1.1) of the Act.

- 18 The power to refuse to disclose information if the disclosure could reasonably be expected to result in damage to or interfere with the conservation of any of the matters referred to in section 18 of the Act.
- 19(1) The power to refuse to disclose information, including personal information about an applicant, where the disclosure could reasonably be expected to threaten anyone else's safety or mental or physical health or interfere with public safety under section 19(1) of the Act.
- 19(2) The power to refuse to disclose to an applicant personal information about the applicant if the disclosure could reasonably be expected to result in immediate and grave harm to the applicant's safety or mental or physical health under section 19(2) of the Act.
- 22 The power to refuse to disclose personal information if disclosure would be an unreasonable invasion of a third party's personal privacy under section 22 of the Act.
- 24 The duty to make a decision and to give written notice of a decision under section 24 of the Act.
- 70 The duty to make available to the public manuals, instructions, or guidelines issued to the office or employees of the public body or substantive rules or policy statements adopted by the public body in accordance with section 70 of the Act.
- 71 The power to prescribe categories of records that are in the custody or under the control of the public body and that are available to the public on demand without request for access under the act, to require persons who ask for a copy of an available record to pay a fee to the public body in accordance with section 71 of the Act.
- 75(5) The power to excuse an applicant from paying all or part of a fee if, in the Head's opinion, the applicant cannot afford the payment or for any other reason it is fair to excuse payment where the record relates to a matter of public interest, including the environment or public health or safety.

**THE CORPORATION OF THE
VILLAGE OF HARRISON HOT SPRNGS**

SCHEDULE "A"

TO

BYLAW NO. 638

SCHEDULE OF MAXIMUM FEES

1. For applicants other than commercial applicants:
 - (a) for locating and retrieving a record \$10.00 per 1/4 hour after the first 3 hours
 - (b) for producing a record manually \$10.00 per 1/4 hour
 - (c) for producing a record from a machine readable record \$16.50 per minute (or portion thereof) for cost of use of central mainframe processor and all locally attached devices plus \$7.50 per 1/4 hour for developing a computer program to produce the record.
 - (d) for preparing a record for disclosure and handling a record \$10.00 per 1/4 hour.
 - (e) for shipping copies actual costs of shipping method chosen by applicant.
 - (f) for copying records
 - (i) photocopies and computer printouts \$.30 per page (8.5" X 11", 8.5" X 14") \$.50 per page (11" X 17")
 - (ii) floppy disks \$10.00 per disk
 - (iii) computer tapes \$40.00 per tape, up to 2400 feet
 - (iv) microfiche \$10.00 per fiche
 - (v) hard copy laser print, B/W, 100 dots/inch \$.40 each
 - (vi) plans \$10.00 per square metre
 - (vii) audio cassette duplication actual cost
2. For commercial applicants for each service listed in item 1 the actual cost of providing that service

Certified a true and correct
copy of Schedule 638 ^A
to Bylaw No. 638
CLERK [Signature]

**VILLAGE OF HARRISON HOT SPRINGS
BYLAW NO. 1166**

A bylaw for the administration of the *Freedom of Information and Protection of Privacy Act*

WHEREAS the *Freedom of Information and Protection of Privacy Act*, RSBC, 1996, c.165 as amended requires that a municipality designate a Head and set any fees for services;

NOW THEREFORE, the Council of the Village of Harrison Hot Springs, in open meeting assembled, hereby enacts as follows:

1. This Bylaw may be cited as the "Freedom of Information and Protection of Privacy Bylaw No. 1166, 2021".
2. In this Bylaw, the following definitions apply:

"Act" means the *Freedom of Information and Protection of Privacy Act*, RSBC, 1996, Chapter 165, as amended from time to time;

"Coordinator" means the person designated under section 5 of this Bylaw as the Information and Protection of Privacy Coordinator;

"Head" means the persons designated under section 4 of this bylaw as the Head.
3. The Definitions contained in Schedule 1 of the *Act* shall apply to this Bylaw, except where the context requires otherwise.
4. The Chief Administrative Officer and the Corporate Officer are designated as Head for the purposes of the *Act*.
5. The Corporate Officer is designated as the Coordinator for the purposes of the *Act*.
6. Appendix A, Schedule of Maximum Fees, attached hereto and forming part of this Bylaw, shall be the maximum fees charged by the Village of Harrison Hot Springs permitted under the *Act*.

REPEAL

- (a) The Village of Harrison Hot Springs "Freedom of Information Bylaw No. 638, 1994" and any amendments hereto be repealed in their entirety.

READINGS AND ADOPTION

READ A FIRST TIME THIS DAY OF JUNE, 2021

READ A SECOND TIME THIS DAY OF JUNE, 2021

READ A THIRD TIME THIS DAY OF JUNE, 2021

ADOPTED THIS DAY OF , 2021

Mayor

Corporate Officer

SCHEDULE "A"
BYLAW NO. 1166
SCHEDULE OF MAXIMUM FEES

1. For applicants other than commercial applicants:

- | | |
|--|---|
| (a) for locating and retrieving a record | \$ 7.50 per 1/4 hour after the first 3 hours |
| (b) for producing a record manually | \$ 7.50 per 1/4 hour |
| (c) for producing a record from a
record machine readable record from a
server or computer | \$ 7.50 per 1/4 hour to produce the |
| (d) for preparing a record for disclosure
and handling a record | \$ 7.50 per 1/4 hour |
| (e) for shipping copies | actual costs of shipping method chosen
by applicant |
| (f) for copying records | |
| (i) photocopies, computer
printouts and photos, black
and white | \$.25 per page (8.5" x 11", 8.5" x 14"
or 11" x 17") |
| photocopies, computer
printouts and photos, colour | \$1.65 per page (8.5" x 11", 8.5" x 14",
11" x 17") |
| (ii) scanned electronic copy of
paper record | \$.10 per page |
| (iii) plans | actual cost to the public body |

2. For commercial applicants for each service listed in item 1 the actual cost of providing that service