Cariboo Regional District

CRD BOARD AGENDA



Article 35

Indigenous peoples have the right to determine the responsibilities of individuals to their communities.

From the United Nations Declaration on the Rights of Indigenous Peoples

CARIBOO REGIONAL DISTRICT
(REVISED AGENDA)

July 11, 2025
9:45 a.m.
Cariboo Regional District Board Room
Suite D - 180 Third Avenue North
Williams Lake, B.C.

Pages

1. CALL TO ORDER

(The meeting is scheduled to commence at 9:45 a.m.)

1.1 Adoption of Agenda

Corporate Vote - Unweighted

That the agenda be adopted as presented.

2. ADOPTION OF MINUTES

2.1 Minutes of the Cariboo Regional District Board Meeting - June 20, 2025 — 10 - 30

Corporate Vote - Unweighted

That the minutes of the Cariboo Regional District Board meeting held DATE, be adopted.

3. PLANNING BYLAWS FOR CONSIDERATION OF FIRST, SECOND AND THIRD READING

3.1 Area B – Bylaw 5509 — 31 - 48

Stakeholder Vote – Unweighted – All Electoral Areas

1909 Backer Rd
Lot 22, District Lot 904, Cariboo District, Plan 27927
From Rural 2 (RR 2) zone to Special Exception RR 2-1 zone
(3360-20/20250013 – Carbonneau) (Agent: Matt Jaccard – TRUE Land Surveying)
Director Bachmeier

That Quesnel Fringe Area Zoning Amendment Bylaw No. 5509, 2025 be read a first, second, and third time this 11th day of July 2025. Further, that adoption be subject to the following:

i. Applying for and receiving a Development Variance Permit for the exterior side yard setback;

ii. The applicant offering to enter into and entering into a Wildfire Interface covenant encouraging land owners to use Fire Smart wildfire mitigation practices for building construction and land management on the subject property;

iii. Discharge of the temporary dwelling covenant #BB952960 registered on title.

Further, that the cost of discharge of the temporary dwelling covenant and the cost of wildfire interface covenant registration be borne by the applicant.

4. PLANNING BYLAWS FOR CONSIDERATION OF THIRD READING

4.1 Area J – Bylaw 5504

49 - 69

Stakeholder Vote – Unweighted – All Electoral Areas

4880 McGhee Rd
Lot 2, District Lot 181, Range 2, Coast District, Plan 43802
From Rural 1 (RR 1) zone to Rural 2 (RR 2) zone
(3360-20/20250008 – Whitehead) (Agent: Veronica Meister – Exton and Dodge Land Surveying Inc.)
Director Pare

That Chilcotin Area Rural Land Use Amendment Bylaw No. 5504, 2025 be read a third time, this 11th day of July 2025.

5. DEVELOPMENT VARIANCE PERMIT APPLICATIONS

5.1 Area L – DVP20240003

70 - 85

Stakeholder Vote – Unweighted – All Electoral Areas

7645 Beazley Road
Lot 22, District Lot 3721, Lillooet District, Plan 21667
(3090-20/20240003 – Peckenpaugh) (Agent: Edward White)
Director de Vries

That the application for a Development Variance Permit pertaining to Lot 22, District Lot 3721, Lillooet District, Plan 21667 be rejected as approval would further noncompliance and may encourage the continuation of the non-permitted use of the property.

5.2 Area G – DVP20250021 86 - 99

Stakeholder Vote – Unweighted – All Electoral Areas

5439 Scuffi Rd
Lot A, District Lot 358, Lillooet District, Plan 30468
(3090-20/20250021 – Porter) (Agent: Michael Kidston Land Surveying)
Director Richmond

That the application for a Development Variance Permit pertaining to Lot A, District Lot 358, Lillooet District, Plan 30468 be approved. Further, that a Development Variance Permit be issued to vary Section 5.12.3.1 (c) of the South Cariboo Area Zoning Bylaw No. 3501, 1999 as follows:

That the minimum watercourse setback be reduced from 45.72 m (150 ft) to 30.48 m (100 ft) to allow the construction of a 139.23 sq m (1498.66 sq ft) single-family dwelling with a 48.96 sq m (527.00 sq ft) attached deck.

6. DELEGATIONS/GUESTS

6.1 11:00 a.m. Delegation - Enbridge 100 - 117

Seanna McDonald, Project Coordinator, Community and Indigenous Engagement with Enbridge, will be in attendance to provide an update on Enbridge's Sunrise Expansion Project.

6.2 11:30 a.m. Delegation - Esk'etemc

Kukpi7 (Chief) Fred Robbins and Brett Potter, Capital Projects Manager, will attend to discuss potential advocacy partnerships for Dog Creek Road upgrades.

7. COMMUNITY SERVICES

7.1 Year-Round Grant for Assistance Application – 108 Mile Ranch Community Association 118 - 123

Corporate Vote - Unweighted

Action is at the discretion of the Board.

7.2 Year-Round Grant for Assistance Application – Big Creek Community Association 124 - 129

Corporate Vote - Unweighted

Action is at the discretion of the Board.

7.3 Year-Round Grant for Assistance Application – Tatlayoko Field Station Society 130 - 145

Corporate Vote - Unweighted

Action is at the discretion of the Board.

7.4 Year-Round Grant for Assistance Application – Chimney & Felker Lakes Landholders Association *146 - 151*

Corporate Vote - Unweighted

Action is at the discretion of the Board.

7.5 Year-Round Grant for Assistance Application – 100 Mile & District Arts Council *152 - 158*

Corporate Vote - Unweighted

Action is at the discretion of the Board.

7.6 Make the Move Project Update 159 - 167

Various Voting - See recommendations

Corporate Vote - Unweighted

#1: That Procurement Policy No. 2023-9-32 be waived, permitting the direct award of a consulting services agreement for the Rural Workforce Retention and Expansion project to Will Creative Inc. for up to $200,000 plus applicable taxes, based on the firm's foundational work already completed for this project which will maximize efficiency and value.

Corporate Vote - Weighted

#2: That the appropriate signatories are hereby authorized to execute the consulting services agreement for the Rural Workforce Retention and Expansion project with Will Creative Inc.

8. FINANCE

8.1 Monthly Expenditures Board Summary Report and Mastercard Summary Report - June 2025 168 - 217

Corporate Vote - Unweighted

That the Monthly Expenditures Board Summary Report and Mastercard Summary Report for the month of June 2025, in the amount of $2,714,637.55, consisting of $26,958.32 paid by cheque, $2,557,816.68 paid through electronic funds, and $129,862.55 paid by Mastercard, be ratified.

8.2 Request for Permissive Tax Exemption for St. Jude's Parish – 5691 Horse Lake Road 218 - 220

Corporate Vote - Unweighted

Action at the discretion of the Board.

8.3 Security Fencing for the Williams Lake Building *221 - 224*

Corporate Vote - Weighted

That up to $90,000 be allocated for a security fence with gates around the exterior Williams Lake Library seating area, the Williams Lake office loading dock, and the alcove at the main entrance to the Williams Lake office. And further, that the necessary budgets be amended accordingly.

9. INFORMATION ITEMS

9.1	Community Energy Association - Charge North Complete	225 - 227
9.2	Rural Refuse Report - April 1, 2025 to June 30, 2025	228 - 230
9.3	UBCM - 2025 NCLGA Resolutions	231 - 235
9.4	UBCM - Convention Resource Breakfast Series 2025	236 - 236
9.5	UNBC - President Payne to Assume New Leadership Role	237 - 238
9.6	CRD Delegations - Memorandum of Business	239 - 239
9.7	Heritage Steering Committee Minutes - May 8, 2025	240 - 242
9.8	Central Cariboo Joint Committee Minutes - June 18, 2025	243 - 246
9.9	Committee of the Whole Minutes - June 19, 2025	247 - 251
9.10	*Community Petition - Maple Drive and Johnston Bridge*	*252 - 254*
9.11	*Invitation from Guru Nanak Sikh Temple*	*255 - 256*

10. COMMITTEE/COMMISSION RECOMMENDATIONS

10.1	UBCM Meeting Requests – MOTT Staff	257 - 315

Corporate Vote - Unweighted

That the following recommendation from the Committee of the Whole meeting on June 19 2025, be endorsed:

That a UBCM meeting request be submitted with Ministry of Transportation and Transit staff to discuss the following three topics:

1) Durrell Road and other closures (sustainability of fire services)

2) Active transportation routes (Highway 24 tenureship, Mountview School, Bouchie Lake)

3) Road safety

10.2 Community Works Prioritization Policy Update 316 - 388

Various Voting - See recommendations

Corporate Vote - Unweighted

That the following recommendation from the Committee of the Whole meeting on June 19, 2025, be endorsed:

1. *That the new Community Works Funding Prioritization Policy be adopted as presented, and Policy 2020-1B-29 be rescinded.*

Corporate Vote - Weighted

That the following recommendation from the Committee of the Whole meeting on June 19, 2025, be endorsed:

1. *That one-third (33%) of the balance of Community Works Funds as of January 1, 2025 be restricted for the CWF Community Impact Projects Stream as described in the new Community Works Funding Prioritization Policy, with the remainder restricted for the CWF Infrastructure Reinvestment Stream.*

Corporate Vote - Weighted

That the following recommendation from the Committee of the Whole meeting on June 19 2025, be endorsed:

1. *That $200,000 per year for fiscal years 2026-2029 from the Community Works Funds be approved for the Community Halls Green Infrastructure Upgrades program, funded from the Community Impact Projects Stream, for a total allocation of $800,000.*

Corporate Vote - Weighted

That the following recommendation from the Committee of the Whole meeting on June 19, 2025, be endorsed:

1. *That the following allocation of Community Works Funds be approved from the Infrastructure Reinvestment Stream:*
    a. *$ 250,000 for the Pine Valley Sewer Treatment System Upgrade – Feasibility Study & Design (2025);*
    b. *$ 155,000 for the Lac La Hache Lift Station & Force Main Replacement Detailed Design (2025);*
    c. *$1,500,000 – 150 Mile Firehall Replacement (2025);*
    d. *$1,500,000 – Forest Grove Firehall 1 Replacement (2025);*
    e. *$1,000,000 – 108 Low Pressure Mains Upgrade (2025);*
    f. *$ 113,000 – SCADA Upgrade, Russett Bluff Water (2025);*
    g. *$ 91,900 – SCADA Upgrade, Benjamin Water (2025); and*
    h. *$ 625,000 for the Asset Management Planning Project Base Funding for software, consulting services and staffing at $125,000 per year from 2025-2029.*

10.3 Asset Management Strategy

389 - 463

Corporate Vote - Unweighted

That the following recommendation from the Committee of the Whole meeting on June 19, 2025, be endorsed:

That the Asset Management Strategy be adopted as presented.

10.4 Interior Health Harm Reduction Activities in Vicinity of Williams Lake Public Library

Corporate Vote - Unweighted

That the following recommendation from the Central Cariboo Joint Committee meeting on June 18, 2025, be endorsed:

That an invitation be extended to Interior Health for representatives to attend the September 17, 2025 Central Cariboo Joint Committee meeting to discuss locations for harm reduction activities within the community; and further, that staff be requested to communicate the concerns of both organizations as soon as possible and request the Williams Lake Public Library and Cariboo Memorial Recreation Complex not be used as sites for harm reduction activities going forward.

11. DIRECTORS' REQUESTS, REPORTS AND APPOINTMENTS

Provides the opportunity to share learnings from attendance at conferences, etc.

11.1 Request from Director Sjostrom to Access Electoral Area A Initiative Funds

464 - 466

Corporate Vote - Unweighted

Action is at the discretion of the Board.

12. DIRECTORS' ROUNDTABLE

The Directors may provide any brief updates at this time.

13. ESCRIBE FEEDBACK

14. IN-CAMERA SESSION

14.1 In-Camera Session

467 - 468

Corporate Vote - Unweighted

There will be items suitable for discussion in-camera pursuant to Section 90(1)(a)(c)(e) and (l) of the *Community Charter*.

(Please note: In some circumstances, in-camera resolutions are released once the Board reconvenes in open session.)

That the meeting be closed to public to discuss items suitable for discussion in-camera pursuant to Section 90(1)(a)(c)(e) and (l) of the *Community Charter*.

15. ADJOURNMENT

Corporate Vote - Unweighted

That the meeting of Cariboo Regional District Board be adjourned at (TIME) p.m. July 11, 2025.

CARIBOO REGIONAL DISTRICT

BOARD MINUTES

June 20, 2025
10:06 a.m.
Northern Secwepemc Cultural Centre
4709 Telqua Dr.,
108 Mile Ranch, BC

PRESENT: Chair M. Wagner, Vice Chair M. Neufeld, Director M. Sjostrom, Director B. Bachmeier, Director J. Massier, Director S. Forseth, Director M. LeBourdais, Director A. Richmond, Director J. Glassford, Director T. Pare, Director B. Anderson, Director E. de Vries, Director E. Coleman, Director M. Pinkney, Director R. Paull (for a portion)

ABSENT: Director S. Rathor

STAFF: M. Daly, Chief Administrative Officer, A. Johnston, Corporate Officer/Deputy CAO, K. Erickson, Chief Financial Officer, N. Whitehead, Manager of Planning Services, S. Masun, Manager of Intergovernmental Relations, L. Loveng, Manager of Procurement, V. Hoeffels, Chief Building Official, K. McDonald, Manager of Utilities, D. Campbell, Manager of Community Services

1. CALL TO ORDER

1.1 Adoption of Agenda

Corporate Vote - Unweighted

2025-06-01
Moved Director Neufeld
Seconded Director Sjostrom

That the agenda be adopted as presented.

Carried

2. ADOPTION OF MINUTES

2.1 Minutes of the Cariboo Regional District Board Meeting - May 23, 2025

Corporate Vote - Unweighted

2025-06-02
Moved Director Massier
Seconded Director Glassford

That the minutes of the Cariboo Regional District Board meeting held May 23, 2025, be adopted.

Carried

3. PLANNING BYLAWS FOR CONSIDERATION OF ADOPTION

3.1 Area G – Bylaw 5297

Stakeholder Vote – Unweighted – All Electoral Areas

Spring Lake Road
The North ½ of District Lot 3551, Lillooet District
From Resource/Agricultural 1 (RA 1) zone to Rural 1 (RR 1) and Rural 3 (RR 3) zone
(3360-20/20200053 – Debra MacLean) (Agent: Michael Kidston Land Surveying)
Director Richmond

2025-06-03
Moved Director Richmond
Seconded Director Glassford

That South Cariboo Area Zoning Amendment Bylaw No. 5297, 2020 be adopted this 20th day of June 2025.

Carried

4. DEVELOPMENT VARIANCE PERMIT APPLICATIONS

4.1 Area B – DVP20250017

Stakeholder Vote – Unweighted – All Electoral Areas

5185 & 5189 Lakeshore Rd
Lot 13, District Lot 6195, Cariboo District, Plan 18261
(3090-20/20250017 – Mark Sauve and Laura Sauve)
Director Bachmeier

2025-06-04
Moved Director Bachmeier
Seconded Director Sjostrom

That the application for a Development Variance Permit pertaining to Lot 13, District Lot 6195, Cariboo District, Plan 18261 be approved. Further, that a Development Variance Permit be issued to vary Section 4.14 (e) of the Quesnel Fringe Area Zoning Bylaw No. 3504, 1999 as follows:

That the maximum permitted gross floor area of all ancillary buildings and structures on a lot 0.4 ha (0.99 ac) to less than 2.0 ha (4.94 ac) be increased from 300 sq m (3,299 sq ft) to 540 sq m (5,812.51 sq ft) to allow the construction of a 10,491.15 sq ft (974.66 sq m) single-family dwelling with attached decks and garages.

Carried

5. DEVELOPMENT PERMIT APPLICATIONS

5.1 Area A – DP20250005

Stakeholder Vote – Unweighted – All Electoral Areas

1101 Jade St
Lot C, District Lot 3140, Cariboo District, Plan 26058
(3060-20/20250005 – Dale Cowlin) (Agent: Theresa Zirk)
Director Sjostrom

2025-06-05
Moved Director Sjostrom
Seconded Director Bachmeier

That the application for a Development Permit pertaining to Lot C, District Lot 3140, Cariboo District, Plan 26058 be approved based on Appendices B and D. Further, that the development be subject to the following condition:

1. Non-fruit bearing flowering trees are at least 5 feet tall at the time of planting.

Carried

CONTRARY TO THE MOTION: Director Bachmeier

6. AGRICULTURAL LAND COMMISSION APPLICATIONS

6.1 Area D – ALRD20250016

Stakeholder Vote – Unweighted – All Electoral Areas

Soda Creek-MacAlister Road
District Lot 9481, Cariboo District, Except Plans H786, 19976 and 29983
(3015-20/D20250016 – Heinrich Durfeld and Elizabeth Durfeld) (Agent: Binnie & Assoc – Dave Shibata)
Director Forseth

2025-06-06
Moved Director Forseth
Seconded Director Sjostrom

That the Provincial Agricultural Land Commission application for subdivision pertaining to District Lot 9481, Cariboo District, Except Plans H786, 19976 and 29983 be authorized for submission to the Provincial Agricultural Land Commission with a recommendation for approval.

Carried

7. TEMPORARY USE PERMIT APPLICATIONS

7.1 Area H – TP20220003

Stakeholder Vote - Unweighted - All Electoral Areas

5882 Hilltop Rd
The Southwest ¼ of District Lot 4210, Lillooet District
(3070-20/20220003) – Jayme Duncan and Katharine Schatz
Director Wagner

2025-06-07
Moved Chair Wagner
Seconded Director Glassford

That the application pertaining to The Southwest ¼ of District Lot 4210, Lillooet District requesting a renewal of Temporary Use Permit TP20220003 to allow the subject property and buildings be used as retail sales of agricultural products, be approved for an additional three years.

Carried

8. COMMUNITY SERVICES

8.1 Year-Round Grant for Assistance Application – Bighorn Archery Club 100 Mile

Corporate Vote - Unweighted

2025-06-08
Moved Director de Vries
Seconded Chair Wagner

That a Grant for Assistance in the amount of $1,000, split equally from Electoral Areas G, H, and L, be provided to the Bighorn Archery Club 100 Mile, to assist with costs to purchase new targets for archery shoots.

Carried

8.2 NDIT Application – Lac La Hache Community Club – Dock & Boat Launch Project

Corporate Vote - Unweighted

2025-06-09
Moved Director Richmond
Seconded Director Massier

That the Lac La Hache Community Club's grant application to Northern Development Initiative Trust's Community Places stream for $30,000 to assist with costs for an accessible, public dock and boat launch be supported for submission.

Carried

9. FINANCE

9.1 Monthly Expenditures Board Summary Report and Mastercard Summary Report - May 2025

Corporate Vote - Unweighted

2025-06-10
Moved Director Glassford
Seconded Director de Vries

That the Monthly Expenditures Board Summary Report and Mastercard Summary Report for the month of May 2025, in the amount of $4,141,823.60, consisting of $33,463.55 paid by cheque, $3,960,981.93 paid through electronic funds, and $147,378.12 paid by Mastercard, be ratified.

Carried

9.2 2024 Statement of Financial Information

Corporate Vote - Unweighted

2025-06-11
Moved Director Forseth
Seconded Director Glassford

That the Cariboo Regional District's 2024 Statement of Financial Information be made available for public inspection.

Carried

10. ADMINISTRATION

10.1 Request for Removal of Correspondence from January 2025 Agenda

Corporate Vote - Unweighted

2025-06-12
Moved Chair Wagner
Seconded Director Forseth

That the request to remove a letter included on the January 24, 2025 agenda be denied.

Carried

10.2 Request for Support of a Blood Plasma Donor Centre in Northern BC

Corporate Vote - Unweighted

2025-06-13
Moved Director Glassford
Seconded Director Forseth

That the following resolution be forwarded to Our Blood Counts in support of a Northern BC Plasma Donor Centre:

WHEREAS plasma from blood is a critical component in life-saving treatments for individuals with immune deficiencies, cancer, kidney disease, and other medical conditions; and

WHEREAS Canada collects less than 20 percent of the plasma required to meet domestic patient needs, relying heavily on international supply chains despite growing demand for plasma-based treatments; and

WHEREAS Canadian Blood Services closed its whole blood donation centre in Prince George in 2015, leaving Northern BC residents with no local option to donate plasma, while new plasma donor centres have been established in rural regions such as Thunder Bay, Ontario; and WHEREAS the return of plasma donation services to Northern BC would enhance Canada's self-sufficiency in plasma-based medications, supporting patients in Northern BC and others across Canada while reducing reliance on suppliers from outside the country;

THEREFORE BE IT RESOLVED that the Board of Directors for the Cariboo Regional District urges the Province of British Columbia, through the Ministry of Health, and Canadian Blood Services to establish a Blood Plasma Donor Centre in Prince George to serve Northern BC, improve access for donors, support patient needs, and strengthen Canada's domestic plasma supply; and BE IT FURTHER RESOLVED that the Board of Directors for the Cariboo Regional District asks residents to further demonstrate their support for life-saving donations by registering for organ and stem cell donation at blood.ca; and

BE IT FINALLY RESOLVED that this resolution be forwarded to the Honourable Josie Osbourne, BC Minister of Health and Canadian Blood Services CEO Dr. Graham Sher.

Carried

11. INFORMATION ITEMS

11.4 CWL - Request for Support - UBCM Resolution - Dead Wood Harvesting

2025-06-14
Moved Director Forseth
Seconded Director Richmond

That a letter of support be provided to the City of Williams Lake for a resolution to the Union of BC Municipalities convention encouraging the province to enhance its practices related to the harvesting of dead wood.

Carried

11.5 Memorandum of Business - CRD Delegations

2025-06-15
Moved Director Forseth
Seconded Director Anderson

That Josh Pressey and Harold Stollar, from the Ministry of Forests, be invited to a future meeting to discuss forestry activities in the Cariboo Chilcotin area.

Carried

12. COMMITTEE/COMMISSION RECOMMENDATIONS

12.1 Request from Director Forseth to explore the creation of new Dog Control Service

Stakeholder Vote - Weighted - All Electoral Areas

2025-06-16
Moved Director Forseth
Seconded Director Richmond

That the following recommendation from the Committee of the Whole meeting on March 20, 2025, be endorsed:

That staff be authorized to work with Director Forseth for the establishment of a dog control service in Electoral Area D, and that up to $5,000 be authorized from the rural feasibility fund.

Carried

12.2 Meeting Remuneration Rates

Corporate Vote - Unweighted

2025-06-17
Moved Director Richmond
Seconded Director Pare

That the following recommendation from the Policy Committee meeting on May 21, 2025, be endorsed:

That a half day rate be included for all sanctioned business meetings in the Cariboo Regional District Directors' Remuneration and Expenses Bylaw.

Carried

CONTRARY TO THE MOTION: Director Bachmeier

The meeting recessed at 11:00 a.m.

The meeting reconvened at 11:15 a.m.

12.3 Rescind Policy 2019-7-27 "Untidy & Unsightly Premises Procedures" and Replace with BYL SOP 1.1

Corporate Vote - Unweighted

2025-06-18
Moved Director Sjostrom
Seconded Director Neufeld

That the following recommendation from the Policy Committee Meeting on May 21, 2025, be endorsed:

That the Board rescind Policy 2019-7-27, "Untidy & Unsightly Premises Procedures", and replace with Bylaw Department Standard Operating Procedure BYL SOP 1.1 – Unsightly Premise as the internal enforcement procedure. Further, that the Cariboo Regional District Untidy and Unsightly Premises Regulatory Bylaw be brought to a Committee of the Whole meeting after a legal review.

Carried

12.4 Amendment to Election Officials Remuneration Policy

Corporate Vote - Unweighted

2025-06-19
Moved Director Glassford
Seconded Director Massier

That the following recommendation from the Policy Committee meeting held on May 21, 2025, be endorsed:

That the Election Officials Remuneration Policy No. 2022-9B-6 be amended to reflect the following increases to the Chief and Deputy Chief Election Officials:

Position – General Election	Remuneration
Chief Election Officer	$1,500 (from $1,000)
Deputy Chief Election Officer	$1,000 (from $600)
Position - Assent Vote, less than 4 EA's	Remuneration
Chief Election Officer (CEO)	$900 (from $600)
Deputy Chief Election Officer (DCEO)	$750 (from $500)

Carried

12.5 South Cariboo Regional Airport Commission Appointments

Corporate Vote - Unweighted

2025-06-20
Moved Director Pinkney
Seconded Director Richmond

That the following recommendation from the South Cariboo Regional Airport Commission meeting on May 8, 2025, be endorsed:

That Commissioner Richmond be appointed to the position of Chair of the South Cariboo Regional Airport Commission for the year 2025. Further, that Directors Al

Richmond, Margo Wagner, Eric de Vries, and Maureen Pinkney and members-at-large Les Kallos, Larry Davis and Greg Atherton be appointed to the commission.

Carried

12.6 South Cariboo Regional Airport Fees and Charges Bylaw No. 5397 Revision

Stakeholder Vote - Weighted - Electoral Areas G, H, L and District of 100 Mile

2025-06-21
Moved Director Pinkney
Seconded Director Richmond

That the following recommendation from the South Cariboo Regional Airport Commission meeting on May 8, 2025, be endorsed:

That the South Cariboo Regional Airport Fees and Charges Bylaw No. 5397 be revised to increase the annual Private Hangar Licence rate from $4.00/square metre of the building footprint to $1,000 plus $4.00/square metre of the building footprint.

Carried

12.7 TGWP Holdings Ltd. Hangar License Agreement

Corporate Vote - Weighted

2025-06-22
Moved Director Pinkney
Seconded Director de Vries

That the following recommendation from the South Cariboo Regional Airport Commission meeting on May 8, 2025, be endorsed:

That the hangar license with TGWP Holdings Ltd. be amended and renewed for another 10-year term at an annual license rate of $1,000 plus $4.00/square metre of the building footprint amounting to a total annual fee of $3,142 plus applicable taxes that the appropriate signatories be authorized to enter into the amendment and renewal agreement.

Carried

12.8 Wing and Rotor Outstanding 2024 License Fee

Stakeholder Vote - Weighted - Electoral Areas G, H, L and District of 100 Mile House

2025-06-23
Moved Director Richmond
Seconded Director de Vries

That the following recommendation from the South Cariboo Regional Airport Commission meeting on May 8, 2025, be endorsed:

That staff provide notice to Wing and Rotor informing the 2024 license fee of $400 must be paid in-full within 30 days of Notice or access to the airport allowed under the Use and Access Agreement between the Cariboo Regional District and Wing and Rotor will be suspended.

Carried

12.9 South Cariboo Regional Airport Master Plan Contract

Corporate Vote - Weighted

2025-06-24
Moved Director Richmond
Seconded Director Pinkney

That the following recommendation from the South Cariboo Regional Airport Commission meeting on May 8, 2025, be endorsed:

That Regional District Policy No. 2017-11-13, which requires a competitive bidding process for procurement of goods and services, be waived and that proposal received from HM Aero Aviation Consulting for the South Cariboo Regional Airport master plan for airport development east of the runway be accepted and awarded to HM Aero Aviation Consulting for $24,090 plus applicable taxes.

Carried

12.10 Field Maintenance Agreements - Esler Sports Complex

Corporate Vote - Weighted

2025-06-25
Moved Director Neufeld
Seconded Director Anderson

That the following recommendation from the Central Cariboo Joint Committee meeting on May 21, 2025, be endorsed:

That the following recommendations from the Esler Recreation Advisory Commission meeting held May 6, 2025 be endorsed:

That the Field Maintenance Agreements between the Cariboo Regional District and the Williams Lake Slo-Pitch League, Williams Lake Soccer Associations, and Williams Lake Minor Fastball League to support the fields at the Esler Sports Complex be renewed for further three-year terms with allocations increased to $23,000 for the Williams Lake Slo-Pitch League, $38,000 for the Williams Lake Soccer Associations, and $14,000 for the Williams Lake Minor Fastball League; and that the Cariboo Regional District and the Cariboo Disc Golf Club enter into a Field Maintenance Agreement for a three-year term with an annual allocation of $5,000; and further, that the appropriate signatories be authorized to enter into the agreements;

Carried

12.11 Proposed 2025 Esler Recreation Capital Projects

Stakeholder Vote - Weighted - Electoral Areas D, E, F and City of Williams Lake

2025-06-26
Moved Director Neufeld
Seconded Director Forseth

That the following recommendation from the Central Cariboo Joint Committee meeting on May 21, 2025, be endorsed:

That the following recommendations from the Esler Recreation Advisory Commission meeting held May 6, 2025 be endorsed:

That the proposed 2025 capital projects for the Williams Lake Slo-Pitch League, Williams Lake Soccer Associations, and Williams Lake Minor Fastball League be approved, including:

- *the Williams Lake Slo-Pitch League will construct a new picnic shelter,*

- *the Williams Lake Soccer Associations will purchase an air compressor for irrigation system and new goal nets,*
- *the Williams Lake Minor Fastball League will apply topsoil,*

And that $10,000 for the Williams Lake Slo-Pitch League , $10,000 for the Williams Lake Soccer Associations, and $5,000 for the Williams Lake Minor Fastball League for the capital projects be approved as allocated in the Central Cariboo Recreation and Leisure Services (CCRLS) budget and business plan for 2025;

That design plans and a cost estimate be investigated to support the potential installation of lighting at one of the slo-pitch fields;

Carried

12.12 Esler Recreation Advisory Committee Appointments - 2025

Corporate Vote - Unweighted

2025-06-27
Moved Director Neufeld
Seconded Director LeBourdais

That the following recommendation from the Central Cariboo Joint Committee meeting on May 21, 2025, be endorsed:

That the following recommendations from the Esler Recreation Advisory Commission meeting held May 6, 2025 be endorsed:

That the Esler Recreation Advisory Commission members for 2025 be appointed as follows: Linda Barbondy for the Williams Lake Slo-Pitch League, Brian Hansen for the Williams Lake Soccer Associations, Nick Surette for the Williams Lake Minor Fastball Association, Mark Savard for the Cariboo Disc Golf Club, and Bruce Newbery and Pierre Mayette for the Esler Community Association.

Carried

12.13 North Cariboo Recreation and Parks 2024 Year End Budget Summary

Stakeholder Vote - Weighted - Electoral Areas A, B, C, I and City of Quesnel

2025-06-28
Moved Director Massier
Seconded Director Glassford

That the following resolution from the North Cariboo Joint Advisory Committee meeting on May 20, 2025, be endorsed:

That the 2024 North Cariboo Recreation and Parks operating budget deficit be absorbed by surplus funds.

Carried

12.14 Recreational Priorities Survey Results and North Cariboo Recreation and Parks Business Plan

Stakeholder Vote - Weighted - Electoral Areas A, B, C, I, and City of Quesnel

2025-06-29
Moved Director Sjostrom
Seconded Director Massier

That the following recommendation from the North Cariboo Joint Advisory Committee meeting on May 20, 2025, be endorsed:

That the 2025 - 2029 North Cariboo Recreation and Parks business plan be amended to remove 2025 goals #11. to pursue funding for construction of a gymnastics facility addition at the arts and recreation centre and #12 to pursue funding for an indoor court addition to the arts and recreation centre.

Carried

12.15 Proposed South Cariboo Recreation Fees and Charges for 2025 to 2028

Stakeholder Vote - Weighted - Electoral Areas G, H, L and District of 100 Mile

2025-06-30
Moved Director Pinkney
Seconded Director de Vries

That the following recommendation from the South Cariboo Joint Committee meeting on June 9, 2025, be endorsed:

That the South Cariboo Recreation Fees and Charges Bylaw be amended with the proposed three-year rate schedule for 2025/26 to 2027/28, which includes general fee increases of 2% in the first year and 3% each year thereafter.

Carried

12.16 Proposed amendment to South Cariboo Recreation Capital and Equipment Plan

Stakeholder Vote - Weighted - Electoral Areas G, H, L and District of 100 Mile

2025-06-31
Moved Director de Vries
Seconded Director Pinkney

That the following recommendation from the South Cariboo Joint Committee meeting on June 9, 2025, be endorsed:

That the 2025 South Cariboo Recreation Capital and Equipment Plan be amended to defer replacement of the lobby flooring until 2028 and reallocate $70,000 of capital funding in 2025 as follows: $35,000 to replace office flooring at the recreation centre and a contribution of $35,000 towards air conditioning and heat upgrades at Martin Exeter Hall.

Carried

12.17 South Cariboo Recreation Centre - Outdoor Rink

Stakeholder Vote - Weighted - Electoral Areas G, H, L and District of 100 Mile

2025-06-32
Moved Director Richmond
Seconded Director Pinkney

That the following recommendation from the South Cariboo Joint Committee meeting on June 9, 2025, be endorsed:

That up to $30,000 be made available from the approved outdoor rink project funding in the 2025 South Cariboo Recreation capital budget as a contribution to the 100 Mile Outdoor Rink Society to support its effort to complete construction-ready design drawings.

Carried

13. DIRECTORS' REQUESTS, REPORTS AND APPOINTMENTS

13.1 Request from Director Anderson to Access Electoral Area K Initiative Funds

Corporate Vote - Unweighted

2025-06-33
Moved Director Anderson
Seconded Director de Vries

That up to $1,800 be authorized from the Electoral Area K Director Initiative Fund to enable Director Anderson's attendance at the 2026 Natural Resources Forum in Prince George.

Carried

13.2 Request from Director Bachmeier to access Electoral Area B Initiative Funds

Corporate Vote - Unweighted

2025-06-34
Moved Director Bachmeier
Seconded Director Anderson

That up to $2,500 be authorized from the Electoral Area B Director Initiative Fund to enable Director Bachmeier's attendance at the 2026 Natural Resources Forum in Prince George.

Carried

13.3 Request from Director de Vries to Access Electoral Area L Director Initiative Funds

Corporate Vote - Unweighted

2025-06-35
Moved Director de Vries
Seconded Director Sjostrom

That up to $1,800 be authorized from the Electoral Area L Director Initiative Fund to enable Director de Vries' attendance at the 2026 Natural Resources Forum in Prince George.

Carried

14. DIRECTORS' ROUNDTABLE

2025-06-36
Moved Director Bachmeier
Seconded Director Neufeld

That Garth Thoroughgood, Vice-President, Public Trust from the BC Energy Regulator be invited to a future CRD Board meeting to discuss wind farms.

Carried

2025-06-37
Moved Director Bachmeier
Seconded Director Sjostrom

That Susan Joyce be appointed to the Electoral Area B Advisory Planning Commission.

Carried

2025-06-38
Moved Director Bachmeier
Seconded Director Glassford

That Shari Doyle be appointed to the Parkland Recreation Commission.

Carried

2025-06-39
Moved Director Massier
Seconded Director Bachmeier

That Rocky Nenka be appointed to the Heritage Committee.

Carried

2025-06-40
Moved Director LeBourdais
Seconded Director Richmond

That policy be waived and Director LeBourdais' accommodations and meal expenses be covered for her attendance at a recent Fraser Basin Council meeting.

Carried

2025-06-41
Moved Director Richmond
Seconded Director Massier

That the appointment of Don White to the 108 Greenbelt Commission be rescinded, and that Danielle Colbourne be appointed to the Commission.

Carried

2025-06-42
Moved Chair Wagner
Seconded Director Sjostrom

That the appointment of Helen Kellington and Peter Saunders be rescinded from the Area H Advisory Planning Commission.

Carried

2025-06-43
Moved Director Sjostrom
Seconded Director Massier

That the appointment of Vince Berlinguette to the Area A Advisory Planning Commission be rescinded, and that Brad Arnoldus be appointed to the Commission.

Carried

2025-06-44
Moved Director Forseth
Seconded Director Massier

That the appointment of Katya Potekhina to the Area D Advisory Planning Commission be rescinded.

Carried

The meeting recessed at 12:33 p.m.

The meeting reconvened at 1:15 p.m.

Director Paull was absent.

16. IN-CAMERA SESSION

16.1 In-Camera Session

Corporate Vote - Unweighted

2025-06-45
Moved Director Forseth
Seconded Director Pare

That the meeting be closed to public to discuss items suitable for discussion in-camera pursuant to Section 90(1)(a)(c)(j)(k) of the *Community Charter*.

Carried

The meeting recessed to go in-camera at 1:17 p.m.

The meeting reconvened at 2:50 p.m.

17. RELEASE OF RESOLUTION FROM IN-CAMERA

2025-06-46
Moved Chair Wagner
Seconded Director Neufeld

That the following resolution endorsed at today's in-camera CRD Board meeting is hereby released from in-camera and confirmed in open meeting:

That the previous appointment of the Forest Grove Fire Chief be rescinded and that the Board appoints Andrew Grey until March 31, 2028.

Carried

18. ADJOURNMENT

Corporate Vote - Unweighted

2025-06-47
Moved Director Glassford
Seconded Director Forseth

That the meeting of Cariboo Regional District Board be adjourned at 2:52 p.m. June 20, 2025.

Carried

_____

Chair

_____

Corporate Officer

AGENDA ITEM SUMMARY

Date: 26/06/2025

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Nigel Whitehead, Manager of Planning Services
Date of Meeting: Cariboo Regional District Board_Jul11_2025
File: 3360-20/20250013

Short Summary:

Area B – Bylaw 5509
1909 Backer Rd
Lot 22, District Lot 904, Cariboo District, Plan 27927
From Rural 2 (RR 2) zone to Special Exception RR 2-1 zone
(3360-20/20250013 – Carbonneau) (Agent: Matt Jaccard – TRUE Land Surveying)
Director Bachmeier

Voting:

Stakeholder Vote – Unweighted – All Electoral Areas

Memorandum:

See planning comments on attached information package.

Attachments:

Information package

Financial Implications:

N/A

Policy Implications:

N/A

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☒ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

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CAO Comments:

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Options:

1. Endorse recommendation;
2. Provide 1st reading and require the applicant hold a public information meeting;
3. Deny;
4. Defer.

Recommendation:

That Quesnel Fringe Area Zoning Amendment Bylaw No. 5509, 2025 be read a first, second, and third time this 11th day of July 2025. Further, that adoption be subject to the following:

i. Applying for and receiving a Development Variance Permit for the exterior side yard setback;
ii. The applicant offering to enter into and entering into a Wildfire Interface covenant encouraging land owners to use Fire Smart wildfire mitigation practices for building construction and land management on the subject property;
iii. Discharge of the temporary dwelling covenant #BB952960 registered on title.

Further, that the cost of discharge of the temporary dwelling covenant and the cost of wildfire interface covenant registration be borne by the applicant.

Planning Application Information Sheet

Application Type: Rezoning
File Number: 3360-20/20250013
Bylaw(s): Quesnel Fringe Area Zoning Amendment Bylaw No. 5509, 2025
Electoral Area: B
Date of Referral: May 22, 2025
Date of Application: March 25, 2025

Property Owner's Name(s): Kimberlee Carbonneau
Steve Carbonneau

Applicant's Name: Mat Jaccard - TRUE Land Surveying

SECTION 1: Property Summary

Legal Description(s): Lot 22, District Lot 904, Cariboo District, Plan 27927

Property Size(s): 2.02 ha. (5.0 ac.)

Area of Application: 2.02 ha. (5.0 ac.)

Location: 1909 Backer Rd

Current Designation:
Rural Residential 2

Min. Lot Size Permitted:
2 ha average lot size with parcels ranging from 1.5 ha to 3.0 ha

Current Zoning:
Rural 2 (RR 2)

Min. Lot Size Permitted:
2 ha. (4.94 ac.)

Proposed Zoning:
Special Exception RR 2-1

Min. Lot Size Permitted:
2 ha. (4.94 ac.)

Proposal: The applicant is proposing to rezone the lot to legalize an existing mobile home that was previously permitted as a temporary dwelling by Temporary Dwelling Application #4650-82. The temporary dwelling is no longer required so the mobile home is no longer permitted.

The mobile home is within the minimum required interior side yard setback of 7.6 m (24.9 ft). Planning staff recommend as a condition of rezoning adoption either a successful Development Variance Permit is required or the mobile home must be moved outside the minimum required side yard setback.

No. and size of Proposed Lots: none

Existing Buildings: Single-family dwelling - 216.64 sq m (2331.89 sq ft sq ft)
Mobile home - 141.4 sq m (1522.02 sq ft)
Shed - 15.93 sq m (171.47 sq m)

Proposed Buildings: none

Road Name: Backer Rd
Road Type: Paved
Within the influence of a Controlled Access Highway: N/A
Services Available: Hydro, telephone, sewage disposal system, well

Within the confines of the Agricultural Land Reserve: No

Required to comply with the Shoreland Management Policy:
Name of Lake/Contributing River: N/A
Lake Classification: N/A

Within Development Permit Area: No

Adjoining Properties: (Source: B.C.A.A.)

	Land Use:	Lot Sizes:
(a) North	2 Acres Or More (Vacant)	47.41 ha. (117.15 ac.)
(b) South	2 Acres Or More (Single Family Dwelling, Duplex)	2.02 ha. (5.0 ac.)
(c) East	2 Acres Or More (Single Family Dwelling, Duplex)	2.04 ha. (5.05 ac.)
(d) West	2 Acres Or More (Manufactured Home)	2.02 ha. (5.0 ac.)
	2 Acres Or More (Single Family Dwelling, Duplex)	2.02 ha. (5.0 ac.)

PLANNING COMMENTS

Background:

It is proposed to rezone a 2.02 ha. (5.0 ac.) subject property to legalize a second dwelling. The subject property is currently zoned Rural 2 (RR 2) in the Quesnel Fringe Area Zoning Bylaw No. 3504, 1999 and is designated Rural Residential 2 in both the Bouchie-Milburn Neighborhood Plan and the Quesnel Fringe Area Official Community Plan 4844, 2014 as shown in Appendix B.

The applicant has requested to rezone the subject property from Rural 2 (RR 2) to Special Exception RR 2-1. The proposed zone is consistent with the current OCP designation and therefore a public hearing is prohibited under Section 464 (3) of the *Local Government Act*.

The property contains a 216.64 sq m (2,331.89 sq ft sq ft) single-family dwelling, a 15.93 sq m (171.47 sq m) shed and a 141.4 sq m (1,522.02 sq ft) mobile home. The mobile home was placed on the property in 2009 through Temporary Dwelling Application 4650-82. Building permit N10806 was issued for the mobile home in 2009.

A temporary dwelling unit is either a mobile or a modular home located or anchored to a temporary foundation intended for compassionate reasons for elderly, handicapped, or chronically ill, family members of the property owners. As part of the application, the property owner must enter into a covenant in favour of the Cariboo Regional District to ensure removal of the temporary dwelling once it is no longer needed. A temporary dwelling covenant limiting the use of the mobile home is registered on the title of the subject property.

The temporary dwelling is no longer required and therefore no longer permitted. The property owners would like to keep the mobile home as a second dwelling for general residential use.

A survey dated April 25th, 2025, shows the mobile home is 5.40 m (17.72 sq ft) away from the exterior side yard lot line. This does not meet the minimum required exterior side yard setback of 7.6 m (24.93 ft) for Rural 2 (RR 2) zones.

Statutory Building Scheme #R48692 is registered on title which prohibits mobile homes on the property. The Cariboo Regional District is not responsible for the enforcement of Building Schemes.

Location & Surroundings:

The subject property has two addresses, 1909 Backer Rd is assigned to the single-family dwelling, and 1911 Backer Rd is assigned to the mobile home. The property is mostly forested and cleared around the dwellings. The property is in the Bouchie-Milburn neighbourhood,

southeast of Bouchie Lake. The subject property is surrounded by rural properties ranging in size from 2.02 ha. (5.0 ac.) to 47.41 ha (117.15 ac).

CRD Regulations and Policies:

3504- Quesnel Fringe Area Zoning Bylaw, 1999

5.18.3 Special RR 2 Zones

5.18.3.1 Special Exception RR 2-1 Zone

i) residential uses shall be limited to not more than two, single-family dwellings, including mobile homes.

All other provisions of the RR 2 zone shall apply.

Bouchie-Milburn Neighbourhood Plan

9.1 Land Use Objectives

9.1.1. Maintain existing rural character by avoiding further densification of most of the plan area.

9.2. General Land Use Policies

9.2.4. Encourage a range of housing to accommodate all age groups, accessibility needs and a variety of incomes, without detracting from the rural neighbourhood character.

4844 - Quesnel Fringe Area Official Community Plan, 2014

6.2 Residential Objectives

6.2.1 To maximize efficient use of land and services (particularly roads and schools), encouraging infill and intensification prior to peripheral expansion.

6.2.4 To encourage a variety of housing types and densities to meet the needs of everyone in the community including: residents in different life cycle stages and with a variety of lifestyles and socio-economic status (affordability) as well as special needs groups.

6.3.6 Rural Residential

Rural Residential lots will be located in areas not suited to more intensive residential development for reasons such as: poor soil conditions for onsite

sewage disposal; distance from established urban developments; limited access; or topographic limitations.

North Cariboo Housing Needs Assessment, 2024.

Table 32: Area B Housing Need Total

Component	5 Years	20 Years
Total New Units	147	358

Rationale for Recommendations:

Planning staff are generally supportive of the proposed rezoning. Planning staff are actively trying to phase out the use of temporary dwellings. The legalization of the mobile home through rezoning is a way in which to work towards this objective on the subject property.

The current Rural 2 (RR 2) zoning permits a carriage house in addition to a single-family dwelling. While the design of a carriage house and maximum permitted floor area is more restrictive than a second dwelling, the proposed density remains unchanged. The proposed Special Exception Rural 2 (R 2-1) zone to allow the legalization of the mobile home for general residential use aligns with both the OCP and the Bouchie-Milburn Neighbourhood Plan. Section 9.1.1 of the Bouchie-Milburn Neighbourhood Plan encourages the maintenance of existing rural character by avoiding further densification of most of the plan area. The proposal is to change the type of permitted dwellings on the property, not to increase the permitted density. The proposed density is already permitted in both the OCP and Bouchie-Milburn Neighbourhood Plan

The mobile home does not meet the Cariboo Regional District's carriage house requirements as a carriage house is a dwelling located within an ancillary building. A carriage house also has a maximum permitted floor area of 90 sq m (968.75 sq ft). Structurally, a mobile home cannot be located within an ancillary building, nor can the existing mobile home meet the floor area restrictions without removing part of a once permitted structure. Adhering to such regulations is not a viable solution given the current layout and design of the existing dwelling.

The legalization of the mobile home for general residential purposes aligns with section 6.2.1 of the OCP by encouraging the efficient use of land and services, encouraging infill and intensification prior to peripheral expansion of the plan area.

Further, section 3.2.3 of the Bouchie-Milburn Neighborhood Plan identifies the 47.41 ha (117.15 ac) parcel directly north of the subject property as a special infill parcel. This special infill parcel is a high priority for future development. The proposal is not anticipated to have a significant impact on the neighbourhood character beyond what is already encouraged for this area in the Special Infill parcel as the permitted density will not change.

A total housing need of 147 units over five years and 358 units over 20 years was identified in the North Cariboo Housing Needs Assessment for Electoral Area 'B'. Requiring the removal of the mobile home will not help meet the identified housing needs.

The mobile home does not meet the minimum required exterior side yard setback. If the application proceeds, a Development Variance Permit is required to bring the mobile home into compliance with the required setbacks.

The Ministry of Transportation and Transit (MOTT) has responded that they have no objection to the proposed rezoning.

The Northern Health Authority (NHA) has not provided comments on this application.

The Electoral Area 'B' Advisory Planning Commission (APC) has responded in support of the application.

The Ministry of Water, Land and Resource Stewardship responded stating they do not have any comments on this application.

As per section 464 (3) of the *Local Government Act*, a local government must not hold a public hearing if the proposed residential development is consistent with the OCP in place. Notice of this application was posted in two consecutive newspaper issues, posted on the CRD website, and mailed to all property owners within 120 m of the subject property. At the time of drafting no public comments were received.

In summary, planning staff are generally supportive of the proposed rezoning application. As the density permitted in the Official Community Plan will stay the same with the legalization of the mobile home and the subject property is also located directly adjacent to the special infill parcel identified in the Bouchie-Milburn Neighborhood Plan, the proposal is not anticipated to have significant impact on the neighbourhood character as the density will remain the same as is already permitted.

If the application proceeds, a Development Variance Permit is required to bring the mobile home into compliance with the required setbacks. Further, the subject property lies within the high wildfire probability area as identified in the Quesnel Fringe Area Official Community Plan. Planning staff recommend that as a condition of adoption a wildfire interface covenant be registered on title in accordance with section 3.4.54 of the Official Community Plan.

<u>Recommendation</u>:

That Quesnel Fringe Area Zoning Amendment Bylaw No. 5509, 2025 be read a first, second, and third time this 11th day of July 2025. Further, that adoption be subject to the following:

i. Applying for and receiving a Development Variance Permit for the exterior side yard setback
ii. The applicant offering to enter into and entering into a Wildfire Interface covenant encouraging land owners to use Fire Smart wildfire mitigation practices for building construction and land management on the subject property.
iii. Discharge of the temporary dwelling covenant #BB952960 registered on title

Further, that the cost of discharge of the temporary dwelling covenant and the cost of covenant registration be borne by the applicant.

REFERRAL COMMENTS

Health Authority: No response

Ministry of Transportation and Infrastructure: June 10, 2025
The Ministry of Transportation and Transit has no objection to the bylaw amendment, however, this in no way constitutes any permit or subdivision approvals.

Advisory Planning Commission: June 4, 2025
See attached

Ministry of Land, Water and Resource Stewardship: June 18, 2025
WLRS terrestrial ecosystems do not have any comments on this referral.

CRD Chief Building Official: No response

ATTACHMENTS

Appendix A: Bylaw 5509
Appendix B: General Map
Appendix C: Specific Map
Appendix D: Orthographic Map
Other: Applicant's Supporting Documentation
Advisory Planning Commission Comments

CARIBOO REGIONAL DISTRICT

BYLAW NO. 5509

A bylaw of the Cariboo Regional District, in the Province of British Columbia, to amend Bylaw No. 3504, being the "Quesnel Fringe Area Zoning Bylaw No. 3504, 1999".

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a Zoning bylaw upon the affirmative vote of the Directors.

WHEREAS an application has been received to rezone property.

NOW, THEREFORE, the Board of Directors of the Cariboo Regional District, duly assembled, hereby enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as the "Quesnel Fringe Area Zoning Amendment Bylaw No. 5509, 2025".

2. AMENDMENT

Bylaw No. 3504 of the Cariboo Regional District is amended by:

i) rezoning Lot 22, District Lot 904, Cariboo District, Plan 27927 from Rural 2 (RR2) zone to Special Exception RR 2-1 zone; and

ii) amending Schedule “C” accordingly.

READ A FIRST TIME THIS _____ DAY OF _____, 2025

READ A SECOND TIME THIS _____ DAY OF _____, 2025

READ A THIRD TIME THIS _____ DAY OF _____, 2025

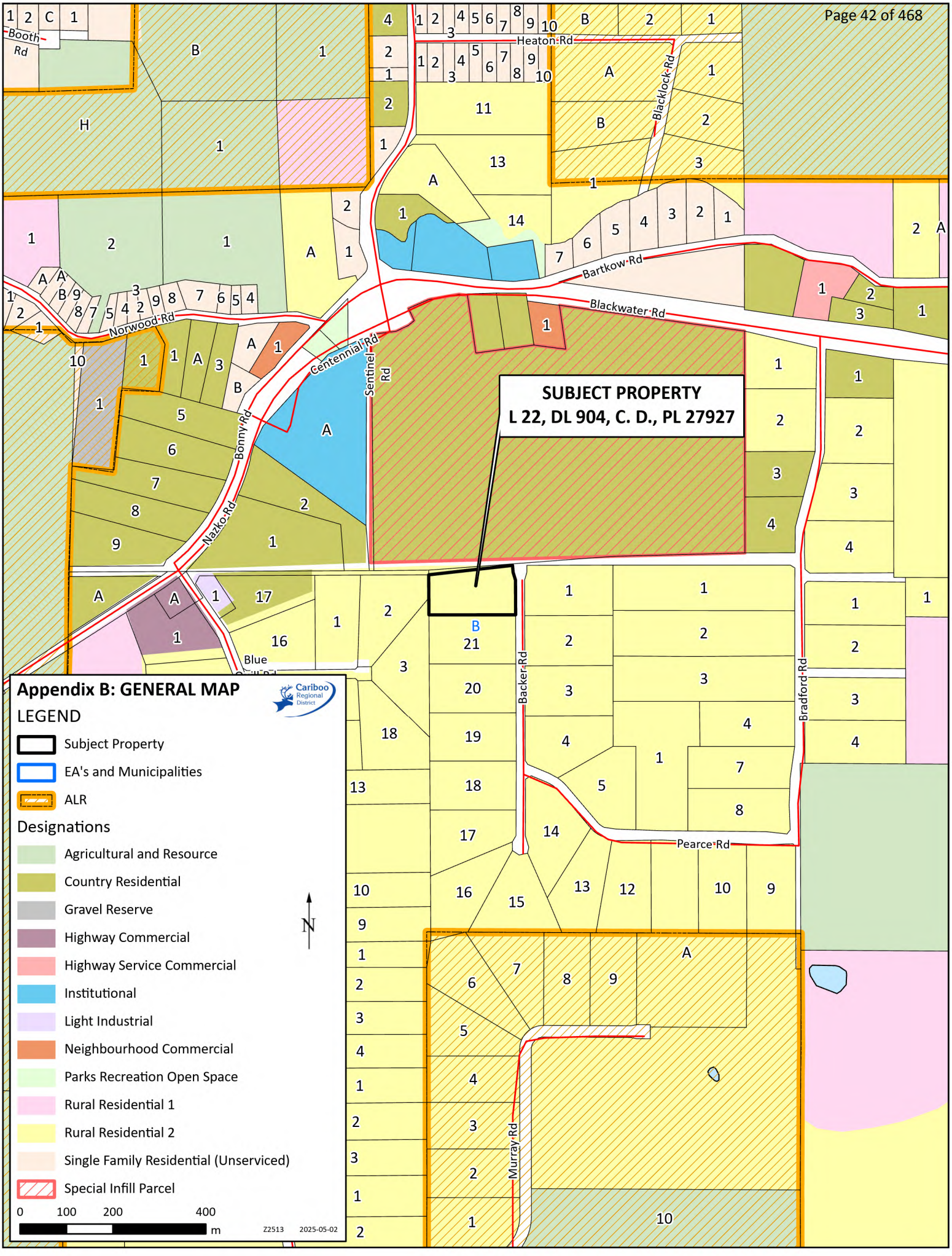
ADOPTED THIS _____ DAY OF _____, 2025

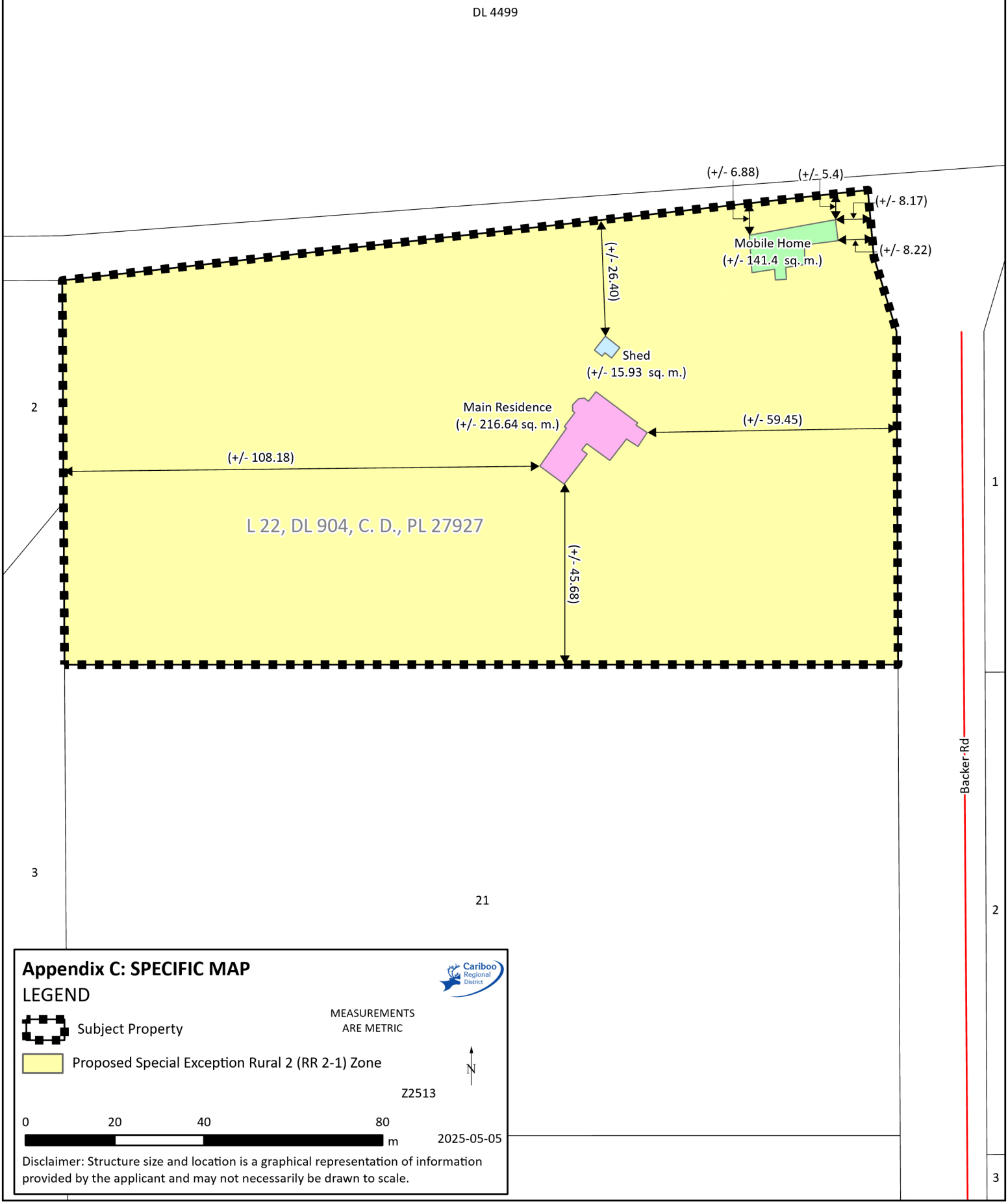
_____
Chair

_____
Corporate Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 5509, cited as the "Quesnel Fringe Area Zoning Amendment Bylaw No. 5509, 2025", as adopted by the Cariboo Regional District Board on the _____ day of _____, 2025.

_____
Corporate Officer


SUBJECT PROPERTY
L 22, DL 904, C. D., PL 27927
Booth Rd
Heaton Rd
Blacklock Rd
Bartkow Rd
Blackwater Rd
Norwood Rd
Centennial Rd
Sentinel Rd
Bonny Rd
Nazko Rd
Blue
Backer Rd
Bradford Rd
Pearce Rd
Murray Rd
Appendix B: GENERAL MAP
LEGEND
Subject Property
EA's and Municipalities
ALR
Designations
Agricultural and Resource
Country Residential
Gravel Reserve
Highway Commercial
Highway Service Commercial
Institutional
Light Industrial
Neighbourhood Commercial
Parks Recreation Open Space
Rural Residential 1
Rural Residential 2
Single Family Residential (Unserviced)
Special Infill Parcel
N
0 100 200 400
m
Z2513 2025-05-02



Appendix C: SPECIFIC MAP

LEGEND

Subject Property

Proposed Special Exception Rural 2 (RR 2-1) Zone

MEASUREMENTS ARE METRIC

N

Z2513

0 20 40 80 m

2025-05-05

Disclaimer: Structure size and location is a graphical representation of information provided by the applicant and may not necessarily be drawn to scale.



Appendix D: GENERAL MAP ORTHO

Cariboo Regional District

LEGEND

Subject Property

N

0 20 40 80 m

Z2513 2025-05-02

Describe the existing use of the subject property and all buildings:

EXISTING USE OF PROPERTY IS RESIDENTIAL USE FOR ALL BUILDINGS.

Describe the proposed use of the subject property and all buildings:

PROPOSED USE IS TO REMAIN THE SAME.

Describe the reasons in support for the application:

THE BUILDINGS HAVE BEEN IN PLACE FOR MANY YEARS BY MULTIPLE OWNERS. SINCE THE TRAILER HAS BEEN OCCUPIED FOR SO LONG IT DOESN'T MAKE SENSE TO REMOVE IT.

Provide a general description of vegetation cover (i.e. treed, grassland, forage crop etc.):

TREED FORESTED AREA.

Provide general geographical information (i.e. existing lakes, streams, physical features etc.):

UNDULATING FORESTED TOPOGRAPHY.

Services Currently Existing or Readily Available to the Property (check applicable area)

** Readily Available means existing services can be easily extended to the subject property.*

Services	Currently Existing?		Readily Available?*	
	Yes	No	Yes	No
Hydro	☑	☐	☐	☐
Telephone	☑	☐	☐	☐
Community Water System	☐	☐	☐	☐
Community Sewer System	☐	☐	☐	☐
Sewage Disposal System	☑	☐	☐	☐
Well	☑	☐	☐	☐
Other (please specify)	☐	☐	☐	☐

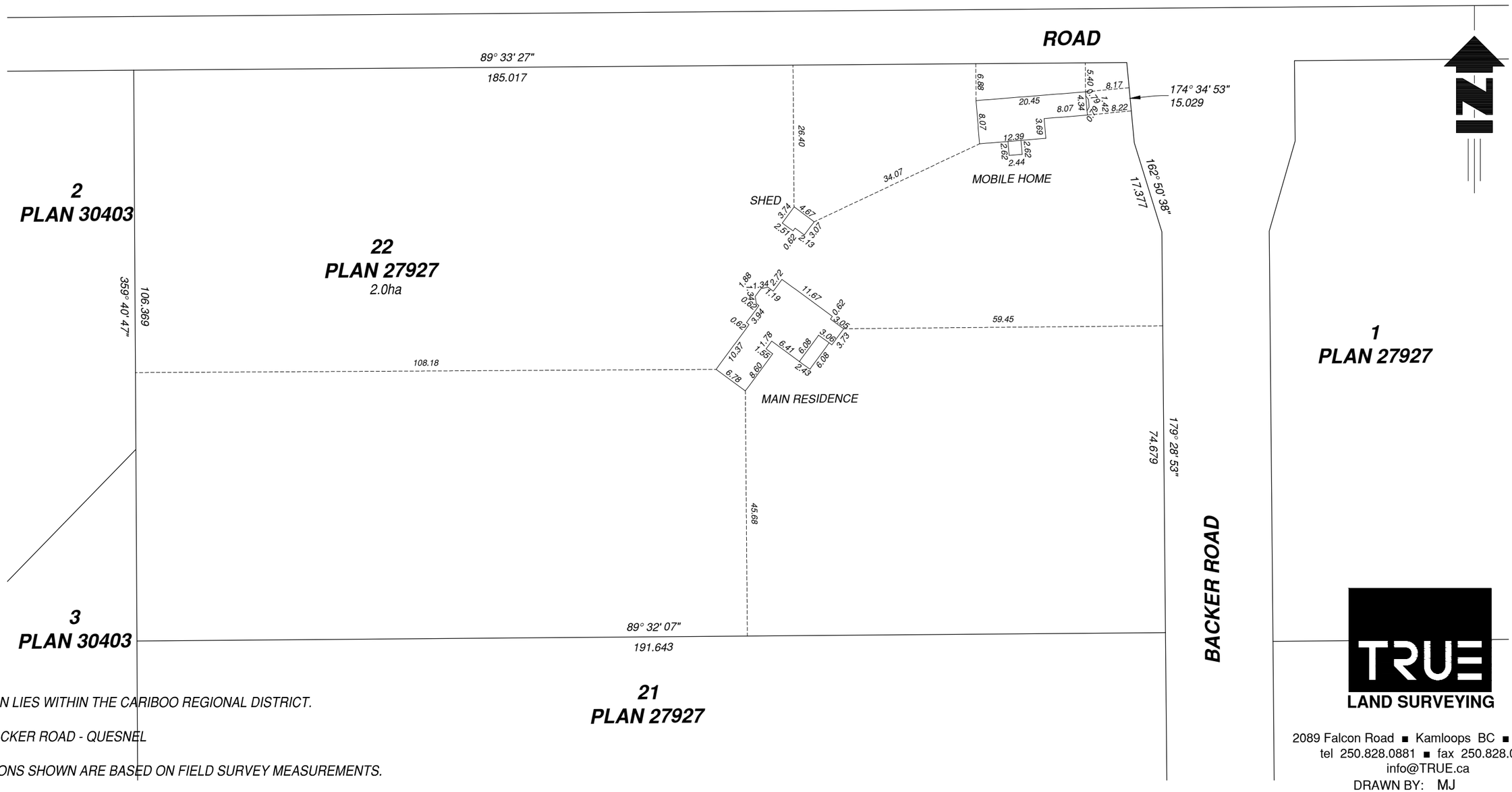
SKETCH PLAN TO ACCOMPANY A RE-ZONING APPLICATION ON LOT 22, DL 904, CARIBOO DISTRICT, PLAN 27927

SKETCH

0 25 50 75 125

ALL DISTANCES ARE IN METRES

THE INTENDED PLOT SIZE OF THIS PLAN IS 280mm IN WIDTH BY 432mm IN HEIGHT (B SIZE) WHEN PLOTTED AT A SCALE OF 1:1250.



THIS PLAN LIES WITHIN THE CARIBOO REGIONAL DISTRICT.

#1909 BACKER ROAD - QUESNEL

DIMENSIONS SHOWN ARE BASED ON FIELD SURVEY MEASUREMENTS.

APRIL 25th, 2025

MATHEW JACCARD, BCLS (1016).

TRUE
LAND SURVEYING

2089 Falcon Road ■ Kamloops BC ■ V2C 4J2
tel 250.828.0881 ■ fax 250.828.0717
info@TRUE.ca

DRAWN BY: MJ
DWG FILE: 3570-011-HS
JOB NO: 3570-011
FB: LL ■ P: LL

Cariboo Regional District

Planning Application Advisory Planning Commission Comment Form

Date of Meeting: JUNE 4, 2025
Start Time: 6:19
Location of Meeting: BOUCHIE LAKE RECREATION HALL

File Number: 3360-20/20250013
Application Type: Rezoning
Electoral Area: B
Legal Description: Lot 22, District Lot 904, Cariboo District, Plan 27927
Property Location: 1909 Backer Rd

ATTENDANCE

Present:
Chair: DEAN CAINE
Members: STAN HALL
STEPHANIE HANES
ROBERT ROSS

Recording Secretary: SYBILLE MUSCHIK
Owners/Agent: MAT JACCARD
☐Contacted but declined to attend

Absent:

Also Present:
Electoral Area Director: BARBARA Bachmeier
Staff Support:
GUEST SUSAN JOYCE

RESOLUTION

THAT application with File Number 3360-20/20250013 be (SUPPORTED) / REJECTED for the following reasons:

1) Unanimous support - to allow for variance for the trailer to remain in its current location

2) Application for rezoning ~~to proposed~~ from RR2 (RR2) to Special Exception RR2-1 - unanimous support

For: 5 Against: 0

(CARRIED) / DEFEATED

Termination:
That the meeting terminate.
Moved: Robert Ross
Seconded: STEPHANIE HANES

(CARRIED)

Time: 6:59

[redacted]
Recording Secretary

[redacted]
Chair

AGENDA ITEM SUMMARY

Date: 25/06/2025

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Nigel Whitehead, Manager of Planning Services
Date of Meeting: Cariboo Regional District Board_Jul11_2025
File: 3360-20/20250008

Short Summary:

Area J – Bylaw 5504
4880 McGhee Rd
Lot 2, District Lot 181, Range 2, Coast District, Plan 43802
From Rural 1 (RR 1) zone to Rural 2 (RR 2) zone
(3360-20/20250008 – Whitehead) (Agent: Veronica Meister – Exton and Dodge Land Surveying Inc.)
Director Pare

Voting:

Stakeholder Vote – Unweighted – All Electoral Areas

Memorandum:

This bylaw is being brought forward for consideration of third reading following the June 24, 2025 public hearing.

Attachments:

Information Package

Financial Implications:

N/A

Policy Implications:

N/A

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☒ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

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CAO Comments:

Click here to enter text.

Options:

1. Provide Third reading;
2. Deny;
3. Defer.

Recommendation:

That Chilcotin Area Rural Land Use Amendment Bylaw No. 5504, 2025 be read a third time, this 11th day of July 2025.

Planning Application Information Sheet

Application Type: Rezoning
File Number: 3360-20/20250008
Bylaw(s): Chilcotin Area Rural Land Use Amendment Bylaw No. 5504, 2025
Electoral Area: J
Date of Referral: March 6, 2025
Date of Application: February 18, 2025

Property Owner's Name(s): Judy Whitehead
Allan Whitehead

Applicant's Name: Veronica Meister - Exton and Dodge Land Surveying Inc.

SECTION 1: Property Summary

Legal Description(s): Lot 2, District Lot 181, Range 2, Coast District, Plan 43802

Property Size(s): 11.56 ha. (28.56 ac.)

Area of Application: 2 ha. (4.94 ac.)

Location: 4880 McGhee Rd

Current Designation:
n/a

Min. Lot Size Permitted:
n/a

Current Zoning:
Rural 1 (RR 1)

Min. Lot Size Permitted:
4 ha. (9.88 ac.)

Proposed Zoning:
Rural 2 (RR 2)

Min. Lot Size Permitted:
2 ha (4.94 ac.)

Proposal: The applicant is proposing a 2 ha. (4.94 ac.) portion of the lot in order to facilitate a 2 lot subdivision.

No. and size of Proposed Lots: Lot A - 2 ha. (4.94 ac.)
Remainder - 9.6 ha. (23.72 ac.)

No. and size of Proposed Lots: Lot A - 2 ha. (4.94 ac.)
Remainder - 9.6 ha. (23.72 ac.)

Existing Buildings: House - 239.28 sq. m. (2575.59 sq. ft.)
shed - 15.96 sq. m. (171.79 sq. ft.)
shed - 7.25 sq. m. (78.04 sq. ft.)
shed - 21.56 sq. m. (232.07 sq. ft.)
outbuilding - 37.08 sq. m. (399.13 sq. ft.)
shed - 13.80 sq. m. (148.54 sq. ft.)
shed - 23.68 sq. m. (254.89 sq. ft.)

Proposed Buildings: house- size unknown

Road Name: McGhee Rd
Road Type: Gravel/Dirt Road
Within the influence of a Controlled Access Highway: N/A
Services Available: Hydro, telephone, Sewage Disposal System, Well.

Within the confines of the Agricultural Land Reserve: No

Required to comply with the Shoreland Management Policy: Yes - Riparian and Septic
Name of Lake/Contributing River: Cochin Creek
Lake Classification: High

Within Development Permit Area: No

Adjoining Properties: (Source: B.C.A.A.)

	Land Use:	Lot Sizes:
(a) North	2 Acres Or More (Vacant)	(17.69 ac.)
(b) South	TNG Title Lands	n/a
(c) East	Seasonal Resort	(31.62 ac.)
(d) West	TNG Title Lands	n/a

PLANNING COMMENTS

Background:
It is proposed to rezone a portion of the 11.56 ha. (28.56 ac.) subject property to allow for the subdivision of the lot into two parcels. The subject property is currently zoned Rural 1 (RR 1) in the Chilcotin Area Rural Land Use Bylaw No. 3500, 1999 as shown in Appendix B.

The applicant has requested to rezone a 2 ha. (4.94 ac.) portion of the subject property from Rural 1 (RR 1) to Rural 2 (RR 2).

Location & Surroundings:
The subject property is located at 4880 Mcghee Rd, northeast of Cochin Lake. The property is partially cleared and partially covered by pine trees and is bisected by Cochin Creek.

The proposed lot is smaller than adjacent lots used for residential purposes.

There is Tŝilhqot'in Declared Title Lands to the south and west of the subject property and residential lots to the north and east of the subject property.

CRD Regulations and Policies:
3500- Chilcotin Area Rural Land Use Bylaw, 1999

3.3 Residential

(c) to allow for a range of lot sizes and uses for rural and rural residential type developments, where appropriate, and to minimize conflicts with agricultural operations.

8.12 Rural 2 (RR 2)

8.12.2 ZONE PROVISIONS

(a) LOT AREA (minimum): 2 hectares (4.94 acres)

Rationale for Recommendations:
Planning staff are supportive of the proposed rezoning amendment application as it is unlikely to have an impact on the neighbouring properties. The subject property is currently used for residential purposes. It is a considerable distance from the nearest community of Tatla Lake.

The property owners intend to downsize to a property size that is more manageable by subdividing the 2 ha. (4.94 ac.) section off the existing lot. The proposal creates a range of lot

sizes and uses for rural and rural residential type developments as encouraged in Section 3.3 of the Rural Land Use Bylaw while preserving the rural character of the area.

Staff recognize there is an identified need for housing in the Central Cariboo-Williams Lake Interim Housing Needs Assessment. The housing needs report identifies both a suppressed need for housing and anticipated need for housing in Electoral Area J. The proposed growth is incremental and aligns with the housing needs assessment.

The Ministry of Transportation and Transit (MOTT) has no concerns with the rezoning application.

The Interior Health Authority (IHA) has not provided comments on this application.

The Electoral Area 'J' Advisory Planning Commission (APC) has provided a recommendation in support of the proposal. They do not have major concerns.

The Ministry of Water, Land and Resource Stewardship (MWLRS) has not provided comments on this application.

Tŝilhqot'in National Government has not provided comments on this application. An additional notice will be provided prior to public hearing should this application move forward.

In summary, planning staff are supportive of the proposed rezoning application.
The applicant will be required to comply with the CRD Shoreland Management Policy with respect to sewerage disposal and riparian protection due to Cochin Creek traversing the property. Cochin Creek has a high sensitivity rating under the CRD Shoreland Management Policy.

Recommendation:
That Chilcotin Area Rural Land Use Amendment Bylaw No. 5504, 2025 be read a first and second time this 2nd day of May, 2025. Further, that adoption be subject to the following:

i. The applicant offering to enter into and entering into a Section 219 covenant to ensure compliance with the CRD Shoreland Management Policy with respect to sewage disposal and riparian protection.

Further, that the cost of registration of the shoreland management covenant be borne by the applicant.

REFERRAL COMMENTS

Health Authority:
No Response

Ministry of Transportation and Infrastructure: March 7, 2025
The Ministry has no concerns regarding the bylaw Amendment No. 5504 at 4880 McGhee Rd, Legal Description Lot 2, District Lot 181, Range 2, Coast District, Plan 43802

Advisory Planning Commission: March 24, 2025
See attached

Ministry of Environment and Climate Change Strategy: Terrestrial, Aquatic Habitat and Wildlife: Parks:
No Response

CRD Chief Building Official:
No Response

Tsilhqot'in National Government:
No Response

BOARD ACTION

May 2, 2025:
That Chilcotin Area Rural Land Use Amendment Bylaw No. 5504, 2025 be read a first and second time this 2nd day of May 2025. Further, that adoption be subject to the following:

i. The applicant offering to enter into and entering into a Section 219 covenant to ensure compliance with the CRD Shoreland Management Policy with respect to sewage disposal and riparian protection.

Further, that the cost of registration of the shoreland management covenant be borne by the applicant.

ATTACHMENTS

Appendix A:	Bylaw 5504
Appendix B:	General Map
Appendix C:	Specific Map
Appendix D:	Orthographic Map
Other:	Applicant's Supporting Documentation
	Advisory Planning Commission Comments
	Public Hearing Results

CARIBOO REGIONAL DISTRICT

BYLAW NO. 5504

A bylaw of the Cariboo Regional District, in the Province of British Columbia, to amend Bylaw No. 3500, being the "Chilcotin Area Rural Land Use Bylaw No. 3500, 1999".

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a Rural Land Use bylaw after a public hearing and upon the affirmative vote of the Directors.

WHEREAS an application has been received to rezone property.

NOW, THEREFORE, the Board of Directors of the Cariboo Regional District, duly assembled, hereby enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as the "Chilcotin Area Rural Land Use Amendment Bylaw No. 5504, 2025".

2. AMENDMENT

Bylaw No. 3500 of the Cariboo Regional District is amended by:

i) Rezoning part of Lot 2, District Lot 181, Range 2, Coast District, Plan 43802 from Rural 1 (RR 1) zone to Rural 2 (RR 2) zone as shown on attached Schedule “A”;

ii) Amending Schedules “C” and “D” accordingly.

READ A FIRST TIME THIS 2nd DAY OF May, 2025.

READ A SECOND TIME THIS 2nd DAY OF May, 2025.

A PUBLIC HEARING WAS HELD ON THE 24th DAY OF June, 2025.

READ A THIRD TIME THIS _____ DAY OF _____, 2025.

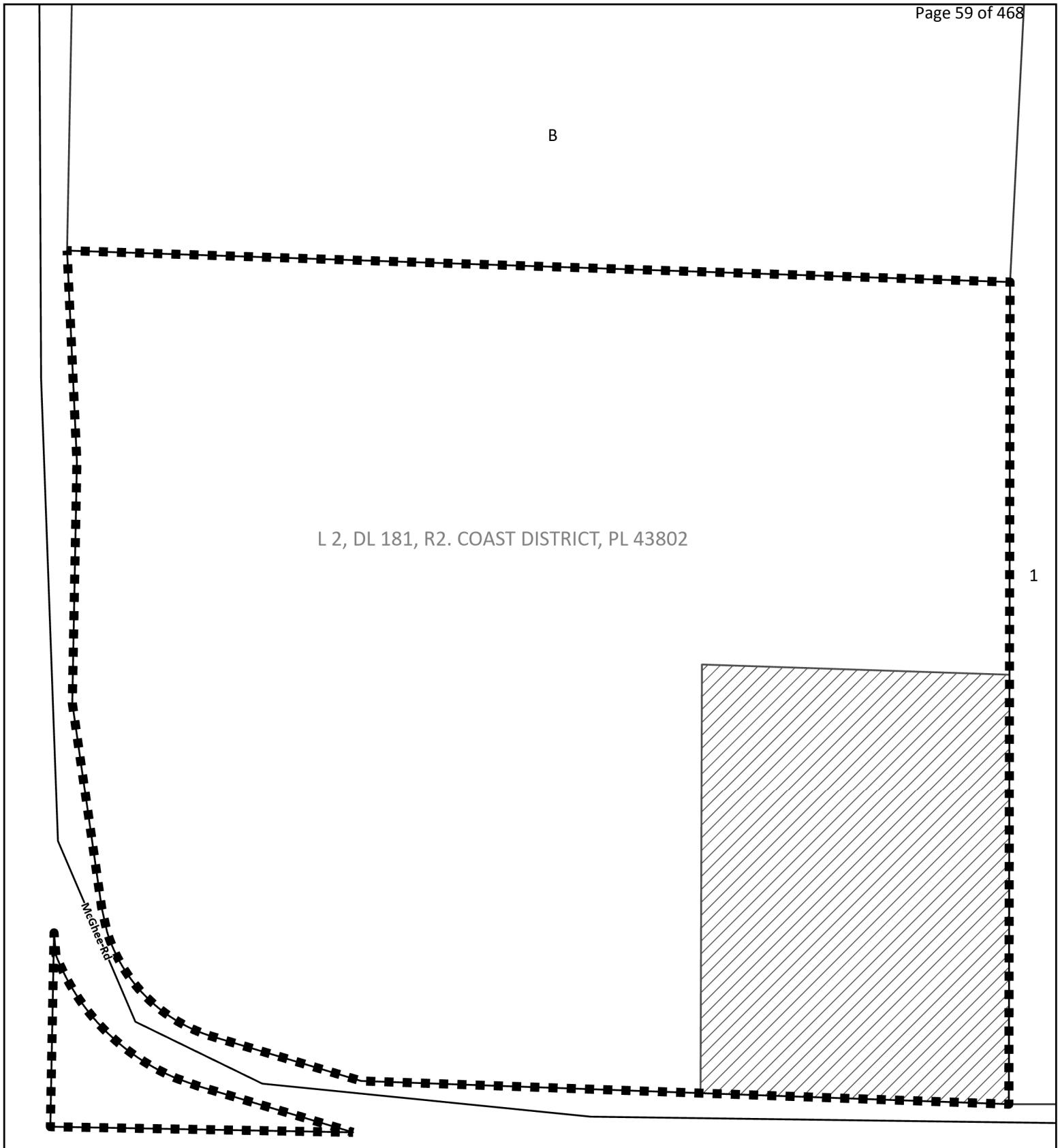
ADOPTED THIS _____ DAY OF_____, 2025.

_____
Chair

_____
Corporate Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 5504 cited as the "Chilcotin Area Rural Land Use Amendment Bylaw No. 5504, 2025", as adopted by the Cariboo Regional District Board on the _____ day of _____, 2025.

_____
Corporate Officer



SCHEDULE A

Cariboo Regional District

LEGEND

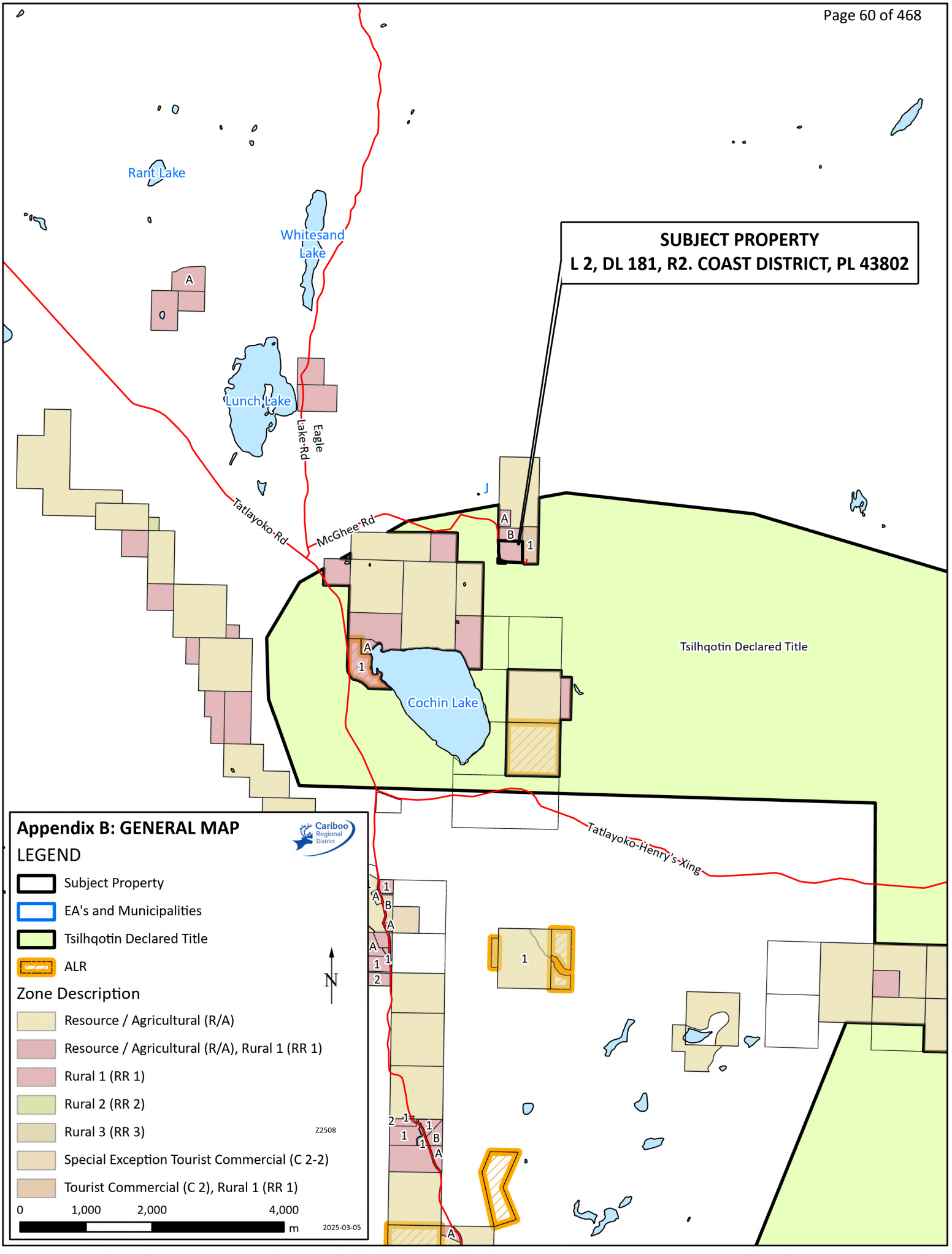
Subject Property

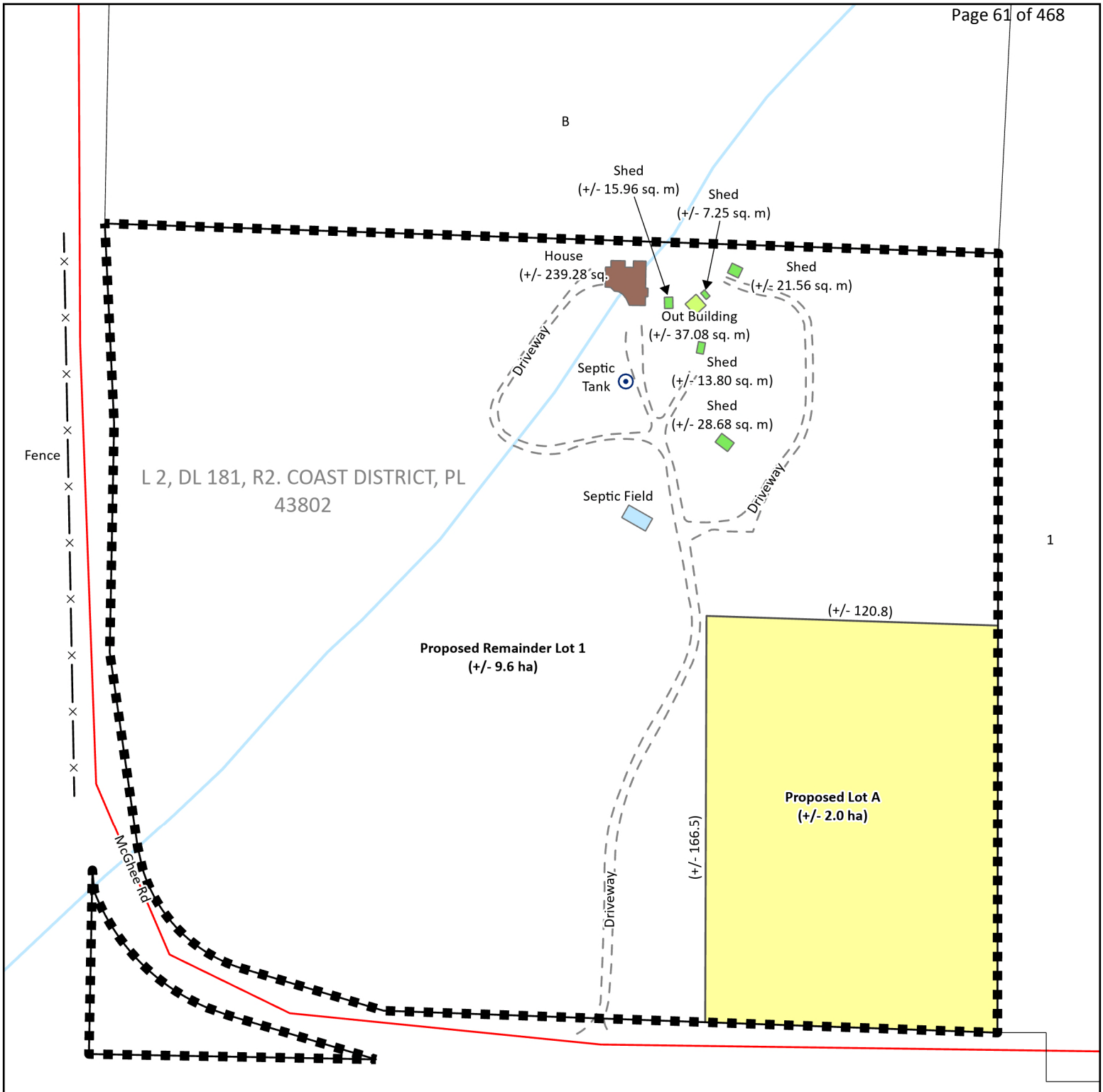
Rural 2 (RR 2) Zone

N

0 15 30 60 m

Z2508 2025-03-05


SUBJECT PROPERTY
L 2, DL 181, R2. COAST DISTRICT, PL 43802
Rant Lake
Whitesand Lake
Lunch Lake
Eagle Lake Rd
Tatlayoko Rd
McGhee Rd
Cochin Lake
Tsilhqotin Declared Title
Tatlayoko-Henry's-Xing
Appendix B: GENERAL MAP
Cariboo Regional District
LEGEND
Subject Property
EA's and Municipalities
Tsilhqotin Declared Title
ALR
Zone Description
Resource / Agricultural (R/A)
Resource / Agricultural (R/A), Rural 1 (RR 1)
Rural 1 (RR 1)
Rural 2 (RR 2)
Rural 3 (RR 3)
Special Exception Tourist Commercial (C 2-2)
Tourist Commercial (C 2), Rural 1 (RR 1)
Z2508
0 1,000 2,000 4,000
m
2025-03-05



Appendix C: SPECIFIC MAP

LEGEND

Subject Property

Proposed Rural 2 (RR 2) Zone

MEASUREMENTS ARE METRIC

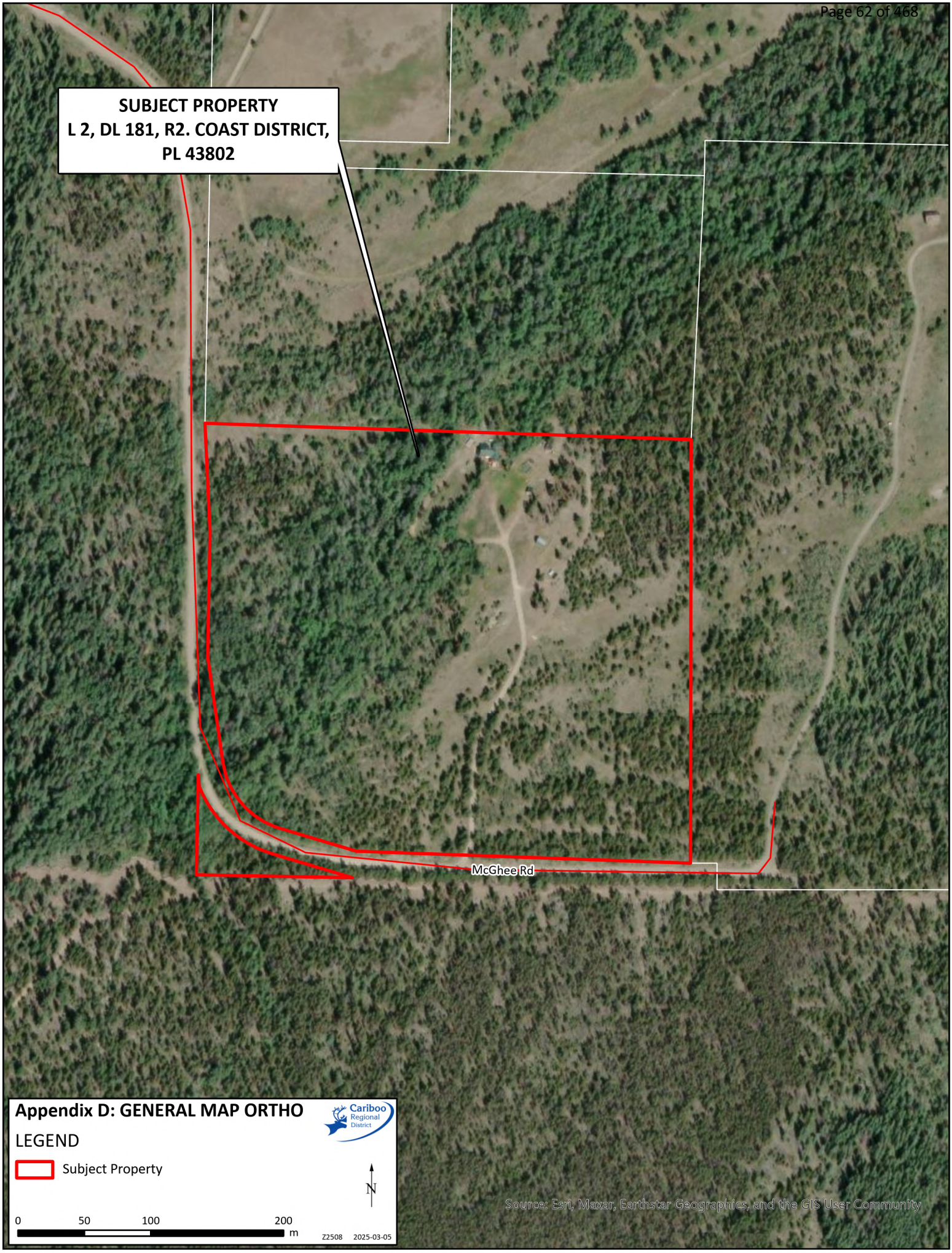
N

Z2508

0 40 80 160 m

2025-03-05

Disclaimer: Structure size and location is a graphical representation of information provided by the applicant and may not necessarily be drawn to scale.


SUBJECT PROPERTY
L 2, DL 181, R2. COAST DISTRICT,
PL 43802
McGhee Rd
Appendix D: GENERAL MAP ORTHO
Cariboo Regional District
LEGEND
Subject Property
N
0
50
100
200
m
Z2508
2025-03-05
Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Describe the existing use of the subject property and all buildings: The property is a residential property. the owner would like to subdivide a small section off.

Describe the proposed use of the subject property and all buildings: Residential

Describe the reasons in support for the application: Owners would like to downsize to a property ,more manageable for them. There are not many properties available to families who would like to live in or return to the Valley.

Provide a general description of vegetation cover (i.e. treed, grassland, forage crop etc.): Pine regrowth- many fallen pine due to beetle epidemic several year ago.

Provide general geographical information (i.e. existing lakes, streams, physical features etc.): Cochin Creek travels through the property

Services Currently Existing or Readily Available to the Property (check applicable area)

** Readily Available means existing services can be easily extended to the subject property.*

Services	Currently Existing?		Readily Available?*	
	Yes	No	Yes	No
Hydro	☒	☐	☐	☐
Telephone	☒	☐	☐	☐
Community Water System	☐	☐	☐	☐
Community Sewer System	☐	☐	☐	☐
Sewage Disposal System	☒	☐	☐	☐
Well	☒	☐	☐	☐
Other (please specify)	☐	☐	☐	☐

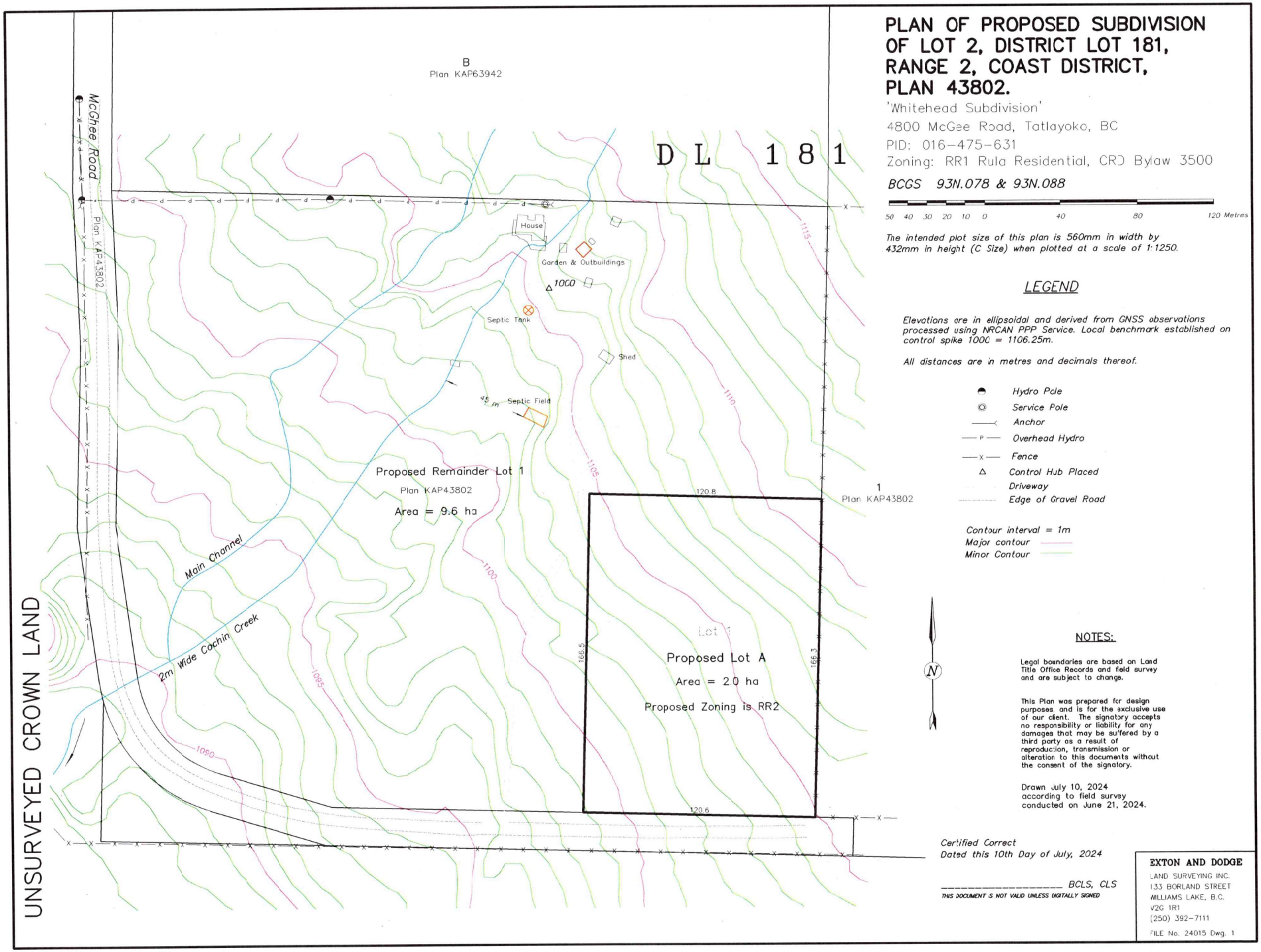
PLAN OF PROPOSED SUBDIVISION OF LOT 2, DISTRICT LOT 181, RANGE 2, COAST DISTRICT, PLAN 43802.

'Whitehead Subdivision'
4800 McGee Road, Tatlayoko, BC
PID: 016-475-631
Zoning: RR1 Rula Residential, CRD Bylaw 3500

BCGS 93N.078 & 93N.088

50 40 30 20 10 0 40 80 120 Metres

The intended plot size of this plan is 560mm in width by 432mm in height (C Size) when plotted at a scale of 1:1250.



LEGEND

Elevations are in ellipsoidal and derived from GNSS observations processed using NRCAN PPP Service. Local benchmark established on control spike 1000 = 1106.25m.

All distances are in metres and decimals thereof.

- Hydro Pole
- Service Pole
- Anchor
- Overhead Hydro
- Fence
- Control Hub Placed
- Driveway
- Edge of Gravel Road

Contour interval = 1m
Major contour
Minor Contour

NOTES:

Legal boundaries are based on Land Title Office Records and field survey and are subject to change.

This Plan was prepared for design purposes and is for the exclusive use of our client. The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of reproduction, transmission or alteration to this documents without the consent of the signatory.

Drawn July 10, 2024
according to field survey
conducted on June 21, 2024.

Certified Correct
Dated this 10th Day of July, 2024

_____ BCLS, CLS
THIS DOCUMENT IS NOT VALID UNLESS DIGITALLY SIGNED

EXTON AND DODGE
LAND SURVEYING INC.
133 BORLAND STREET
WILLIAMS LAKE, B.C.
V2G 1R1
(250) 392-7111

FILE No. 24015 Dwg. 1

PLAN OF PROPOSED SUBDIVISION OF LOT 2, DISTRICT LOT 181, RANGE 2, COAST DISTRICT, PLAN 43802.

'Whitehead Subdivision'
4800 McGee Road, Tatlayoko, BC
PID: 016-475-631
Zoning: RR1 Rula Residential, CRD Bylaw 3500

BCGS 93N.078 & 93N.088

50 40 30 20 10 0 40 80 120 Metres

The intended plot size of this plan is 560mm in width by 432mm in height (C Size) when plotted at a scale of 1:1250.



LEGEND

Elevations are in ellipsoidal and derived from GNSS observations processed using NRCAN PPP Service. Local benchmark established on control spike 1000 = 1106.25m.

All distances are in metres and decimals thereof.

- Hydro Pole
- Service Pole
- Anchor
- Overhead Hydro
- Fence
- Control Hub Placed
- Driveway
- Edge of Gravel Road

N

NOTES:

Legal boundaries are based on Land Title Office Records and field survey and are subject to change.

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according to field survey
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EXTON AND DODGE
LAND SURVEYING INC.
133 BORLAND STREET
WILLIAMS LAKE, B.C.
V2G 1R1
(250) 392-7111

FILE No. 24015 Dwg. 1

Cariboo Regional District

Planning Application Advisory Planning Commission Comment Form

Date of Meeting: March 24, 2025
Location of Meeting: Zoom

File Number: 3360-20/20250008
Application Type: Rezoning
Electoral Area: J
Legal Description: Lot 2, District Lot 181, Range 2, Coast District, Plan 40802
Property Location: 4880 McGhee Rd

ATTENDANCE

Present:
Chair: Terra Hatch

Members:
Wayne Murray
Richard Jones
Paul Christian
Deborah Kannegiesser
Leslie Milton

Recording Secretary: Terra Hatch
Owners/Agent: Veronica Meister

Also Present:
Electoral Area Director: Tolin Pare

RESOLUTION

THAT application with File Number 3360-20/20250008 be **SUPPORTED** for the following reasons:

1) No major concerns. Questions were answered satisfactorily.

For: Unanimously in favor of the application moving forward.

CARRIED

Termination:
That the meeting terminate.
Moved: Wayne Murray
Seconded: Paul Christian

CARRIED

Time: 8:24am

[redacted]

Recording Secretary

Chair

RESULTS OF PUBLIC HEARING

File No: 3360-20/20250008
Date: June 24, 2025
Location: Tatla Lake Community Hall
Re: **CHILCOTIN AREA RURAL LAND USE AMENDMENT BYLAW NO. 5504, 2025**

Persons Present:

- ☒ Director: Tolin Pare
- ☒ Owner(s): Allan and Judy Whitehead
- ☐ Agent: Veronica Meister – Exton and Dodge Land Surveying Inc.
- ☐ Public: See attached list
- ☐ Staff:
- ☐ **No public in attendance** (excluding owner/agent)

☑ Meeting called to order at 07:01.

☑ Welcome, introduction and the "Purpose of a Public Hearing", including the rules for the meeting and the specifics of the application were read out.

☑ The following verbal comments and questions were received: (add additional sheet if required)

Comments in favour:

N/A

Comments of concern/opposition:

N/A

☑ Attendees were asked three times for further comments and/or questions.

☑ The Chair called the meeting adjourned at 07:11. **(Waited at least 10 mins from time of Calling to Order)**

I certify this is a fair and accurate report on the results of the public hearing.

[redacted]

Signature of Chair

Public Hearing Attendance

"Chilcotin Area Rural Land Use Amendment Bylaw No. 5504, 2025"

Date of Public Hearing: June 24, 2025

Application: 4880 McGhee Rd (3360-20/20250008)

Name	Address
Judan Whitehead	4880 McGhee Road
ALLAN WHITEHEAD	4880 McGHEE RD
Tolin Pare	[redacted]

AGENDA ITEM SUMMARY

Date: 24/06/2025

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Nigel Whitehead, Manager of Planning Services
Date of Meeting: Cariboo Regional District Board_Jul11_2025
File: 3090-20/20240003

Short Summary:

Area L – DVP20240003
7645 Beazley Road
Lot 22, District Lot 3721, Lillooet District, Plan 21667
(3090-20/20240003 – Peckenpaugh) (Agent: Edward White)
Director de Vries

Voting:

Stakeholder Vote – Unweighted – All Electoral Areas

Memorandum:

See planning comments on attached information package.

Attachments:

Information Package

Financial Implications:

N/A

Policy Implications:

N/A

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☒ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

CAO Comments:

Click here to enter text.

Options:

1. Endorse recommendation;
2. Issue permit, with or without conditions;
3. Defer.

Recommendation:

That the application for a Development Variance Permit pertaining to Lot 22, District Lot 3721, Lillooet District, Plan 21667 be rejected as approval would further noncompliance and may encourage the continuation of the non-permitted use of the property.

Planning Application Information Sheet

Application Type: Development Variance Permit
File Number: 3090-20/20240003
Electoral Area: L
Date of Referral: May 21, 2025
Date of Application: January 09, 2024

Property Owner's Name(s): Marion Peckenpaugh
Arden Peckenpaugh

Applicant's Name: Edward White

SECTION 1: Property Summary

Legal Description(s): Lot 22, District Lot 3721, Lillooet District, Plan 21667

Property Size(s): 0.17 ha (0.43 ac)

Area of Application: 0.17 ha (0.43 ac)

Location: 7645 Beazely Road

Current Designation:
Deka Lake Settlement Area

Min. Lot Size Permitted:
0.4 ha (0.99 ac)

Current Zoning:
Residential 1 (R 1)

Min. Lot Size Permitted:
4,000 square metres (43,057 square feet)

Variance Requested: The applicants have requested a variance to 5.12.2 (b) (i) and 5.12.2 (b) (iii) of the South Cariboo Area Zoning Bylaw No. 3501, 1999. as follows:

> To reduce the front yard setback from 7.6 m. (24.93 ft.) to 0.2 m. (0.66 ft.) and reduce the interior side yard setback from 1.5 m. (4.92 ft.) to 0.6 m. (1.97 ft.) to legalize an existing 71.6 sq. m. (770.70 sq. ft.) ancillary building.

Proposal: To reduce the front yard setback from 7.6 m. (24.93 ft.) to 0.2 m. (0.66 ft.) and reduce the interior side yard setback from 1.5 m. (4.92 ft.) to 0.6 m. (1.97 ft.) to legalize an existing 71.6 sq. m. (770.70 sq. ft.) ancillary building.

A stop work notice was issued for the subject building in 2017. To date a building permit application has not been made.

The applicant has indicated they are willing to move the existing buildings and structures within setbacks and decommission the sheds being used as sleeping accommodations to come into compliance.

Existing Buildings: Shed - 9.12 sq m (98.17 sq ft)
Shed - 3.25 sq m (34.98 sq ft)
Lean-to - 4.94 sq m (53.17 sq ft)
Bedroom accommodation to be decommissioned - 15.19 sq m (163.50 sq ft)
Shed - 9.12 sq m (98.17 sq ft)
Outhouse - 2.08 sq m (22.39 sq ft)
Cabin and Deck - 63.3 sq (681.36 sq ft)
Shower shed to be decommissioned - 4.76 sq m (51.24 sq ft)
Bedroom accommodation to be decommissioned - 8.51 sq m (91.60 sq ft)
Deck attached to shower shed and bedroom accommodation - 22 sq m (236.81 sq ft)
Garage/carport with bedroom to be decommissioned - 71.6 sq m (770.7 sq ft)

Proposed Buildings: None

Services Available: Hydro

Within the confines of the Agricultural Land Reserve: No

Required to comply with the Shoreland Management Policy: N/A
Name of Lake/Contributing River: Deka Lake
Lake Classification: High

Within Development Permit Area: Yes
Development Permit Area Name: Aquatic Habitat Development Permit Area - 15 metres

Adjoining Properties: (Source: B.C.A.A.)

	Land Use:	Lot Sizes:
(a) North	N/A	N/A
(b) South	Seasonal Dwelling	0.23 ha (0.56 ac)

(c) East	Single Family Dwelling	0.17 ha (0.43 ac)
(d) West	Seasonal Dwelling	0.18 ha (0.44 ac)

PLANNING COMMENTS

Background:

The applicant has requested a development variance permit to reduce the front yard setback and interior side yard setback to legalize an existing 71.6 sq m (770.7 sq ft) ancillary building constructed without permits. The requested variance to reduce the front yard setback from 7.6 m. (24.93 ft.) to 0.2 m. (0.66 ft.) is a relaxation of section 5.12.2 (b) (i) of the South Cariboo Area Zoning Bylaw No. 3501, 1999 and the requested variance to reduce the interior side yard setback from 1.5 m. (4.92 ft.) to 0.6 m. (1.97 ft.) is a relaxation of section 5.12.2 (b) (iii) of the South Cariboo Area Zoning Bylaw No. 3501, 1999.

The subject property is 0.17 ha (0.43 ac) and is zoned Residential 1 (R 1) in the South Cariboo Area Zoning Bylaw No. 3501, 1999. It is designated Deka Lake Settlement Area in the Interlakes Area Official Community Plan Bylaw No. 3906, 2004. The subject building is a 71.6 sq m (770.7 sq ft) garage/carport with an unpermitted bedroom. The property also contains three sheds ranging in size from 3.25 sq m (34.98 sq ft) to 9.12 sq m (98.17 sq ft), a 4.94 sq m (53.17 sq ft) lean-to, a 15.19 sq m (163.50 sq ft) bedroom accommodation, a 63.3 sq (681.36 sq ft) cabin and attached deck, a 4.76 sq m (51.24 sq ft) shower shed and a 8.51 sq m (91.60 sq ft) bedroom accommodation with a 22 sq m (236.81 sq ft) attached deck.

Many of the buildings on the subject property are being used as dwelling units for seasonal occupancy in contravention of permitted uses in the Residential 1 (R 1) zone. Many of the buildings are also in contravention with the waterbody setback provisions as per section 4.2 (a) South Cariboo Area Zoning Bylaw No. 3501, 1999 and the required yards from the lot lines as per section 5.12.2 (b) of the South Cariboo Area Zoning Bylaw No. 3501, 1999. The property also contains dedicated parking spots for recreational vehicles which the applicant has indicated are used for seasonal accommodation of family members.

The subject property is within the Aquatic Habitat Development Permit Area extending 15 m from the natural boundary of Deka Lake. This will not affect the current proposal however staff note there are two sheds located within the Aquatic Habitat Development Permit Area, both constructed without an approved development permit.

The Cariboo Regional District does not have any permit records for any buildings on the property. A stop work notice was issued for the subject building in 2017. Work continued after the stop work notice was issued. A complete development variance permit application was received in May 2025. The development variance permit application has been made in an attempt to begin legalizing the unlawful uses and structures on the property. To date, a building permit application has not been made for the subject building.

Location & Surroundings:

The subject property is located at 7645 Beazely Rd on the south side of Deka Lake as seen in Appendix A. The property slopes towards Deka Lake. The applicant indicated there are a few Pine Trees located towards the lake. The subject property is surrounded by similarly sized residential properties with a few larger rural lots to the west and east.

CRD Regulations and Policies:
3501- South Cariboo Area Zoning Bylaw, 1999

5.12 Residential 1 (R 1) ZONE

5.12.2 ZONE PROVISIONS

(b) REQUIRED YARDS (minimum):
i) Front Yard – Setback = 7.6 metres (24.9 feet)
iii) Interior Side Yard - Setback = 1.5 metres (4.92 feet)

Rationale for Recommendations:

Staff are not supportive of the proposed variance to reduce the front yard setback and interior side yard setback. The subject building is part of substantial, ongoing non-compliance throughout the property. Numerous buildings on the property, including the subject building, were developed for unpermitted seasonal occupancy. Due to the size of the subject property, the density of the neighbourhood and subject building's proximity to the road, staff note potential visual impacts for neighbours. The Ministry of Transportation and Transit (MOTT) and the Interior Health Authority (IHA) have also expressed concerns.

The applicant has indicated they are willing to bring the remaining non-conforming structures into compliance by relocating them and decommissioning their use as unlawful dwelling units. Staff note that using these structures for residential occupancy is not permitted, regardless of building location.

The property owners state they believed their hired contractor had obtained the required permits and approvals for the subject building, however staff note the property owner is responsible for ensuring compliance with the applicable regulations. Staff caution that approval

of the proposed variance may set a precedence for approval of permits for work completed in contravention of the applicable regulations.

The Ministry of Transportation and Transit (MOTT) has responded stating the applicant must apply for an encroachment permit as the building is within their setback area.

The Interior Health Authority (IHA) has responded that they do not have any objections to the proposed setback changes however they recommend the applicant bring the sewage system into compliance. They do not have any records for a holding tank permit despite the applicant indicating the presence and use of one on the property. They recommend the applicant obtain the services of an Authorized Person to preform a compliance inspection and file necessary paperwork to obtain legislated permits.

The Area 'L' Advisory Planning Commission (APC) has responded with strong opposition. They state there is no compelling reason or extenuating circumstance to justify the building location. The APC members do not want to show support for or encourage applicants to obtain the required permits retroactively due to non-conformance. They also acknowledge that the stop work order was disregarded.

The Ministry of Water, Land, and Resource Stewardship (WLRS) terrestrial ecosystems responded stating they do not have any comments on this referral.

No public comments were received at the time of drafting.

In summary, staff are not supportive of the proposed setback reduction as approval would further noncompliance and may encourage the continuation of the ongoing non permitted use of the property for multiple dwelling units and recreational vehicle use. The building is in substantial non-compliance with the permitted uses and required siting requirements. There are potential visual impacts due to the siting of the building and lot size. Staff caution that approval of the proposed variance may set a precedence for approval of permits for work completed in contravention of the applicable regulations.

Should the Board wish to approve the proposed variance, it is recommended to refer back to staff to develop approval conditions to ensure use of the property is brought into compliance in conjunction with permit issuance. Should the Board reject the application as recommended, Bylaw Enforcement staff will continue enforcement action on the property.

Recommendation:

That the application for a Development Variance Permit pertaining to Lot 22, District Lot 3721, Lillooet District, Plan 21667 be rejected as approval would further noncompliance and may encourage the continuation of the non permitted use of the property.

REFERRAL COMMENTS

Health Authority: June 20, 2025
At this time, we do not have any objections to the proposed set back changes, however this may be a good opportunity to bring the sewage on the property into compliance. Our records show there is no holding tank permit for the property, despite the applicant indicating they are using a holding tank for sewage. All holding tanks are required to have a valid permit from Interior Health. We recommend that prior to the approval of this application, the applicant obtain the services of an Authorized Person to perform a Compliance Inspection to determine where sewage is moving on the property and file any necessary paperwork to obtain the legislated permits. You can find a link to the inspection guidelines here: https://asttbc.org/wp-content/uploads/2021/09/ROWP-Practice-Guidelines-1.pdf

Ministry of Transportation and Infrastructure: June 5, 2025
The Ministry wishes the applicants to apply for a setback /encroachment permit. The are in violation of the setback's f/encroachments for the Ministry right-of-ways.

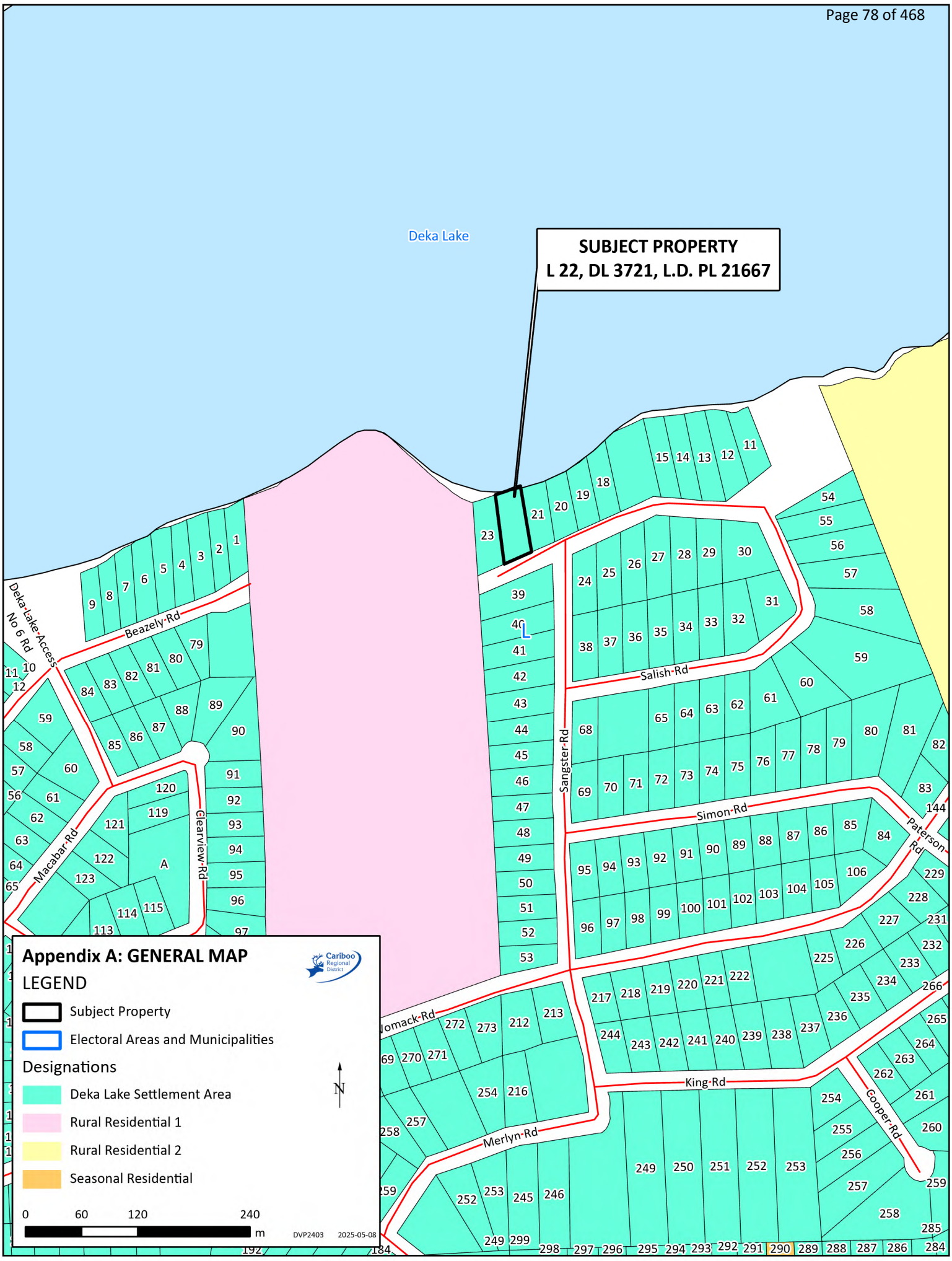
Advisory Planning Commission: June 2, 2025
See attached

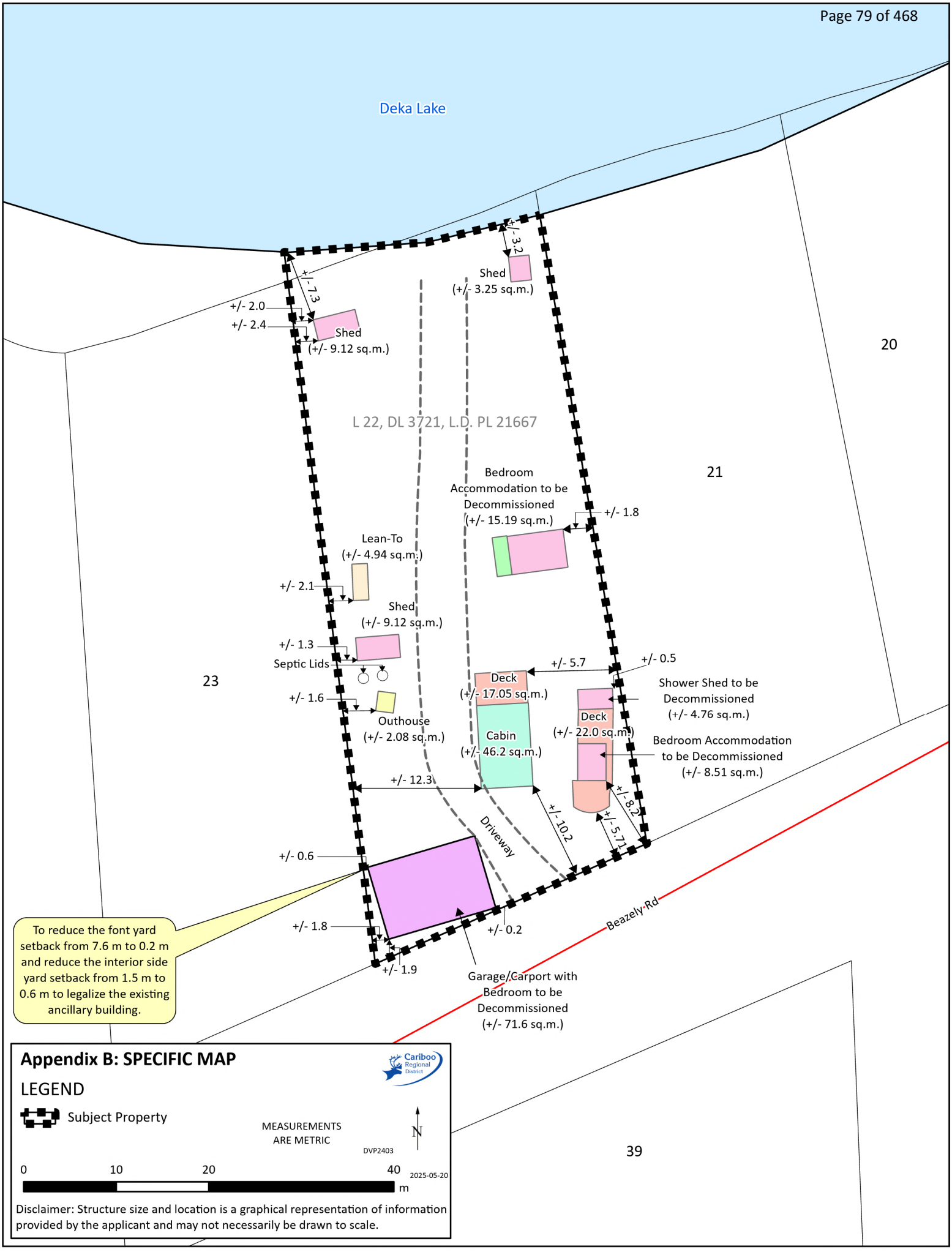
Ministry of Land, Water and Resource Stewardship: June 18, 2025
WLRS terrestrial ecosystems do not have any comments on this referral.

CRD Chief Building Official: No response

ATTACHMENTS

Appendix A: General Map
Appendix B: Specific Map
Appendix C: Orthographic Map
Other: Applicant's Supporting Documentation
Advisory Planning Commission Comments


Deka Lake
SUBJECT PROPERTY
L 22, DL 3721, L.D. PL 21667
Deka-Lake-Access
No 6 Rd
Beazely-Rd
Macabar-Rd
Clearview-Rd
Sangster-Rd
Salish-Rd
Simon-Rd
Paterson-Rd
King-Rd
Merlyn-Rd
Cooper-Rd
Appendix A: GENERAL MAP
LEGEND
Subject Property
Electoral Areas and Municipalities
Designations
Deka Lake Settlement Area
Rural Residential 1
Rural Residential 2
Seasonal Residential
0 60 120 240
m
DVP2403 2025-05-08



Appendix B: SPECIFIC MAP

LEGEND

Subject Property

MEASUREMENTS ARE METRIC

N

DVP2403

0 10 20 40 m

2025-05-20

Disclaimer: Structure size and location is a graphical representation of information provided by the applicant and may not necessarily be drawn to scale.



Appendix C: GENERAL MAP ORTHO

LEGEND

Subject Property

DVP2403 2025-05-20

N

0 15 30 60 m

Describe the existing use of the subject property and all buildings: Cabin/Garage and Car port

Describe the proposed use of the subject property and all buildings: Cabin/Garage and Car port

Describe the reasons in support for the application: Owners are retired and invested their hard earned savings to build a cabin however contractors where hired to all permits and build, both leaders died , permits were never filed and contractor who took over built regardless in area where front of property line is very close to the road and setback, to save their retirement money, we discussed with former planner Jonathan Reitsma at Cariboo and Ministry of Transportation and we are requiered to get variance approved prior to file retroactive construction permit to make project compliant

Provide a general description of vegetation cover (i.e. treed, grassland, forage crop etc.): mini forest of pine trees

Provide general geographical information (i.e. existing lakes, streams, physical features etc.): in front and surrounded by Deka Lake

Services Currently Existing or Readily Available to the Property (check applicable area)

** Readily Available means existing services can be easily extended to the subject property.*

Services	Currently Existing?		Readily Available?*	
	Yes	No	Yes	No
Hydro	☒	☐	☒	☐
Telephone	☐	☒	☐	☒
Community Water System	☐	☒	☐	☒
Community Sewer System	☐	☒	☐	☒
Sewage Disposal System	☐	☒	☐	☒
Well	☐	☒	☐	☒
Other (please specify)	☐	☒	☐	☒

B.C. LAND SURVEYOR'S BUILDING LOCATION CERTIFICATE ON LOT 22 DISTRICT LOT 3721 LILLOOET DISTRICT PLAN 21667

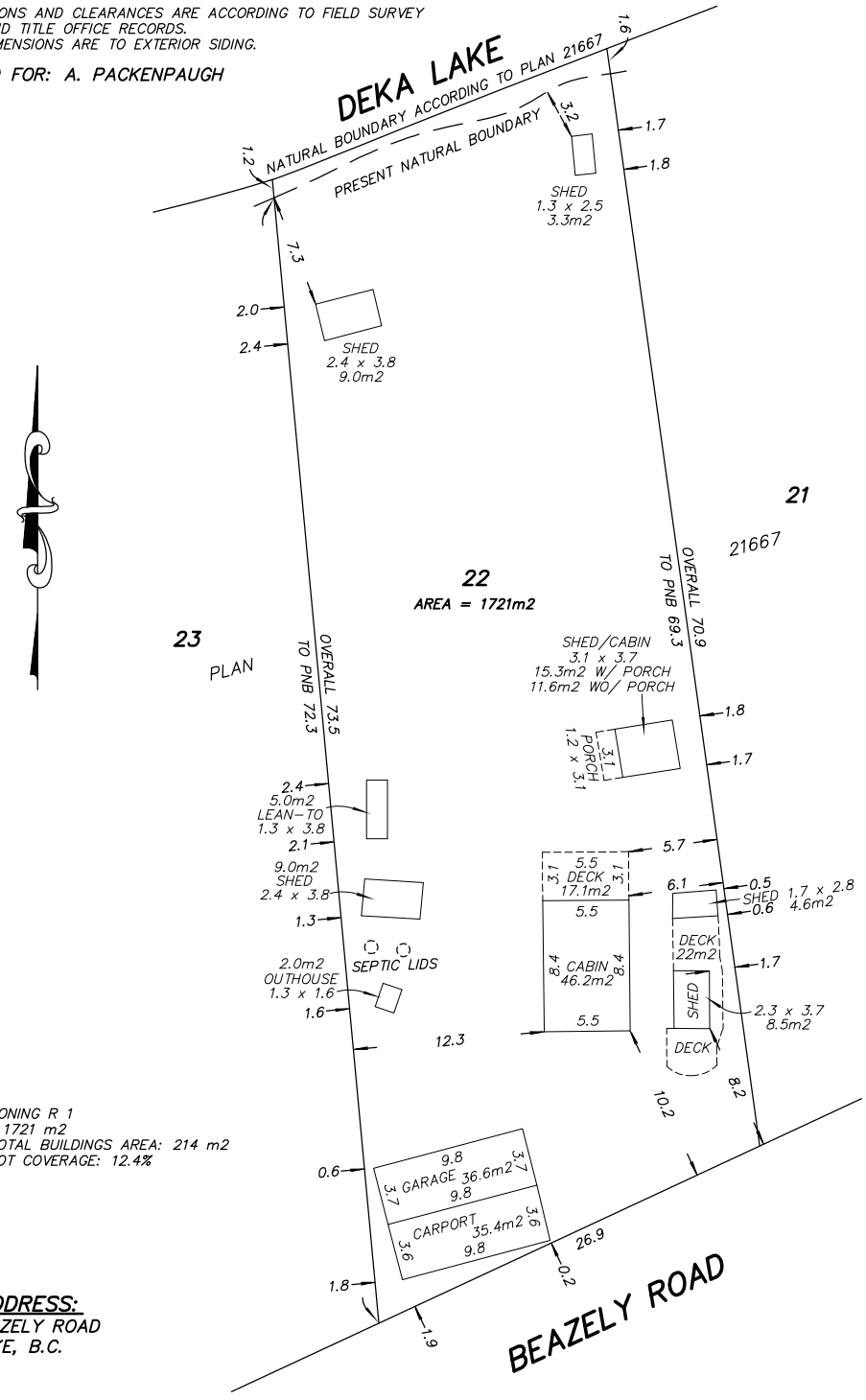
PID: 001-917-242

0 5 10 20 30

SCALE 1 : 300 DISTANCES ARE IN METRES

LOT DIMENSIONS AND CLEARANCES ARE ACCORDING TO FIELD SURVEY AND BC LAND TITLE OFFICE RECORDS.
BUILDING DIMENSIONS ARE TO EXTERIOR SIDING.

PREPARED FOR: A. PACKENPAUGH



CURRENT ZONING R 1
LOT AREA: 1721 m2
CURRENT TOTAL BUILDINGS AREA: 214 m2
CURRENT LOT COVERAGE: 12.4%

CIVIC ADDRESS:
7645 BEAZELY ROAD
DEKA LAKE, B.C.

NOTE:
THIS PLAN SHOWS THE TITLED NATURAL BOUNDARY ACCORDING TO PLAN 21667 AND AN OPINION OF THE LOCATION OF THE PRESENT NATURAL BOUNDARY BASED ON FIELD OBSERVATIONS. DIMENSIONS OF THE LOT UNDER SURVEY SHOWN ON PLAN 21667 MAY NOT REFLECT THE CURRENT EXTENT OF TITLE.

CERTIFIED CORRECT THIS 5th DAY OF MAY, 2025.

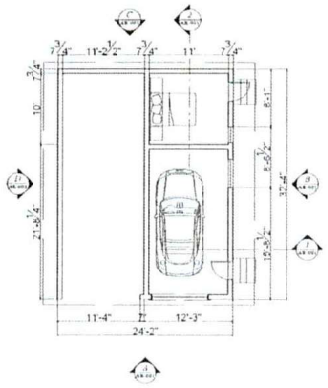
B.C.L.S.
J. F. SQUIRES

© This document is not valid unless originally signed and sealed.

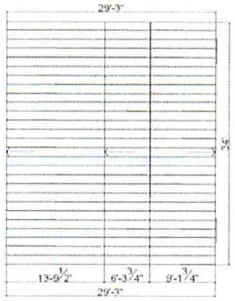
FOR MUNICIPAL AND OR MORTGAGE PURPOSES

This plan was prepared for municipal and or mortgage purposes and is for the exclusive use of our client. The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of any decision made or actions taken based on this document. This document shows the relative location of the surveyed structures and features with respect to the boundaries of the parcel described above. This document shall not be used to define property lines or property corners. All rights reserved. No person may copy, reproduce, transmit or alter this document in whole or in part without the consent of the signatory.

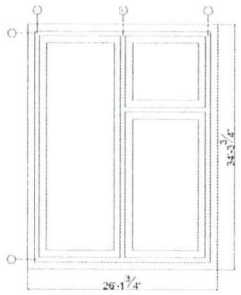
AXIS LAND SURVEYING LTD.
B.C. & CANADA LANDS SURVEYORS
PO BOX 214
108 MILE RANCH, B.C. V0K 2Z0
T. 604-853-2700
FILE : 7382
DWG : 7382-BLC



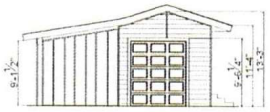
FLOOR PLAN



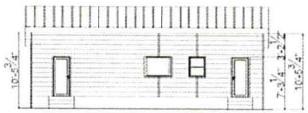
ROOF PLAN



FOUNDATION PLAN



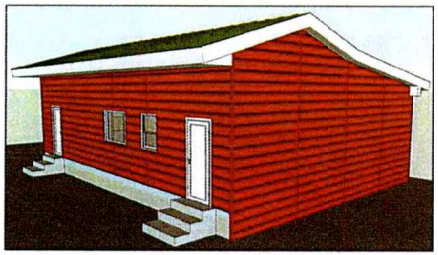
ELEVATION A

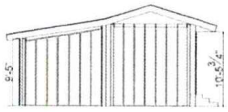


ELEVATION B

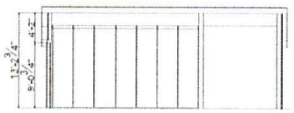


3D VIEWS

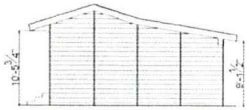




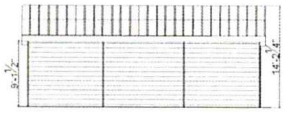
SECTION 1



SECTION 2



ELEVATION C



ELEVATION D

GOLDEN ISLAND

No. DESCRIPTION DATE

GARAGE AND BOAT PORT

NOTES:

PAGE TITLE

FLOOR PLANS, ELEVATIONS, SECTIONS AND 3D VIEWS

SCALE: 1:100
DRAWN BY: ELIZABETH M.
CHECKED BY:
DATE: 6/6/2022

SHEET NO.

AR-001

Cariboo Regional District

Planning Application Advisory Planning Commission Comment Form

Date of Meeting: Monday June 2 2025
Start Time: 7:05
Location of Meeting: Interlakes - Steve Brown's House.

File Number: 3090-20/20240003
Application Type: Development Variance Permit
Electoral Area: L
Legal Description: Lot 22, District Lot 3721, Lillooet District, Plan 21667
Property Location: 7645 Beazely Road

ATTENDANCE

Present:
Chair: Sharron Woloshyn
Members: Steve Brown
Greg Atherton
Glen Clark.
Gordon Ross

Recording Secretary: Sharron Woloshyn
Owners/Agent: Ted. White
☐Contacted but declined to attend

Absent: Dori Denison, Manuela Betschart, Ursula Hart, Barb Matfin

Also Present:
Electoral Area Director: not available
Staff Support: -

RESOLUTION

Motion by Steve + Glen

THAT application with File Number 3090-20/20240003 be **SUPPORTED** / **REJECTED** for the following reasons:

1) There is no compelling reason or extenuating circumstances to justify the building to be located so close to the property lines.

2) The APC members don't want to show support for, or encourage, property owners to think they can build non-conforming structures and obtain required permits afterwards. (Our APC has several contractors who must follow permitting rules every day).

2)

3) The "stop work" order was issued (to the owner) and was ignored. (owners are liable for the actions of their contractor).

For: 5 Against: ~~0~~

CARRIED / DEFEATED

Termination:
That the meeting terminate.
Moved: Greg Atherton
Seconded: Gordon Ross

CARRIED

Time: 7:30

[redacted]
Recording Secretary

[redacted]
Chair

AGENDA ITEM SUMMARY

Date: 24/06/2025

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Nigel Whitehead, Manager of Planning Services
Date of Meeting: Cariboo Regional District Board_Jul11_2025
File: 3090-20/20250021

Short Summary:

Area G – DVP20250021
5439 Scuffi Rd
Lot A, District Lot 358, Lillooet District, Plan 30468
(3090-20/20250021 – Porter) (Agent: Michael Kidston Land Surveying)
Director Richmond

Voting:

Stakeholder Vote – Unweighted – All Electoral Areas

Memorandum:

See planning comments on attached information package.

Attachments:

Information Package

Financial Implications:

N/A

Policy Implications:

N/A

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☒ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

CAO Comments:

Click here to enter text.

Options:

1. Endorse recommendation;
2. Deny;
3. Defer.

Recommendation:

That the application for a Development Variance Permit pertaining to Lot A, District Lot 358, Lillooet District, Plan 30468 be approved. Further, that a Development Variance Permit be issued to vary Section 5.12.3.1 (c) of the South Cariboo Area Zoning Bylaw No. 3501, 1999 as follows:

> That the minimum watercourse setback be reduced from 45.72 m (150 ft) to 30.48 m (100 ft) to allow the construction of a 139.23 sq m (1498.66 sq ft) single-family dwelling with a 48.96 sq m (527.00 sq ft) attached deck.

Planning Application Information Sheet

Application Type: Development Variance Permit
File Number: 3090-20/20250021
Electoral Area: G
Date of Referral: May 26, 2025
Date of Application: May 14, 2025

Property Owner's Name(s): Herbert Porter

Applicant's Name: Michael Kidston Land Surveying

SECTION 1: Property Summary

Legal Description(s): Lot A, District Lot 358, Lillooet District, Plan 30468

Property Size(s): 0.52 ha (1.28 ac)

Area of Application: 0.52 ha (1.28 ac)

Location: 5439 Scuffi Rd

Current Designation:
Upland Residential

Min. Lot Size Permitted:
2.0 ha (4.94 ac)

Current Zoning:
Special Exception Residential 1 (R 1-1)

Min. Lot Size Permitted:
0.302 ha (32,508 sq ft)

Variance Requested: The applicants have requested a variance to 5.12.3.1 (c) of the South Cariboo Area Zoning Bylaw No. 3501, 1999. as follows:

> To reduce the lake setback from 45.72 m (150 ft) to 30.48 m (100 ft) to allow the construction of a 139.23 sq m (1498.66 sq ft) single-family dwelling with a 48.96 sq m (527.00 sq ft) attached deck.

Proposal: To reduce the lake setback from 45.72 m (150 ft) to 30.48 m (100 ft) to allow the construction of a 139.23 sq m (1498.66 sq ft) single-family dwelling with a 48.96 sq m (527.00 sq ft) attached deck.

Existing Buildings: Shipping container - 14.68 sq m (158.01 sq ft)

Proposed Buildings: Single-family dwelling - 139.23 sq m (1498.66 sq ft)
Attached deck - 48.96 sq m (527.00 sq ft)

Services Available: Hydro, Telephone, Well

Within the confines of the Agricultural Land Reserve: No

Required to comply with the Shoreland Management Policy: N/A
Name of Lake/Contributing River: 105 Milke Lake
Lake Classification: High

Within Development Permit Area: No

Adjoining Properties: (Source: B.C.A.A.)

	Land Use:	Lot Sizes:
(a) North	Single Family Dwelling	0.55 ha (1.35 ac)
	Beef (Vacant)	37.80 ha (93.4 ac)
(b) South	Residential	0.69 ha (1.71 ac)
(c) East	Light Industry and Business and Other	7.22 ha (17.84 ac)
(d) West	Residential	0.56 ha (1.39 ac)

PLANNING COMMENTS

Background:

The applicant has requested a variance to reduce the lake setback for horizontal distance to allow the construction of a single-family dwelling. The requested variance from 45.72 m (150 ft) to 30.48 m (100 ft) horizontal distance is a relaxation of section 5.12.3.1 (c) of the South Cariboo Area Zoning Bylaw No. 3501, 1999.

The subject property is 0.52 ha (1.28 ac) and is zoned Special Exception Residential 1 (R 1-1) in the South Cariboo Area Zoning Bylaw No. 3501, 1999. It is designated Upland Residential in the

South Cariboo Area Official Community Plan Bylaw No. 5171, 2018. There is currently a 14.68 sq m (158.01 sq ft) shipping container on the property. It is proposed to build a 139.23 sq m (1498.66 sq ft) single-family dwelling with a 48.96 sq m (527.00 sq ft) attached deck.

Location and Surroundings:

The subject property is located at 5439 Scuffi Rd, south of 105 Mile Lake as seen in Appendix A. There is a bank that runs through the middle of the property that slopes steeply down towards the lake. The flat area at the top of bank is cleared and the bottom of the bank is treed. The property is surrounded mostly by residential and rural lots similar in size or slightly larger with portion of a large agricultural parcel to the northeast and three industrial parcels to the south.

CRD Regulations and Policies:

3501- South Cariboo Area Zoning Bylaw, 1999

5.12.3 Special R 1 Zones

5.12.3.1 Special Exception R 1-1 Zone (108 LUC)

(c) The minimum setback from the natural boundary of any lake shall be 45.72 metres (150 feet).

Rationale for Recommendations:

Staff have no objection to the proposed variance. The shape of the property, topography and minimum required setbacks limit the reasonable building area. The proposal is not anticipated to have an impact on the use or enjoyment of neighbouring properties. Further, the intent of the 108 Ranch development is to allow a buffer area for the greenbelt and recreation. There is no intent to develop greenbelt in this area.

At the time of drafting, public comments were received from a member of the neighbourhood in support of the proposed variance.

The Ministry of Transportation and Transit (MoTT) responded stating they have no concerns.

The Interior Health Authority (IHA) responded stating they have no objections to this proposal.

The Area ‘G’ Advisory Planning Commission (APC) provided comments stating they have no objection to this application.

The Agricultural Land Commission (ALC) has responded that this proposal is outside of the ALR and ALC staff have no comments on this proposal.

The Cariboo Regional District Community Services Department has responded stating no concerns for this proposal. No potential impacts to public recreation values on the Greenbelt were noted.

In summary, Planning staff are supportive of the proposed Development Variance Permit application. The shape of the property, topography and minimum required setbacks limit the reasonable building area without receiving a Development Variance Permit.

Recommendation:
That the application for a Development Variance Permit pertaining to Lot A, District Lot 358, Lillooet District, Plan 30468 be approved. Further, that a Development Variance Permit be issued to vary Section 5.12.3.1 (c) of the South Cariboo Area Zoning Bylaw No. 3501, 1999 as follows:

> That the minimum watercourse setback be reduced from 45.72 m (150 ft) to 30.48 m (100 ft) to allow the construction of a 139.23 sq m (1498.66 sq ft) single-family dwelling with a 48.96 sq m (527.00 sq ft) attached deck.

REFERRAL COMMENTS

Health Authority: May 28, 2025
We have no objections to this proposal.

Ministry of Transportation and Infrastructure: May 28, 2025
The Ministry has no concerns.

Advisory Planning Commission: June 13, 2025
See attached

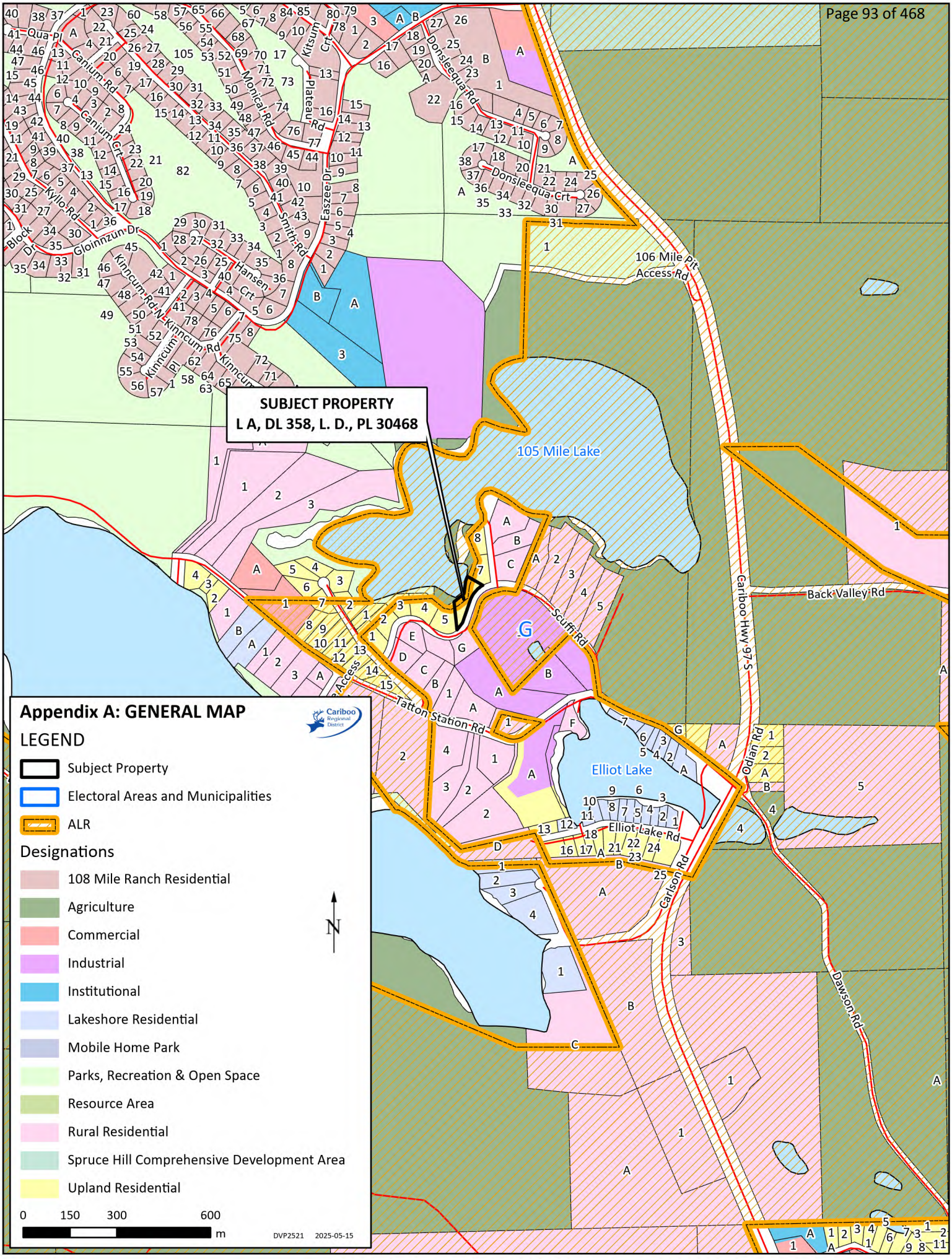
Agricultural Land Commission: May 26, 2025
I note this property (PID: 002-129-833) is outside of the ALR. As such, ALC staff have no comments on this referral.

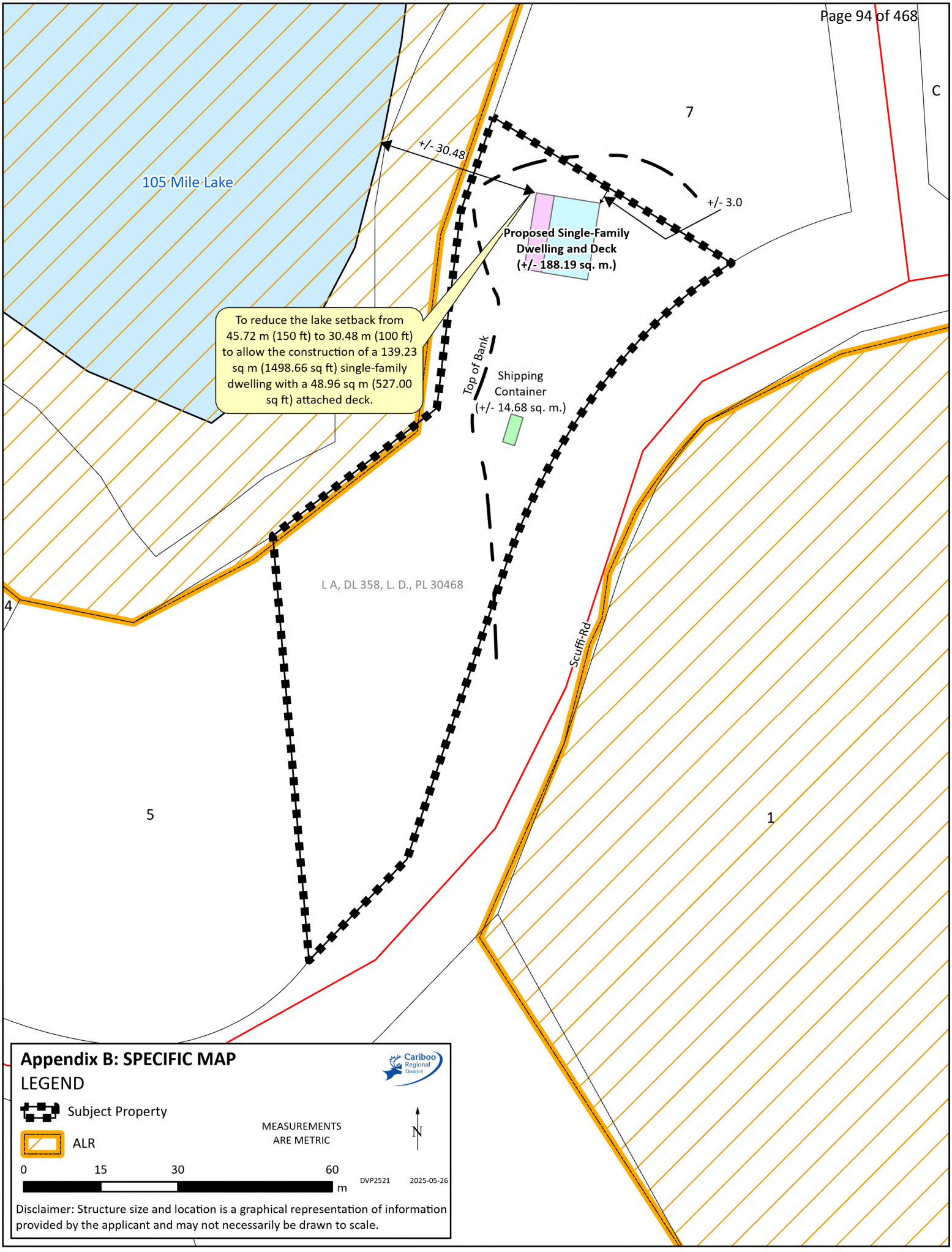
CRD Chief Building Official: No response

CRD – Community Services Dept: May 29, 2025
No concerns. I don't see any potential impacts to public recreation values on the Greenbelt from this proposal.

ATTACHMENTS

Appendix A:	General Map
Appendix B:	Specific Map
Appendix C:	Orthographic Map
Other:	Applicant's Supporting Documentation
	Advisory Planning Commission Comments
	Adjacent Property Owner Comments


SUBJECT PROPERTY
L A, DL 358, L. D., PL 30468
105 Mile Lake
106 Mile Pit Access Rd
Back Valley Rd
Cariboo Hwy 97 S
Scuffi Rd
Tatton Station Rd
Elliot Lake
Elliot Lake Rd
Carlson Rd
Odlan Rd
Dawson Rd
Donsleequa Rd
Donsleequa Crt
Kitsum Crt
Plateau Rd
Monical Rd
Canium Rd
Canium Crt
Easzee Dr
Smith Rd
Hansen Crt
Kinncum Rd N
Kinncum Rd
Kinncum Pl
Gloinnzun Dr
Block Dr
Ylio Rd
Qua Pl
Access
Appendix A: GENERAL MAP
LEGEND
Subject Property
Electoral Areas and Municipalities
ALR
Designations
108 Mile Ranch Residential
Agriculture
Commercial
Industrial
Institutional
Lakeshore Residential
Mobile Home Park
Parks, Recreation & Open Space
Resource Area
Rural Residential
Spruce Hill Comprehensive Development Area
Upland Residential
Cariboo Regional District
N
0 150 300 600
m
DVP2521 2025-05-15



Appendix B: SPECIFIC MAP

LEGEND

Subject Property

ALR

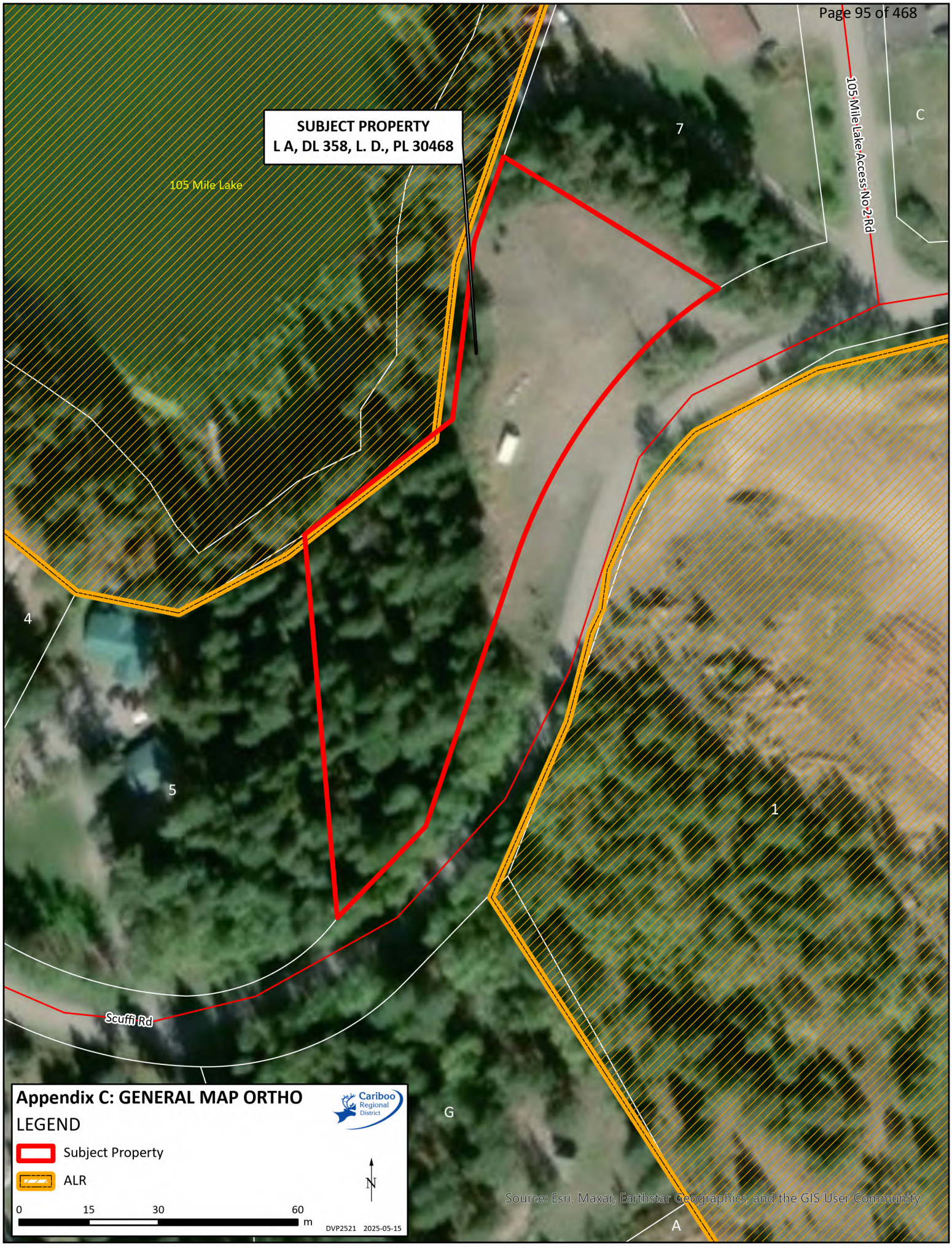
MEASUREMENTS ARE METRIC

N

0 15 30 60 m

DVP2521 2025-05-26

Disclaimer: Structure size and location is a graphical representation of information provided by the applicant and may not necessarily be drawn to scale.


SUBJECT PROPERTY
L A, DL 358, L. D., PL 30468
105 Mile Lake
105 Mile Lake Access No 2 Rd
Scuffi Rd
7
C
4
5
1
G
A
Appendix C: GENERAL MAP ORTHO
LEGEND
Subject Property
ALR
N
0
15
30
60
m
DVP2521 2025-05-15
Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Describe the existing use of the subject property and all buildings: Currently there are no buildings on the property

Describe the proposed use of the subject property and all buildings: Owner wants to build a house with a deck

Describe the reasons in support for the application: _____

Provide a general description of vegetation cover (i.e. treed, grassland, forage crop etc.): _____

Provide general geographical information (i.e. existing lakes, streams, physical features etc.): Property fronts on greenbelt on 105 Mile Lake

Services Currently Existing or Readily Available to the Property (check applicable area)

** Readily Available means existing services can be easily extended to the subject property.*

Services	Currently Existing?		Readily Available?*	
	Yes	No	Yes	No
Hydro	☒	☐	☐	☐
Telephone	☒	☐	☐	☐
Community Water System	☐	☒	☐	☒
Community Sewer System	☐	☒	☐	☒
Sewage Disposal System	☐	☒	☐	☐
Well	☒	☐	☐	☐
Other (please specify)	☐	☐	☐	☐

Plan for variance application on Lot A, District Lot 358, Lillooet District, Plan 30468

BCGS 92P.074

This plan shows horizontal ground-level distances unless otherwise specified.
The intended plot size of this plan is 432mm in height by 560mm in width (C size) when plotted at a scale of 1:500

0 20 40 60 metres

- denotes standard iron post found (OIP)
- denotes standard iron post placed (IP)
- denotes Traverse Nail
- NF denotes Nothing Found
- denotes top of bank
- denotes 30.48m setback
- denotes 45.72m setback
- denotes North edge of road
- 100.1X denotes spot elevation of 100.1metres
- PNB of lake=100.0m

Area above bank with 45.72m(150ft) Setback
2055 ft²
191.0m²

Area above bank with 30.48m(100ft) Setback
9355 ft²
869.1 m²

Lot A area=
1.28 Acres
0.517 ha

105 Mile Lake

Natural Boundary

REM DL 358

Plan 21587
8

Plan 21587
Remainder
Lot 7

Plan 21587
5

Lot A
Plan 30468

Plan B 27895

105 Mile Lake Access #2

Scuffi Road

Proposed 30.48 setback

top of bank

3.00m setback

Buried 0.5m

Proposed house 15.3 × 9.1

deck 15.3 × 3.2

7.62 setback

45.72m setback

25' setback

Sea-can

North Edge of road

Buried 0.2m

See Plan 40709

Found disturbed reset

0.52 ha

82°54'15" 37.57

66.40

19°04'10"

172°52'35" 86.43

106.5

17.74

12.1

25°

35°

4.35

19°04'10" 19.33

36.58

r = 82.98 a=25.48

r = 82.98 a=20.22

06°58'15" 38.58

52°09'30" 40.37

r=122.77 a=55.47

9.25

76°22'25" 32.40

345°40'45"

328°05'19"

314°07'43"

314°10'10"

24°04'50" 14.28

82°50'20" 23.90

288°21'04"

355°07'35"

18°34'55" 59.53

82.97

44°03'05" 27.41

PWL= 100.0

100.1X

×100.0

110.0

111.4

111.0

111.3

×109.0

111.1

112.6

112.9X

NF

The field survey represented by this plan was conducted from July 12-August 2,and December 10 2024.
Michael Kidston, BCLS #587

Michael Kidston
B.C. and Canada Land Surveyor
100 Mile House, B.C.
250-395-6025 mkls100@outlook.com
File: 2216
Dwg: MK-2216-Site4-500-Variance

Drawn for Herb Porter, April 10, 2025.

AREA G APC RESPONSE FORM FILE NO: 3090-20/20250021

Date: June 13, 2025 7 PM Conference call meeting

Applicant/Agent: Agent:
Applicant: Herbert Porter - attended

Area G director - Al Richmond

Members: Marvin Monical Diane Wood Graham Leslie Nicola Maughn
Robin Edwards Bill Forman

Absent: Graham Leslie

Location of Application: 5439 Scuffi Rd, 108 Mile House

Agenda Item: DVP

Moved by: Robin/Nicola

Area G APC has no objection to this DVP application.

CARRIED UNANIMOUSLY

Moved by Diane Wood that the meeting terminate. 7:20 PM

Marvin Monical

_____ [redacted]

Chair **Secretary**

[redacted]
Subject: [redacted] FW: Development Variance Permit
Date: June 24, 2025 11:41:39 AM

From: Ron Harrod <[redacted]>
Sent: May 29, 2025 1:46 PM
To: CRD Mailbox <Mailbox@cariboord.ca>
Subject: Development Variance Permit

> You don't often get email from [redacted]. Learn why this is important

Hello:
I received a notice in the mail, File: 3090-20/20250021 regarding Development Variance Permit-Lot A, District Lot 358, Lillooet District, Plan 30468-PID: 002-129-833 Civic Address: 5439 Scuffi Road.

I live in the adjacent lot to the South and have no objection to the variance request to reduce the set-back distance from the 105 Mile Lake (Swamp).

I would hope you can get the approval to this gentleman because he needs to get on with the building of his home before the building season closes. He has waited long enough and hopefully this process can be expedited.

Thanks
Ron Harrod
5437 Scuffi Road

Sunrise Expansion Program Update

Cariboo Regional District

July 11, 2025

ENBRIDGE

Land acknowledgement

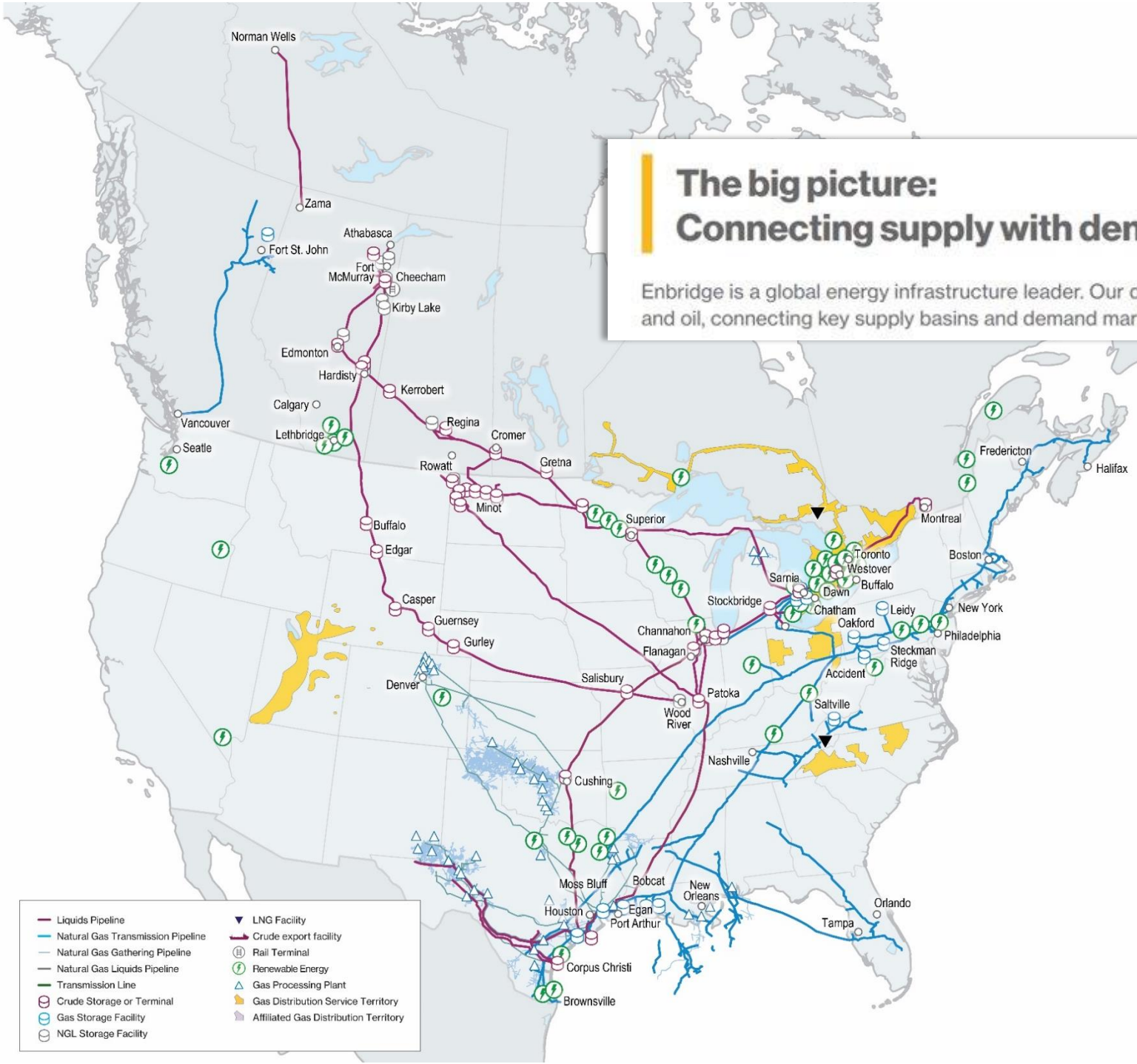
Our projects and operations span Treaty and Tribal lands, the National Métis Homeland, unceded lands and the traditional territories of Indigenous Nations, Tribes, Governments and Groups (Indigenous groups)[1] across North America, including the unceded traditional territory of the T'exelcemc (Williams Lake First Nation), a member of the Secwépemc Nation.

[1] *In this IRAP we are using the term "Indigenous groups" when referring to Indigenous nations, governments or groups in Canada and/or Native American Tribes and Tribal associations in the United States. We have the utmost respect for the unique rights and individual names of Indigenous groups across Turtle Island. This collective term is used solely for the purpose of the readability of the IRAP.*

ENBRIDGE

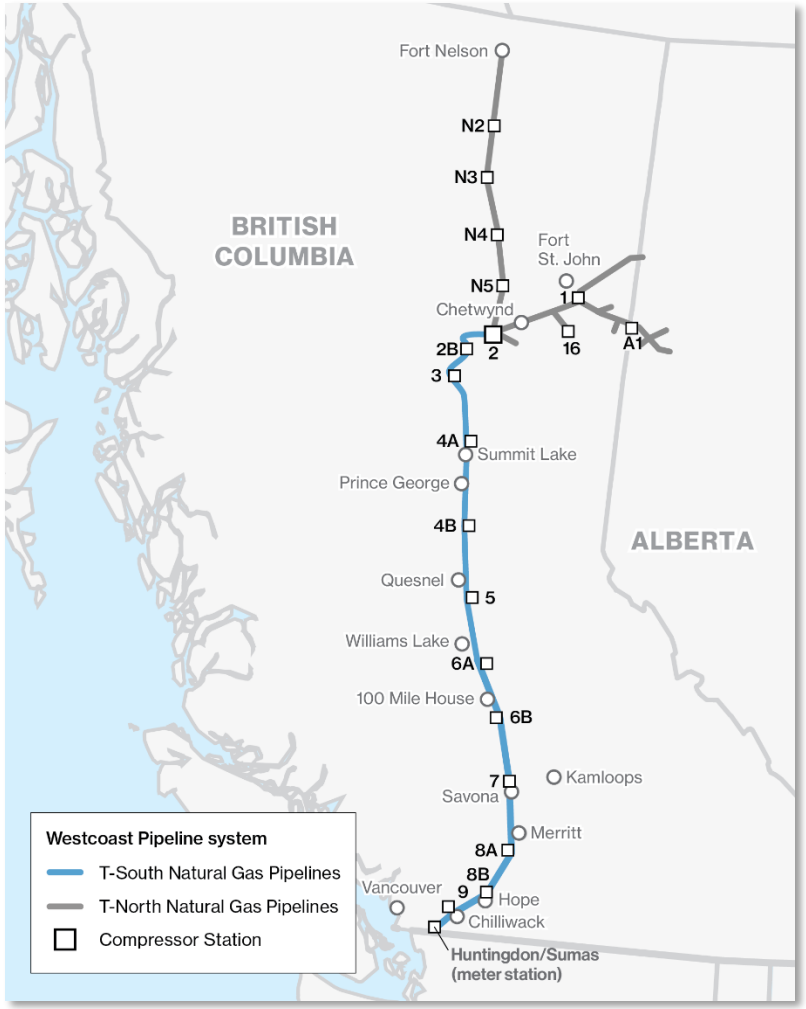
The big picture: Connecting supply with demand

Enbridge is a global energy infrastructure leader. Our diversified assets are balanced between natural gas and oil, connecting key supply basins and demand markets across North America.



Natural gas transmission in British Columbia

- Westcoast Energy Inc. (Westcoast), an Enbridge company, owns and operates the major natural gas transmission system in British Columbia (BC), referred to as the Westcoast pipeline system.
- The Westcoast system spans over 2,900 kilometres from near Fort Nelson in northeast BC and from Gordondale near the Alberta-BC border, south to the Canada-U.S. border at Huntingdon/Sumas.
- For almost 70 years, the gas transported by the Westcoast system has been used to heat homes, businesses, hospitals and schools. This gas is also used for electric power generation and is a staple in a number of industrial and manufacturing processes that produce hundreds of products that improve our lives.



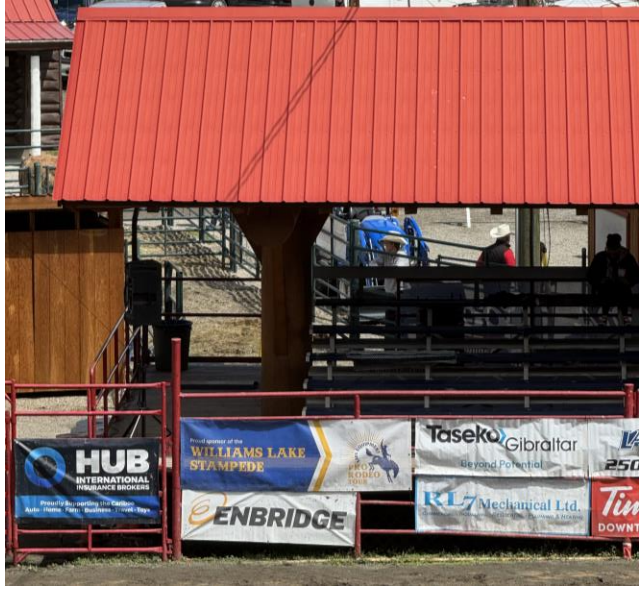
Economic impacts to BC (2024)

- Jobs
  - In 2024, Enbridge employed over 200 employees in BC with salaries totaling over **$25.1 million**.
  - **Over 600** workers are expected to be employed for the pipeline work during peak construction and about 200 workers for the compressor station work during peak construction in and around the Cariboo Regional District.
- Tax and Economic Benefits
  - Enbridge paid more than **$129 million** in taxes in BC, which includes property tax, corporate income tax, and other taxes related to our operations and projects.
  - Enbridge's capital expenditures totaled **$481 million.**
  - In 2024, Enbridge paid over **$14.2 million** in property taxes in the Cariboo Regional District.
  - Over **$1.3 million** is expected to be paid in municipal property taxes within the Cariboo Regional District over a 35-year period because of this Project.
    - This revenue can be used for schools, infrastructure (roads and bridges), health and wellness, recreation, transportation and other services that help strengthen the fabric of the community.



Enbridge is committed to supporting and strengthening the communities near our pipelines and facilities









Local Community Benefits

- In the Cariboo Regional District, over $130,000 was contributed directly to the community through donations to the municipality, organizations and events since 2023, including:
  - 100 Mile Festival of the Arts
  - Lhtako Quesnel 2024 BC Winter Games
  - Williams Lake Stampede Association
  - South Cariboo Elizabeth Fry Society
  - Lac La Hache Community Club
  - Billy Barker Days Society
  - Invasive Species Council of British Columbia Society
  - Various Indigenous community events

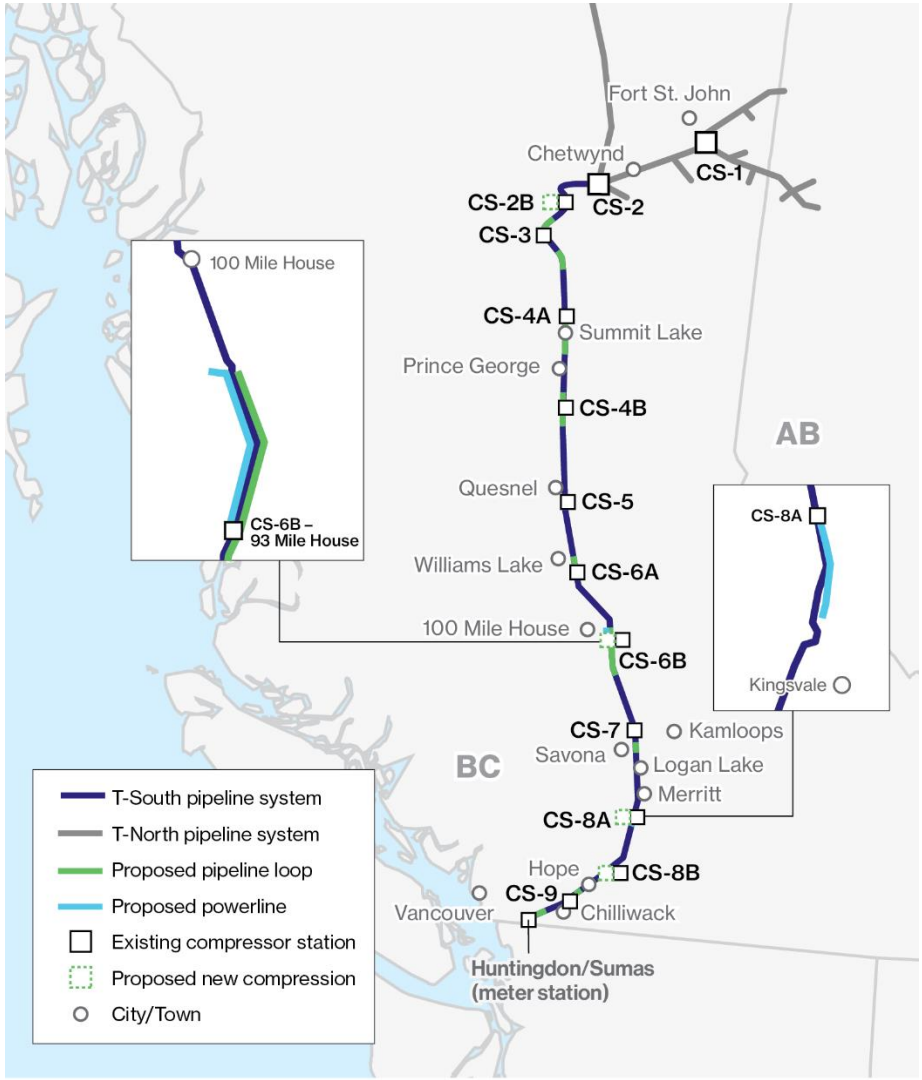
Sunrise Expansion Program

- Sunrise Expansion Program (Project) is a proposed expansion of the southern portion or “T-South” of the Westcoast system.
- The Project is being driven by the demand for natural gas capacity to serve BC and the U.S. Pacific Northwest.
- Includes the addition of 42-inch diameter pipeline looping and additional compression to provide approximately 300 million cubic feet per day of additional natural gas transportation service.

Preliminary Project timelines

- Environmental studies began: Q2 2023
- Geotechnical studies began: Q4 2023
- Regulatory application submission (CER): Q2 2024
- Construction: Q2 2026 – Q4 2028
- In-service: Q4 2028

Project timelines are subject to change.



Map is for illustrative purposes only and not to scale. Project design is under development and configuration of pipeline loops, compressor units, additional compressor station modifications, and powerlines are subject to change.

Project Components

	What is it?	Where?
Pipeline looping 	The addition of pipeline segments that are connected to the existing pipeline system to increase natural gas capacity.	Approximately 139 km of 42-inch diameter pipeline to be added in various locations along the T-South system; new right-of-way predominantly tracks the right-of-way for the existing pipeline system
Compression 	Natural gas is highly pressurized as it travels through a pipeline. Over long distances, it gradually loses speed and pressure due to factors such as friction and changes in elevation. To keep the gas moving from one point to the next, compressor stations are needed.	Project scope includes additional compression at existing compressor stations: - CS-2B (Azouzetta Lake) - CS-6B (93 Mile House)* - CS-8A (Kingsvale)* - CS-8B (Othello)* **New electric-powered compressor units are being considered.*
Power transmission 	New overhead powerlines are required to deliver electricity to some of the compressor units.	Up to ~10 km of new overhead powerlines would be needed to deliver electricity to the proposed electric compressor units at CS-6B (6.9 km) and CS-8A (3 km).

Proposed Project Scope within Cariboo Regional District

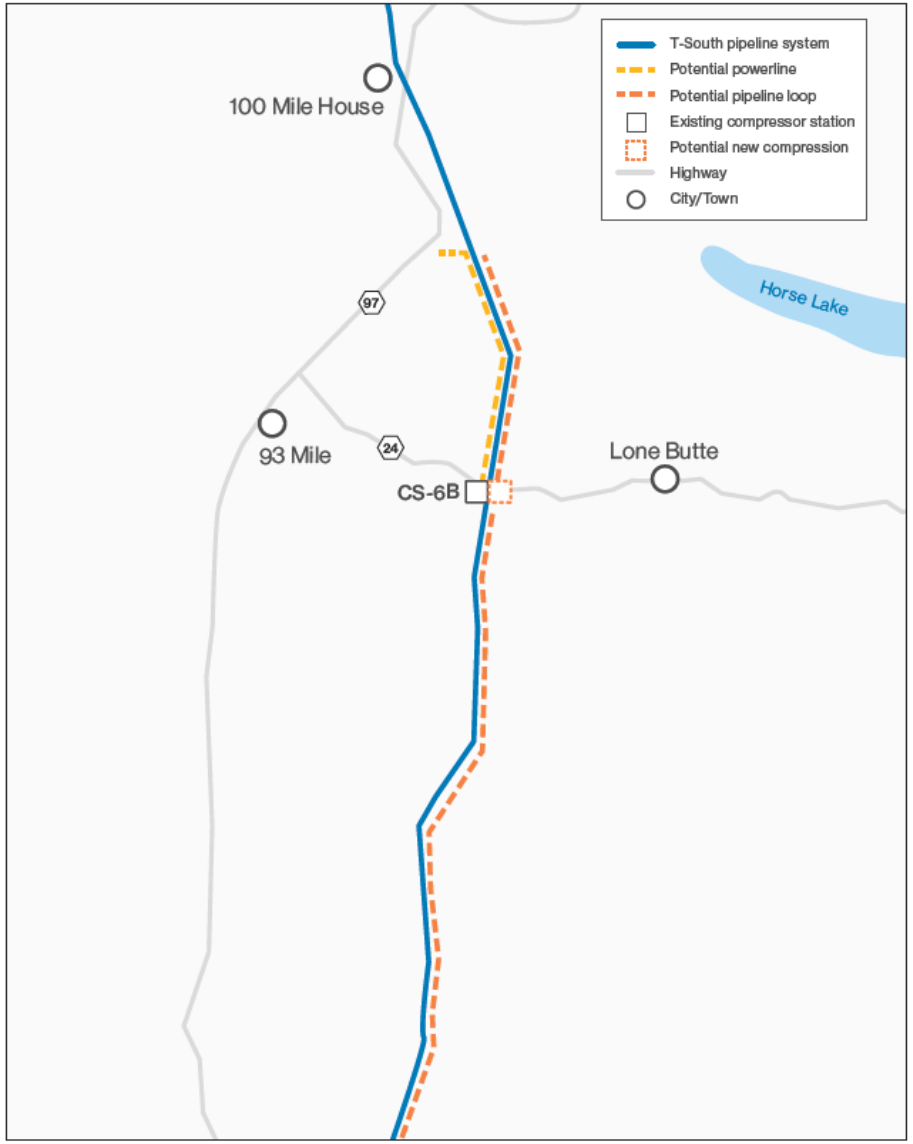
- Near Williams Lake, the proposed expansion work will involve adding pipeline loops, which are sections of the pipe added to the existing pipeline system to increase capacity.

- About 6.1 km of 42-inch diameter pipeline loop is proposed from east of Williams Lake to Compressor Station 6A, north of 150 Mile House.



Proposed Project Scope within Cariboo Regional District

- Pipeline loop
  - About 6 km from south of 100 Mile House to north of Compressor Station 6B (CS-6B), west of Lone Butte
  - About 27.6 km from CS-6B to south of Green Lake
- Compressor unit
  - an additional electric-powered compressor unit at existing CS-6B
- Powerline
  - To power the above compression, about 6.9 km of overhead powerlines is needed from south of 100 Mile House to CS-6B



Proposed Project Scope near Cariboo Regional District

- Pipeline loop
  - About 5.1 km from north of Woodpecker to CS-4B
  - About 20.8 km from CS-4B to south of Hixon



Socio-economic assessment & feedback

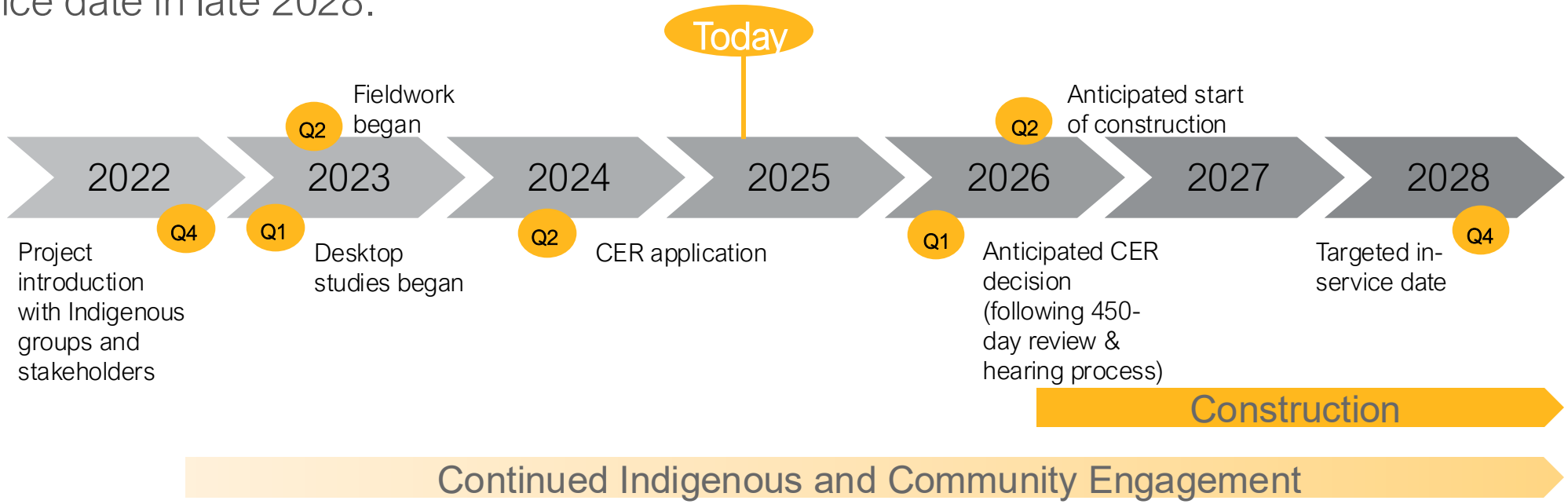
- Enbridge submitted a comprehensive Environmental and Socio-Economic Assessment (ESA) as part of the Project application. The ESA identified potential effects on the environment and local communities and provided mitigation measures where practical.

- We have engaged with Indigenous groups, landowners and other stakeholders, completing thousands of hours of field work and surveys, to evaluate and address potential effects of the Project.

- So, what's next?
  - Enbridge continues to seek information on key social issues in the community, including health, social and cultural well-being, employment, security and safety, access to local infrastructure and services, and more.
  - This data will inform the development of a socio-economic effects management plan (SEEMP), which outlines measures to identify, assess and mitigate social and economic impacts on local communities resulting from the Project.
  - With this, Enbridge would like to identify a contact within your municipal government to discuss the community's unique needs and potential socio-economic impacts, and to liaise on construction activities and permitting.

CER application

- Westcoast submitted an application to the CER for approval of the Project on May 30, 2024.
- The CER application included reports on the robust engagement and environmental assessment processes conducted, ensuring Indigenous and public input in the application.
- Westcoast received a completeness determination from the CER on November 19, 2024, kicking off the 450-day regulatory review and hearing process.
- Construction is targeted to start in 2026, subject to receipt of regulatory approval, with a targeted in-service date in late 2028.



Project webpage
enbridge.com/sunrise

Westcoast is maintaining a Project webpage which contains:

- Project information
- Link to the Virtual Open House
- Links to the CER application
- Contact information

Sunrise Expansion Program

Westcoast Energy Inc. (Westcoast), an Enbridge company, owns and operates British Columbia's major natural gas transmission system referred to as the Westcoast or BC Pipeline system.

This system transports processed natural gas to consumers throughout the province, Alberta and the U.S. Pacific Northwest.

This gas is ultimately used to heat homes, businesses, hospitals and schools. It is also used as a fuel for electric power generation and is a staple in many industrial and manufacturing processes.

Following a successful open season in 2022 that resulted in requests for additional transportation capacity, Westcoast is proposing the Sunrise Expansion Program (Project), an expansion of the southern portion of the BC Pipeline system, known as T-South.

The proposed Project currently includes the installation of pipeline loops and additional compression at select existing compressor station sites. Westcoast is evaluating the use of electric-driven compressors, which would require new powerline infrastructure as well.

The Project will provide up to 300 million cubic feet per day (MMcf/d) of additional natural gas transportation capacity on the T-South system.

The targeted in-service date is late 2028.

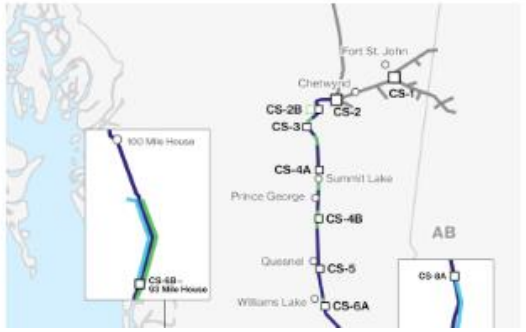
Westcoast filed a regulatory application with the Canada Energy Regulator in Q2 2024. To support its application, environmental, geotechnical, and socio-economic studies are underway. These studies will help determine the specific configuration, location, and timing of any new facilities, including compressor station upgrades and pipeline loops.

We are engaging with Indigenous groups, landowners and local communities to help shape the design of the Project.

Project overview:

- **Type:** Natural gas pipeline expansion
- **Status:** Proposed
- **Capacity expansion:** 300 MMcf/d
- **Expected to transport:** Natural gas
- **In-service target date:** 2028
- **Ownership:** Enbridge Inc.
- **Operator:** Westcoast Energy Inc.

Project map:







Sunrise Expansion Program: CER project application

Project update
Application document index
Environmental and Socio-Economic Assessment (ESA) document index

Sunrise Expansion Program: Notice of public hearing

Notice of public hearing
Project map book

Videos – About the Project and Westcoast system

Sunrise Expansion Program video

A primer on Enbridge's Westcoast pipeline system

Contact Us

Email

BCprojects@enbridge.com

Phone

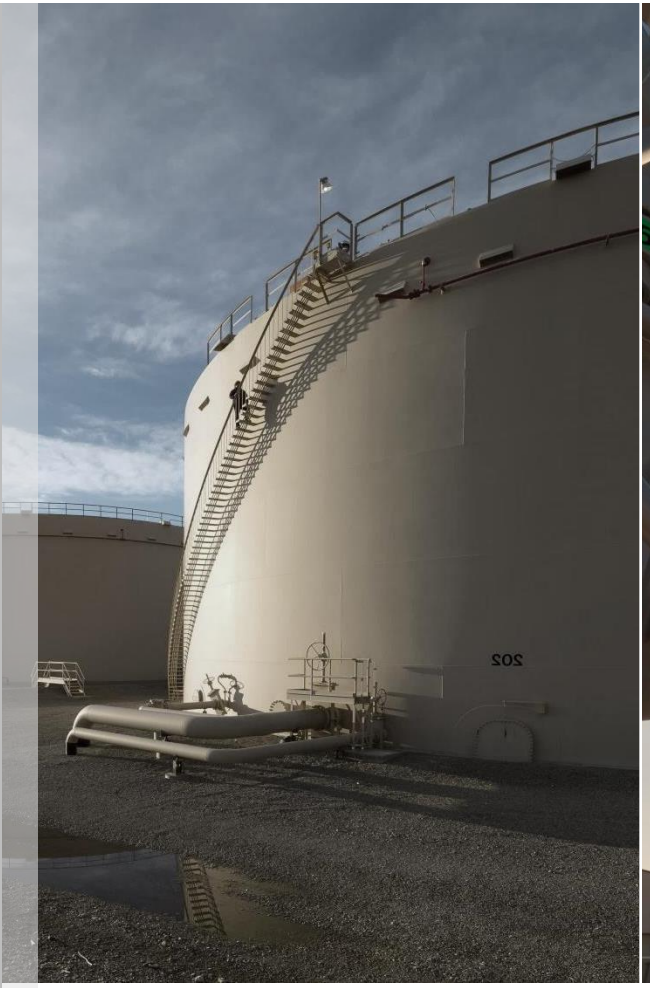
1-833-267-2220 (toll-free)

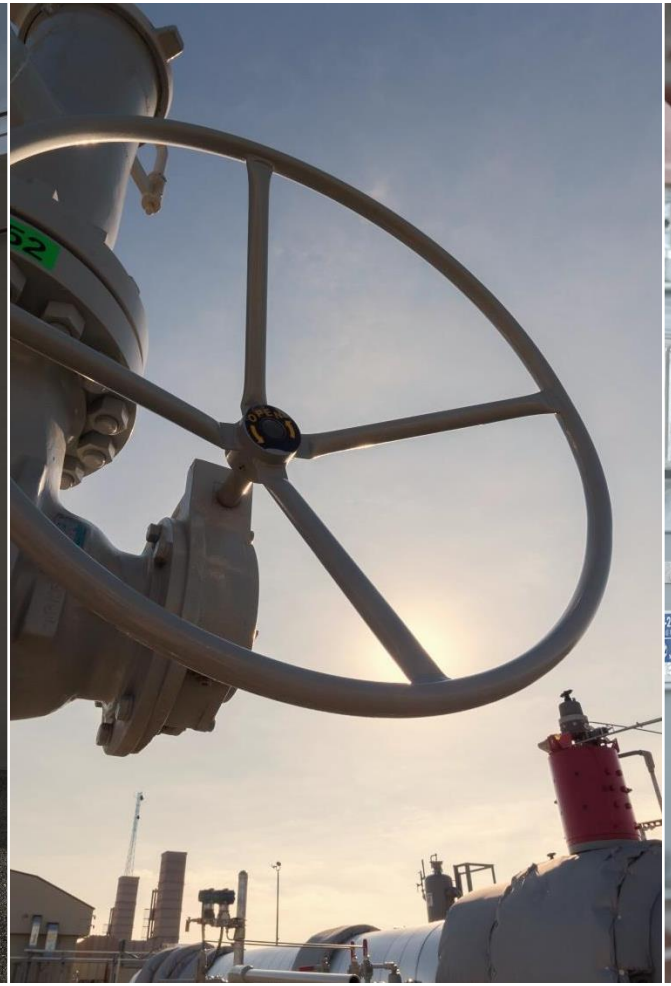
Mail

Enbridge Inc.
3985 22 Ave
Prince George, BC V2N 1B7

ENBRIDGE

Questions?









AGENDA ITEM SUMMARY

Date: 26/06/2025

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Kathie Vilkas, Regional Economic Community Development Officer
Date of Meeting: Cariboo Regional District Board_Jul11_2025
File: 1850-02

Short Summary:
Year-Round Grant for Assistance Application – 108 Mile Ranch Community Association

Voting:
Corporate Vote - Unweighted

Memorandum:
A Year-Round Grant for Assistance application has been received by the Cariboo Regional District, from the 108 Ranch Community Association, requesting $1000 to assist with costs for a Family-Friendly Fun Day.

The community will come together to celebrate the grand opening of the new gazebo and receive updates about the proposed outdoor facility and new pickleball courts.

Attachments:
Year-Round Grant for Assistance Application from the 108 Mile Ranch Community Association

Financial Implications:

		Tax requisition	Allocated	Unallocated
A	Director Sjostrom	$ 5,000	$ -	$ 5,000.00
B	Director Bachmeier	$ 5,000	$ -	$ 5,000.00
C	Director Massier	$ 5,000	$ -	$ 5,000.00
D	Director Forseth	$ 5,000	$ 2,000.00	$ 3,000.00
E	Director Neufeld	$ 5,000	$ 2,000.00	$ 3,000.00
F	Director LeBourdais	$ 5,000	$ 1,500.00	$ 3,500.00
G	Director Richmond	$ 5,000	$ 599.99	$ 4,400.01
H	Director Wagner	$ 5,000	$ 600.00	$ 4,400.00
I	Director Glassford	$ 5,000	$ -	$ 5,000.00
J	Director Pare	$ 5,000	$ -	$ 5,000.00

K	Director Anderson	$ 5,000	$ -	$ 5,000.00
L	Director de Vries	$ 5,000	$ 2,099.01	$ 2,900.99
TOTAL		**$ 60,000**	**$ 8,799.00**	**$ 51,201.00**

Policy Implications:

The Board may wish to consider the following excerpts from the Grants for Assistance Policy when considering this application.

POLICY STATEMENT:

1. ***Principles***

The Cariboo Regional District has adopted the following principles to govern and guide the decision making around the consideration of Grants for Assistance:

a) It is not mandatory to participate in a Grants for Assistance program. Electoral Area Directors should have the ability to declare that their respective Electoral Area is not participating in part or all the Grants for Assistance Program, or to establish financial limits to their participation.

b) The Cariboo Regional District Board does not intend to utilize these provisions of the Local Government Act to provide operational financing, but rather to assist with events and /or projects.

c) The Cariboo Regional District Board does not intend to provide assistance under the provisions of the Local Government Act to replace the financial responsibilities of senior levels of government, other governments or government agencies and affiliates, or to replace primary funding opportunities such as grants offered by senior levels of government.

d) The Cariboo Regional District Board has both statutory and budgetary limitations on the amount of funds available for providing assistance under the provisions of the Local Government Act and wishes to ensure that these funds are disbursed as fairly and equitably as possible to deserving applicants with due regard to the degree of benefit that will result to the taxpayers that will be responsible for paying for the assistance provided.

e) The Cariboo Regional District Board has an obligation to all of its citizenry to protect the regional district from exposure to liability that could arise as a result of its funding relationships.

f) There must be a direct and logical connection between the Electoral Area considering the Grants for Assistance and the event/project.

2. Evaluation (year-round applications)

c) The following shall be considered in evaluating and prioritizing the applications for assistance:

i. Is the purpose for which funding is requested consistent with the purpose and principles of the Grants for Assistance program?
ii. Does the organization have the capacity to deliver the proposed project or event?
iii. Is the amount of grant reasonable when compared with the potential community benefits?
iv. Has the applicant previously received assistance from the Cariboo Regional District or its member

municipalities?
v. Has the organization publicly recognized previous financial assistance provided by the Cariboo Regional District and do they have suitable plans for recognition of this grant funding if approved?

d) Applications for Assistance will NOT be approved for:

***i.** Purposes for which the Board identifies as potentially exposing the Cariboo Regional District or its member municipalities to risk of unacceptable liability.*
ii. Groups/projects/services which would more appropriately be funded by other levels of government, government agencies, affiliates and crown corporations.
iii. Purposes disallowed by the Local Government Act.
iv. Purposes which, in the Board's opinion, would more appropriately be addressed by establishing a regional district service to either operate an extended or local service or to contribute towards the costs of the service provided by someone else.
v. Applications that do not conform with the provisions or intents of this policy.

3. Award

a) *Applicants will be advised:*

i. *After the close of the application period, that their application has been received, that it is under review, and that they will be advised of a decision as soon as is practical.*
ii. Upon issuing of the grant cheque, the Cariboo Regional District's financial contribution is subject to specified conditions.

b) It is a condition of the grant that the applicant publicly recognizes the Cariboo Regional District's financial support as proposed in their application or as subsequently agreed.

c) It is a condition of the grant that, upon completion of the project or event, the applicant must provide a brief report of the project or event which outlines:

i. use to which the grant funds were put
ii. success of the project or event
iii. benefits of the project or event
iv. photographs where appropriate

d) Failure to provide a report will result in the rejection of future grant applications.

e) It is a condition of the grant that the applicant must obtain Board approval for substantive changes in the proposed use of grant funds.

f) Where a project or event is unable to proceed without funding from other sources, grant funds will not be issued by the Cariboo Regional District until the applicant has confirmed that the other funding is available.

g) Applicants who receive grant funds are encouraged to purchase goods and services from local businesses.

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☒ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

CAO Comments:

Click here to enter text.

Options:

1. Provide approval and details of electoral area funding allocations;
2. Other action;
3. Defer.

Recommendation:

Action is at the discretion of the Board.

Cariboo Regional District

GRANTS FOR ASSISTANCE APPLICATION
Year-Round Intake for Grants Under $1,000

Organization Information

Name of Organization:	108 Mile Ranch Community Association
Mailing Address:	Box 85, 108 Mile Ranch, BC V0K 2Z0
Telephone (office): [redacted]	email: 108rca@gmail.com
Purpose of Organization:	Manage the assets of the RCA, Support and develop community spirit, and promote community events
What community does your organization serve?	108 Mile Ranch
BC Society Registration Number (if applicable):	S0010964
Federal Charitable Registration Number (if applicable):	
Chairperson's name:	Roxanne Ziefflie
Telephone: [redacted]	email: [redacted]
Treasurer or Financial Officer's name:	Doris Mars
Telephone: [redacted]	email: 108ranchtreasurer@gmail.com

Grant Request $ 1000.00

Proposed Use of Grant:

We're planning a fun and family-friendly day, Activities will include a beer garden (pending approval), games for adults and children (such as a bouncy castle and horseshoes), non-alcoholic refreshments, and a hotdog and hamburger BBQ.

Organized by the RCA Outdoor Recreaction Committee to celebrate the grand opening of our new gazebo. The goal is to bring the community together to share updates and build stronger connections highlighting the new gazebo, proposed outdoor facility and the new pickleball courts.

Start date of project: July 12, 2025

End date of project: July 12, 2025

Cariboo Regional District

GRANTS FOR ASSISTANCE APPLICATION
Year-Round Intake for Grants Under $1,000

Previous CRD Grant (if applicable):

Year 2024 **$** 1000.00

Project Description:

Easter event

How will you indicate the CRD is contributing to your organization?

CRD will be added to all advertising. Posters and on-line.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Roxanne Ziefflie
President/Chairperson

June 16, 2025
Date

AGENDA ITEM SUMMARY

Date: 25/06/2025

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Kathie Vilkas, Regional Economic Community Development Officer
Date of Meeting: Cariboo Regional District Board_Jul11_2025
File: 1850-02

Short Summary:

Year-Round Grant for Assistance Application – Big Creek Community Association

Voting:

Corporate Vote - Unweighted

Memorandum:

A Year-Round Grant for Assistance application has been received by the Cariboo Regional District, from the Big Creek Community Association, requesting $1000 to assist with costs for the annual Big Creek Roundup. The grant will be used for purchasing groceries and pumping out the outhouses for the event.

Attachments:

Year-Round Grant for Assistance Application from the Big Creek Community Association

Financial Implications:

		Tax requisition	Allocated	Unallocated
A	Director Sjostrom	$ 5,000	$ -	$ 5,000.00
B	Director Bachmeier	$ 5,000	$ -	$ 5,000.00
C	Director Massier	$ 5,000	$ -	$ 5,000.00
D	Director Forseth	$ 5,000	$ 2,000.00	$ 3,000.00
E	Director Neufeld	$ 5,000	$ 2,000.00	$ 3,000.00
F	Director LeBourdais	$ 5,000	$ 1,500.00	$ 3,500.00
G	Director Richmond	$ 5,000	$ 599.99	$ 4,400.01
H	Director Wagner	$ 5,000	$ 600.00	$ 4,400.00
I	Director Glassford	$ 5,000	$ -	$ 5,000.00
J	Director Pare	$ 5,000	$ -	$ 5,000.00
K	Director Anderson	$ 5,000	$ -	$ 5,000.00
L	Director de Vries	$ 5,000	$ 2,099.01	$ 2,900.99

TOTAL		**$ 60,000**	**$ 8,799.00**	**$ 51,201.00**

Policy Implications:

The Board may wish to consider the following excerpts from the Grants for Assistance Policy when considering this application.

POLICY STATEMENT:

1. ***Principles***

The Cariboo Regional District has adopted the following principles to govern and guide the decision making around the consideration of Grants for Assistance:

a) It is not mandatory to participate in a Grants for Assistance program. Electoral Area Directors should have the ability to declare that their respective Electoral Area is not participating in part or all the Grants for Assistance Program, or to establish financial limits to their participation.

b) The Cariboo Regional District Board does not intend to utilize these provisions of the Local Government Act to provide operational financing, but rather to assist with events and /or projects.

c) The Cariboo Regional District Board does not intend to provide assistance under the provisions of the Local Government Act to replace the financial responsibilities of senior levels of government, other governments or government agencies and affiliates, or to replace primary funding opportunities such as grants offered by senior levels of government.

d) The Cariboo Regional District Board has both statutory and budgetary limitations on the amount of funds available for providing assistance under the provisions of the Local Government Act and wishes to ensure that these funds are disbursed as fairly and equitably as possible to deserving applicants with due regard to the degree of benefit that will result to the taxpayers that will be responsible for paying for the assistance provided.

e) The Cariboo Regional District Board has an obligation to all of its citizenry to protect the regional district from exposure to liability that could arise as a result of its funding relationships.

f) There must be a direct and logical connection between the Electoral Area considering the Grants for Assistance and the event/project.

2. Evaluation (year-round applications)

c) The following shall be considered in evaluating and prioritizing the applications for assistance:

i. Is the purpose for which funding is requested consistent with the purpose and principles of the Grants for Assistance program?
ii. Does the organization have the capacity to deliver the proposed project or event?
iii. Is the amount of grant reasonable when compared with the potential community benefits?
iv. Has the applicant previously received assistance from the Cariboo Regional District or its member municipalities?
v. Has the organization publicly recognized previous financial assistance provided by the Cariboo Regional District and do they have suitable plans for recognition of this grant funding if approved?

d) Applications for Assistance will NOT be approved for:

i. *Purposes for which the Board identifies as potentially exposing the Cariboo Regional District or its member municipalities to risk of unacceptable liability.*
ii. Groups/projects/services which would more appropriately be funded by other levels of government, government agencies, affiliates and crown corporations.
iii. Purposes disallowed by the Local Government Act.
iv. Purposes which, in the Board's opinion, would more appropriately be addressed by establishing a regional district service to either operate an extended or local service or to contribute towards the costs of the service provided by someone else.
v. Applications that do not conform with the provisions or intents of this policy.

3. Award

a) *Applicants will be advised:*

i. *After the close of the application period, that their application has been received, that it is under review, and that they will be advised of a decision as soon as is practical.*
ii. Upon issuing of the grant cheque, the Cariboo Regional District's financial contribution is subject to specified conditions.

b) It is a condition of the grant that the applicant publicly recognizes the Cariboo Regional District's financial support as proposed in their application or as subsequently agreed.

c) It is a condition of the grant that, upon completion of the project or event, the applicant must provide a brief report of the project or event which outlines:

i. use to which the grant funds were put
ii. success of the project or event
iii. benefits of the project or event
iv. photographs where appropriate

d) Failure to provide a report will result in the rejection of future grant applications.

e) It is a condition of the grant that the applicant must obtain Board approval for substantive changes in the proposed use of grant funds.

f) Where a project or event is unable to proceed without funding from other sources, grant funds will not be issued by the Cariboo Regional District until the applicant has confirmed that the other funding is available.

g) Applicants who receive grant funds are encouraged to purchase goods and services from local businesses.

Alignment with Strategic Plan:

- ☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☒ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☒ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

CAO Comments:

Click here to enter text.

Options:

1. Provide approval and details of electoral area funding allocations;
2. Other action;
3. Defer.

Recommendation:

Action is at the discretion of the Board.

GRANTS FOR ASSISTANCE APPLICATION
Year-Round Intake for Grants Under $1,000

Organization Information

Name of Organization:	BIG CREEK COMMUNITY ASSOCIATION
Mailing Address:	5160 FARWELL CANYON ROAD, BIG CREEK, BC
Telephone (office):	email: [redacted]
Purpose of Organization:	Community Association - a gathering place for people in the Big Creek area.
BC Society or Charitable Registration Number (if applicable):	S-0044592
Chairperson's name:	Ernie Perry - President
Telephone:	email: [redacted]
Treasurer or Financial Officer's name:	
Telephone:	email: [redacted]

Grant Request $ 1000

Proposed Use of Grant:

We would like help with purchasing groceries and meat for the Roundup as groceries prices continue to rise.

We like to keep our prices affordable for the families and pensioners that attend. Without help we couldn't do this.

Also we would like to have our outhouse pumped out.

Start date of project: 8/1/25 **End date of project:** 9/20/25

GRANTS FOR ASSISTANCE APPLICATION
Year-Round Intake for Grants Under $1,000

How will you indicate the CRD is contributing to your organization?

Community email and at our Big Creek Community Fall meeting. Poster at the Roundup.

Previous CRD Grant (if applicable) **Year:** 2025 **$** 1000

Project:

Purchase of groceries and meat for Roundup. Pumping out the out houses.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[redacted] June 24, 2025

Date

AGENDA ITEM SUMMARY

Date: 24/06/2025

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Kathie Vilkas, Regional Economic Community Development Officer
Date of Meeting: Cariboo Regional District Board_Jul11_2025
File: 1850-02

Short Summary:
Year-Round Grant for Assistance Application – Tatlayoko Field Station Society

Voting:
Corporate Vote - Unweighted

Memorandum:
A Year-Round Grant for Assistance application has been received by the Cariboo Regional District, from the Tatlayoko Field Station Society, requesting $1000 to assist with the Tatlayoko Lake Bird Observatory (TLBO) project.

TLBO monitors migratory birds each autumn as they fly south. The organization conducts an outreach program for elementary and middle school students, as well as visitors. Hundreds of local students have visited the lab during migration season to observe and participate. There is also a volunteer program that provides training for aspiring biologists. The program is in its 19th season.

Attachments:
1. Year-Round Grant for Assistance Application from the Tatlayoko Field Station Society
2. TLBO Supporter Letter

Financial Implications:

		Tax requisition	Allocated	Unallocated
A	Director Sjostrom	$ 5,000	$ -	$ 5,000.00
B	Director Bachmeier	$ 5,000	$ -	$ 5,000.00
C	Director Massier	$ 5,000	$ -	$ 5,000.00
D	Director Forseth	$ 5,000	$ 2,000.00	$ 3,000.00
E	Director Neufeld	$ 5,000	$ 2,000.00	$ 3,000.00
F	Director LeBourdais	$ 5,000	$ 1,500.00	$ 3,500.00

G	Director Richmond	$ 5,000	$ 599.99	$ 4,400.01
H	Director Wagner	$ 5,000	$ 600.00	$ 4,400.00
I	Director Glassford	$ 5,000	$ -	$ 5,000.00
J	Director Pare	$ 5,000	$ -	$ 5,000.00
K	Director Anderson	$ 5,000	$ -	$ 5,000.00
L	Director de Vries	$ 5,000	$ 2,099.01	$ 2,900.99
TOTAL		**$ 60,000**	**$ 8,799.00**	**$ 51,201.00**

Policy Implications:

The Board may wish to consider the following excerpts from the Grants for Assistance Policy when considering this application.

POLICY STATEMENT:

1. ***Principles***

The Cariboo Regional District has adopted the following principles to govern and guide the decision making around the consideration of Grants for Assistance:

a) It is not mandatory to participate in a Grants for Assistance program. Electoral Area Directors should have the ability to declare that their respective Electoral Area is not participating in part or all the Grants for Assistance Program, or to establish financial limits to their participation.

b) The Cariboo Regional District Board does not intend to utilize these provisions of the Local Government Act to provide operational financing, but rather to assist with events and /or projects.

c) The Cariboo Regional District Board does not intend to provide assistance under the provisions of the Local Government Act to replace the financial responsibilities of senior levels of government, other governments or government agencies and affiliates, or to replace primary funding opportunities such as grants offered by senior levels of government.

d) The Cariboo Regional District Board has both statutory and budgetary limitations on the amount of funds available for providing assistance under the provisions of the Local Government Act and wishes to ensure that these funds are disbursed as fairly and equitably as possible to deserving applicants with due regard to the degree of benefit that will result to the taxpayers that will be responsible for paying for the assistance provided.

e) The Cariboo Regional District Board has an obligation to all of its citizenry to protect the regional district from exposure to liability that could arise as a result of its funding relationships.

f) There must be a direct and logical connection between the Electoral Area considering the Grants for Assistance and the event/project.

2. Evaluation (year-round applications)

c) The following shall be considered in evaluating and prioritizing the applications for assistance:

i. Is the purpose for which funding is requested consistent with the purpose and principles of the Grants for Assistance program?

ii. Does the organization have the capacity to deliver the proposed project or event?
iii. Is the amount of grant reasonable when compared with the potential community benefits?
iv. Has the applicant previously received assistance from the Cariboo Regional District or its member municipalities?
v. Has the organization publicly recognized previous financial assistance provided by the Cariboo Regional District and do they have suitable plans for recognition of this grant funding if approved?

d) Applications for Assistance will NOT be approved for:

i. *Purposes for which the Board identifies as potentially exposing the Cariboo Regional District or its member municipalities to risk of unacceptable liability.*
ii. Groups/projects/services which would more appropriately be funded by other levels of government, government agencies, affiliates and crown corporations.
iii. Purposes disallowed by the Local Government Act.
iv. Purposes which, in the Board's opinion, would more appropriately be addressed by establishing a regional district service to either operate an extended or local service or to contribute towards the costs of the service provided by someone else.
v. Applications that do not conform with the provisions or intents of this policy.

3. Award

a) *Applicants will be advised:*

i. *After the close of the application period, that their application has been received, that it is under review, and that they will be advised of a decision as soon as is practical.*
ii. Upon issuing of the grant cheque, the Cariboo Regional District's financial contribution is subject to specified conditions.

b) It is a condition of the grant that the applicant publicly recognizes the Cariboo Regional District's financial support as proposed in their application or as subsequently agreed.

c) It is a condition of the grant that, upon completion of the project or event, the applicant must provide a brief report of the project or event which outlines:

i. use to which the grant funds were put
ii. success of the project or event
iii. benefits of the project or event
iv. photographs where appropriate

d) Failure to provide a report will result in the rejection of future grant applications.

e) It is a condition of the grant that the applicant must obtain Board approval for substantive changes in the proposed use of grant funds.

f) Where a project or event is unable to proceed without funding from other sources, grant funds will not be issued by the Cariboo Regional District until the applicant has confirmed that the other funding is available.

g) Applicants who receive grant funds are encouraged to purchase goods and services from local businesses.

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☒ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

CAO Comments:

Click here to enter text.

Options:

1. Provide approval and details of electoral area funding allocations;
2. Other action;
3. Defer.

Recommendation:

Action is at the discretion of the Board.

GRANTS FOR ASSISTANCE APPLICATION
Year-Round Intake for Grants Under $1,000

Organization Information

Name of Organization:	Tatlayoko Field Station Society (TFS)
Mailing Address:	[redacted]
Telephone (office):	[redacted] email: tatlayokofieldstationsociety@gmail.com
Purpose of Organization:	
What community does your organization serve?	Tatlayoko Lake, BC; Tatla Lake, BC; West Chilcotin
BC Society Registration Number (if applicable):	S0071453
Federal Charitable Registration Number (if applicable):	78912-3072-RR0001
Chairperson's name:	Fritz Mueller
Telephone: [redacted]	email: [redacted]
Treasurer or Financial Officer's name:	Deborah Stephenson
Telephone: [redacted]	email: [redacted]

Grant Request $ 1,000.00

Proposed Use of Grant:

To be used as general funding for TFS'Ss primary project, the Tatlayoko Lake Bird Observatory (TLBO). TLBO monitors migratory birds each autumn as they fly south, typically 30,000 records each year. TLBO conducts an outreach program for elementary- and middle-school students, as well as for visitors. Over the years, hundreds of local students have visited the lab during the migration season to observe and participate. TLBO also conducts a volunteer program which provides training for aspiring biologists. 2025 is TLBO's 19th season.

Start date of project: August 1, 2025

End date of project: October 15, 2025

GRANTS FOR ASSISTANCE APPLICATION
Year-Round Intake for Grants Under $1,000

Previous CRD Grant (if applicable):

Year 2022 **$** 1,000.00

Project Description:

TLBO 2022

How will you indicate the CRD is contributing to your organization?

Mention in Field Station newsletters; public acknowledgment in TLBO presentations; written acknowledgment in TLBO year-end report; public signage at TLBO banding station and at TFS kiosk.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[redacted]

P

June 20, 2025

Date



Tatlayoko Field Station Society
Box 22
Tatlayoko Lake, BC V0L1W0

June 5, 2025

Dear TLBO supporter:

The Tatlayoko Lake Bird Observatory is seeking funding for its 2025 field season. To date, $14,000 of a required $32,000 has been raised. Would you consider partnering with us and donating to this important conservation project?

Tatlayoko Lake Bird Observatory (TLBO) conducts population monitoring of migratory birds each autumn as they fly south to wintering grounds in western/southern USA and Central America. Located in the west Chilcotin region of British Columbia, TLBO lies on an important migratory flyway on the eastern side of BC's Coast Range. TLBO is a member of the Canadian Migration Monitoring Network and fills an important geographical gap in data collected by the other three CMMN stations in BC.

TLBO is a project of the Tatlayoko Field Station Society (TFSS), a local volunteer group which also operates the newly-established Tatlayoko Field Station (TFS). TFSS is a registered BC society (S0071453) and a registered CRA charity (#78912-3072-RR0001). More information about TFSS and its work is available at www.tatlayokofieldstation.org.

TLBO was founded in 2006. Each season TLBO birders record nearly 30,000 individual sightings. TLBO data is now an important contribution to Canadian and international population

assessments, including those under the Species-At-Risk Act. All data collected by TLBO is publicly available from the Canadian Wildlife Service's Bird Banding Office, as well as on the Nature Counts website (www.naturecounts.ca) operated by Birds Canada.

The TLBO blog at https://tatlayokobirds.wordpress.com includes daily updates from monitoring seasons beginning in 2009. It also hosts a collection of TLBO annual reports (posted in the "Migratory Bird Count" tab).

In conjunction with its bird monitoring efforts, TLBO conducts a volunteer program which provides important training opportunities for aspiring biologists. Typically, two or three volunteers work with the banders at any one time. Past volunteers have gone on to pursue studies and careers in conservation and biology using field skills obtained during their time at TLBO.

TLBO also operates an outreach program for local elementary and middle-school students, as well as for visitors. Over the years, several hundred local students have visited the lab and had an opportunity to observe and be part of operations at the banding lab, including gathering birds from the nets, measuring and weighing them, banding them, and releasing them back into the wild.

Monitoring birds during migration is a highly cost-effective means of assessing bird populations. Traditional methods such as the Breeding Bird Survey provide little information on birds that breed across the remote and inaccessible Boreal region, which is where the majority of Canada's songbirds spend their summers. Taking advantage of their passage during migration provides the opportunity to sample large numbers of birds quite efficiently.

Operational requirements for TLBO 2025 are $32,000, including building and equipment maintenance and all banders' salaries. To date, TFSS has secured nearly half of this amount. We are seeking partners and donors to match these funds and support this critically important work.

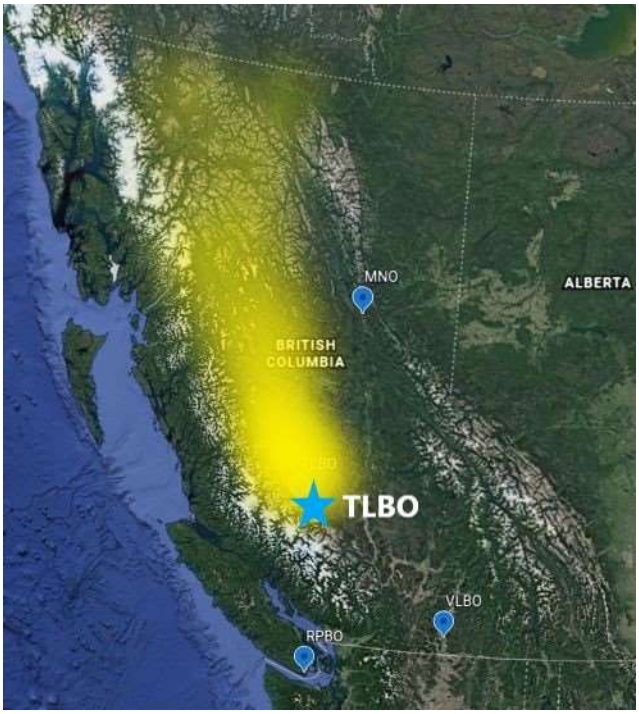
We hope you will join with TFSS on this important long-term conservation project. We will be very pleased to send more information about TLBO, including a detailed budget, should you be interested. We look forward to your reply.

Thank you very much for your consideration.

[redacted]

Fritz Mueller, Chair
Tatlayoko Field Station Society





Canadian Migration Monitoring Network stations in BC. The TLBO "catchment area" is shown in yellow.











Tatlayoko Field Station Society
PO Box 22 - 7185 Tatlayoko Road
Tatlayoko Lake, BC V0L 1W0
BC Society S0071453 CRA Charity 78912-3072-RR0001
www.tatlayokofieldstation.org


TLBO
TATLAYOKO LAKE BIRD OBSERVATORY


TLBO
The Tatlayoko Lake Bird Observatory
is operated through the generosity of donors with 100% of donations supporting banding station activities.
Please consider making a small contribution, such as $10 for a single visit or $30 for multiple visits. A donation box can be found at the banding station.
For more information about the TLBO and the Tatlayoko Field Station please visit:
tatlayokobirds.wordpress.com
and
tatlayokofieldstation.org
TLBO BirdFeeder
Donation Box



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AGENDA ITEM SUMMARY

Date: 08/07/2025

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Kathie Vilkas, Regional Economic Community Development Officer
Date of Meeting: Cariboo Regional District Board_Jul11_2025
File: 1850-02

Short Summary:
Year-Round Grant for Assistance Application – Chimney & Felker Lakes Landholders Association

Voting:
Corporate Vote - Unweighted

Memorandum:
A Year-Round Grant for Assistance application has been received by the Cariboo Regional District, from the Chimney & Felker Lakes Landholders Association, requesting $700 to assist with costs for the Music on the Fairways event.

Funds will be used to pay the band and a portion of food and supplies for the BBQ. Entry to the event will be by donation and revenue from the event will be used for hall and kitchen maintenance, upgrades and repairs as needed.

This item is included at late publishing as it is time sensitive.

Attachments:
Year-Round Grant for Assistance Application from the Chimney & Felker Lakes Landholders Association

Financial Implications:

		Tax requisition	Allocated	Unallocated
A	Director Sjostrom	$ 5,000	$ -	$ 5,000.00
B	Director Bachmeier	$ 5,000	$ -	$ 5,000.00
C	Director Massier	$ 5,000	$ -	$ 5,000.00
D	Director Forseth	$ 5,000	$ 2,000.00	$ 3,000.00
E	Director Neufeld	$ 5,000	$ 2,000.00	$ 3,000.00
F	Director LeBourdais	$ 5,000	$ 1,500.00	$ 3,500.00

G	Director Richmond	$ 5,000	$ 599.99	$ 4,400.01
H	Director Wagner	$ 5,000	$ 600.00	$ 4,400.00
I	Director Glassford	$ 5,000	$ -	$ 5,000.00
J	Director Pare	$ 5,000	$ -	$ 5,000.00
K	Director Anderson	$ 5,000	$ -	$ 5,000.00
L	Director de Vries	$ 5,000	$ 2,099.01	$ 2,900.99
TOTAL		**$ 60,000**	**$ 8,799.00**	**$ 51,201.00**

Policy Implications:

The Board may wish to consider the following excerpts from the Grants for Assistance Policy when considering this application.

POLICY STATEMENT:

1. ***Principles***

The Cariboo Regional District has adopted the following principles to govern and guide the decision making around the consideration of Grants for Assistance:

a) It is not mandatory to participate in a Grants for Assistance program. Electoral Area Directors should have the ability to declare that their respective Electoral Area is not participating in part or all the Grants for Assistance Program, or to establish financial limits to their participation.

b) The Cariboo Regional District Board does not intend to utilize these provisions of the Local Government Act to provide operational financing, but rather to assist with events and /or projects.

c) The Cariboo Regional District Board does not intend to provide assistance under the provisions of the Local Government Act to replace the financial responsibilities of senior levels of government, other governments or government agencies and affiliates, or to replace primary funding opportunities such as grants offered by senior levels of government.

d) The Cariboo Regional District Board has both statutory and budgetary limitations on the amount of funds available for providing assistance under the provisions of the Local Government Act and wishes to ensure that these funds are disbursed as fairly and equitably as possible to deserving applicants with due regard to the degree of benefit that will result to the taxpayers that will be responsible for paying for the assistance provided.

e) The Cariboo Regional District Board has an obligation to all of its citizenry to protect the regional district from exposure to liability that could arise as a result of its funding relationships.

f) There must be a direct and logical connection between the Electoral Area considering the Grants for Assistance and the event/project.

2. Evaluation (year-round applications)

c) The following shall be considered in evaluating and prioritizing the applications for assistance:

i. Is the purpose for which funding is requested consistent with the purpose and principles of the Grants for Assistance program?
ii. Does the organization have the capacity to deliver the proposed project or event?
iii. Is the amount of grant reasonable when compared with the potential community benefits?
iv. Has the applicant previously received assistance from the Cariboo Regional District or its member municipalities?
v. Has the organization publicly recognized previous financial assistance provided by the Cariboo Regional District and do they have suitable plans for recognition of this grant funding if approved?

d) Applications for Assistance will NOT be approved for:

i. *Purposes for which the Board identifies as potentially exposing the Cariboo Regional District or its member municipalities to risk of unacceptable liability.*
ii. Groups/projects/services which would more appropriately be funded by other levels of government, government agencies, affiliates and crown corporations.
iii. Purposes disallowed by the Local Government Act.
iv. Purposes which, in the Board's opinion, would more appropriately be addressed by establishing a regional district service to either operate an extended or local service or to contribute towards the costs of the service provided by someone else.
v. Applications that do not conform with the provisions or intents of this policy.

3. Award

a) *Applicants will be advised:*

i. *After the close of the application period, that their application has been received, that it is under review, and that they will be advised of a decision as soon as is practical.*
ii. Upon issuing of the grant cheque, the Cariboo Regional District's financial contribution is subject to specified conditions.

b) It is a condition of the grant that the applicant publicly recognizes the Cariboo Regional District's financial support as proposed in their application or as subsequently agreed.

c) It is a condition of the grant that, upon completion of the project or event, the applicant must provide a brief report of the project or event which outlines:

i. use to which the grant funds were put
ii. success of the project or event
iii. benefits of the project or event
iv. photographs where appropriate

d) Failure to provide a report will result in the rejection of future grant applications.

e) It is a condition of the grant that the applicant must obtain Board approval for substantive changes in the proposed use of grant funds.

f) Where a project or event is unable to proceed without funding from other sources, grant funds will not be issued by the Cariboo Regional District until the applicant has confirmed that the other funding is available.

g) Applicants who receive grant funds are encouraged to purchase goods and services from local businesses.

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☒ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

CAO Comments:

Click here to enter text.

Options:

1. Provide approval and details of electoral area funding allocations;
2. Other action;
3. Defer.

Recommendation:

Action is at the discretion of the Board.

Cariboo Regional District

GRANTS FOR ASSISTANCE APPLICATION
Year-Round Intake for Grants Under $1,000

Organization Information

Name of Organization:	Chimney & Felker Lakes Landholders Association
Mailing Address:	2622 Chimney Lake Rd. Williams Lake BC V2G5J4
Telephone (office):	email: 91cflla@gmail.com
Purpose of Organization:	To preserve and enhance the quality of the environment, to assist in the orderly development of the area consistent with the preservation of the ecology, to promote, foster and develop community spirit and good citizenship, to promote and operate the community/fire hall and to promote and preserve the par 3 golf course
BC Society or Charitable Registration Number (if applicable):	S0027626
Chairperson's name:	Sandi Field
Telephone:	email [redacted]
Treasurer or Financial Officer's name:	Susan Erlandson
Telephone:	email [redacted]

Grant Request $ 700.00

Proposed Use of Grant:

To host "Music on the Fairways" on July 11, 2025. The funds will be used to pay the band(500.00) and a portion of the groceries and supplies for the barbecue. Entry to the event and barbecue will be by donation and the revenue will be used for hall and kitchen maintenance and upgrades and repairs as required.

Start date of project: July 11, 2025 **End date of project:** July 11, 2025

Cariboo Regional District

GRANTS FOR ASSISTANCE APPLICATION
Year-Round Intake for Grants Under $1,000

How will you indicate the CRD is contributing to your organization?

Will will have the band announce and thank the CRD for their contribution and place posters in the barbecue area. Following the event, an email will be sent to members and a post made on social media

Previous CRD Grant (if applicable) **Year:** 2024/2025 $ 10,000.00

Project:

To install a water filtration system to improve and correct water quality in our hall and to do floor repairs. This project is ongoing.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[redacted]

July 5, 2025
Date

Cariboo Regional District

AGENDA ITEM SUMMARY

Date: 09/07/2025

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Kathie Vilkas, Regional Economic Community Development Officer
Date of Meeting: Cariboo Regional District Board_Jul11_2025
File: 1850-02

Short Summary:

Year-Round Grant for Assistance Application – 100 Mile & District Arts Council

Voting:

Corporate Vote - Unweighted

Memorandum:

A Year-Round Grant for Assistance application has been received by the Cariboo Regional District, from the 100 Mile & District Arts Council, requesting $500 to assist with costs for the Jenny Lester's Hillbilly Choir Band music workshop event. The workshop includes a social jam and potluck dinner. The grant will assist with costs for venue rental, event promotion and advertising.

Attachments:

Year-Round Grant for Assistance Application from the 100 Mile & District Arts Council

Financial Implications:

		Tax requisition	Allocated	Unallocated
A	Director Sjostrom	$ 5,000	$ -	$ 5,000.00
B	Director Bachmeier	$ 5,000	$ -	$ 5,000.00
C	Director Massier	$ 5,000	$ -	$ 5,000.00
D	Director Forseth	$ 5,000	$ 2,000.00	$ 3,000.00
E	Director Neufeld	$ 5,000	$ 2,000.00	$ 3,000.00
F	Director LeBourdais	$ 5,000	$ 1,500.00	$ 3,500.00
G	Director Richmond	$ 5,000	$ 599.99	$ 4,400.01
H	Director Wagner	$ 5,000	$ 600.00	$ 4,400.00
I	Director Glassford	$ 5,000	$ -	$ 5,000.00
J	Director Pare	$ 5,000	$ -	$ 5,000.00
K	Director Anderson	$ 5,000	$ -	$ 5,000.00

L	Director de Vries	$ 5,000	$ 2,099.01	$ 2,900.99
TOTAL		**$ 60,000**	**$ 8,799.00**	**$ 51,201.00**

Policy Implications:

The Board may wish to consider the following excerpts from the Grants for Assistance Policy when considering this application.

POLICY STATEMENT:

1. ***Principles***

The Cariboo Regional District has adopted the following principles to govern and guide the decision making around the consideration of Grants for Assistance:

a) It is not mandatory to participate in a Grants for Assistance program. Electoral Area Directors should have the ability to declare that their respective Electoral Area is not participating in part or all the Grants for Assistance Program, or to establish financial limits to their participation.

b) The Cariboo Regional District Board does not intend to utilize these provisions of the Local Government Act to provide operational financing, but rather to assist with events and /or projects.

c) The Cariboo Regional District Board does not intend to provide assistance under the provisions of the Local Government Act to replace the financial responsibilities of senior levels of government, other governments or government agencies and affiliates, or to replace primary funding opportunities such as grants offered by senior levels of government.

d) The Cariboo Regional District Board has both statutory and budgetary limitations on the amount of funds available for providing assistance under the provisions of the Local Government Act and wishes to ensure that these funds are disbursed as fairly and equitably as possible to deserving applicants with due regard to the degree of benefit that will result to the taxpayers that will be responsible for paying for the assistance provided.

e) The Cariboo Regional District Board has an obligation to all of its citizenry to protect the regional district from exposure to liability that could arise as a result of its funding relationships.

f) There must be a direct and logical connection between the Electoral Area considering the Grants for Assistance and the event/project.

2. Evaluation (year-round applications)

c) The following shall be considered in evaluating and prioritizing the applications for assistance:

i. Is the purpose for which funding is requested consistent with the purpose and principles of the Grants for Assistance program?
ii. Does the organization have the capacity to deliver the proposed project or event?
iii. Is the amount of grant reasonable when compared with the potential community benefits?
iv. Has the applicant previously received assistance from the Cariboo Regional District or its member

municipalities?
v. Has the organization publicly recognized previous financial assistance provided by the Cariboo Regional District and do they have suitable plans for recognition of this grant funding if approved?

d) Applications for Assistance will NOT be approved for:

***i.** Purposes for which the Board identifies as potentially exposing the Cariboo Regional District or its member municipalities to risk of unacceptable liability.*
ii. Groups/projects/services which would more appropriately be funded by other levels of government, government agencies, affiliates and crown corporations.
iii. Purposes disallowed by the Local Government Act.
iv. Purposes which, in the Board's opinion, would more appropriately be addressed by establishing a regional district service to either operate an extended or local service or to contribute towards the costs of the service provided by someone else.
v. Applications that do not conform with the provisions or intents of this policy.

3. Award

a) *Applicants will be advised:*

i. *After the close of the application period, that their application has been received, that it is under review, and that they will be advised of a decision as soon as is practical.*
ii. Upon issuing of the grant cheque, the Cariboo Regional District's financial contribution is subject to specified conditions.

b) It is a condition of the grant that the applicant publicly recognizes the Cariboo Regional District's financial support as proposed in their application or as subsequently agreed.

c) It is a condition of the grant that, upon completion of the project or event, the applicant must provide a brief report of the project or event which outlines:

i. use to which the grant funds were put
ii. success of the project or event
iii. benefits of the project or event
iv. photographs where appropriate

d) Failure to provide a report will result in the rejection of future grant applications.

e) It is a condition of the grant that the applicant must obtain Board approval for substantive changes in the proposed use of grant funds.

f) Where a project or event is unable to proceed without funding from other sources, grant funds will not be issued by the Cariboo Regional District until the applicant has confirmed that the other funding is available.

g) Applicants who receive grant funds are encouraged to purchase goods and services from local businesses.

Alignment with Strategic Plan:

- ☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

- ☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

- ☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

- ☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

CAO Comments:

Click here to enter text.

Options:

1. Provide approval and details of electoral area funding allocations;
2. Other action;
3. Defer.

Recommendation:

Action is at the discretion of the Board.

Cariboo Regional District

GRANTS FOR ASSISTANCE APPLICATION

Year Round Intake for Grants under $1,000

In addition to Grants for Assistance approved through the main intake process, the Cariboo Regional District also provides, through a year round intake, a limited amount of Grants For Assistance, for applications of $1,000 and under, to local non-profit organizations for projects, activities and events that strengthen and enhance the wellbeing of the community, promote volunteerism and support the goals and priorities of the Cariboo Regional District.

The Year Round Intake program is intended to assist organizations under unforeseen or time sensitive circumstances which preclude an application to the Annual Intake program.

Applications may be submitted to the Cariboo Regional District via mail or hand delivered to the Williams Lake office Suite D, 180 North Third Ave., Williams Lake, BC V2G 2A4; facsimile at 250-392-2812; or email at mailbox@cariboord.ca. Applications may also be hand delivered to the Quesnel office 102-410 Kinchant Street, Quesnel, or the 100 Mile House office #3-170 Cedar Avenue, 100 Mile House.

Before submitting your application, please ensure you have included all required documentation: (incomplete applications will not be considered):

- ❑ Completed and signed application form
- ❑ Required report for previous Grant for Assistance (if applicable and not already submitted – if unsure, please contact us). The report should contain the following information:
  - How the funds were utilized;
  - The success of the project or event;
  - The benefits of the project or event; and
  - The manner in which the CRD was publicly recognized for providing funding.

If you have any questions, please contact the Cariboo Regional District, using the contact information for the Williams Lake office, as noted above.

GRANTS FOR ASSISTANCE APPLICATION
Year Round Intake for Grants Under $1,000

Organization Information Sheet

Name of Organization: 100 Mile & District Arts Council (www.100milearts.com)	
Mailing Address: Box 2262, 100 Mile House, BC, V0K 2E0	
Telephone (office):	email:
Purpose of Organization: We are dedicated to developing opportunities for residents to experience and/or part	
What Community does your organization serve? 100 Mile House and area	
BC Society Registration Number: S0011835	
Federal Charitable Registration Number: (if applicable)	
Chairperson's name: Marlene Funk	
Telephone:	email [redacted]
Treasurer or Financial Officer's name: Karen Smith	
Telephone: 250-791-5274	email: [redacted]

Previous Grant from CRD:
If applicable, please indicate the year, grant amount, and project.

Year: 2024 $ 1000

Project: Project: Hillbilly Choir Band Retreat with Jenny Lester (Report: "Hillbilly Report.pdf"). Last year we hosted a successful weekend event that drew 30 people (about half came from out of town). This event resulted in happy participants (post-event surveys), provincial tourism dollars and enlivened our local arts scene (the arts proven to have various health benefits). Because the dates rely on external schedules, we were not able to apply for this grant in advance. This year, we are scaling down but want to keep an "annual" momentum. The grant will help us rent a beautiful venue in the 108 Ranch and provide a hospitable reception for guests.

Current Grant Requested from CRD $500

GRANTS FOR ASSISTANCE APPLICATION
Year Round Intake for Grants Under $1,000

Please answer the following questions, using additional paper if necessary.

1. Brief Description of Proposed Use of Grant:

This grant will be used to cover the expense of hosting a one-day music workshop event, known as Jenny Lester's Hillbilly Choir Band workshop (building on knowledge from 2024). Workshop will include a social jam and potluck dinner where people can network and be inspired. Costs include venue rental, event promotion and advertising, and incidentals. Funds to be spent locally.

2. Start date of the project: August 12, 2025 End date for the project: August 12, 2025

3. How will you indicate that the CRD is contributing to your organization?

We are happy to include the CRD logo in our event promotion activities and to specifically verbally acknowledge CRD sponsorship within the workshop itself.
Mention in our local Arts newsletter

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

[redacted] _____ Date

AGENDA ITEM SUMMARY

Date: 27/06/2025

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Beth Holden, Regional Economic & Community Development Officer
Date of Meeting: Cariboo Regional District Board_Jul11_2025
File: 1855-04

Short Summary:

To update to the Cariboo Regional District Board of Directors on Make the Move, the regional recruitment and retention project, and a request to enter into a service agreement with Will Creative Inc. to continue work on this project.

Voting:

Various Votes

Memorandum:

In 2020, the Cariboo Regional District (CRD) released a Labour Market Study and Strategy outlining actions to strengthen the regional workforce. Supported by Community Futures, regional municipalities, and chambers of commerce, we implemented part of this strategy by creating the "Make the Move" section on the CRD website. The site aims to attract skilled workers in key sectors by showcasing economic development opportunities, boost national recognition of the Cariboo region, provide links to regional business resources, and highlight local lifestyles, opportunities, and municipalities through compelling imagery and profiles.

This past year, we secured funding for a Rural Workforce Retention and Expansion project. This initiative includes regional engagement to identify retention challenges and required supports, along with a comprehensive revamp of the *Make the Move* site. The updates will better serve regional employers, feature more engaging content to attract talent, and bolster national awareness.

Will Creative Inc., a full-service creative agency, played an integral role in developing *Make the Move*. They crafted a communication strategy, messaging, and tone to engage target audiences, informed by regional research and stakeholder engagement. The site has been marketed annually through social media campaigns, national PSAs, and print media.

To advance this work, contracting Will Creative Inc. would ensure efficient use of time and resources. The scope includes:

- A full project review
- Updated messaging aligned with current interests

- Development of a communications plan (including logo, colour palette, graphic elements, and photo/video/animation styles)
- Copywriting and design for all deliverables
- Migration and design of a new standalone website
- Original photography and videography for the site.

All three 2025 Economic Development Business Plans – North Cariboo, Central Cariboo, and South Cariboo – include marketing the 'Make the Move' economic development land pages to attract new residents in key labour sectors as a goal.

Attachments:

Rural Workforce Retention and Expansion Project – 2025.pdf

Financial Implications:

To secure the proposed consulting services agreement of up to $200,000 with Will Creative, the Cariboo Regional District is contributing $2,000 which has been allocated through an even split between the South Cariboo, Central Cariboo, and North Cariboo Economic Development Budgets. The rest of this work will be supported by the following financial contributions:

Rural Economic Diversification and Infrastructure Program Grant - $125,000
Investment in Agriculture Foundation Grant - $63,000
Community Futures of the North Cariboo - $2,000
Community Futures of the Cariboo Chilcotin - $2,000
District of 100 Mile House - $2,000
City Of Quesnel - $2,000
City of Williams Lake - $2,000

Policy Implications:

That Procurement Policy No. 2023-9-32 be waived.

This Policy requires a competitive bidding process for the award of contracts and purchases of this value. The objective is to achieve the best overall value for the Cariboo Regional District, its customers and taxpayers in its acquisition of goods and services. It is expected that a direct award of the Rural Workforce Retention and Expansion project consulting agreement to Will Creative will achieve this core objective of the Policy.

Will Creative Inc. possesses a comprehensive understanding of both the Rural Workforce Retention and Expansion project and the Make the Move website. Through prior work, developing the foundation of this project, Will Creative Inc. cultivated knowledge and connections through active participation in regional economic development and sector engagement meetings, coupled with extensive regional research. This foundational work positions them uniquely to advance the initiative efficiently. With new funding secured to build upon this established base, working with Will Creative Inc. eliminates the significant duplication of effort and ramp-up time required by engaging a new firm. Their immediate operational

readiness ensures accelerated project momentum and maximizes the return on investment, delivering greater value for resources committed.

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☒ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

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CAO Comments:

Click here to enter text.

Options:

1. Endorse recommendation;
2. Other action at the direction of the Board;
3. Defer.

Recommendation:

Corporate Vote - Unweighted

#1: That Procurement Policy No. 2023-9-32 be waived, permitting the direct award of a consulting services agreement for the Rural Workforce Retention and Expansion project to Will Creative Inc. for up to $200,000 plus applicable taxes, based on the firm's foundational work already completed for this project which will maximize efficiency and value.

Corporate Vote – Weighted

#2: That the appropriate signatories are hereby authorized to execute the consulting services agreement for the Rural Workforce Retention and Expansion project with Will Creative Inc.

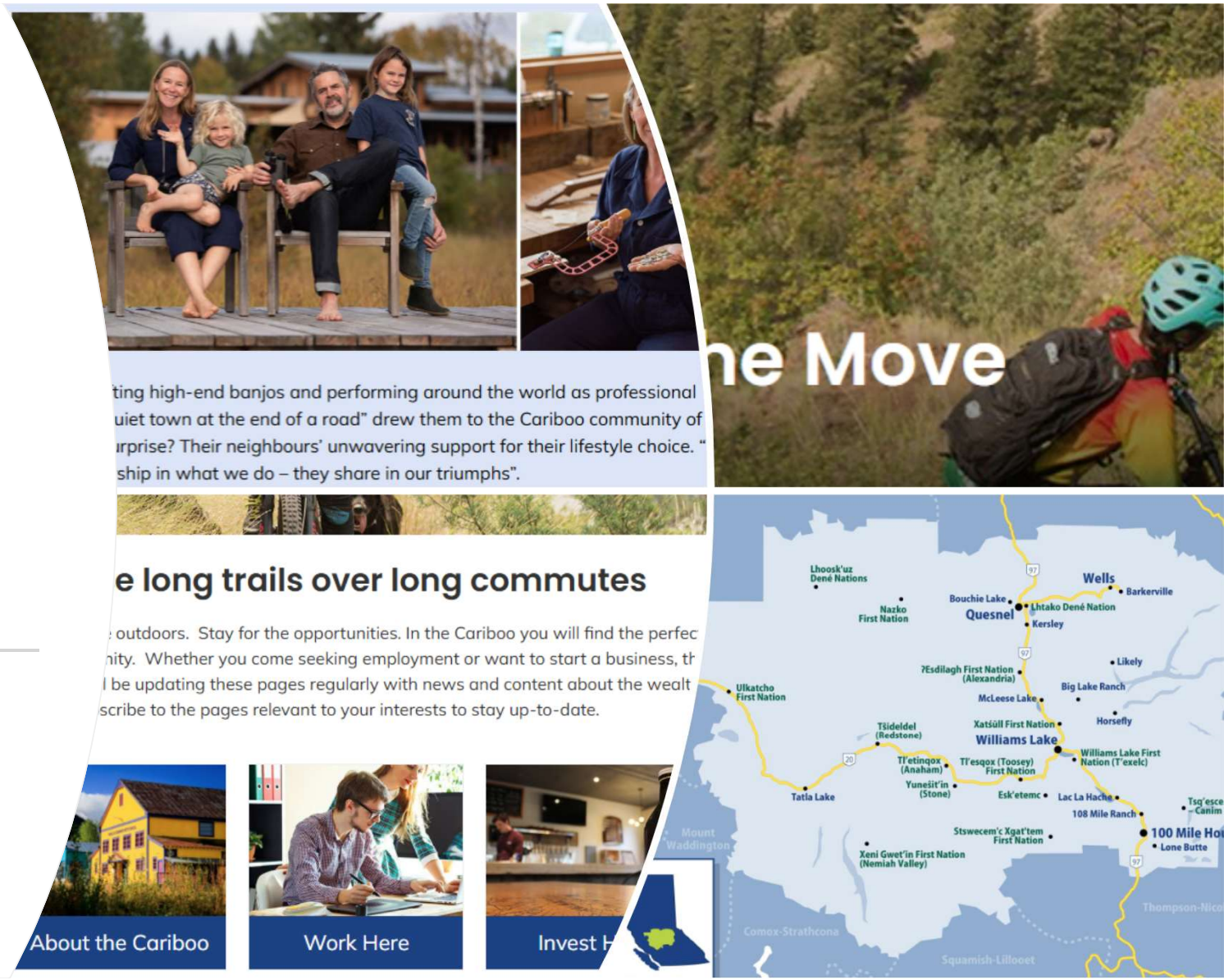
Rural Workforce Retention & Expansion Project



Make the Move Website

Dedicated to Showcasing the Cariboo Region

- Profile lifestyles
- Images
- Videos
- Interactive maps
- Education opportunities
- Links to resources



Advertising Campaigns

- Facebook
- Instagram
- YouTube
- Google
- Shaw Cable
- Print publications
- Bookmarks







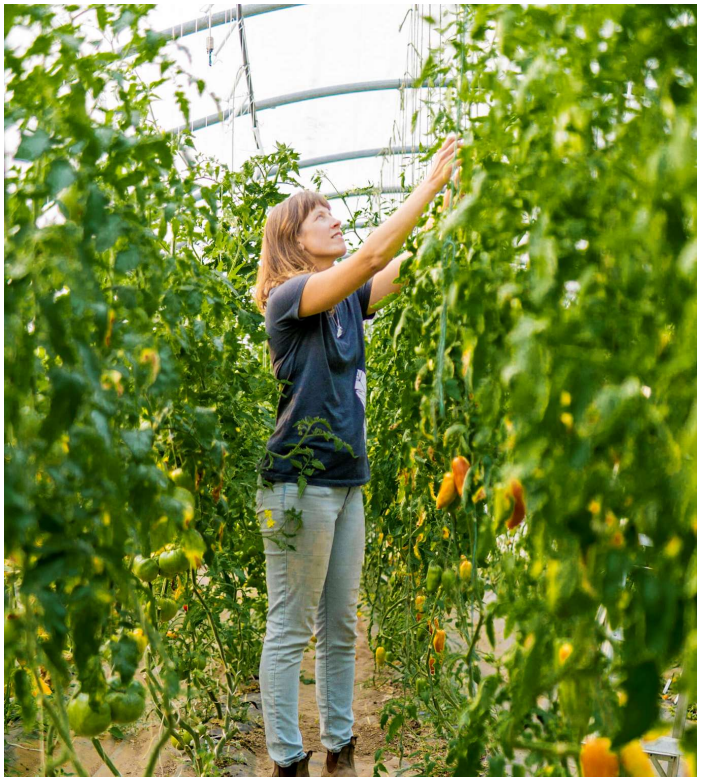














Updated Stand-Alone website

- Improved search engine optimization
- Showcase lifestyle & services through more images, stories, and videos
- Showcase opportunities for investment and to get involved
- Landing tools to help people integrate into the community

End Result

- Make the Move – a captivating, stand alone website that sells the region is a realistic and inspiring way
- A resources that **employers** use to ‘sell’ the region
- A tool that **newcomers** use to integrate into their new community



Timeline:

- Engagement
  - June - October
- Communications Brand Development
  - July - December
- Website Development
  - January - April
- Ad Campaign
  - April - December



Supplier : 0001 To 9999
Batch : All

Cheque Dates : Jun 01, 2025 **To** Jun 30, 2025
Bank : 01 To 01

Supplier Code / Invoice No.	Supplier Name / Description	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
0194	DAFOE JACK						
03042024	2024 APC MEETING MILEAGE - AREA H	129	16-Jun-2025	16-Jun-2025	36.40	36.40	0.00
	Supplier Totals :				36.40	36.40	0.00
0358	PUROLATOR INC.						
500164187	PLANNING/LIBRARY - COURIER MAY 22 JUNE 9 & 12	129	14-Jun-2025	14-Jun-2025	472.84	472.84	0.00
560155308	CRDL LIBRARY - COURIER MAY 22 2025	108	24-May-2025	24-May-2025	366.58	366.58	0.00
590160318	CRDL LIBRARY - COURIER MAY 29 2025	108	31-May-2025	31-May-2025	348.92	348.92	0.00
590165611	RED BLUFF SEWER/CRDL - COURIER JUNE 3 & 5 2025	109	07-Jun-2025	07-Jun-2025	380.78	380.78	0.00
	Supplier Totals :				1,569.12	1,569.12	0.00
0946	HUB INTERNATIONAL BARTON INSURANCE BROKERS						
04062025	MIOCENE VFD/RED BLUFF SEWER - INSURANCE	109	04-Jun-2025	04-Jun-2025	958.00	958.00	0.00
	Supplier Totals :				958.00	958.00	0.00
10143	MORRISON ROBERT						
17062025	FOREST GROVE WATER - REFUND DEPOSIT FOR CONNECTION - DUE TO ELEVATION	129	17-Jun-2025	17-Jun-2025	800.00	800.00	0.00
	Supplier Totals :				800.00	800.00	0.00
10304	MORTON SHELLY						
10092024	2024 APC MEETING MILEAGE - AREA H	129	16-Jun-2025	16-Jun-2025	43.20	43.20	0.00
	Supplier Totals :				43.20	43.20	0.00
10305	VAN OSCH WILL						
10092024	2024 APC MEETINGS MILEAGE - AREA H	129	16-Jun-2025	16-Jun-2025	81.20	81.20	0.00
	Supplier Totals :				81.20	81.20	0.00
10650	CAINE DEAN						

Supplier : 0001 To 9999
Batch : All

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Supplier Code / Invoice No.	Supplier Name / Description	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
04062025	APC EXPENSE - MILEAGE JUNE 4 2025	129	04-Jun-2025	04-Jun-2025	43.20	43.20	0.00
26052025	APC EXPENSE - MILEAGE MAY 26 2025	108	26-May-2025	26-May-2025	43.20	43.20	0.00
	Supplier Totals :				86.40	86.40	0.00
10724	THEODORE PAMELA						
MAY 7 2025	BOARD ON THE ROAD - COMMUNITY BBQ	108	07-May-2025	07-May-2025	1,500.00	1,500.00	0.00
	Supplier Totals :				1,500.00	1,500.00	0.00
10732	PHILIP WENDY						
10092024	2024 APC MEETINGS MILEAGE - AREA H	129	16-Jun-2025	16-Jun-2025	81.00	81.00	0.00
	Supplier Totals :				81.00	81.00	0.00
1110	BEAVER VALLEY FEEDS LTD.						
13224A	LIKELY REFUSE - SOLAR PANEL	129	18-Jun-2025	18-Jun-2025	2,919.80	2,919.80	0.00
	Supplier Totals :				2,919.80	2,919.80	0.00
1592	PETTY CASH - MCLEESE LAKE LIBRARY						
PC MAY 20 2025	MCLEESE LAKE LIBRARY - P/CASH MAY 20 2025	128	20-May-2025	20-May-2025	12.80	12.80	0.00
	Supplier Totals :				12.80	12.80	0.00
2887	PETTY CASH - CARMEN SKYERS						
MAY 27 2025	OHM LIBRARY - P/CASH TO MAY 27 2025	108	27-May-2025	27-May-2025	102.20	102.20	0.00
	Supplier Totals :				102.20	102.20	0.00
3457	SMITH KAREN						
03042024	2024 APC MEETING MILEAGE - AREA H	129	16-Jun-2025	16-Jun-2025	11.20	11.20	0.00
	Supplier Totals :				11.20	11.20	0.00
3621	PETERSON CARLA						
03062025	QESNEL LIBRARY SUMMER READING CLUB	99	03-Jun-2025	03-Jun-2025	400.00	400.00	0.00

Supplier : 0001 To 9999
Batch : All
Cheque Dates : Jun 01, 2025 To Jun 30, 2025
Bank : 01 To 01

Supplier Code / Invoice No.	Supplier Name / Description	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
	Supplier Totals :				400.00	400.00	0.00
3963	LAUREN SUSAN						
2025	PINEVALLEY SEWER IRRIGATION COSTS MAY 21 - JUN 30 2025	129	11-Jun-2025	11-Jun-2025	1,210.00	1,210.00	0.00
	Supplier Totals :				1,210.00	1,210.00	0.00
3966	IRON MOUNTAIN CANADA CORP.						
KHBY802	CC CRD - SHREDDING MARCH 2025	127	01-Apr-2025	01-Apr-2025	1,096.68	1,096.68	0.00
KKTH278	CC CRD - SHREDDING	108	31-May-2025	31-May-2025	1,628.65	1,628.65	0.00
	Supplier Totals :				2,725.33	2,725.33	0.00
4252	TALARICO BONNIE						
03042024	2024 APC MEETING MILEAGE - AREA H	129	16-Jun-2025	16-Jun-2025	28.00	28.00	0.00
	Supplier Totals :				28.00	28.00	0.00
4371	INTERLAKES VOLUNTEER FIRE DEPT						
011	INTERLAKES VFD - SNACKS AND LUNCH FOR FIRST RESPONDER COURSE MAR 8-9 2025	107	06-Apr-2025	06-Apr-2025	910.00	910.00	0.00
012	INTERLAKES VFD - SNACKS AND LUNCH FOR FIRST RESPONDER COURSE MAR 15-16 2025	107	09-Apr-2025	09-Apr-2025	910.00	910.00	0.00
	Supplier Totals :				1,820.00	1,820.00	0.00
4920	HERITAGE SIGNWORKS						
1019	BUILDINGS - DOOR NAME PLATES	107	03-Apr-2025	03-Apr-2025	67.20	67.20	0.00
	Supplier Totals :				67.20	67.20	0.00
5049	PETTY CASH - BEVERLY FOX						
17062025	LIKELY LIBRARY - REFRESHMENTS FOR BOOKS AND BASICS	129	17-Jun-2025	17-Jun-2025	72.85	72.85	0.00
APR 9 2025	LIKELY LIBRARY - P/CASH APR 2025	107	09-Apr-2025	09-Apr-2025	31.90	31.90	0.00

Supplier : 0001 To 9999
Batch : All

Cheque Dates : Jun 01, 2025 **To** Jun 30, 2025
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Supplier Code / Invoice No.	Supplier Name / Description	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
	Supplier Totals :				104.75	104.75	0.00
5263	BDI a division of BELL MOBILITY INC.						
1306395607	BUILDING INSPECTION - APPLE IPHONE 16E JASON CAMERON	129	11-Jun-2025	11-Jun-2025	292.30	292.30	0.00
1306395608	BYLAW - APPLE IPHONE 16 - RICK CUNNINGHAM	129	11-Jun-2025	11-Jun-2025	537.58	537.58	0.00
	Supplier Totals :				829.88	829.88	0.00
5822	MINISTER OF FINANCE - WATER ACT REVENUE						
WSI664613	150 VFD - 2025 WATER LICENSE C066666	107	23-Apr-2025	23-Apr-2025	200.00	200.00	0.00
WSI664616	150 VFD - 2025 WATER LICENSE C066667	107	23-Apr-2025	23-Apr-2025	200.00	200.00	0.00
WSI673069	DEKA LK VFD - 2025 WATER LICENSE C124871	107	11-Apr-2025	11-Apr-2025	200.00	200.00	0.00
WSI673071	108 GREENBELT - 2025 WATER LICENSE C120352	107	11-Apr-2025	11-Apr-2025	25.00	25.00	0.00
WSI673073	BOUCHIE LK VFD - 2025 WATER LICENSE C116117	107	11-Apr-2025	11-Apr-2025	200.00	200.00	0.00
WSI673075	BOUCHIE LK VFD - 2025 WATER LICENSE C110392	107	11-Apr-2025	11-Apr-2025	200.00	200.00	0.00
WSI673077	MIOCENE VFD - 2025 WATER LICENSE C107871	107	11-Apr-2025	11-Apr-2025	221.00	221.00	0.00
WSI673078	150 MILE VFD - 2025 WATER LICENSE C107979	107	11-Apr-2025	11-Apr-2025	200.00	200.00	0.00
WSI673080	BOUCHIE LK VFD - 2025 WATER LICENSE C111285	107	11-Apr-2025	11-Apr-2025	200.00	200.00	0.00
WSI673084	MIOCENE VFD - 2025 WATER LICENSE C124872	107	11-Apr-2025	11-Apr-2025	200.00	200.00	0.00
WSI673087	TEN MILE LK VFD - 2025 WATER LICENSE C125895	107	11-Apr-2025	11-Apr-2025	221.00	221.00	0.00
WSI673088	ANAHIM LK AIRPORT - 2025 WATER LICENSE AUTH #500054	107	11-Apr-2025	11-Apr-2025	50.00	50.00	0.00
WSI673091	DEKA LK VFD - 2025 WATER LICENSE C133668	107	11-Apr-2025	11-Apr-2025	221.00	221.00	0.00
WSI673092	BOUCHIE LK CH - 2025 WATER LICENSE 502101	107	11-Apr-2025	11-Apr-2025	50.00	50.00	0.00
WSI673095	BOUCHIE LAKE CH - 2025 WATER LICENCE 500358	107	11-Apr-2025	11-Apr-2025	50.00	50.00	0.00
WSI673098	WL FASTBALL FIELDS - 2025 WATER LICENSE 501229	107	11-Apr-2025	11-Apr-2025	100.00	100.00	0.00
WSI673100	ELSER SLOW PITCH - 2025 WATER LICENSE 501254	107	11-Apr-2025	11-Apr-2025	50.00	50.00	0.00
WSI673103	RUSSET BLUFF WATER - 2025 WATER LICENSE	107	11-Apr-2025	11-Apr-2025	25.00	25.00	0.00

Supplier : 0001 To 9999
Batch : All
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Supplier Code / Invoice No.	Supplier Name / Description	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
	501494						
WSI673106	CC EC DEV/HERITAGE PROP/150 HERITAGE PROP - 2025 WATER LICENSE 501519	107	11-Apr-2025	11-Apr-2025	71.00	71.00	0.00
WSI673108	KERSLEY REC - 2025 WATER LICENSE 501924	107	11-Apr-2025	11-Apr-2025	50.00	50.00	0.00
WSI673110	KERSLEY REC - 2023 WATER LICENSE 501929	107	11-Apr-2025	11-Apr-2025	50.00	50.00	0.00
WSI673113	KERSLEY REC - 2025 WATER LICENSE 501936	107	11-Apr-2025	11-Apr-2025	50.00	50.00	0.00
WSI673116	KERSLEY REC - 2025 WATER LICENSE 501939	107	11-Apr-2025	11-Apr-2025	50.00	50.00	0.00
WSI673120	ESLER WL SOCCER FIELDS - 2025 WATER LICENSE 501253	107	11-Apr-2025	11-Apr-2025	100.00	100.00	0.00
WSI673123	BARLOW CRK CH - 2025 WATER LICENSE 502062	107	11-Apr-2025	11-Apr-2025	50.00	50.00	0.00
	Supplier Totals :				3,034.00	3,034.00	0.00
6215	GIGLIOTTI GINA						
03062025	OHM LIBRARY SUMMER READING CLUB PROGRAM	99	03-Jun-2025	03-Jun-2025	400.00	400.00	0.00
	Supplier Totals :				400.00	400.00	0.00
6245	KELLINGTON HELEN						
10092024	2024 APC MEETING MILEAGE - AREA H	129	16-Jun-2025	16-Jun-2025	43.40	43.40	0.00
	Supplier Totals :				43.40	43.40	0.00
6260	MINISTER OF FINANCE - SURVEYOR OF TAXES						
06853.010/2025	2025 PROPERTY TAX ON 4383 WILDWOOD ROAD WL ROLL #06853.010	128	14-May-2025	14-May-2025	2,869.05	2,869.05	0.00
	Supplier Totals :				2,869.05	2,869.05	0.00
6289	HORNBY NATHAN						
JUN 2025	NATHAN HORNBY BIG LK REFUSE - JUN 2025 SHARE SHED MAINT	126	28-Jun-2025	28-Jun-2025	99.00	99.00	0.00
	Supplier Totals :				99.00	99.00	0.00

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Supplier Code / Invoice No.	Supplier Name / Description	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
6435	SANDERS PETER						
10092024	2024 APC MEETING MILEAGE - AREA H	129	16-Jun-2025	16-Jun-2025	19.60	19.60	0.00
	Supplier Totals :				19.60	19.60	0.00
6701	HALL STAN						
26052025	APC EXPENSE - MILEAGE MAY 26 2025	108	26-May-2025	26-May-2025	25.20	25.20	0.00
	Supplier Totals :				25.20	25.20	0.00
7031	WHITECROSS SCOTT						
JUN 2025	SCOTT WHITECROSS EAGLE CRK REFUSE - JUN 2025 SHARE SHED MAINT	126	28-Jun-2025	28-Jun-2025	250.00	250.00	0.00
	Supplier Totals :				250.00	250.00	0.00
7508	WARD THOMAS						
27052025	PLANNING - DEV PERMIT APPLICATION CANCELLATION	99	03-Jun-2025	03-Jun-2025	25.00	25.00	0.00
	Supplier Totals :				25.00	25.00	0.00
7511	CHARLTON NANCY						
30052025	ADMIN - CASH DONATION FOR FAMILY FROM STAFF	99	03-Jun-2025	03-Jun-2025	410.00	410.00	0.00
	Supplier Totals :				410.00	410.00	0.00
7512	OUGHTON KATHLEEN						
02062025	REFUND UTILITY ACCT# 016 41633562 000 FOR OVERPAYMENT	99	02-Jun-2025	02-Jun-2025	272.00	272.00	0.00
	Supplier Totals :				272.00	272.00	0.00
7527	CORK ALLAN						
19062025	REFUND UTILITY ACCT #008 04012188 000 FOR OVER PAYMENT	129	19-Jun-2025	19-Jun-2025	894.09	894.09	0.00
	Supplier Totals :				894.09	894.09	0.00

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9045	WILLIAMS EDDIE						
JUN 2025	EDDIE WILLIAMS BIG LK REFUSE - JUN 2025 SHARE SHED MAINT	126	28-Jun-2025	28-Jun-2025	300.00	300.00	0.00
	Supplier Totals :				300.00	300.00	0.00
9193	PETTY CASH - WILLIAMS LAKE LIBRARY						
05062025	WL LIBRARY - P/CASH TO JUN 5 2025	129	05-Jun-2025	05-Jun-2025	83.40	83.40	0.00
	Supplier Totals :				83.40	83.40	0.00
9580	SMITH DARREN						
03062025	WL LIBRARY SUMMER READING CLUB	99	03-Jun-2025	03-Jun-2025	400.00	400.00	0.00
18062025	WL LIBRARY - TRAVEL AND MEALS FOR BEYOND HOPE CONFERENCE	129	18-Jun-2025	18-Jun-2025	458.12	458.12	0.00
	Supplier Totals :				858.12	858.12	0.00
9877	DOWNTOWN WILLIAMS LAKE						
2025	ART WALK 2025 REGISTRATION FEE	129	12-Jun-2025	12-Jun-2025	175.00	175.00	0.00
	Supplier Totals :				175.00	175.00	0.00
9983	RECEIVER GENERAL						
JUN 2025 (56RI)	ACCT#728114356RI - WAGE GARNISHMENT PP 12-13	128	31-May-2025	31-May-2025	1,062.00	1,062.00	0.00
JUNE 2025 (36RI)	ACCT#732332036RI - WAGE GARNISHMENT PP 12-13	129	19-Jun-2025	19-Jun-2025	751.98	751.98	0.00
	Supplier Totals :				1,813.98	1,813.98	0.00
	Computer Paid Total :				**26,958.32**	**26,958.32**	**0.00**

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0001	B.C.G.E.U						
JUNE2025	UNION DUES - JUN 2025 PP# 12-13	129	30-Jun-2025	30-Jun-2025	6,712.08	6,712.08	0.00
			Supplier Totals :		6,712.08	6,712.08	0.00
0017	CITY OF WILLIAMS LAKE						
0000506002/2025	ROLL #506002 2025 PROPERTY TAXES ON WL CRD OFFICE - TO ADD BIA	108	29-May-2025	29-May-2025	495.56	495.56	0.00
02062025	DRF & SURPLUS PAYOUT MFA ISSUE #110	109	02-Jun-2025	02-Jun-2025	258,986.63	258,986.63	0.00
02062025-2	DRF & SURPLUS PAYOUT MFA ISSUE #93	109	02-Jun-2025	02-Jun-2025	23,481.52	23,481.52	0.00
			Supplier Totals :		282,963.71	282,963.71	0.00
0027	ENVIRONMENTAL 360 SOLUTIONS CENTRAL						
1010006-000002(	INTERLAKES REFUSE - MAY 2025	108	31-May-2025	31-May-2025	513.29	513.29	0.00
1010006-000002(	SC HHW MANAGEMENT - MAY 2025	108	31-May-2025	31-May-2025	630.00	630.00	0.00
1010006-000002(	ELECTRONICS - MAY 2025	108	31-May-2025	31-May-2025	525.00	525.00	0.00
1010006-000002(	LLH/FG/LB/EC REFUSE MAY 2025	109	03-Jun-2025	03-Jun-2025	36,867.66	36,867.66	0.00
1010007-000002(	CCTS - APRIL 2025 GYPSUM RECYCLING	127	30-Apr-2025	30-Apr-2025	4,109.18	4,109.18	0.00
1010007-000002;	OHM LIBRARY - GARBAGE SERVICES - MAY 2025	108	31-May-2025	31-May-2025	51.98	51.98	0.00
1010007-000002;	150 MILE VFD - GARBAGE SERVICE MAy 2025	108	31-May-2025	31-May-2025	107.10	107.10	0.00
1010007-000002;	108 CURBSIDE COLLECTION - MAY 2025	108	31-May-2025	31-May-2025	10,929.37	10,929.37	0.00
1010007-000002;	CCSAR GARBAGE SERVICE MAY 2025	108	31-May-2025	31-May-2025	114.35	114.35	0.00
1010007-000002;	CC CRD REFUSE - RECYCLE BINS MAY 2025	108	31-May-2025	31-May-2025	535.50	535.50	0.00
1010007-000002;	CRD WL LIBRARY - GARBAGE SERVICE MAY 2025	108	31-May-2025	31-May-2025	462.00	462.00	0.00
1010007-000002;	108 CURBSIDE COLLECTION - MAY 2025 INCREASE	109	01-Jun-2025	01-Jun-2025	273.26	273.26	0.00
			Supplier Totals :		55,118.69	55,118.69	0.00
0055	CITY OF QUESNEL						
33709	SUB REGIONAL BILLING APRIL 2025	128	22-May-2025	22-May-2025	425,958.99	425,958.99	0.00
33735	TEN MILE LAKE VFD - POOL	108	30-May-2025	30-May-2025	440.52	440.52	0.00

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	& WEIGHT ROOM PUNCH CARDS MAY 2025						
				Supplier Totals :	426,399.51	426,399.51	0.00
0139	BROGAN FIRE & SAFETY A DIVISION OF GUILLEVIN						
30237465	INTERLAKES VFD - 1.5 INCH RUBBER WASHERS	128	29-May-2025	29-May-2025	151.20	151.20	0.00
30237729	INTERLAKES VFD - 1.5 INCH QUICK CONNECT GASKETS	128	30-May-2025	30-May-2025	100.80	100.80	0.00
30237732	INTERLAKES VFD - TIE DOWN KEYS WITH J HOOK	128	30-May-2025	30-May-2025	212.80	212.80	0.00
				Supplier Totals :	464.80	464.80	0.00
0202	WHITE RICK						
PP12 2025	Rick White CCSAR Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	2,500.00	2,500.00	0.00
				Supplier Totals :	2,500.00	2,500.00	0.00
0236	DELAINEY'S LOCK & KEY						
38614	WILDWOOD SEWER - SERVICE CALL AFTER HOURS	108	31-May-2025	31-May-2025	333.90	333.90	0.00
				Supplier Totals :	333.90	333.90	0.00
0268	BIG LAKE COMMUNITY ASSOCIATION						
LIBRNT 2025-2	BIG LAKE COMMUNITY ASSOCIATION BIG LAKE LIBRARY / JUL - DEC 2025 RENT	130	01-Jul-2025	01-Jul-2025	2,100.00	2,100.00	0.00
				Supplier Totals :	2,100.00	2,100.00	0.00
0320	KONING DONNA						
JUNE2025	KERSLEY REC - JUNE 2025 CUSTODIAL	129	19-Jun-2025	19-Jun-2025	1,115.88	1,115.88	0.00
				Supplier Totals :	1,115.88	1,115.88	0.00
0399	TATLA LAKE COMMUNITY ASSOCIATION						
LIBRNT 2025-2	TATLA LAKE COMMUNITY ASSOCIATION TATLA LAKE LIBRARY / JUL - DEC 2025 RENT	130	01-Jul-2025	01-Jul-2025	2,920.05	2,920.05	0.00

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			Supplier Totals :		2,920.05	2,920.05	0.00
0492	SCHOOL DISTRICT #27						
LIBRNT 2025-2	SCHOOL DISTRICT #27 ALEXIS CREEK LIBRARY / JUL - DEC 2025 RENT	130	01-Jul-2025	01-Jul-2025	12,413.00	12,413.00	0.00
			Supplier Totals :		12,413.00	12,413.00	0.00
0521	KAL TIRE						
045507281L	RED BLUFF SEWER - NEW TIRES -UNIT 108 PLATE #JT9037	127	30-Apr-2025	30-Apr-2025	1,683.81	1,683.81	0.00
			Supplier Totals :		1,683.81	1,683.81	0.00
0533	E.B. HORSMAN & SON						
14980760	CRD BLDG - PHI LAMP	109	02-Jun-2025	02-Jun-2025	266.65	266.65	0.00
			Supplier Totals :		266.65	266.65	0.00
0575	FOREST GROVE & DISTRICT RECREATION SOCIETY						
LIBRNT 2025-2	FOREST GROVE & DISTRICT RECREATION SOCIETY FOREST GROVE LIBRARY / JUL - DEC 2025 RENT	130	01-Jul-2025	01-Jul-2025	1,499.40	1,499.40	0.00
			Supplier Totals :		1,499.40	1,499.40	0.00
0577	GARTH'S ELECTRIC LTD.						
24422	LLH SEWER - REPLACE FLOATS AT MCKINLEY LIFT STATION	129	13-Jun-2025	13-Jun-2025	425.25	425.25	0.00
25753	108 MILE WATER - TROUBLESHOOT P210 FOR TRIPPED CIRCUIT FEEDING VFD - ORDERED REPLACEMENT BREAKER	129	13-Jun-2025	13-Jun-2025	2,725.60	2,725.60	0.00
25754	CANIM LK WATER - INSTALL NEW ANTENNAS	129	13-Jun-2025	13-Jun-2025	777.00	777.00	0.00
25777	LLH SEWER - TROUBLESHOOT PUMPS	129	24-Jun-2025	24-Jun-2025	283.50	283.50	0.00
			Supplier Totals :		4,211.35	4,211.35	0.00
0612	M.H. KING EXCAVATING LTD.						

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9087	PO 4792 - Construct composting area at CCTS	109	10-Jun-2025	10-Jun-2025	19,188.75	19,188.75	0.00
			Supplier Totals :		19,188.75	19,188.75	0.00
0828	PDS GUARD SERVICES LTD						
22417	CRD/WL LIBRARY - MONTHLY STANDBY & SECURITY PARTOLS JUNE 2025	109	01-Jun-2025	01-Jun-2025	330.75	330.75	0.00
			Supplier Totals :		330.75	330.75	0.00
0907	CLEANWAY SUPPLY INC.						
W0281287	108 MILE WATER - CHLORINE	109	09-Jun-2025	09-Jun-2025	2,305.38	2,305.38	0.00
			Supplier Totals :		2,305.38	2,305.38	0.00
0910	FORT GARRY FIRE TRUCKS LTD.						
45838	PO 4789 - NEW 1000IG CRUSADER ENGINE - 4 DOOR	128	01-May-2025	01-May-2025	554,677.76	554,677.76	0.00
			Supplier Totals :		554,677.76	554,677.76	0.00
0947	BLACKSTOCK DISTRIBUTORS						
655470	CC CRD - COFFEE	108	27-May-2025	27-May-2025	129.99	129.99	0.00
			Supplier Totals :		129.99	129.99	0.00
0972	108 MILE RANCH COMMUNITY ASSOCIATION						
MAY2025	108 RCA - UTILITIES MAY 2025	128	31-May-2025	31-May-2025	1,370.34	1,370.34	0.00
			Supplier Totals :		1,370.34	1,370.34	0.00
10013	DUNAWAY DIANE						
14062025	MCLEESE LAKE LIBRARY - PICKLEBALL SET	129	14-Jun-2025	14-Jun-2025	76.12	76.12	0.00
			Supplier Totals :		76.12	76.12	0.00
10018	MORTON PATRICK						
69	NIMPO LAKE RECYCLING ATTENDANT - MAY 2025	108	30-May-2025	30-May-2025	952.00	952.00	0.00
			Supplier Totals :		952.00	952.00	0.00

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10049	BEER POUL						
PP12 2025	Poul Beer Interlakes Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	5,000.00	5,000.00	0.00
			Supplier Totals :		5,000.00	5,000.00	0.00
10112	QUADIENT CANADA LTD.						
234883250531	ADMIN - POSTAGE METER REFILL ACCT #234883	109	01-Jun-2025	01-Jun-2025	548.54	548.54	0.00
6320848	A/ADMIN - POSTAGE METER LEASE JUL - SEPT 2025	109	01-Jun-2025	01-Jun-2025	914.48	914.48	0.00
			Supplier Totals :		1,463.02	1,463.02	0.00
10117	SUGDEN DAVID						
PP12 2025	David Sugden Barlow Creek Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	2,596.00	2,596.00	0.00
			Supplier Totals :		2,596.00	2,596.00	0.00
10182	IAN HICKS DBA GREEN PHOENIX VENTURES						
170958	NAZKO REFUSE - BOBCAT WORK TO LANDFILL 20 LOADS DEMOLITION JUNE 6 2025	109	06-Jun-2025	06-Jun-2025	1,296.75	1,296.75	0.00
170959	TITETOWN REFUSE - SERVICE OF SITE	109	06-Jun-2025	06-Jun-2025	1,197.00	1,197.00	0.00
170960	GIBRALTAR REFUSE - CLEAN OUT NETS	109	06-Jun-2025	06-Jun-2025	2,147.25	2,147.25	0.00
MAY 31 2025	NAZKO REFUSE - MAY 2025	108	31-May-2025	31-May-2025	6,142.50	6,142.50	0.00
			Supplier Totals :		10,783.50	10,783.50	0.00
10198	MILLER QUINN						
PP12 2025	Quinn Miller Ten Mile Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	2,616.67	2,616.67	0.00
			Supplier Totals :		2,616.67	2,616.67	0.00
10228	HAMILTON MARIA						
PP12 2025	Maria Hamilton Interlakes Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	208.75	208.75	0.00
			Supplier Totals :		208.75	208.75	0.00
10236	NORTHERN FIRE APPARATUS INC.						

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0650	FOREST GROVE VFD - DIAGNOSE LEAK AT DIRECT TANK FILL - ENGINE 11	108	23-May-2025	23-May-2025	766.08	766.08	0.00
0651	FOREST GROVE VFD - DIAGNOSE LEAK FROM TANK TO PUMP - ENGINE 21	108	02-May-2025	02-May-2025	168.00	168.00	0.00
0652	BOUCHIE LAKE VFD - DIAGNOSE AND ORDER PARTS FOR REAR TANK FILL - TENDER 11	108	24-May-2025	24-May-2025	1,299.74	1,299.74	0.00
			Supplier Totals :		2,233.82	2,233.82	0.00
10239	GREY ANDREW						
PP12 2025	Andrew Grey Forest Grove Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	2,500.00	2,500.00	0.00
			Supplier Totals :		2,500.00	2,500.00	0.00
10245	BENNETT BRITTANY						
PP12 2025	Brittany Bennett CCSAR Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	650.00	650.00	0.00
			Supplier Totals :		650.00	650.00	0.00
10246	DONAHUE AIRFIELD SERVICES						
198	SC AIRPORT - CONTRACT SERVICES JUNE 2025	109	09-Jun-2025	09-Jun-2025	11,549.99	11,549.99	0.00
FUEL MAY 2025	SC AIRPORT - FUEL SALES COMMISSIONS MAY 2025	128	31-May-2025	31-May-2025	431.50	431.50	0.00
			Supplier Totals :		11,981.49	11,981.49	0.00
10275	DALE TRACY						
PP12 2025	Tracy Dale Wildwood Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	748.06	748.06	0.00
			Supplier Totals :		748.06	748.06	0.00
10293	SEUTTER ISAAC						
PP12 2025	Isaac Seutter Barlow Creek Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	120.00	120.00	0.00
			Supplier Totals :		120.00	120.00	0.00
10300	GODDARD DEAN						

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PP12 2025	Dean Goddard Interlakes Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	375.00	375.00	0.00
			Supplier Totals :		375.00	375.00	0.00
10313	SPOTLESS UNIFORM						
2008642	NC CRD - MAT RENTAL	129	12-Jun-2025	12-Jun-2025	66.26	66.26	0.00
2008643	QUESNEL LIBRARY - MAT RENTAL	129	12-Jun-2025	12-Jun-2025	69.12	69.12	0.00
			Supplier Totals :		135.38	135.38	0.00
10344	KARASSOWITSCH ANDREW						
PP12 2025	Andy Karassowitch Deka Lake Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	313.00	313.00	0.00
			Supplier Totals :		313.00	313.00	0.00
10345	CHALIFOUX ALEXE						
PP12 2025	Alexe Chalifoux Miocene Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	360.00	360.00	0.00
			Supplier Totals :		360.00	360.00	0.00
10378	OVING ANNETTE						
25-031	FOREST GROVE VFD - HALL 1 & 2 CLEANING APR 2025	108	07-May-2025	07-May-2025	200.00	200.00	0.00
			Supplier Totals :		200.00	200.00	0.00
10409	SUTTON SPECIAL RISK INC (BASIC)						
206217	BASIC AD&D MAY 2024-2025 ADJUSTMENT	107	23-Apr-2025	23-Apr-2025	149.00	149.00	0.00
206222	BASIC AD&D MAY 2025 - MAY 2026	107	23-Apr-2025	23-Apr-2025	3,171.00	3,171.00	0.00
			Supplier Totals :		3,320.00	3,320.00	0.00
10410	SUTTON SPECIAL RISK INC (OPTIONAL)						
JULY2025	POLICY # 056/028717A JULY 2025 VOLUNTARY AD&D PREMIUMS	129	30-Jun-2025	30-Jun-2025	6.60	6.60	0.00
			Supplier Totals :		6.60	6.60	0.00
10414	LIKELY SCHOOL PAC						

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JUN 2025	LIKELY SCHOOL PAC LIKELY REFUSE - JUN 2025 SHARE SHED MAINT	126	28-Jun-2025	28-Jun-2025	200.00	200.00	0.00
			Supplier Totals :		200.00	200.00	0.00
10419	SQUEAKY CLEAN CARIBOO						
2504	CC CRD & WL LIBRARY - MAY 2025 JANITORIAL	108	28-May-2025	28-May-2025	4,170.60	4,170.60	0.00
2505	OHM LIBRARY - MAY 2025 JANITORIAL	108	28-May-2025	28-May-2025	1,714.88	1,714.88	0.00
			Supplier Totals :		5,885.48	5,885.48	0.00
10423	ABC WEB LINK						
AWL-430250	LONE BUTTE VFD - 2025 WEB LINK HOME BUSINESS HOSTING	109	01-Jun-2025	01-Jun-2025	201.46	201.46	0.00
			Supplier Totals :		201.46	201.46	0.00
10449	SBA CANADA						
IN92116129	911 TOWER RENT - DRAGON LAKE JUN 2025	129	01-Jun-2025	01-Jun-2025	787.50	787.50	0.00
			Supplier Totals :		787.50	787.50	0.00
10462	SWEPT AWAY CLEANING PLUS						
2824	MIOCENE VFD - CLEANING MAY 2025	109	05-Jun-2025	05-Jun-2025	270.00	270.00	0.00
			Supplier Totals :		270.00	270.00	0.00
10477	EVOLUTION AV LTD.						
0000556710	PO #4636 - CRD Board room Renos	128	30-May-2025	30-May-2025	81,780.74	81,780.74	0.00
			Supplier Totals :		81,780.74	81,780.74	0.00
10479	CRAIG MORGAN (LAC LA HACHE MOBILE WELDING)						
293330	CCTS - CUT BOLTS AND REBAR FROM CONCRETE SLABS	108	28-May-2025	28-May-2025	472.50	472.50	0.00
			Supplier Totals :		472.50	472.50	0.00

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10489	FAULKNER THOMAS						
PP12 2025	Tom Faulkner Interlakes Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	250.00	250.00	0.00
			Supplier Totals :		250.00	250.00	0.00
10506	1854534 ALBERTA LTD. dba DDF Contracting						
681782	INTERLAKES REFUSE - CLEAR CRUSH NOV 2024	108	01-May-2025	01-May-2025	8,792.00	8,792.00	0.00
681812	INTERLAKES REFUSE - ROAD REPAIR	109	03-Jun-2025	03-Jun-2025	5,250.00	5,250.00	0.00
			Supplier Totals :		14,042.00	14,042.00	0.00
1052	HAUL-ALL EQUIPMENT LTD.						
106822	REFUSE - GAS SPRING EYE TYPE FITTING	129	10-Jun-2025	10-Jun-2025	314.58	314.58	0.00
			Supplier Totals :		314.58	314.58	0.00
10538	STROMSTEN CURTIS						
PP12 2025	Curtis Stromsten Miocene Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	1,201.60	1,201.60	0.00
			Supplier Totals :		1,201.60	1,201.60	0.00
10557	NEW WEST GYPSUM RECYCLING (B.C.) INC.						
1203974	CCTS - GYPSUM RECYCLING	129	21-Jun-2025	21-Jun-2025	1,368.31	1,368.31	0.00
			Supplier Totals :		1,368.31	1,368.31	0.00
10561	SLADE JAMES						
PP12 2025	James Slade Lone Butte Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	2,755.24	2,755.24	0.00
			Supplier Totals :		2,755.24	2,755.24	0.00
10572	EXNER KERRY						
PP12 2025	Kerry Exner Interlakes Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	537.50	537.50	0.00
			Supplier Totals :		537.50	537.50	0.00
10574	BARTEL HARALD						

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PP12 2025	Harald Bartel Bouchie Lake Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	2,500.00	2,500.00	0.00
			Supplier Totals :		2,500.00	2,500.00	0.00
10589	STONE GARY						
PP12 2025	Gary Stone Lone Butte Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	3,144.16	3,144.16	0.00
			Supplier Totals :		3,144.16	3,144.16	0.00
10592	BOULAY ALEXANDER						
PP12 2025	Alex Boulay Interlakes Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	250.00	250.00	0.00
			Supplier Totals :		250.00	250.00	0.00
10623	WASP MANUFACTURING LTD						
INV-3174	PO 4728 - B2X-23PXTC Mid-Range Fire Pump 2-stg B&S23	107	15-Apr-2025	15-Apr-2025	11,229.64	11,229.64	0.00
			Supplier Totals :		11,229.64	11,229.64	0.00
10674	STEVENSON ELANA						
PP12 2025	Elana Stevenson CCSAR Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	650.00	650.00	0.00
			Supplier Totals :		650.00	650.00	0.00
10706	HORSWELL JOHN GREYAM						
PP12 2025	Greyam Horswell 108 Mile Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	540.00	540.00	0.00
			Supplier Totals :		540.00	540.00	0.00
10717	HERL WYATT						
PP12 2025	Wyatt Herl Lac La Hache Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	750.00	750.00	0.00
			Supplier Totals :		750.00	750.00	0.00
10735	FOUR RIVERS CO-OPERATIVE						
1823894	SC UTILITIES - FUEL MAY 2025 (CARDS 7824 9067 & 9091)	128	31-May-2025	31-May-2025	1,789.09	1,789.09	0.00

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1825809	108 MILE VFD - FUEL MAY 2025 - CARDS 7132 7124 & 7108	108	31-May-2025	31-May-2025	242.55	242.55	0.00
			Supplier Totals :		2,031.64	2,031.64	0.00
1203	EMCO CORPORATION						
831253003063	ENVIRO - COTTER PINS SERV BOX GUAGES ETC FOR STOCK	108	29-May-2025	29-May-2025	874.84	874.84	0.00
			Supplier Totals :		874.84	874.84	0.00
1226	FREY DAVID						
PP12 2025	Dave Frey Wildwood Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	85.00	85.00	0.00
			Supplier Totals :		85.00	85.00	0.00
1237	FERRARI DAVID						
PP12 2025	David Ferrari Wildwood Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	416.20	416.20	0.00
			Supplier Totals :		416.20	416.20	0.00
1325	MACKAY ELECTRIC						
18201	CCTS - REPACE FAILED TOGGLE SWITCH	109	03-Jun-2025	03-Jun-2025	132.83	132.83	0.00
18217	PO 4759 - Supply and Install 2 x 100W LED Wallpack at Loading Dock	129	20-Jun-2025	20-Jun-2025	1,153.95	1,153.95	0.00
			Supplier Totals :		1,286.78	1,286.78	0.00
1326	TI'ESQOX TELL-TALE SIGN PRODUCTIONS & PRINTING						
2246	CRD REFUSE - 20 ARROWS AND 10 "NO CARDBOARD" SIGNS	108	29-May-2025	29-May-2025	622.17	622.17	0.00
2289	CCTS - 2 "RETURN TO SCALE" SIGNS	129	11-Jun-2025	11-Jun-2025	57.47	57.47	0.00
2305	REFUSE - 2 DS SIGNS	129	18-Jun-2025	18-Jun-2025	120.96	120.96	0.00
			Supplier Totals :		800.60	800.60	0.00
1416	BARRETT HUGH						
LIBRNT 2025-2	BARRET HUGH BARRETT	130	01-Jul-2025	01-Jul-2025	1,200.00	1,200.00	0.00

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	SHARON HORSEFLY LIBRARY / JUL - DEC 2025 RENT						
				Supplier Totals :	1,200.00	1,200.00	0.00
1418	NAZKO COMMUNITY ASSOCIATION c\o CREDIT						
LIBRNT 2025-2	NAZKO COMMUNITY ASSOCIATION NAZKO LIBRARY / JUL - DEC 2025 RENT	130	01-Jul-2025	01-Jul-2025	1,500.00	1,500.00	0.00
				Supplier Totals :	1,500.00	1,500.00	0.00
1436	UNITED LIBRARY SERVICES INC.						
894634	CRDL - BOOKS	108	20-May-2025	20-May-2025	2,210.13	2,210.13	0.00
894873	CRDL - BOOKS	128	22-May-2025	22-May-2025	2,244.82	2,244.82	0.00
894944	CRDL - CD & BOOK PROCESSING	108	22-May-2025	22-May-2025	218.43	218.43	0.00
895317	CRDL - BOOKS	108	27-May-2025	27-May-2025	1,913.12	1,913.12	0.00
895609	CRDL - CD & BOOK PROCESSING	108	29-May-2025	29-May-2025	183.45	183.45	0.00
895963	CRDL - BOOKS	129	03-Jun-2025	03-Jun-2025	1,407.82	1,407.82	0.00
896015	CRDL - BOOKS	129	03-Jun-2025	03-Jun-2025	670.61	670.61	0.00
896239	CRDL - CD & BOOK PROCESSING	129	05-Jun-2025	05-Jun-2025	155.14	155.14	0.00
896358	CRDL - BOOKS	129	06-Jun-2025	06-Jun-2025	1,884.06	1,884.06	0.00
896732	CRDL - BOOKS	129	10-Jun-2025	10-Jun-2025	1,273.47	1,273.47	0.00
897017	CRDL - CD & BOOK PROCESSING	129	12-Jun-2025	12-Jun-2025	130.31	130.31	0.00
				Supplier Totals :	12,291.36	12,291.36	0.00
1539	WATCH LAKE/GREEN LAKE COMMUNITY ASSOC.						
21052025	AREA L - REIMBURSE UTILITIES (STARLINK) AND DIRECTORS INS	108	21-May-2025	21-May-2025	1,305.60	1,305.60	0.00
29052025	AREA L CH - DIRECTORS OFFICERS INS FOR 2022/23 2023/24 AND 2024/25	108	29-May-2025	29-May-2025	2,837.00	2,837.00	0.00
				Supplier Totals :	4,142.60	4,142.60	0.00
1599	TS CLEANING SERVICES LTD						
227	QUESNEL LIBRARY - CLEANING MAY 2025	108	01-May-2025	01-May-2025	2,814.00	2,814.00	0.00

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			Supplier Totals :		2,814.00	2,814.00	0.00
1667	PATERSON SEPTIC SERVICE						
1350	108 MILE WATER - HYDROVAC SUPPORT	129	10-Jun-2025	10-Jun-2025	1,288.12	1,288.12	0.00
25821	HORSE LAKE WATER - HYDROVAC SUPPORT	108	21-May-2025	21-May-2025	1,635.62	1,635.62	0.00
25836	LAC LA HACHE SEWER - PUMP OUT MCKINLEY LIFT STATION MAY 22 2025	108	22-May-2025	22-May-2025	840.00	840.00	0.00
25848	108 MILE WATER - PUMP THREE TANKS 1800 GAL MAY 29 2025	108	29-May-2025	29-May-2025	304.50	304.50	0.00
			Supplier Totals :		4,068.24	4,068.24	0.00
1690	WILSON RYAN						
PP12 2025	Ryan Wilson Barlow Creek Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	120.00	120.00	0.00
			Supplier Totals :		120.00	120.00	0.00
1723	BK TWO-WAY RADIO LTD.						
LOC20IN30554	PO 4722 - Supply SAMLEX-Power Inverter 12VDC/12OVDC 600W PST-600-12	109	09-Jun-2025	09-Jun-2025	13,215.55	13,215.55	0.00
			Supplier Totals :		13,215.55	13,215.55	0.00
1820	RUTHERFORD BRENT						
PP12 2025	Brent Rutherford Lac La Hache Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	120.00	120.00	0.00
			Supplier Totals :		120.00	120.00	0.00
1841	EBSCO CANADA LTD.						
2502665	CRDL - RATE ADJUSTMENT ON INV 9955612 "GARDENER FOR THE PRAIRIES" MAGAZINE	107	13-Apr-2025	13-Apr-2025	17.09	17.09	0.00
			Supplier Totals :		17.09	17.09	0.00
1848	CANADIAN WESTERN MECHANICAL LTD.						
203185	PO 4787 - UPGRADE	109	01-Jun-2025	01-Jun-2025	38,955.00	38,955.00	0.00

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	CHRYSTAL DRIVE LIFT STATION						
209538	RED BLUFF SEWER - BEACH CRESCENT SEWER SERVICES MOBE/DEMOBE PARTS SAND VAC AND LABOUR	108	15-May-2025	15-May-2025	3,759.00	3,759.00	0.00
			Supplier Totals :		42,714.00	42,714.00	0.00
1962	CINTAS LOCATION 889						
4231746309	SC CRD - MAT RENTAL	108	27-May-2025	27-May-2025	75.02	75.02	0.00
4231746419	OHM LIBRARY - MAT RENTAL	108	27-May-2025	27-May-2025	142.02	142.02	0.00
4232434873	WL LIBRARY - MAT RENTAL	109	02-Jun-2025	02-Jun-2025	98.83	98.83	0.00
4232434914	CC CRD - MAT RENTAL	109	02-Jun-2025	02-Jun-2025	142.46	142.46	0.00
4232435339	SC CRD - MAT RENTAL	109	03-Jun-2025	03-Jun-2025	75.02	75.02	0.00
4233174617	WL LIBRARY - MAT RENTAL	109	09-Jun-2025	09-Jun-2025	98.83	98.83	0.00
4233174638	CC CRD - MAT RENTAL	109	09-Jun-2025	09-Jun-2025	142.46	142.46	0.00
4233174963	SC CRD - MAT RENTAL	109	10-Jun-2025	10-Jun-2025	75.02	75.02	0.00
4233175064	OMH LIBRARY - MAT RENTAL	109	10-Jun-2025	10-Jun-2025	142.02	142.02	0.00
4233902378	CC CRD - MAT RENTAL	129	16-Jun-2025	16-Jun-2025	142.46	142.46	0.00
4233902414	WL LIBRARY - MAT RENTAL	129	16-Jun-2025	16-Jun-2025	98.83	98.83	0.00
4233902867	SC CRD - MAT RENTAL	129	17-Jun-2025	17-Jun-2025	75.02	75.02	0.00
4234631929	CC CRD - MAT RENTAL	129	23-Jun-2025	23-Jun-2025	142.46	142.46	0.00
4234631965	WL LIBRARY - MAT RENTAL	129	23-Jun-2025	23-Jun-2025	98.83	98.83	0.00
4234632343	SC CRD - MAT RENTAL	129	24-Jun-2025	24-Jun-2025	75.02	75.02	0.00
4234632351	OMH LIBRARY - MAT RENTAL	129	24-Jun-2025	24-Jun-2025	142.02	142.02	0.00
			Supplier Totals :		1,766.32	1,766.32	0.00
1984	O-NETRIX						
340456	CCTS - CALL OUT TO TROUBLESHOOT TENT CAMERA OUTAGE	108	30-May-2025	30-May-2025	131.25	131.25	0.00
			Supplier Totals :		131.25	131.25	0.00
2069	HADDAD CHRIS						
14052025	108 MILE RANCH VFD - TRAVEL FOR CHIEFS MEETING	108	14-May-2025	14-May-2025	129.60	129.60	0.00
PP12 2025	Chris Haddad 108 Mile Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	2,900.00	2,900.00	0.00
			Supplier Totals :		3,029.60	3,029.60	0.00

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2151	JAYCO PLUMBING						
5771	SC LANDFILL - DIAGNOSE WATER ISSUES MAY 6-7 2025	109	06-Jun-2025	06-Jun-2025	1,964.77	1,964.77	0.00
			Supplier Totals :		1,964.77	1,964.77	0.00
2349	SCHRANZ ELISABETH						
PP12 2025	Elisabeth Schranz Lac La Hache Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	120.00	120.00	0.00
			Supplier Totals :		120.00	120.00	0.00
2398	CARIBOO CHEVROLET BUICK GMC LTD.						
421930	BYLAW - 2023 CHEV COLORADO UNIT #120 PUNCTURED TIRE NOT REPAIRABLE - REPLACE AND MOUNT	108	30-May-2025	30-May-2025	479.16	479.16	0.00
422074	PROT. SERVICES -UNIT #113 NEW TIRES REPLACE TAIL LAMP REPLACE WIPER BLADES	109	03-Jun-2025	03-Jun-2025	2,765.69	2,765.69	0.00
			Supplier Totals :		3,244.85	3,244.85	0.00
2404	WILKINS LANCE						
PP12 2025	Lance Wilkins West Fraser Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	1,200.00	1,200.00	0.00
			Supplier Totals :		1,200.00	1,200.00	0.00
2453	LODEX HOLDINGS dba DOWNTOWN SERVICE						
46361	IPM - RENTAL TRUCK #22048 LIC #WH2235 MOUNT DRY BOX ADN SKID TANK PUMP	109	02-Jun-2025	02-Jun-2025	82.26	82.26	0.00
46367	IPM - RENTAL TRUCK UNT #22179 LIC #WH2236 MOUNT DRY BOX AND SKID TANK	109	02-Jun-2025	02-Jun-2025	82.26	82.26	0.00
46408	IPM - RENTAL TRUCK UNIT #22197 LIC# WH2237 SECURE DRY BOX	109	02-Jun-2025	02-Jun-2025	82.26	82.26	0.00
			Supplier Totals :		246.78	246.78	0.00
2588	BLACKY'S TRUCK & CAR WASH						
32779-25	CCSAR - CARWASH MAY 2025	129	19-Jun-2025	19-Jun-2025	157.06	157.06	0.00

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			Supplier Totals :		157.06	157.06	0.00
2589	HORSEFLY DISTRICT BOARD OF TRADE						
23052025	CC EC DEV - WATERFALL QUEST BROCHURE	108	23-May-2025	23-May-2025	1,237.26	1,237.26	0.00
			Supplier Totals :		1,237.26	1,237.26	0.00
2612	MCCARTHY PAUL						
PP12 2025	Paul McCarthy 150 Mile Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	1,000.00	1,000.00	0.00
			Supplier Totals :		1,000.00	1,000.00	0.00
2733	SMITTY'S JANITORIAL SERVICES (1993)						
2868	SC CRD - JUN 2025 JANITORIAL	129	20-Jun-2025	20-Jun-2025	367.50	367.50	0.00
			Supplier Totals :		367.50	367.50	0.00
2741	PICCOLO ADAM						
PP12 2025	Adam Piccolo 108 Mile Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	540.00	540.00	0.00
			Supplier Totals :		540.00	540.00	0.00
2775	KAMLOOPS COMMUNICATIONS INC.						
0001063869	Portable Radios	108	16-May-2025	16-May-2025	7,746.82	7,746.82	0.00
			Supplier Totals :		7,746.82	7,746.82	0.00
2833	ELLIOTT BRAD						
PP12 2025	Brad Elliott Wildwood Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	2,568.00	2,568.00	0.00
			Supplier Totals :		2,568.00	2,568.00	0.00
2884	NORTHLANDS WATER & SEWER SUPPLIES LTD.						
33382	10" MT Mtce Kit (R196-MKM10Z)	108	20-May-2025	20-May-2025	7,754.88	7,754.88	0.00
33564	PO #4800 - 2" Watts RP Backflow Preventer	129	18-Jun-2025	18-Jun-2025	1,577.89	1,577.89	0.00

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			Supplier Totals :		9,332.77	9,332.77	0.00
2890	HILTZ GLENN						
PP12 2025	Glenn Hiltz Deka Lake Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	2,500.00	2,500.00	0.00
			Supplier Totals :		2,500.00	2,500.00	0.00
2992	STOVELL JOHN						
PP12 2025	John Stovell Deka Lake Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	313.00	313.00	0.00
			Supplier Totals :		313.00	313.00	0.00
3118	DISTRICT OF WELLS						
LIBRNT 2025-2	DISTRICT OF WELLS WELLS LIBRARY / JUL - DEC 2025 RENT	130	01-Jul-2025	01-Jul-2025	2,992.50	2,992.50	0.00
			Supplier Totals :		2,992.50	2,992.50	0.00
3424	DON BROWN & SON PLUMBING & HEATING INC.						
24107	WL LIBRARY - SUPPLY AND INSTALL NE O-RINGS	129	10-Jun-2025	10-Jun-2025	189.51	189.51	0.00
			Supplier Totals :		189.51	189.51	0.00
3518	RESCUE CANADA RESOURCE GROUP INC.						
25231	PO 4793 - Deposit on Swiftwater Level 3 Course	128	27-May-2025	27-May-2025	1,700.00	1,700.00	0.00
			Supplier Totals :		1,700.00	1,700.00	0.00
3603	PAPYRUS PRINTING (WILLIAMS LAKE)						
72956	BOARD ON THE ROAD - AREA "G" COMMUNITY BBQ FLYERS	128	28-May-2025	28-May-2025	530.88	530.88	0.00
			Supplier Totals :		530.88	530.88	0.00
3621	PETERSON CARLA						
12062025	CRDL LIBRARY - TRAVEL AND MEALS FOR BEYOND HOPE CONFERENCE	129	12-Jun-2025	12-Jun-2025	289.38	289.38	0.00

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			Supplier Totals :		289.38	289.38	0.00
3632	VISA RENTALS & LEASING INC.						
PG-35334I2	IPS - SUPPLY 2022 FORD F 150 PLATE # WH-2226 - MAY 2025	108	30-May-2025	30-May-2025	1,344.00	1,344.00	0.00
PG-35335I2	IPS - SUPPLY 2022 FORD F 150 PLATE # WH2237 - MAY 2025	108	30-May-2025	30-May-2025	1,344.00	1,344.00	0.00
PG-35456I2	IPS - SUPPLY 2022 FORD F 350 PLATE # WH2236 - MAY 2025	108	30-May-2025	30-May-2025	1,680.00	1,680.00	0.00
PG-35457I2	IPS - SUPPLY 2022 FORD F 350 PLATE # WH2235 - MAY 2025	108	30-May-2025	30-May-2025	1,680.00	1,680.00	0.00
			Supplier Totals :		6,048.00	6,048.00	0.00
4084	LUCKY'S VENTURES LTD.						
6132025	FIRESMART - ROOM RENTAL JUNE 13 2025	129	13-Jun-2025	13-Jun-2025	924.68	924.68	0.00
			Supplier Totals :		924.68	924.68	0.00
4202	CDW CANADA CORP.						
AE4KF2H	PO #4777 - Samsung 43 4k Smart TV	109	02-Jun-2025	02-Jun-2025	9,375.87	9,375.87	0.00
AE5782M	PO #4777 - Wireless Keyboard & Mouse	129	13-Jun-2025	13-Jun-2025	127.18	127.18	0.00
AE6KS2N	PO #4798 - Tiny-in-One 24 Gen 5 Monitor	129	17-Jun-2025	17-Jun-2025	1,319.27	1,319.27	0.00
AE6YZ4W	PO #4797 MS Office E5	129	19-Jun-2025	19-Jun-2025	5,004.72	5,004.72	0.00
			Supplier Totals :		15,827.04	15,827.04	0.00
4208	FLETCHER DAVID						
PP12 2025	Dave Fletcher Lone Butte Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	500.00	500.00	0.00
			Supplier Totals :		500.00	500.00	0.00
4246	BMO						
0905268-2505	MAY 2025 BMO MASTERCARD CHARGES	117	26-May-2025	26-May-2025	147,378.12	147,378.12	0.00

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			Supplier Totals :		147,378.12	147,378.12	0.00
4264	GERWING EUGENE						
PP12 2025	Eugene Gerwing Interlakes Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	375.00	375.00	0.00
			Supplier Totals :		375.00	375.00	0.00
4312	TWO BOYS CONTRACTING LTD.						
941	WELLS REFUSE - BACKHOE SERVICE MAY 9 - 19 2025	108	29-May-2025	29-May-2025	1,102.50	1,102.50	0.00
948	WELLS REFUSE - GRAVEL TRUCK AND TRAILER JUNE 13 & 14 EXCAVATOR JUNE 14 2025	129	14-Jun-2025	14-Jun-2025	3,024.00	3,024.00	0.00
			Supplier Totals :		4,126.50	4,126.50	0.00
4404	TRUE CONSULTING GROUP						
397-0525-154	LLH WELL & PUMPHOUSE IMPROVEMENTS - CONSULTING THROUGH MAY 31 2025	129	19-Jun-2025	19-Jun-2025	861.00	861.00	0.00
397-0525-155	AC WATER - WELL & PUMPHOUSE IMPROVEMENTS CONSULTING THROUGH MAY 31 2025	129	19-Jun-2025	19-Jun-2025	485.10	485.10	0.00
397-0525-156	HORSE LK WATER - IRON AND MANGANESE TREATMENT - CONSULTING THROUGH MAY 31 2025	129	19-Jun-2025	19-Jun-2025	10,639.02	10,639.02	0.00
397-0525-157	103 MILE WATER - MASTER PLAN - THROUGH MAY 31 2025	129	19-Jun-2025	19-Jun-2025	14,847.56	14,847.56	0.00
397-0525-158	108 MILE WATER - MASTER PLAN - THROUGH MAY 31 2025	129	19-Jun-2025	19-Jun-2025	6,633.39	6,633.39	0.00
397-0525-159	BANJAMIN WATER - MASTER PLAN - THROUGH MAY 31 2025	129	19-Jun-2025	19-Jun-2025	1,934.27	1,934.27	0.00
397-0525-160	RUSSET BLUFF WATER - MASTER PLAN THROUGH MAY 31 2025	129	19-Jun-2025	19-Jun-2025	2,174.03	2,174.03	0.00
			Supplier Totals :		37,574.37	37,574.37	0.00
4421	FULTON & COMPANY LLP						

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398168	BLDG INSPECTION - LEGAL MATTERS RE: 4273 RIMROCK LAKE ROAD	129	01-Jun-2025	01-Jun-2025	1,560.16	1,560.16	0.00
401522	EAE - RISK MANAGEMENT PLAN FOR EVAC. ORDERS	107	29-Apr-2025	29-Apr-2025	4,857.23	4,857.23	0.00
402473	EAP - LAND SUBSIDENCE CLAIM BY K JOYCE 702 MAPLE DRIVE	108	27-May-2025	27-May-2025	1,350.22	1,350.22	0.00
			Supplier Totals :		7,767.61	7,767.61	0.00
4528	CLASS ROLAND						
JUN 2025	ROLAND CLASS NEMAIAH REFUSE - JUN 2025 SHARE SHED MAINT	126	28-Jun-2025	28-Jun-2025	200.00	200.00	0.00
			Supplier Totals :		200.00	200.00	0.00
4630	ILJ VENTURES LTD.						
1413	BIG LAKE & LIKELY LANDFILL MANAGEMENT MAY 2025	108	31-May-2025	31-May-2025	14,516.25	14,516.25	0.00
1414	VARIOUS SITES - MANAGEMENT MAY 2025	108	31-May-2025	31-May-2025	16,626.75	16,626.75	0.00
1415	SRM DISPOSAL - CALVES DUMPED AT ALEXIS CRK TS AND HAULED TO CCTS	108	31-May-2025	31-May-2025	955.50	955.50	0.00
1416	CHIMNEY LAKE REFUSE - EXCAVATOR AND DUMP TRAILER MAY 8 20028 SKID STEER MAY 28 2025	108	31-May-2025	31-May-2025	2,593.50	2,593.50	0.00
			Supplier Totals :		34,692.00	34,692.00	0.00
4645	RCAP LEASING INC.						
1398691	ADMIN - EZ SCAN JULY 2025	129	06-Jun-2025	06-Jun-2025	1,018.98	1,018.98	0.00
			Supplier Totals :		1,018.98	1,018.98	0.00
4664	DAVIS ARTS						
462330	CCCRD STAMPEDE WINDOWS 2025	129	17-Jun-2025	17-Jun-2025	300.00	300.00	0.00
462331	WL LIBRARY STAMPEDE WINDOWS 2025	129	17-Jun-2025	17-Jun-2025	270.00	270.00	0.00
			Supplier Totals :		570.00	570.00	0.00
4713	FOUR STAR COMMUNICATIONS INC.						

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793124	ADMIN - JUNE 2025 ANSWERING SERVICE	109	01-Jun-2025	01-Jun-2025	160.66	160.66	0.00
			Supplier Totals :		160.66	160.66	0.00
4733	KC'S EXCAVATING						
2025025	108 MILE WATER - EXCAVATING CURB STOP AT 5359 KALLUM DRIVE	127	01-Apr-2025	01-Apr-2025	448.21	448.21	0.00
			Supplier Totals :		448.21	448.21	0.00
4741	CARWEN CUSTOM BUILDERS LTD.						
7025	HORSE LAKE WATER - EXCAVATE & REPAIR LEAKING BLOWOFF 6264 MULLIGAN	108	31-May-2025	31-May-2025	5,752.67	5,752.67	0.00
7026	108 MILE WATER - NEW WATER SERVICE 4889 TTATTERSFIELD ROAD	108	31-May-2025	31-May-2025	2,878.22	2,878.22	0.00
7031	LLH WATER/SEWER - NEW WATER & SEWER SERVICE AT 4812 EAGLE AVE LLH	129	10-Jun-2025	10-Jun-2025	6,661.91	6,661.91	0.00
7032	108 MILE WATER - NEW WATER SERVICE AT 5468 DONSLEQUA	129	10-Jun-2025	10-Jun-2025	6,101.32	6,101.32	0.00
7046	108 WATER - EMERG CALLOUT BROKEN VALVE OPERATING NUT	129	20-Jun-2025	20-Jun-2025	1,399.78	1,399.78	0.00
7048	LLH WATER - REPLACE CURBSTOP	129	23-Jun-2025	23-Jun-2025	1,567.07	1,567.07	0.00
7053	SC LANDFILL - 550 GALLONS WATER JUN 20 2025	129	23-Jun-2025	23-Jun-2025	183.75	183.75	0.00
			Supplier Totals :		24,544.72	24,544.72	0.00
4761	EDWARDS SECURITY						
22190	PO 4642 NEO CONTROL PANEL	108	27-May-2025	27-May-2025	2,391.36	2,391.36	0.00
			Supplier Totals :		2,391.36	2,391.36	0.00
4822	MURRAY JOHN						
PP12 2025	John Murray 108 Mile Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	540.00	540.00	0.00
			Supplier Totals :		540.00	540.00	0.00

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4924	AIR LIQUIDE CANADA INC.						
78869812	BOUCHIE LAKE VFD - CYLINDER RENT MAY 2025	108	31-May-2025	31-May-2025	36.11	36.11	0.00
78874801	108 MILE VFD - CYLINDER RENT MAY 2025	108	31-May-2025	31-May-2025	45.14	45.14	0.00
78874855	LONE BUTTE VFD - CYLINDER RENT MAY 2025	108	31-May-2025	31-May-2025	27.08	27.08	0.00
			Supplier Totals :		108.33	108.33	0.00
4961	FRONTIER POWER PRODUCTS ULC.						
76963	PO 4659 - C282 61-pt check 2 hr full-rated load test engine service 2026	129	19-Jun-2025	19-Jun-2025	2,251.87	2,251.87	0.00
			Supplier Totals :		2,251.87	2,251.87	0.00
5092	SWING TIME DISTRIBUTORS LIMITED						
6451	Supply and supervision of playground equipment install at Bouchie Lake Hall	108	12-May-2025	12-May-2025	13,274.80	13,274.80	0.00
			Supplier Totals :		13,274.80	13,274.80	0.00
5299	HAYES ROBERT						
PP12 2025	Robert Hayes Lac La Hache Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	1,000.00	1,000.00	0.00
			Supplier Totals :		1,000.00	1,000.00	0.00
5306	ADT SECURITY SERVICES CANADA						
35215277	MCLEESE LAKE LIBRARY - INSTALLATION OF COMMERCIAL SECURITY SYSTEM	108	28-May-2025	28-May-2025	2,387.16	2,387.16	0.00
35215760	MCLEESE LAKE LIBRARY - MONITORING MAY - AUG 2025	108	28-May-2025	28-May-2025	141.47	141.47	0.00
35215830	MCLEESE LAKE LIBRARY - MONITORING ALARM CREDIT	108	28-May-2025	28-May-2025	-78.23	-78.23	0.00
			Supplier Totals :		2,450.40	2,450.40	0.00
5442	CVS MIDWEST TAPE LLC						
507164789	CRDL - DVDS	108	12-May-2025	12-May-2025	222.13	222.13	0.00
507232317	CRDL - DVDS	128	27-May-2025	27-May-2025	1,295.88	1,295.88	0.00

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			Supplier Totals :		1,518.01	1,518.01	0.00
5479	WISHART JIM						
PP12 2025	Jim Wishart Interlakes Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	537.50	537.50	0.00
			Supplier Totals :		537.50	537.50	0.00
5749	WAGER STAN						
PP12 2025	Stan Wager Lac La Hache Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	120.00	120.00	0.00
			Supplier Totals :		120.00	120.00	0.00
5789	DALMAN ENTERPRISES						
346776	GIBRALTAR REFUSE - NET CLEANING	129	05-Jun-2025	05-Jun-2025	3,064.33	3,064.33	0.00
346777	SC LANDFILL - CLEANING AND TRAVEL JUNE 10 - 13 2025	129	13-Jun-2025	13-Jun-2025	1,882.50	1,882.50	0.00
			Supplier Totals :		4,946.83	4,946.83	0.00
5800	MCELHANNEY LTD.						
2221 284526	PLANNING - RFP 24-009 ZONING BYLAW CONSOLIDATION MAY 5 - JUNE 1 2025	109	09-Jun-2025	09-Jun-2025	8,542.28	8,542.28	0.00
2341 285045	BOUCHIE LAKE SEWER SYSTEM - FESIBILITY STUDY	129	12-Jun-2025	12-Jun-2025	4,850.48	4,850.48	0.00
			Supplier Totals :		13,392.76	13,392.76	0.00
5881	TYEE LAKE COMMUNITY ASSOCIATION						
2025GFA	ELECTORAL AREA D - 2025 YEAR-ROUND GRANT FOR ASSISTANCE - AGM & BBQ	108	29-May-2025	29-May-2025	1,000.00	1,000.00	0.00
			Supplier Totals :		1,000.00	1,000.00	0.00
5889	SOUTH CARIBOO SUSTAINABILITY SOCIETY						
MAY2025	OHM - GARDENING SERVICE MAY 2025	128	31-May-2025	31-May-2025	1,218.15	1,218.15	0.00
			Supplier Totals :		1,218.15	1,218.15	0.00

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6069	RIED MARSHA						
PP12 2025	Marsha Reid 108 Mile Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	650.00	650.00	0.00
			Supplier Totals :		650.00	650.00	0.00
6215	GIGLIOTTI GINA						
17062025	CRDL LIBRARY - LIBRARY CONFERENCE PG JUN 8 -10 2025	129	17-Jun-2025	17-Jun-2025	1,295.62	1,295.62	0.00
			Supplier Totals :		1,295.62	1,295.62	0.00
6246	SYVERTSEN DENNIS						
PP12 2025	Dennis Syvertsen Kersley Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	2,500.00	2,500.00	0.00
			Supplier Totals :		2,500.00	2,500.00	0.00
6251	NEW PATH FORESTRY LTD						
NEMIAH LANDFI	NEMIAH REFUSE MAINT - MAY 2025	108	31-May-2025	31-May-2025	5,525.62	5,525.62	0.00
			Supplier Totals :		5,525.62	5,525.62	0.00
6265	DREVESKI JERROD						
PP12 2025	Jerrod Dreveski Barlow Creek Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	120.00	120.00	0.00
			Supplier Totals :		120.00	120.00	0.00
6298	BC LIBRARIES COOPERATIVE						
12162	CRDL - SITKA FEES/ACQUISITION APR 2025 - MAR 2026	108	29-May-2025	29-May-2025	22,008.03	22,008.03	0.00
			Supplier Totals :		22,008.03	22,008.03	0.00
6314	KONE INC.						
1158946265	OHM LIBRARY - 2025 HANDICAP ANNUAL TEST	129	11-Jun-2025	11-Jun-2025	1,417.50	1,417.50	0.00
			Supplier Totals :		1,417.50	1,417.50	0.00
6315	ALLERY TROI						

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PP12 2025	Troi Allery Wildwood Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	1,206.76	1,206.76	0.00
			Supplier Totals :		1,206.76	1,206.76	0.00
6329	LYNN'S CONTRACTING						
10903	COTTONWOOD TS - SITE CLEANING MAY 2025	109	03-Jun-2025	03-Jun-2025	1,365.00	1,365.00	0.00
			Supplier Totals :		1,365.00	1,365.00	0.00
6532	WESTERN RUBBER PRODUCTS LTD.						
46981	CC REFUSE - TIRE COLLECTION	108	24-May-2025	24-May-2025	1,816.50	1,816.50	0.00
			Supplier Totals :		1,816.50	1,816.50	0.00
6534	GRIEVE JONATHAN						
PP12 2025	Jon Grieve Lone Butte Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	2,500.00	2,500.00	0.00
			Supplier Totals :		2,500.00	2,500.00	0.00
6570	WILLIAMS LAKE WATER FACTORY						
45659	OHM LIBRARY - MAR 2025	129	20-Jun-2025	20-Jun-2025	75.00	75.00	0.00
46011	CC CRD - WATER MAY 2025	129	17-Jun-2025	17-Jun-2025	156.00	156.00	0.00
46029	OHM LIBRARY - MAY 2025	129	17-Jun-2025	17-Jun-2025	75.00	75.00	0.00
			Supplier Totals :		306.00	306.00	0.00
6591	CANCADD IMAGING SOLUTIONS LTD.						
87865	CC CRD - INK	129	11-Jun-2025	11-Jun-2025	1,372.68	1,372.68	0.00
			Supplier Totals :		1,372.68	1,372.68	0.00
6636	MARS SECURITY & PROTECTION SERVICES LTD						
20250531-1309	WL LIBRARY - SECURITY SERVICES MAY 2025	108	31-May-2025	31-May-2025	5,087.25	5,087.25	0.00
			Supplier Totals :		5,087.25	5,087.25	0.00
6758	JEPSON PETROLEUM LTD. DBA NORTHWEST FUELS LTD						
13038	PO #4788 - 18068 L of Jet A Fuel	129	13-Jun-2025	13-Jun-2025	21,820.90	21,820.90	0.00

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			Supplier Totals :		21,820.90	21,820.90	0.00
6795	MUSCHIK SYBILLE						
05062025	PLANNING - AREA B APC SECRETARY	129	05-Jun-2025	05-Jun-2025	25.00	25.00	0.00
26052025	PLANNING - AREA B APC SECRETARY	108	26-May-2025	26-May-2025	25.00	25.00	0.00
			Supplier Totals :		50.00	50.00	0.00
6806	HORSEFLY SENIORS ACTIVITY & WELLNESS SOCIETY						
JUN 2025	HORSEFLY SENIORS ACTIVITY & WELLNESS SOCIETY HORSEFLY REFUSE - JUN 2025 SHARE SHED MAINT	126	28-Jun-2025	28-Jun-2025	200.00	200.00	0.00
			Supplier Totals :		200.00	200.00	0.00
6877	EYER TRAVIS						
PP12 2025	Travis Eyer Lone Butte Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	187.50	187.50	0.00
			Supplier Totals :		187.50	187.50	0.00
6901	FRAME LORI						
10092024	2024 APC MEETINGS MILEAGE - AREA H	129	16-Jun-2025	16-Jun-2025	47.60	47.60	0.00
			Supplier Totals :		47.60	47.60	0.00
6983	WLACL WORKS SUPPORTED WORK						
740	CC CRD - MAY 2025 RECYCLING	109	03-Jun-2025	03-Jun-2025	125.00	125.00	0.00
			Supplier Totals :		125.00	125.00	0.00
6999	GRIEVE KATHLEEN						
PP12 2025	Kathy Grieve Lone Butte Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	650.00	650.00	0.00
			Supplier Totals :		650.00	650.00	0.00
7012	DOWLING C MONETTE LOGGING						
06192025	SC LANDFILL - GRADING	129	19-Jun-2025	19-Jun-2025	997.50	997.50	0.00

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	SERVICES JUNE 19 2025						
			Supplier Totals :		997.50	997.50	0.00
7063	VIKE MARK						
17062025	IPM - 50/50 REBATE PROGRAM	129	17-Jun-2025	17-Jun-2025	2,500.00	2,500.00	0.00
			Supplier Totals :		2,500.00	2,500.00	0.00
7099	BROWN-JOHN ENTERPRISES						
09062025	IPM - 2025 50/50 REBATE PROGRAM	109	09-Jun-2025	09-Jun-2025	2,500.00	2,500.00	0.00
			Supplier Totals :		2,500.00	2,500.00	0.00
7104	DOMINION GOVLAW LLP						
2008959	UUTILITIES - LEGAL MATTERS RE CARD #017 RED BLUFF POWER POLE	108	31-May-2025	31-May-2025	2,162.47	2,162.47	0.00
2008994	PLANNING - LEGAL MATTERS REC CARD #019 TATLA HELI	108	31-May-2025	31-May-2025	671.10	671.10	0.00
			Supplier Totals :		2,833.57	2,833.57	0.00
7195	AIREY ALEX						
PP12 2025	Alex Airey Miocene Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	2,326.79	2,326.79	0.00
			Supplier Totals :		2,326.79	2,326.79	0.00
7214	PINCOTT CONTRACTING LTD.						
1062	PO 4631 - Fencing and Gates at West Beach	109	07-Jun-2025	07-Jun-2025	4,142.64	4,142.64	0.00
			Supplier Totals :		4,142.64	4,142.64	0.00
7254	NOORT INVESTMENTS LTD.						
RENT JULY 2025	SC CRD - JULY 2025 RENT	129	30-Jun-2025	30-Jun-2025	2,212.74	2,212.74	0.00
			Supplier Totals :		2,212.74	2,212.74	0.00
7304	JEPSON PETROLEUM LTD.						
913096	CRD REFUSE - FUEL MAY 2025 CARD #7797	108	31-May-2025	31-May-2025	602.57	602.57	0.00

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Supplier Code / Invoice No.	Supplier Name / Description	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
913713	CCSAR - FUEL MAY 2025 CARD #5862 5999 6000 6001 & 6002	108	31-May-2025	31-May-2025	513.74	513.74	0.00
			Supplier Totals :		1,116.31	1,116.31	0.00
7343	VIKE DUSTIN						
17062025	IPM - 50/50 REBATE PROGRAM	129	17-Jun-2025	17-Jun-2025	2,500.00	2,500.00	0.00
			Supplier Totals :		2,500.00	2,500.00	0.00
7358	DUHAMEL QUINTIN						
PP12 2025	Quintin Duhamel Miocene Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	3,224.32	3,224.32	0.00
			Supplier Totals :		3,224.32	3,224.32	0.00
7386	NORTHERN RECYCLING INC						
210196	KERSLEY ARENA - GARBAGE SERVICE	109	01-Jun-2025	01-Jun-2025	204.75	204.75	0.00
APRIL2025	APRIL 2025 NORTH HAUL/BAKER/RBC DEPOT	127	30-Apr-2025	30-Apr-2025	28,008.68	28,008.68	0.00
MAY2025	MAY 2025 NORTH HAUL/BAKER/RBC DEPOT	128	31-May-2025	31-May-2025	30,803.57	30,803.57	0.00
			Supplier Totals :		59,017.00	59,017.00	0.00
7432	HERL ERIC						
PP12 2025	Eric Herl Lac La Hache Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	2,596.00	2,596.00	0.00
			Supplier Totals :		2,596.00	2,596.00	0.00
7450	DIEPDAEL RYAN						
PP12 2025	Ryan Diepdael Wildwood Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	120.00	120.00	0.00
			Supplier Totals :		120.00	120.00	0.00
7451	DIEPDAEL ANITA						
PP12 2025	Anita Diepdael Wildwood Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	120.00	120.00	0.00
			Supplier Totals :		120.00	120.00	0.00

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Supplier Code / Invoice No.	Supplier Name / Description	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
7454	MCKAY KEN						
PP12 2025	Ken McKay Wildwood Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	205.00	205.00	0.00
	Supplier Totals :				205.00	205.00	0.00
7509	FORSITE CONSULTANTS LTD.						
46962	FIRESMART -CWRP PHASE 1 PLANNING	108	17-May-2025	17-May-2025	42,315.00	42,315.00	0.00
	Supplier Totals :				42,315.00	42,315.00	0.00
7510	GILBERT KAYLEE						
2025	CRD 2025 BURSARY	108	12-May-2025	12-May-2025	1,000.00	1,000.00	0.00
	Supplier Totals :				1,000.00	1,000.00	0.00
7514	SOUTH CARIBOO PICKLEBALL ASSOCIATION						
04062025	REIMBURSEMENT FOR COURT CONSTRUCTION AT 108 COMMUNITY HALL	109	04-Jun-2025	04-Jun-2025	120,000.00	120,000.00	0.00
	Supplier Totals :				120,000.00	120,000.00	0.00
7515	SLR CONSULTING (CANADA) LTD.						
21029181	PLANNING - PROJECT #201.089513.00001 GEOTECHNICAL HAZARD MAPPING AND REGULATORY REVIEW	129	11-Jun-2025	11-Jun-2025	5,675.78	5,675.78	0.00
	Supplier Totals :				5,675.78	5,675.78	0.00
7516	SPELQWEQS EXETER LIMITED PARTNERSHIP						
1016	SC LANDFILL - POWER SUPPLY 2024 & 2025	109	05-Jun-2025	05-Jun-2025	4,200.00	4,200.00	0.00
	Supplier Totals :				4,200.00	4,200.00	0.00
7518	SWIFT WOLF CONTRACTING						
0264	FS/WW/150/LLH/FG&LB REFUSE - SWEEPING	108	12-May-2025	12-May-2025	3,108.00	3,108.00	0.00
	Supplier Totals :				3,108.00	3,108.00	0.00

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7519	AMPLIFY CONSULTING INC.						
2384	CC EC DEV - CHANGING THE NARRATIVE STRATEGIC FACILITATION	129	05-Jun-2025	05-Jun-2025	2,985.15	2,985.15	0.00
			Supplier Totals :		2,985.15	2,985.15	0.00
7521	FLOWPOINT ENVIRONMENTAL SYSTEMS LIMITED						
2511316	PO #4799 - 50% DEPOSIT Bulk Water Station for Forest Grove	128	30-May-2025	30-May-2025	39,078.76	39,078.76	0.00
			Supplier Totals :		39,078.76	39,078.76	0.00
7522	HARDER CHRISTOPHER						
02	ADMIN - REMOVE DYING AND SUPPLY NEW SHRUBS	129	17-Jun-2025	17-Jun-2025	750.00	750.00	0.00
			Supplier Totals :		750.00	750.00	0.00
7523	BARCLAY PAULA-RAE						
PP12 2025	Paula Barclay Interlakes Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	41.25	41.25	0.00
			Supplier Totals :		41.25	41.25	0.00
7525	FURRER PAUL						
13062025	REFUND UTILITY ACCOUNT #020 06451018 000 FOR OVER PAYMENT	129	13-Jun-2025	13-Jun-2025	2,439.60	2,439.60	0.00
			Supplier Totals :		2,439.60	2,439.60	0.00
7526	MCKENZIE BRENDA						
19062025	REFUND UTILITY ACCT #016 41633814 000 FOR OVERPAYMENT	129	19-Jun-2025	19-Jun-2025	1,317.01	1,317.01	0.00
			Supplier Totals :		1,317.01	1,317.01	0.00
8028	ALL WEST FREIGHT LTD.						
144462	CRDL - BOOKS AND SUPPLY TUB FROM WL TO ANAHIM LAKE LIBRARY MAY 30 2025	129	17-Jun-2025	17-Jun-2025	33.32	33.32	0.00
			Supplier Totals :		33.32	33.32	0.00

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Supplier Code / Invoice No.	Supplier Name / Description	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
8075	EHLERS BRENT						
PP12 2025	Brent Ehlers Interlakes Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	250.00	250.00	0.00
			Supplier Totals :		250.00	250.00	0.00
8085	KAUSS DAVID						
280135	DEKA LAKE VFD - WATER SAMPLES MAY 12 & 26 AND GROUND MAINT MAY 2025	108	28-May-2025	28-May-2025	562.50	562.50	0.00
			Supplier Totals :		562.50	562.50	0.00
8153	CONCORD RESTORATIONS LTD.						
2411	NAZKO REFUSE - HAZARDOUS MATERIALS TESTING	108	30-May-2025	30-May-2025	1,361.43	1,361.43	0.00
			Supplier Totals :		1,361.43	1,361.43	0.00
8160	BARTON THANEY LAW						
258	LEGAL MATTERS - LABOUR AND EMPLOYMENT MARCH 2025	107	01-Apr-2025	01-Apr-2025	24,635.12	24,635.12	0.00
			Supplier Totals :		24,635.12	24,635.12	0.00
8180	INTERLAKES COMMUNITY CENTRE SOCIETY						
2025GFA	ELECTORAL AREA L - YEAR ROUND GRANT FOR ASSISTANCE	108	29-May-2025	29-May-2025	999.00	999.00	0.00
			Supplier Totals :		999.00	999.00	0.00
8196	WESTERN WATER ASSOCIATES LTD.						
24-028-01PG-06	2024 MONITORING WELL INSTALLATION - REPORTING	128	31-May-2025	31-May-2025	9,287.62	9,287.62	0.00
24-044-01PG-05	REFUSE - ANNUAL LANDFILL MONITORING	128	31-May-2025	31-May-2025	13,618.33	13,618.33	0.00
25-024-01PG-01	2025 SPRING ENVIRONMENTAL MONITORING ON VARIOUS SITES	128	31-May-2025	31-May-2025	31,572.90	31,572.90	0.00
			Supplier Totals :		54,478.85	54,478.85	0.00

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Supplier Code / Invoice No.	Supplier Name / Description	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
8285	SNOOKA AIRCRAFT SERVICES						
2025028	ANAHIM LK AIRPORT - PCA CHARTERS APR 2025	128	05-May-2025	05-May-2025	630.00	630.00	0.00
2025035	ANAHIM LK AIRPORT - CONTRACT SERVICES JUNE 2025	129	14-Jun-2025	14-Jun-2025	7,437.49	7,437.49	0.00
			Supplier Totals :		8,067.49	8,067.49	0.00
8361	BLACKMORE TONY						
PP12 2025	Tony Blackmore Barlow Creek Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	120.00	120.00	0.00
			Supplier Totals :		120.00	120.00	0.00
8493	KASIAN ARCHITECTURE INTERIOR DESIGN AND						
0070331	RED BLUFF FIRE HALL - PRE DESIGN AND SCHEMATIC DESIGN	108	31-May-2025	31-May-2025	5,859.80	5,859.80	0.00
			Supplier Totals :		5,859.80	5,859.80	0.00
8859	ICESOFT TECHNOLOGIES HOLDINGS LTD.						
V-1899	E. PLANNING - VOYENT ALERT USAGE FEES DEC 2024 - MAY 2025	109	02-Jun-2025	02-Jun-2025	2,964.28	2,964.28	0.00
			Supplier Totals :		2,964.28	2,964.28	0.00
8944	DICKSON DAVE						
JUNE 2 2025	ESS - INDIGENOUS ENGAGEMENT ESS SUPPORT MAY 2025	109	02-Jun-2025	02-Jun-2025	2,625.00	2,625.00	0.00
			Supplier Totals :		2,625.00	2,625.00	0.00
8963	GAGNE KIM						
JUN 2025	KIM GAGNE CHIMNEY LK REFUSE - JUN 2025 SHARE SHED MAINT	126	28-Jun-2025	28-Jun-2025	250.00	250.00	0.00
			Supplier Totals :		250.00	250.00	0.00
8970	INLAND DIVERS UNDERWATER SERVICE LTD.						
INV-709	FOREST GROVE & 103 MILE WATER - CLEAN & INSPECT	108	23-May-2025	23-May-2025	13,653.05	13,653.05	0.00

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Supplier Code / Invoice No.	Supplier Name / Description	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
	RESEVOIR						
				Supplier Totals :	13,653.05	13,653.05	0.00
8996	MULVAHILL JOE						
JUN 2025	JOE MULVAHILL ALEXIS CRK REFUSE - JUN 2025 SHARE SHED MAINT	126	28-Jun-2025	28-Jun-2025	200.00	200.00	0.00
				Supplier Totals :	200.00	200.00	0.00
9030	DEZUBIRIA ROBERTO						
PP12 2025	Roberto Dezubiria Barlow Creek Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	120.00	120.00	0.00
				Supplier Totals :	120.00	120.00	0.00
9047	WELLS AND AREA COMMUNITY ASSOCIATION						
MAY2025	WELLS RECYCLING DEPOT - MAY 2025	109	03-Jun-2025	03-Jun-2025	1,167.00	1,167.00	0.00
				Supplier Totals :	1,167.00	1,167.00	0.00
9186	DOERKSEN TYLER						
JUN 2025	TYLER DOERKSEN WELLS REFUSE - JUN 2025 SHARE SHED MAINT	126	28-Jun-2025	28-Jun-2025	300.00	300.00	0.00
				Supplier Totals :	300.00	300.00	0.00
9218	NIMPO CONTRACTING						
MAY2025	WEST CHILCOTING PUNTZI TATLA KLEENA KLEENE & COCHIN REFUSE MAINTENANCE MAY 2025	108	30-May-2025	30-May-2025	14,444.18	14,444.18	0.00
				Supplier Totals :	14,444.18	14,444.18	0.00
9238	FEARNLEY (BRITTON) DENISE						
PP12 2025	Denise Fearnley Deka Lake Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	650.00	650.00	0.00
				Supplier Totals :	650.00	650.00	0.00
9325	WINTERRA INVESTMENT LTD.						
29052025	IPM - LAP 50/50 REBATE	108	29-May-2025	29-May-2025	2,500.00	2,500.00	0.00

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			Supplier Totals :		2,500.00	2,500.00	0.00
9328	KEN'S WELDING						
519971	MIOCENE VFD - BUILD AND INSTALL SPARE TIRE RACK	108	16-May-2025	16-May-2025	1,487.63	1,487.63	0.00
			Supplier Totals :		1,487.63	1,487.63	0.00
9365	MITCH JORGENSEN & CO. INC.						
1822	150 MILE VFD - OIL CHANGE ON UNIT #3798	109	05-Jun-2025	05-Jun-2025	676.40	676.40	0.00
			Supplier Totals :		676.40	676.40	0.00
9411	STRATA CORPORATION KAS-2220						
4797	INTERLAKES LIBRARY - JUNE 2025 STRATA FEES	109	01-Jun-2025	01-Jun-2025	257.36	257.36	0.00
			Supplier Totals :		257.36	257.36	0.00
9463	MCAFEE DUANE						
PP12 2025	Duane McAfee Lone Butte Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	487.98	487.98	0.00
			Supplier Totals :		487.98	487.98	0.00
9602	HAGGE MICHAEL						
PP12 2025	Michael Hagge Lone Butte Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	240.00	240.00	0.00
			Supplier Totals :		240.00	240.00	0.00
9635	POINTNER HANS						
2025 IPM REBAT	IPM - 50/50 REBATE 2025	129	23-Jun-2025	23-Jun-2025	2,500.00	2,500.00	0.00
			Supplier Totals :		2,500.00	2,500.00	0.00
9641	MCLEESE LAKE PROPERTIES						
1525	MCLEESE LAKE LIBRARY - RENT JUL-DEC 2025	129	01-Jun-2025	01-Jun-2025	4,410.00	4,410.00	0.00
			Supplier Totals :		4,410.00	4,410.00	0.00
9728	LORING SHELLY						

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JUN 2025	SHELLY LORING RISKE CRK REFUSE - JUN 2025 SHARE SHED MAINT	126	28-Jun-2025	28-Jun-2025	50.00	50.00	0.00
			Supplier Totals :		50.00	50.00	0.00
9746	LAUSMAN CHRISTINA						
2501	PO 4727 - Three mowings of the Likely Airstrip	129	22-Jun-2025	22-Jun-2025	1,600.00	1,600.00	0.00
			Supplier Totals :		1,600.00	1,600.00	0.00
9773	BRAY PAUL W.						
PP12 2025	Paul Bray Interlakes Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	375.00	375.00	0.00
			Supplier Totals :		375.00	375.00	0.00
9785	BEN'S FENCING & EXCAVATING						
23062025 GIBRA	GIBRALTAR REFUSE - INSPECT AND REPAIR FENCE	129	23-Jun-2025	23-Jun-2025	892.50	892.50	0.00
23062025 LIKELY	LIKELY REFUSE - INSTALL ELECTRICAL CHARGER SYSTEM	129	23-Jun-2025	23-Jun-2025	2,415.00	2,415.00	0.00
23062025 LIKELY	LIKELY REFUSE - INSPECT & REPAIR FENCE	129	23-Jun-2025	23-Jun-2025	1,968.75	1,968.75	0.00
23062025 SCLF	SC LANDFILL - INSPECT & REPAIR FENCE	129	23-Jun-2025	23-Jun-2025	997.50	997.50	0.00
			Supplier Totals :		6,273.75	6,273.75	0.00
9832	THRING SHARON H						
JUN 2025	SHARON THRING MCLEESE LK REFUSE - JUN 2025 SHARE SHED MAINT	126	28-Jun-2025	28-Jun-2025	250.00	250.00	0.00
			Supplier Totals :		250.00	250.00	0.00
9855	HERL ELECTRIC						
5095	LLH VFD - ENLARGE DOOR ON SHED INSTALL RAMP AND PAINT	108	09-May-2025	09-May-2025	958.07	958.07	0.00
5125	LLH VFD - REMOVE POWER TAIL GATE FROM SQUAD 2 INSTALL BUMPER	108	12-May-2025	12-May-2025	661.50	661.50	0.00
5155	LLH VFD - REPLACE LIGHTS	108	15-May-2025	15-May-2025	461.77	461.77	0.00

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			Supplier Totals :		2,081.34	2,081.34	0.00
9865	AWARE360 LTD.						
24439	UTILITIES - WATER MONITORING JUNE 2025	109	01-Jun-2025	01-Jun-2025	1,019.20	1,019.20	0.00
			Supplier Totals :		1,019.20	1,019.20	0.00
9885	ROD MOHR SERVICES						
118303	IPM - WORK ON PUMPS AND INSTALL TOOL BOXES IN PICKUP	109	02-Jun-2025	02-Jun-2025	580.00	580.00	0.00
118304	108 MILE/RUSSET BLUFF WATER/LLH SEWER - WEED EATING & MOWING	109	06-Jun-2025	06-Jun-2025	1,734.00	1,734.00	0.00
118305	WL/INTERLAKES LIBRARY - PRESSURE WASH FRONT ENTRANCE AND CHANGE LIGHTS	109	05-Jun-2025	05-Jun-2025	562.00	562.00	0.00
			Supplier Totals :		2,876.00	2,876.00	0.00
9914	EXCEED ELECTRICAL ENGINEERING						
10400-0020	LLH SEWER/108 WATER/AC WATER - 10400 GENERAL SUPPORT	109	04-Jun-2025	04-Jun-2025	1,252.76	1,252.76	0.00
10409-0004	PLC FOR PINE VALLEY	109	03-Jun-2025	03-Jun-2025	539.44	539.44	0.00
10412-0001	103 MILE WATER - INITIAL SITE VISIT AND MASTER PLAN	109	03-Jun-2025	03-Jun-2025	2,614.50	2,614.50	0.00
			Supplier Totals :		4,406.70	4,406.70	0.00
9960	HEPPNER DEBRA						
PP12 2025	Debra Heppner Interlakes Pay Period Apr 1 - Jun 25 2025	133	30-Jun-2025	30-Jun-2025	850.00	850.00	0.00
			Supplier Totals :		850.00	850.00	0.00
9982	DAWSON ROAD MAINTENANCE LTD						
14385	BIG LAKE REFUSE - ROAD GRADING MAY 15 2025	108	15-May-2025	15-May-2025	911.95	911.95	0.00
			Supplier Totals :		911.95	911.95	0.00

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Supplier Code / Invoice No.	Supplier Name / Description	Batch	Invoice Date	Due Date	Invoice Amount	Paid Amount	Discount Amount
				EFT Paid Total :	**2,557,816.68**	**2,557,816.68**	**0.00**

Total Unpaid for Approval :	**0.00**
Total Discount :	**0.00**
Total Manually Paid for Approval :	**0.00**
Total Computer Paid for Approval :	**26,958.32**
Total EFT Paid for Approval :	**2,557,816.68**
Grand Total ITEMS for Approval :	**2,584,775.00**

Cariboo Regional District
Mastercard Purchase By Vendor
May 27th - June 26th, 2025

Supplier - Name	Total
108 Mile Supermarket L	16.78
1090140-Prontobc	285.60
2co.Com|cyberlink Corp	89.99
4 Mile Store And Coffe	340.45
5 Star Services	570.10
5staruniform.Ca	255.11
7 Eleven Store #29608	5.99
7-Eleven Store #26675	13.21
831 Emco Williams Lak	874.84
A&w Store #0586	9.02
A&w Store 0581	20.00
Ace Couriers	385.86
Active Rent-All	82.47
Active911 Inc	707.96
Afca Book Store	320.51
Allpoints Fire Protect	68.62
Als Laboratory Group/M	997.26
Amazon Channels	16.79
Amazon.Ca Nh3xp06l2	21.93
Amazon.Ca Nh4k43cc0	153.06
Amzn Mktp Ca	-32.34
Amzn Mktp Ca N64od4pl2	33.86
Amzn Mktp Ca N66h46lj2	63.95
Amzn Mktp Ca Na1or9tk0	89.54
Amzn Mktp Ca Na6as72v1	365.78
Amzn Mktp Ca Nh01f8982	84.27
Amzn Mktp Ca Nh1zk6ln0	168.54
Amzn Mktp Ca Nh2qa6ke1	168.54
Amzn Mktp Ca Nh7003sj2	151.17
Amzn Mktp Ca Nh8tz0wl0	87.40
Amzn Mktp Ca Nn6sp1as0	63.31
Amzn Mktp Ca Nn9us3nf0	21.16
Amzn Mktp Ca No0vc1ha2	134.38
Amzn Mktp Ca No4dh0y52	88.48
Amzn Mktp Ca No5ce8uk1	60.45
Amzn Mktp Ca No5f49xb1	88.48
Amzn Mktp Ca No8l18dd2	60.49
Amzn Mktp Ca Nq4wh9nj1	122.08
Amzn Mktp Ca Nq9y95192	291.19
Andaz Ottawa Byward Ma	1,803.50
Andres Electronic Exp	77.24
Andrew Sheret Ltd.	997.95
Apple.Com/Bill	1.44
Asana.Com	100.74
Associated Fire Safety	420.81
Bandstra Transportatio	178.70

Cariboo Regional District
Mastercard Purchases by Department
May 27th - June 26th, 2025

Department	Total
Administration	39,489.09
Bylaw Enforcement	4,082.39
Community Services	1,975.63
Development Services	4,040.87
Emergency Planning	3,004.70
Environmental Services	25,508.27
Governance	365.96
Library Services	6,226.47
Protective Services	45,169.17
Grand Total	**129,862.55**

Bean Counter - Bistro	31.09
Beaver Valley Feeds	46.14
Best Buy Express 132	203.48
Best Western (William	324.78
Best Western Plus Prin	1,456.96
Big Country Printers L	203.28
Big Sky Station	282.24
Billy Barker Restauran	94.17
Bk Twoway Radio	1,055.32
Black Press Group Ltd	5,640.53
Bluebeam Inc.	365.95
Blueline Taxi Ottawa	52.80
Boston Pizza # 038	91.76
Boston Pizza # 082	167.61
British Columbia Water	765.45
Brodart Canada Company	322.36
Brogan Fire & Safety #	1,621.65
Burgoo Downtown	33.07
Cameo Plumbing Ltd	110.58
Canada Post Parcel Pic	51.52
Canada Post Pre-Approv	261.40
Canadian Tire #355	156.76
Canadian Tire #438	782.35
Canadian Tire #487	106.17
Canco Petroleum #103	736.48
Canco Petroleum #138 Q	239.94
Canco Petroleum #142 1	16.55
Canco Petroleum #145 M	60.57
Cariboo Chevrolet Buic	841.64
Cariboo Custom Monogra	318.55
Cariboo Hose & Hydraul	47.07
Cdw Canada #ae5169z	528.85
Cdw Canada #ae5wi4v	304.81
Cdw Canada #ae6k81y	174.28
Cdw Canada #ae6lu9k	64.89
Cdw Canada #ae6yi4m	82.15
Century Home Hardware	95.68
Chilcotin River Tradin	67.19
Chucks Auto Supply Ltd	638.42
Chv40080 Williams Lake	353.32
Chv40124 Quesnel (Dt)	71.90
Chv40155 100 Mile Hous	232.11
Chv43039 Nicola Valley	178.03
City Of Penticton-Pass	44.10
City Of Williams Lake	32.00
Cleanway Supply Inc.	656.42
Compass Vending Burnab	14.55
Costco Wholesale W158	136.33
Courtyard By Marriott	603.12
Cpc / Scp 642320	28.22
Cpc / Scp 643734	49.77
Cpc / Scp 645354	26.09
Cpc Scp/Pu-Ram 6043423	3.68
Cpc Scp/Pu-Ram 6043547	3.68
Cyberimpct A#31355	37.05
Days Inns/Daystop	203.00

Dazn Limited	27.99
Delaineys Lock & Key	26.33
Dell Canada Inc (Cad-L	126.55
Dell Canada Inc (Cad-P	1,685.09
Delta Grand Okanagan R	1,404.12
Dennys 03-028 Pentict	172.74
Desert Hills Farm Mark	57.44
Distribution Centre Vi	1,284.59
Do - More Promotional	430.08
Downtown Service	636.73
Dragon Gate Restaurant	108.07
Drivehq Cameraftp.Com	5.89
E B Horsman Son 22	504.69
Eagle Home Building Ce	50.78
Emrn 2008	1,164.58
Enterprise C4d1	529.81
Environmental Operator	183.75
Esso Circle K	301.68
Fiore Group Training I	2,128.85
Fire Chiefs Associati	2,030.75
First Truck Centre Wil	385.73
Forest Grove Store	268.78
Four Points By Sherato	4,167.26
Four Rivers Coop Broad	39.09
Four Rivers Coop Carib	60.00
Four Rivers Coop Willi	85.79
Fraserview Pharmacy Lt	149.16
Freshco #8943	509.95
Galiano Cafe	24.01
Garmin	111.76
Gfoa Government Finan	3,675.00
Google Ads7931209458	-0.27
Google Google One	4.51
Google Gsuite_cariboo	14.01
Granvilles Coffee	30.52
Hach Canada	140.65
Hcm M D Charlton Co Lt	292.64
Hooded Merganser Resta	152.98
Hotel Zed Kelowna	452.40
Iap2 Canada	196.00
Icbc #95195	340.00
Icom Canada	584.09
In Nutech Safety Ltd.	542.23
In River Run Holdings	1,130.79
Interior Locksmith	59.36
Jamf Software, Llc	235.70
Jibc Student Services	418.13
Kal-Tire #045	1,633.81
Local Govt Mgmt Assoc	2,661.75
Locateanyphone.Net N	69.98
Lone Butte Esso	278.40
Lone Butte Supply Ltd.	214.01
Loomis Express # 961	74.92
Lordco 100 Mile House	52.49
Lordco Store #48 - Pen	14.54
Margetts Meat Market	31.60

Marks Store #137	136.38
Mascon By Telus	44.75
McDonalds #17515	15.71
McLeese Lake General S	64.36
Mdcharltonc	70.97
Minute Muffler-D/J War	238.58
Mobil@ - 2934	1,108.67
Mobil@ - 3782	657.80
Motherlode Car And Dog	25.00
Motherlode Quick Oil C	104.91
Mr Mikes Steakhousecas	80.66
Msft E0100we4fe	22.85
Nable Technologies	32.34
Nimpo Lake General Sto	243.87
Ninite.Com 866.925.082	27.99
Oliver And Co	390.33
Openai Chatgpt Subscr	31.64
Ottawa Marriott Hotel	4,485.00
Pacific Coastal Airlin	1,307.72
Penticton Lakeside Res	5,968.93
Petro-Canada 02519	165.25
Petro-Canada 02671	2,924.27
Petro-Canada 29580	44.85
Petro-Canada 39084	472.18
Petro-Canada 70024	339.70
Petro-Canada 77909	74.15
Petro-Canada 91373	154.42
Pgaa Parking	75.00
Pizzaman2.0	272.08
Prestige Hotel Kelowna	1,594.16
Product Dist Centre	220.09
Proheat Mechanical Sys	210.16
Prov Of Bc-Security Sc	28.00
Quesnel Bakery	29.03
Quesnel Cariboo Water	88.00
Quesnel Septic Service	5,167.48
Racetrac Lac La Hache	115.82
Radisson Hotel Vancouv	326.88
Ramada Hotel Downtown	386.70
Rcwc 6734	139.18
Red Robin Kamloops	88.77
Red Tomato Pies - Will	95.24
Remarkable	1,149.00
Richmond Taxi	25.00
Roadpost Canada	32.43
Rocky`s	667.54
Rona Interlakes Buildi	59.64
Rona Williams Lake 613	101.16
Royal Cdn. Legion Br.	300.00
Safeway #4925	33.74
Saltys Beach House	96.05
Sandman H Sandman 01-0	1,534.91
Save On Foods #929	917.93
Save On Foods #972	509.95
Save On Foods #987	883.85
Save On Foods Online	108.47

Sc Recreation Centre	25.00
Schickworks Signs & St	663.88
Shell C07562	94.06
Shell C11975	64.71
Sheraton Wall Centre H	2,283.84
Sheridan Lake Motel	0.01
Shoppers Drug Mart #21	311.15
Slvyias Cafe	72.10
Southern Irrigation Wi	25.11
Sp Canadian Safety Sup	108.56
Sp Dynamic Imaging	851.20
Sp Logistics Institute	519.75
Sp Stokes Internatio	710.82
Speedy Peteys	727.41
Speedy Peteys Car Was	78.00
Sq Cariboo Fire Prote	705.60
Sq Contessa Traub	22.00
Sq Fraser & Pine Reta	22.36
Sq Hungry Bear Diner	120.61
Sq Md Firetech Servic	885.83
Sq Nurndy-Forfire Eme	135.22
Sq Nuthatch Books &/O	20.00
Sq Pizzaman2.0	120.73
Sq The Sugar Shack	65.48
Sq Wilkins & Family S	1,323.00
Sq Wrap My Ride Inc.	470.40
Stampede Glass	194.25
Staples Business Depot	1,479.61
Staples Professional/7	1,706.24
Staples Store #172	639.52
Staplesprint.Ca/1y0vvi	63.79
Starlink Internet	995.68
Steelhead Provincial P	5.00
Student Works Painting	479.88
Subway 13809	37.66
Sugarcane Petroleum Pr	196.83
Super Save Gas #11	149.00
Super Save Gas #44 P@p	270.10
Super Save Gas #59	34.33
Super Save Gas #80	283.02
T&i Safety Equipment	1,900.11
Tasco Supplies	395.53
The Blind Angler Grill	56.99
The Den By Moonshine C	2.00
The Home Depot #7171	477.12
The Red Tomato	209.35
Thomas Communicationsl	1,156.26
Thompson Rivers Univ W	506.86
Tim Hortons #0786	16.35
Tim Hortons #1751	46.44
Tim Hortons App	30.00
Tireland	34.55
Tlf Los Florist	117.59
Tobis No Frills 7922	196.58
Tokyo Hot Coast Inn Of	753.32
Uber Canada/Ubertrip	40.79

Uline	1,899.32
United Rentals - 6048	1,097.25
Unlimited Medical Serv	91.50
Urllo Urllo.Com/Charg	145.84
Vistaprint Canada Corp	191.13
Vitalsource	71.39
Wal-Mart #1106	46.45
Wal-Mart #3199	174.41
Wild Ginger	127.73
Wildlife Acoustics Inc	-241.67
Wildwood Foods Ltd	105.54
Williams Lake Honda	205.43
Willis Harper Home Har	73.63
WI Forestry Supplies	304.53
Wright`s Beach Camp Lt	1,078.00
Www.Cachec Cache Cree	60.00
Xplore Inc	2,440.53
Zoleo Inc.	593.62
Grand Total	**129,862.55**

AGENDA ITEM SUMMARY

Date: 02/07/2025

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Kevin Erickson, Chief Financial Officer
Date of Meeting: Cariboo Regional District Board_Jul11_2025
File: 1950-01

Short Summary:

Request for Permissive Tax Exemption for St. Jude's Parish – 5691 Horse Lake Road

Voting:

Corporate Vote - Unweighted

Memorandum:

A verbal request has been received by Director de Vries from Reverend Swann Kim of St. Jude's Parish for a property tax exemption from the Cariboo Regional District for 2026 as the residence of the Reverend is on the property of the church.

Regional Districts are allowed to exempt properties from taxation under Section 391(3) of the *Local Government Act* as follows:

(3) On or before October 31 in any year, a board may, by bylaw adopted by at least 2/3 of the votes cast, exempt the property described in subsection (4) from taxation under this Part for

(a) the next calendar year, or
(b) with the assent of the electors, a specified period not longer than 10 years.

(4) The following property that is in an electoral area may be exempted from taxation under subsection (3):

(a) land or improvements, or both, owned or held by, or held in trust by the owner for, an athletic or service organization and used principally for public athletic or recreation purposes;
(b) land or improvements, or both, used or occupied by a church as tenant or licensee for the purpose of public worship or for the purposes of a church hall that the board considers necessary to the church;
(c) an interest held by a non-profit organization in school buildings that the organization uses or occupies as tenant or licensee of a board of school trustees;
(d) land that is owned and used exclusively by an agricultural or horticultural society and that is in excess of the area exemption under section 15 (1) (j) of the Taxation (Rural Area) Act;

(e) an interest held by a francophone education authority in school buildings that the francophone education authority uses or occupies as licensee of a board of school trustees;
(f) an interest held by a non-profit organization in school buildings that the organization uses or occupies as tenant or licensee of a francophone education authority;
(g) land or improvements that
(i) are owned or held by a municipality, regional district or other local authority, and
(ii) the board considers are used for a purpose of the local authority.

The 2025 assessed values for the Reverend's residence are:

Land	$ 14,700
Buildings	$ 87,600

Due to linkages between the Local Government Act, Taxation (Rural Area) Act, School Act, and Hospital District Act, the exemption granted by the CRD and (if) accepted by the BC Assessment Authority, extends to all of the property taxes (rural, school, police, etc.) applied in respect of the exempted property, and no property ad valorem taxes would be payable by the exempted taxpayer.

Pre 2011, the Cariboo Regional District had not granted tax exemptions. There are many valid reasons for not granting a permissive exemption, including but not limited to the following:
• Reduction in taxation revenue / reallocation of costs to other taxpayers
• Difficulty ensuring fair and equitable treatment across groups applying for tax exemptions
• Resources required to determine criteria for tax exemption and reviewing applications against criteria in order to grant exemptions
• Resources required to prepare annual bylaws (for annual tax exemptions)
• Resources required to obtain the assent of electors (for multi-year tax exemptions), and
• Resources required to process requests and carry out tax allocation and tax requisition calculations.

Attachments:

None.

Financial Implications:

No financial implications to the Cariboo Regional District as the tax amount exempted will be distributed among the remaining taxpayers.

Policy Implications:

The CRD does not have a policy regarding granting of permissive exemptions.

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

- ☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

- ☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

- ☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

CAO Comments:

Click here to enter text.

Options:

1. Authorize staff to draft a tax exemption bylaw;
2. Other action.

Recommendation:

Action at the discretion of the Board.

AGENDA ITEM SUMMARY

Date: 08/07/2025

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Larry Loveng, Manager of Procurement
Date of Meeting: Cariboo Regional District Board_Jul11_2025
File: 0810-04

Short Summary:
Security Fencing for the Williams Lake Building

Voting:
Corporate Vote - Weighted

Memorandum:
Procurement is requesting an amount of up to $90,000 to provide a security fence around the exterior Williams Lake Library seating area, the Williams Lake office loading dock, and the alcove at the main entrance to the Williams Lake office to ensure that the areas are secure for the staff and the library patrons. The amount requested includes the quoted price for a fabricated steel fence, removal of one tree, and any concrete work required for installation.

Attachments:
1. Photograph of areas to be fenced
2. Fence Details

Financial Implications:
The item has currently not been budgeted but is a safety related issue. Budget amendments will be required to access reserve funds from the Library and Administration Services. Funding from the reserves will be determined based on linear feet of fencing required.

Policy Implications:
N/A

Alignment with Strategic Plan:
☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

- ☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

- ☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

- ☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

CAO Comments:

Click here to enter text.

Options:

1) Endorse recommendation
2) Other action
3) Defer

Recommendation:

That up to $90,000 be allocated for a security fence with gates around the exterior Williams Lake Library seating area, the Williams Lake office loading dock, and the alcove at the main entrance to the Williams Lake office. And further, that the necessary budgets be amended accordingly.

* All spacing of pickets to be 6" on center





From: Danielle Wiess <dwiess@communityenergy.ca>
Sent: Friday, June 27, 2025 12:27:37 PM
To: bharasimiuk@rdffg.bc.ca <bharasimiuk@rdffg.bc.ca>; cheryl.anderson@rdbn.bc.ca <cheryl.anderson@rdbn.bc.ca>; clint@nbctourism.com <clint@nbctourism.com>; cao@ncrdbc.com <cao@ncrdbc.com>; ericn@nisgaa.net <ericn@nisgaa.net>; eblaney@rdks.bc.ca <eblaney@rdks.bc.ca>; mayor@smithers.ca <mayor@smithers.ca>; jvieira@tnrd.ca <jvieira@tnrd.ca>; lbeckett <lbeckett@rdffg.bc.ca>; Mary Sjostrom <msjostrom@cariboord.ca>; mblackwell@docbc.ca <mblackwell@docbc.ca>; Roy Scott [External] <rscott@100milehouse.com>; cfo@ashcroftbc.ca <cfo@ashcroftbc.ca>; bpayette@barriere.ca <bpayette@barriere.ca>; sworthing@burnslake.ca <sworthing@burnslake.ca>; hisheppard@northernrockies.ca <hisheppard@northernrockies.ca>; Credpath@fortstjohn.ca <Credpath@fortstjohn.ca>; ssmith@villageofgranisle.ca <ssmith@villageofgranisle.ca>; dco@hazelton.ca <dco@hazelton.ca>; mdewar@houston.ca <mdewar@houston.ca>; Warren Waycheshen <wwaycheshen@kitimat.ca>; warchambault@loganlake.ca <warchambault@loganlake.ca>; cao@masset.ca <cao@masset.ca>; cao@mcbride.ca <cao@mcbride.ca>; ericn@nisgaa.net <ericn@nisgaa.net>; dave.bradshaw@princegeorge.ca <dave.bradshaw@princegeorge.ca>; corinne.bomben@princerupert.ca <corinne.bomben@princerupert.ca>; ckirk@queencharlotte.ca <ckirk@queencharlotte.ca>; Lindsay Blair <lblair@quesnel.ca>; cao@ncrdbc.com <cao@ncrdbc.com>; mallen@smithers.ca <mallen@smithers.ca>; cao@districtofstewart.com <cao@districtofstewart.com>; omarbutt@sunpeaksmunicipality.ca <omarbutt@sunpeaksmunicipality.ca>; athompson@terrace.ca <athompson@terrace.ca>; cao@ncrdbc.com <cao@ncrdbc.com>; Financial Officer <CFO@district.vanderhoof.ca>; jdoddridge@100milehouse.com <jdoddridge@100milehouse.com>; dpw@ashcroftbc.ca <dpw@ashcroftbc.ca>; cmatthews@barriere.ca <cmatthews@barriere.ca>; Val Anderson <vanderson@burnslake.ca>; ssmith@villageofgranisle.ca <ssmith@villageofgranisle.ca>; dco@hazelton.ca <dco@hazelton.ca>; aramos-espinoza@kitimat.ca <aramos-espinoza@kitimat.ca>; warchambault@loganlake.ca <warchambault@loganlake.ca>; cao@masset.ca <cao@masset.ca>; opsmanager@mcbride.ca <opsmanager@mcbride.ca>; richard.pucci@princerupert.ca <richard.pucci@princerupert.ca>; Ben Greenough <bgreenough@queencharlotte.ca>; j.bulbrook@queencharlotte.ca <j.bulbrook@queencharlotte.ca>; ccoben@quesnel.ca <ccoben@quesnel.ca>; mallen@smithers.ca <mallen@smithers.ca>; Erica Freeman <recreation@districtofstewart.com>; comdev@districtofstewart.com <comdev@districtofstewart.com>; omarbutt@sunpeaksmunicipality.ca <omarbutt@sunpeaksmunicipality.ca>; breinbolt@terrace.ca <breinbolt@terrace.ca>; cwestbrook@district.vanderhoof.ca <cwestbrook@district.vanderhoof.ca>; policy@stellaten.ca <policy@stellaten.ca>; Kaitlyn Robinson <kaitlynr@nisgaanation.ca>; Sam Paudel <spaudel@smithers.ca>; Holly Plato <hollyp@northerndevelopment.bc.ca>; NCRD Treasurer <treasurer@ncrdbc.com>; Danielle Wiess <dwiess@communityenergy.ca>
Cc: Toby Quantrell <tquantrell@communityenergy.ca>; Rob van Adrichem <rvanadrichem@communityenergy.ca>; Julien Gagnon <jgagnon@foreseeson.com>
Subject: Charge North is complete!

You don't often get email from dwiess@communityenergy.ca. Learn why this is important

We did it, you did it, congratulations!

8 (!) - years from initial project conception, the Charge North EV charging network is complete! The last station was installed at Daajing Giids on June 13.

Thank you all for your efforts over the course of the project. All of you played integral roles, from establishing the collaboration, network planning, funding applications (note the plural use here ☺), logistics, administration, education and engagement, financial management and reporting, the list goes on and on.

Special acknowledgement to Daniel and Sharon at North Coast Regional District for managing the funding from Province of BC and Government of Canada, and to Blaine and Lara at Regional District of Fraser Fort-George regarding the funding from Northern Development Initiative Trust.

Further, I want to acknowledge Julien and the team Foreseeson for being a great installation partner. They could always navigate a path forward no matter the obstacles that presented themselves over the years (ahem, COVID, forest fires, heat domes, etc.).

** Attached is a photo from an early Advisory Committee meeting (circa 2018).

Thank you,
Danielle

Danielle Wiess, Director Transportation Initiatives
Transportation Service Area
Office: 250-469-6783 ext. 714 | Mobile: 403-993-9425

Community Ener
Association

CEA has established truth and reconciliation principles that guide our contribution to ending the systemic inequities faced by Indigenous communities. I gratefully acknowledge that I live and work in Ktunaxa ʔamakʔis, the territory of the Ktunaxa Nation.


Northern BC Electric Vehicle Network Planning Study
Provincial Rest Stop
Existing DC Fast Charger
Skeena-Queen Charlotte
Kitimat-Stikine
Bulkley-Nechako
Fraser-Fort George
Cariboo
ALBERTA

File No. 5360-01

CARIBOO REGIONAL DISTRICT

REFUSE SITE INSPECTION REPORT

April 1, 2025 – June 30, 2025

Refuse Site	Maintenance Contractor	Controlled/ Not Controlled	Service Schedule	Date Inspected M/D/Y	General Site Condition 1=Very Poor 5=Excellent	Contractor Rating 1=Very Poor 5=Excellent	Date of Fire Incidents	Comments for ratings of "2" or less and Fire Incidents
150 Mile House Transfer Station and Metals Yard	Environmental 360 Solutions	Controlled	As needed	06/17/25 06/24/25	5 5	5 5	June 9, 2025	Demolition waste bin ignited early afternoon and spread to MSW bin. Fire Department extinguished.
Alexandria Transfer Station	Aroma Foods	Not controlled	As needed	06/17/25 06/24/25	5 4	5 4		
Alexis Creek Transfer Station / Marshalling Yard	Environmental 360 Solutions	Not controlled	As needed	06/17/25 06/24/25	5 5	5 5		
Baker Creek Transfer Station/ Marshalling Yard	Aroma Foods	Controlled	As needed	06/24/25	5	5		
Big Lake Landfill	ILJ Ventures	Not controlled	Tuesday, Friday, Sunday	05/14/25 05/27/25	5 5	5 5		
Central Cariboo Landfill Gibraltar	Gibraltar Mines	Controlled	5 days per week					
Central Cariboo Transfer Station / Marshalling Yard / Landfill	Environmental 360 Solutions	Controlled	Daily	05/26/25 06/24/25	3 4	3 4		
Chimney Lake Transfer Station / Wood Waste Area	Environmental 360 Solutions	Not controlled	As needed	06/17/25 06/24/25	5 5	5 5		
Cochin Lake Landfill	Nimpo Lake Contracting	Not controlled	Friday	06/17/25 06/24/25	5 5	5 5		
Cottonwood Transfer Station	Aroma Foods	Not controlled	As needed	06/17/25 06/24/25	5 5	5 5		
Eagle Creek Transfer Station	Environmental 360 Solutions	Not controlled	As needed	05/28/25	5	5		

Refuse Site	Maintenance Contractor	Controlled/ Not Controlled	Service Schedule	Date Inspected M/D/Y	General Site Condition 1=Very Poor 5=Excellent	Contractor Rating 1=Very Poor 5=Excellent	Date of Fire Incidents	Comments for ratings of "2" or less and Fire Incidents
Forest Grove Transfer Station	Environmental 360 Solutions	Controlled	As needed	05/28/25	4	4		
Frost Creek Transfer Station / Marshalling Yard	Environmental 360 Solutions	Controlled	As needed	06/24/25	5	5		
Horsefly Transfer Station / Marshalling Yard	Environmental 360 Solutions / ILJ Ventures	Not controlled	As needed	06/24/25	5	5		
Interlakes Landfill	Environmental 360 Solutions	Controlled	As needed	05/14/25 06/11/25	5 5	5 5		
Kleena Kleene Landfill	Nimpo Lake Contracting	Not controlled	Friday	06/04/25	5	5		
Lac La Hache Transfer Station	Environmental 360 Solutions	Controlled	As needed	06/24/25	5	5		
Likely Landfill	ILJ Ventures	Not controlled	Tuesday and Friday	05/27/25	5	5		
Lone Butte Transfer Station	Environmental 360 Solutions	Controlled	As needed	06/24/25	5	5		
Mahood Lake Landfill	Mahood Lake Ranch	Not controlled	Sunday	05/28/25	4	4		
McLeese Lake Transfer Station / Marshalling Yard	Environmental 360 Solutions / ILJ Ventures	Not controlled	As needed	06/24/25	5	5		
Nazko Landfill	Digging Thunder Contracting	Not controlled	Tuesday	06/24/25	5	5		
Nemaiah Valley Landfill	Nimpo Lake Contracting	Not controlled	Tuesday	05/27/25	5	5		
Puntzi Lake Landfill	Nimpo Lake Contracting	Not controlled	Tuesday and Friday	06/04/25	5	5		
Riske Creek Transfer Station / Marshalling Yard	Environmental 360 Solutions / ILJ Ventures	Not controlled	As needed	05/27/25	5	5		

Refuse Site	Maintenance Contractor	Controlled/ Not Controlled	Service Schedule	Date Inspected M/D/Y	General Site Condition 1=Very Poor 5=Excellent	Contractor Rating 1=Very Poor 5=Excellent	Date of Fire Incidents	Comments for ratings of "2" or less and Fire Incidents
South Cariboo Central Landfill	Environmental 360 Solutions	Controlled	Daily	05/14/25	5	5		
Tatla Lake Landfill	Nimpo Lake Contracting	Not controlled	Friday	06/04/25	5	5		
Titetown Transfer Station	Aroma Foods	Not controlled	As needed	06/24/25	5	5		
Watch Lake Landfill	Environmental 360 Solutions	Controlled	As needed	05/14/25	5	5		
Wells Transfer Station / Marshalling Yard	Aroma Foods	Not controlled	As needed	05/26/25	5	5		
West Chilcotin Landfill	Nimpo Lake Contracting	Not controlled	Tuesday and Friday	06/04/25	5	5		
Wildwood Transfer Station / Marshalling Yard	Environmental 360 Solutions	Controlled	As needed	06/24/25	5	5		

UBCM Union of BC Municipalities

June 23, 2025

Chair Margo Wagner
Cariboo Regional District
180 North 3rd Avenue, Suite D
Williams Lake, BC V2G 2A4

Dear Chair Wagner:

Re: 2025 NCLGA Resolution(s)

UBCM is in receipt of the attached resolution(s) endorsed by your Board. Your resolution(s) received endorsement at the 2025 NCLGA Spring Convention, either by the membership, or if referred to the NCLGA Executive for their consideration.

As such, the resolution(s) will be included in UBCM Resolutions Book for the 2025 UBCM Convention in September.

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

Sincerely,

[redacted]

Councillor Trish Mandewo
UBCM President

Enclosure

Cariboo Regional District
File No. 400 - 50 - 01

JUN 2 7 2025

Referred To Chair Wagner

Accessory Dwellings in the Agricultural Land Reserve

Cariboo RD

Whereas manufactured homes are recognized as a common, affordable, and readily available form of housing across the province, particularly in rural areas, having limited long term impact to underlying soil conditions due to their surface mounted design;

And whereas on December 31, 2021, in an effort to provide housing flexibility in the Agricultural Land Reserve (ALR), the province permitted a second dwelling unit to be constructed within the ALR to a maximum of 90 sq. m. on parcels of 40 hectares or less in size, which represents a non-standard, custom-sized manufactured home, often preventing the construction of flexible additional housing within the ALR:

Therefore be it resolved that UBCM call on the provincial government to amend the *Agricultural Land Reserve Act* and associated regulations accordingly to permit the construction of either a 90 sq. m. accessory dwelling unit or a standard-sized manufactured home up to a maximum 148 sq. m. total floor area on parcels under 40 ha within the ALR.

Convention Decision:

Agricultural Land Reserve Boundary Review — Cariboo RD

Whereas the Agriculture Land Reserve (ALR) boundaries were established in the early 1970's, and no province-wide reviews have been conducted since that time in spite of technological progression and data maturity about the suitability of those boundaries;

And whereas it is well known, particularly in rural areas of the province, that large areas of the ALR are unviable for agriculture, and conversely, some areas of high agricultural value were left out in the initial rush to delineate protected agricultural areas in BC, negatively impacting British Columbian's confidence in the value and importance of the ALR:

Therefore be it resolved that UBCM encourage the provincial government to mandate, appropriately staff, and fund both the ALC and regional districts to conduct a comprehensive, collaborative, data-driven, expeditious, province-wide review of the ALR boundaries to ensure the highest quality agricultural lands are protected for the next 50 years;

And be it further resolved that appropriate lands unsuitable for agriculture be identified in collaboration with regional districts and member municipalities to allow for 20 years of growth, in alignment with provincial housing and land use mandates for local governments.

Convention Decision:

Leaves of Absence Provisions for Elected Officials — Cariboo RD

Whereas local government elected officials are required to attend meetings, conventions, and conferences to perform their official duties, often requiring absences from their place of employment to do so;

And whereas there are no provisions in provincial or federal employment legislation for local elected officials to allow them to take such absences as required to perform their official dutie:

Therefore be it resolved that NCLGA and UBCM lobby the provincial government for amendments to the *Employment Standards Act* to include unpaid leave of absence provisions to protect the employment of elected officials and allow them to attend Board / Council meetings, conventions, and conferences in the performance of their official duties;

And be it further resolved that UBCM, and FCM lobby the federal government for amendments to the Canada Labour Code to include unpaid leave of absence provisions to protect the employment of elected officials and allow them to attend Board / Council meetings, conventions, and conferences in the performance of their official duties.

Convention Decision:

Mental Health Support for Local Elected Officials — Cariboo RD

Whereas the stresses faced by local elected officials are increasing due to a degradation in the tone of civil discourse;

And whereas additional mental health supports for local elected officials would be beneficial beyond what is provided by the Medical Services Plan and extended health plans:

Therefore be it resolved that UBCM call upon the provincial government to implement initiatives that offer mental health supports tailored to the needs of local elected leaders in British Columbia.

Convention Decision:

RESOURCE BREAKFAST SERIES
Mining - Energy - Forestry

Regional District Chair and Directors
Regional District of Cariboo
180 North 3rd Avenue, Suite D
Williams Lake, BC V2G 2A4

June 20, 2025

Dear Regional District Chair and Directors,

Re: Invitation to the 12th Annual *Resource Breakfast Series* – September 23, 24, and 25, 2025

It is my pleasure to invite you to the *12th Annual Resource Breakfast Series* scheduled for September 23, 24, and 25, 2025 at the Union Club of British Columbia in Victoria, BC. The Resource Breakfast Series promises an exceptional experience, bringing together B.C. Resource Ministers, Local Area Governments, and natural resource sector leaders for insightful discussions on the latest news, advancements, and future strategies in BC's natural resource sectors.

Event Details:

Date:	September 23, 24, and 25	**Location:**	Union Club of British Columbia, Victoria
Time:	7:00 – 8:30 am	**Dress Code:**	Business Casual
Style:	Buffet Breakfast	**Government Pricing:**	$27.00 + tax per breakfast

Registration: https://www.eventbrite.ca/e/12th-annual-resource-breakfast-series-tickets-1325280552809?aff=oddtdtcreator

As a cornerstone event, the annual Resource Breakfast Series has a long tradition of fostering a welcoming atmosphere conducive to facilitating meaningful exchanges. The series features engaging presentations containing valuable insights into the newest resource initiatives and developments. Speaker announcements to follow shortly. This exclusive event provides a unique platform for elected officials and sponsoring companies to engage in insightful conversations about BC's natural resource sector in a focused and intimate environment. Though operated independently from the UBCM convention, Local Area Government, Provincial Government officials, and select sponsors are invited to attend the series. General tickets are not available for purchase.

Tickets must be purchased to each individual breakfast. To support and encourage participation from a broad spectrum of leaders from across the Province, we are encouraging that local government limit themselves to 2 seats per Municipal Council or Regional District at any or all of the breakfasts.

We look forward to seeing you at the 12th Annual Resource Breakfast Series. Please reach out to events@c3alliance.ca if you have any questions.

Cariboo Regional District
File No. 0390-20-01
JUN 24 2025
Referred To _____

Sincerely,

[redacted]

Sarah Weber, P.Geo., MBA
President & CEO, C3 Alliance

[redacted]

From: UNBC Board Chair <boardchair@unbc.ca>
Sent: June 19, 2025 3:03 PM
To: CRD Mailbox
Subject: Message from the Board Chair: President Payne to assume new leadership role outside UNBC

You don't often get email from boardchair@unbc.ca. Learn why this is important

Good afternoon,

I'm writing to share some important news with our University community. President and Vice-Chancellor Dr. Geoff Payne has accepted a new leadership opportunity as President and CEO of Michael Smith Health Research BC and will be stepping down from his role at UNBC.

I know this announcement will come as a surprise. President Payne has played an inspiring role in shaping UNBC's recent journey, and on behalf of the Board of Governors, I want to express our deepest thanks for his dedicated service, collaborative leadership style and unwavering focus on student success.

Dr. Payne was named UNBC's sixth President in April 2022, after being appointed on an interim basis in 2020. He was reappointed last July. His commitment to inclusion, empowering others to lead and student-centred approach will leave a lasting mark on the University.

Under President Payne's leadership, UNBC navigated the unprecedented challenges of the COVID-19 pandemic, entered a renewed period of stability and launched the bold new strategic play, Ready.

This momentum continues, fuelled by the dedication and expertise of UNBC's faculty, staff and leadership team. Together, we will continue to build on the University's successes and remain focused on delivering outstanding student experiences, fostering innovative research and deepening relationships with community partners across the region.

We're announcing this transition early to allow time for thoughtful planning. The Board is committed to a transparent and deliberate process in the search for the University's next President and Vice-Chancellor, and eventually selecting a leader who, like Dr. Payne, has a demonstrated track record of strong relationship building, excellent communication, and is committed to the university community and Northern B.C. In short, our next leader will "bleed green" like the rest of us.

We are grateful to UNBC's students, faculty, staff, alumni and community partners for their longstanding support and shared dedication to UNBC's mission. Our collective strengths and passion for education in the North, for the North, continue to position UNBC to ignite, inspire and lead change.

Here is the link to the media release on our website: https://www.unbc.ca/our-stories/story/unbc-president-dr-geoff-payne-join-michael-smith-health-research-bc-leaving-unbc

Sincerely,

Joel McKay
Chair, UNBC Board of Governors

The University of Northern British Columbia community lives, works, studies and plays on the traditional territories of many Indigenous communities across northern B.C. I am honoured to live my life on the traditional territory of the Lheidli T'enneh.

UNBC | 'En Cha Huná

Unsubscribe
University of Northern British Columbia
3333 University Way Prince George, BC Canada V2N 4Z9

DELEGATIONS
MEMORANDUM OF BUSINESS
Cariboo Regional District

July 11, 2025

Remaining Delegations	**Scheduling Status**
Greg Bruce – Ministry of Transportation and Transit (Cariboo Road Recovery Projects)	August 15, 2025 – 11:00 to 11:30
MLA Sheldon Clare (To discuss updates in his Electoral District)	Rescheduled to August 15, 2025 11:30 to Noon
Josh Pressey and Harold Stolar – Ministry of Forests (resolution 2025-06-15)	In progress
Garth Thoroughgood – BC Energy Regulator (2025-06-36)	In progress
MLA Lorne Doerksen (To discuss updates in his Electoral District)	To be scheduled

CRD HERITAGE STEERING COMMITTEE

May 8, 2025

Members Present: Committee Chair John Massier (CRD Director Area C), Committee Vice-Chair Betty Anderson (CRD Director Area K) Via Teams, George Atamanenko, Greg Atherton, Marilyn Buyar, Brent Rutherford

CRD Staff: Nigel Whitehead (Manager of Planning Services; Committee Staff Liaison), Kathie Vilkas (Regional Economic Development Officer); Stephanie Masun (Manager of Intergovernmental Relations

Guests: Shane Doddridge (TNG Heritage Coordinator)

Regrets: Elizabeth Hunter

1. Meeting called to order: 10:05 AM

2. Adoption of agenda: Moved: M. Buyar; Seconded: G. Atherton; Carried

3. Approval of meeting minutes from April 8, 2025. Moved: B. Rutherford; Seconded: M. Buyar; Carried.

4. Delegation: Shane Doddridge, TNG Heritage Coordinator

    a. Video: Qatŝ'ay: Bringing our spirits back home
    S. Doddridge provided a overview of the video
    b. General discussion on heritage interest in Tŝilhqot'in Territory
    S. Doddridge advised this just the beginning of the process and that policy development is an ongoing process.
    S. Doddridge advised that it is a long process to build a museum and some work has begun, looking at a 10-year process.
    G. Atamanenko asked about working with the Cariboo Museum; Shane advised that Cariboo Museum is not ready with funding or experience and would need more of both before they could consider working with them.
    M. Buyar asked about relearning the basket techniques; Shane advised they are not necessarily worried about the technique but the authenticity of the design, the design is what makes them special; some elders still have the skills and are trying to get them together to combine their skills.
    S. Doddridge advised that visitors are welcome to the area but not the sacred areas as some artifacts have been taken over the years. How they will do tourism in the future is something they are still working through.
    J. Massier talked about the movie, collecting the artifacts advised 60 artifacts were returned to the band.
    S. Doddridge advised that human hair is woven into some of the items.
    S. Doddridge is interested in collaboration with the committee.
    J. Massier offer to lend a hand with projects and would like to see some sites added to the heritage registry, this would give heritage a much broader definition.
    B. Rutherford would like to see First Nations integrated into our committee.
    G. Atherton asked about "camps" being included as heritage site; S. Doddridge advised they already know where most of the camp site are but don't believe they are interested in included those in this committee and there are some on private land. They are working with some landowners for access to these sites and don't feel that this information should be shared as some of these sites have been exploited in the past.
    J. Massier spirit is there to help, and we are here to help.

5. Big Lake SoS

    a. N. Whitehead provided an update; Statement of Significant is going to the May 23, 2025 Board meeting; J. Massier asked if there were any future consideration, N. Whitehead advised 6 Mile Road House and Lone Butte are some future projects

6. Regional Heritage Network Planning

    a. E. Hunter was not in attendance to provide an update; M. Buyar provided a brief summary on the meeting; G. Atamanenko advised we need to continue with network; J Massier advised E. Hunter pulled this together with a grant – Heritage BC grant; B. Rutherford wants to get some future grants and mentioned the difficulty on getting grants;

G. Atherton left the meeting at 11:00 am

K. Vilkas provided some information on grants; N. Whitehead is excited, keep supporting the network; J. Massier is also excited and also would like to keep supporting the network

B. Anderson left the meeting at 11:13 am

7. Action Tracking Update
    a. Committee reviewed and updated the table.
    b. B. Rutherford - Needs a letter of support; J. Massier proposed a motion for a letter of support.

    Motion: Board to provide a Letter of Support for Robin Sharp; Moved: B. Rutherford; Seconded: M. Buyer; Carried

8. Accumulated Operating Surplus Workshop, continued

    a. N. Whitehead provided a spreadsheet; discussion ensued and the spreadsheet was updated; K. Vikas to scan and digitalize documents – add to action plan; J. Massier suggested to rank priorities; S. Doddridge asked what the surplus was sitting at; N. Whitehead advised $80,000 to $90,000.; G. Atamanenko subjected to direct some of the surplus to helping heritage site with maintenance and upgrades; J. Massier advised was not interested in this avenue as one project could eat up the surplus.; N. Whitehead to send copies of the spreadsheet

9. Roundtable
    K. Vilkas asked if anyone has distributed the Cariboo Driving brochures, S. Doddridge and B. Rutherford advised they have taken some and J. Massier will take some more, will take to the conference and suggested they be distributed to the First Nation communities.
    G. Atamanenko advised plans to salvage the 150 mile courthouse are underway.
    M. Buyar will present at the next meeting and asked N. Whitehead to add to the agenda
    S. Masun will be attending future meetings.

10. Next Meeting: 10:00 AM June 17, 2025

11. Adjournment: 12:07 PM

Action Tracking		
Member	Meeting	Action
J. Massier	Jun 20/23	Contact Chief Sellars re: Committee representation
N. Whitehead	Jun 20/23	Contact Xat'sull First Nation and Sugarcane Archeology re: Committee presentation

~~N. Whitehead~~	~~Jan 9/24~~	~~Connect with S. Doddridge and invite to committee~~
N. Whitehead	April 8/25	Operating Surplus Workshop TBC
B. Rutherford	Feb 25/25	Research posthumous nomination for Robin Sharpe
E. Hunter & M. Buyar	Feb 25/25	Six Mile Corner Roadhouse SoS drafting and photos of character defining elements.
M. Buyar & B. Rutherford	April 8/25	Alice Stapleton House SoS research and drafting
N. Whitehead	April 8/25	Final pictures for Big Lake SoS and send to CRD Board for approval to submit.

MINUTES OF THE CENTRAL CARIBOO JOINT COMMITTEE MEETING HELD IN THE CITY OF WILLIAMS LAKE RICK HANSEN BOARDROOM ON WEDNESDAY, JUNE 18, 2025 AT 5:30 PM

PRESENT:	Co-Chair M. Neufeld and Directors S. Forseth and M. LeBourdais Councillors M. Moses and S. Boehm (alternate)
ABSENT:	Co-Chair S. Rathor and Councillor S. Nelson
IN ATTENDANCE:	M. Daly, Chief Administrative Officer, Cariboo Regional District R. Schill, Deputy Corporate Officer, City of Williams Lake S. Miranda, Director of Community Services, City of Williams Lake B. Links, Community Services Facility Manager, City of Williams Lake D. Campbell, Manager of Community Services, Cariboo Regional District

CALL TO ORDER

Acknowledgement of meeting being held on traditional Secwépemc territory.

A1. Adoption of Agenda

CCJ.2025-06-1

Moved by Director Forseth
Seconded by Director LeBourdais

"That the agenda be adopted as amended with the addition of the late discussion item."

CARRIED UNANIMOUSLY

A2. Minutes of the Joint Committee Meeting held May 21, 2025

CCJ.2025-06-2

Moved by Director Forseth
Seconded by Councillor Moses

"That the Minutes of the Central Cariboo Joint Committee Meeting held May 21, 2025 be adopted as circulated."

CARRIED UNANIMOUSLY

B1. Naming Rights and Sponsorship Information for CMRC

CCJ.2025-06-3

Moved by Director Forseth
Seconded by Councillor Moses

"That the report of Brandy Links, Community Services Facility Manager, City of Williams Lake dated June 3, 2025 regarding information and options for a naming rights and sponsorship agreements policy for the Cariboo Memorial Recreation Complex be received for information; and further, that the Joint Committee direct staff to bring back additional information and a draft policy to the September 17, 2025 Central Cariboo Joint Committee meeting for further discussion."

CARRIED UNANIMOUSLY

B2. Discussion Item – Strategic Priorities Fund Application for Esler Sports Complex Access Road Project (continued from May 21st mtg)

CCJ.2025-06-4
Ratification required by: City

Moved by Director Forseth
Seconded by Councillor Moses

"That the City of Williams Lake provide a letter of support for a Central Cariboo application to the UBCM Strategic Priorities Fund for the Esler Sports Complex Access Road Project, subject to preliminary discussion and endorsement by the CRD Board to proceed; and further, an update be provided at the September 17, 2025 Central Cariboo Joint Committee meeting for information."

CARRIED UNANIMOUSLY

B3. Discussion Item – Interior Health Harm Reduction Activities in Vicinity of Williams Lake Public Library

CCJ.2025-06-5
Ratification required by: CRD

Moved by Councillor Boehm
Seconded by Director Forseth

"That an invitation be extended to Interior Health for representatives to attend the September 17, 2025 Central Cariboo Joint Committee meeting to discuss locations for harm reduction activities within the community; and further, that staff be requested to communicate the concerns of both organizations as soon as possible and request the Williams Lake Public Library and Cariboo Memorial Recreation Complex not be used as sites for harm reduction activities going forward."

CARRIED UNANIMOUSLY

LATE Discussion Item – Central Cariboo Joint Committee Meeting Start Times

- *A request to consider an earlier start time for CCJC meetings in the future was discussed, and will be brought back to the September 17, 2025 CCJC meeting for further consideration.*

B4. Information Item – City of Williams Lake Community Grants Program Policy Review & Additional 2026 Allocation for Community Safety and Cleanliness Services

B5. Action Page for June 18, 2025

CCJ.2025-06-6

Moved by Director Forseth
Seconded by Councillor Moses

"That the Action Page dated June 18, 2025 be received."

CARRIED UNANIMOUSLY

C1. Adjournment

CCJ.2025-06-7

Moved by Director Forseth
Seconded by Councillor Moses

“That this meeting be adjourned.”

CARRIED UNANIMOUSLY

Time: 6:20 PM

CERTIFIED CORRECT: _____

CO-CHAIR

CARIBOO REGIONAL DISTRICT

COMMITTEE OF THE WHOLE MINUTES

June 19, 2025
12:45 pm
Northern Secwepemc Cultural Centre
4709 Telqua Dr.,
108 Mile Ranch, BC

PRESENT:	Chair M. Wagner, Vice Chair M. Neufeld, Director B. Bachmeier, Director J. Massier, Director S. Forseth, Director A. Richmond, Director J. Glassford, Director T. Pare, Director B. Anderson, Director E. de Vries, Director E. Coleman, Director M. Pinkney, Director R. Paull
ABSENT:	Director M. Sjostrom, Director M. LeBourdais, Director S. Rathor
STAFF:	M. Daly, Chief Administrative Officer, A. Johnston, Corporate Officer/Deputy CAO, K. Erickson, Chief Financial Officer, N. Whitehead, Manager of Planning Services, S. Masun, Manager of Intergovernmental Relations, L. Loveng, Manager of Procurement, G. Pinchbeck, Manager of Communications, K. McDonald, Manager of Utilities, D. Campbell, Manager of Community Services, R. Hollander, Regional Fire Chief, T. Flanagan, FireSmart Educator

1. CALL TO ORDER

Floyd Dick representing Tsq̓ésceṉ First Nation performed a welcoming song.

1.1 Adoption of Agenda

COW.2025-06-01
Moved Director Pare
Seconded Director Bachmeier

That the agenda be adopted as presented.

Carried

2. ADOPTION OF MINUTES

2.1 Minutes of the Committee of the Whole Meeting - March 20, 2025

COW.2025-06-02
Moved Director Pinkney
Seconded Director Massier

That the minutes of the Committee of the Whole meeting held March 20, 2025 be adopted.

Carried

3. REPORTS AND CORRESPONDENCE

3.1 UBCM Meeting Requests – MOTT Staff

COW.2025-06-03
Moved Director Bachmeier
Seconded Vice Chair Neufeld

That a UBCM meeting request be submitted with Ministry of Transportation and Transit staff to discuss the following three topics:

1) Durrell Road and other closures (sustainability of fire services)

2) Active transportation routes (Highway 24 tenureship, Mountview School, Bouchie Lake)

3) Road safety

Carried

3.4 Community Works Prioritization Policy Update

COW.2025-06-04
Moved Director Pare
Seconded Director Glassford

1. That the new Community Works Funding Prioritization Policy be adopted as presented, and Policy 2020-1B-29 be rescinded.

2. That one-third (33%) of the balance of Community Works Funds as of January 1, 2025 be restricted for the CWF Community Impact Projects Stream as described in the new Community Works Funding Prioritization Policy, with the remainder restricted for the CWF Infrastructure Reinvestment Stream.

3. That $200,000 per year for fiscal years 2026-2029 from the Community Works Funds be approved for the Community Halls Green Infrastructure Upgrades program, funded from the Community Impact Projects Stream, for a total allocation of $800,000.

4. That the following allocation of Community Works Funds be approved from the Infrastructure Reinvestment Stream:

    a. $ 250,000 for the Pine Valley Sewer Treatment System Upgrade – Feasibility Study & Design (2025);

    b. $ 155,000 for the Lac La Hache Lift Station & Force Main Replacement Detailed Design (2025);

    c. $1,500,000 – 150 Mile Firehall Replacement (2025);

    d. $1,500,000 – Forest Grove Firehall 1 Replacement (2025);

    e. $1,000,000 – 108 Low Pressure Mains Upgrade (2025);

    f. $ 113,000 – SCADA Upgrade, Russett Bluff Water (2025);

    g. $ 91,900 – SCADA Upgrade, Benjamin Water (2025); and

    h. $ 625,000 for the Asset Management Planning Project Base Funding for software, consulting services and staffing at $125,000 per year from 2025-2029.

Carried

3.5 Asset Management Strategy

COW.2025-06-05
Moved Director Forseth
Seconded Director Glassford

That the Asset Management Strategy be adopted as presented.

Carried

The meeting recessed at 2:40 p.m.

The meeting reconvened at 2:46 p.m.

5. IN-CAMERA SESSION

COW.2025-06-06
Moved Director Glassford
Seconded Vice Chair Neufeld

That the meeting be closed to public to discuss items suitable for discussion in-camera pursuant to Section 90(1)(e) of the *Community Charter*.

Carried

The meeting recessed to go in-camera at 3:45 p.m.

The meeting reconvened at 4:05 p.m.

6. ADJOURNMENT

COW.2025-06-07
Moved Director Pinkney
Seconded Director Bachmeier

That the meeting of the Committee of the Whole be adjourned at 4:06 p.m., June 19, 2025.

Carried

_____

Chair

_____

Corporate Officer

COMMUNITY PETITION & SUPPORT REQUEST

Subject: Immediate Action Required – Maple Drive Heavy Truck Traffic Relief and Johnston Bridge Restoration

To:

- City of Quesnel Mayor and Council
- Cariboo Regional District Representatives
- Ministry of Transportation and Infrastructure (MOTI)

Date: July 06, 2025
From: Irate Residents of Maple Drive, Quesnel BC

RE: Ongoing Degradation of Maple Drive Quality of Life Due to Unresolved Commercial Truck Diversion

We, the undersigned residents and community members of Maple Drive and surrounding areas in Quesnel, BC, urgently call upon the City of Quesnel, the Cariboo Regional District, and the Ministry of Transportation and Infrastructure to address a matter that has now persisted for over **seven years** without satisfactory resolution.

Background

In **October 2018**, commercial and heavy industrial truck traffic was **diverted onto Maple Drive** due to the structural degradation and subsequent closure of the **Johnston Bridge**. Since **October 9, 2018**, only vehicles with a **GVWR under 10,000 kg** have been permitted on the bridge.

While Maple Drive residents were initially told this diversion would be **temporary**, we are now entering **year seven** of continuous, disruptive, and dangerous commercial truck traffic in what is otherwise a quiet **residential area and school zone**.

Although some rehabilitation work began in **summer 2024**, **no meaningful progress** has since been communicated or completed. This continued inaction has now become **unacceptable**.

Major Concerns

The quality of life, safety, and well-being of Maple Drive residents are being severely impacted due to:

- **Unrelenting noise pollution** starting as early as **4:00 AM** and continuing until **well after 10:00 PM**, seven days a week.
- **Diesel spills** on hills and road surfaces, creating environmental and road safety hazards.
- **Increased air pollution**, **odors**, and **dust levels** from aging and poorly regulated trucks.
- **Road degradation** and rising risk of accidents in **school zones and residential intersections**.
- **Devaluation of property values** due to the risks, noise, and industrial intrusion.
- **Ever-rising property taxes**, while the burden of this truck rerouting has never been **consented to by Maple Drive residents**.

Community Demands

We respectfully demand the following actions:

1. **Accelerated and Complete Restoration of Johnston Bridge:**
    - Expedite the remaining phases of construction.
    - Close the bridge entirely for the remainder of **2025** if that will enable full and uninterrupted repairs.
2. **Commercial Truck Time Restrictions on Maple Drive:**
    - Allow commercial truck traffic only **between 8:00 AM and 5:00 PM on weekdays**.
    - Ban commercial truck traffic on weekends, holidays, and during school zone hours.
3. **Enforcement of Emissions, Noise, and Safety Regulations:**
    - MOTI and City Bylaws must enforce regulations for **noise, speed, and emissions**.
    - Immediate cleanup protocols and fines for **fuel or chemical spills**.
4. **Development of Alternative Routing Solutions:**
    - **Surface and reinforce Richbar Road to Red Bluff Road**, rerouting trucks directly to **Highway 97**, entirely **bypassing Maple Drive, residential neighborhoods** and schools

Final Word

The residents of Maple Drive did not vote or consent to become a **permanent detour route** for heavy trucks. This situation, initially labeled temporary, has become an **abuse of public trust and community well-being**. We stand united in calling for swift action, transparency, and genuine community consultation moving forward.

We now demand:

1. **A full intergovernmental roundtable meeting** with representatives from:
    - The City of Quesnel
    - CRD Directors (including Mary Sjostrom, Ron Paull, and Laurey-Anne Roodenburg)
    - Ministry of Transportation & Infrastructure (Southern Interior)

This meeting should be scheduled **no later than 30 days from today**, to develop a clear and public action plan.

2. **A commitment to fast-track the full repair and reopening of the Johnston Bridge to heavy vehicles**, including setting and publishing a timeline with milestones and funding clarity.
3. **Interim protections for Maple Drive residents**, including:
    - Restricted truck operating hours (8:00 AM–5:00 PM weekdays only)
    - Improved enforcement of emissions, speed, and noise regulations
    - Immediate consideration of **alternative commercial routing** via Richbar Road to Red Bluff Road, connecting to Highway 97

4. Outlining steps that will be taken to restore the safety, tranquility, and livability of Maple Drive soonest.

Sincerely,

[redacted]

Clinton Emslie

Chair, Cariboo–Prince George Federal Liberal EDA
Former Liberal Candidate | Community Advocate

735 Maple Drive, Quesnel, V2J 5M9
+1 250 985 0250 / info@clintonemslie.ca
On behalf of the residents and concerned citizens of Maple Drive, Quesnel, BC

ਨਾਨਕ ਨਾਮ ਚੜ੍ਹਦੀ ਕਲਾ ਤੇਰੇ ਭਾਣੇ ਸਰਬੱਤ ਦਾ ਭਲਾ

GURU NANAK SIKH TEMPLE SOCIETY

3024 N .MACKENZIE AVENUE
WILLIAMS LAKE .B.C V2G 1P4
gnstwilliamslake@outlook.com
Phone-250-398-8023

Date- 30/06/2025

CRD

Suite D,180 North Third Ave
Williams Lake, BC V2G 2A4

Subject: Invitation to the 50th Anniversary.

Dear Sir,

Warm Greetings! I Harinder Singh Vaid, president of Guru Nanak Sikh Temple located at3024N Mackenzie Ave.It is with great pleasure that we invite you to celebrate the 50th Anniversary of Gurdwara Guru Nanak Sikh Society, Williams Lake B.C at our special event! This milestone marks half a century of dedicated service to our community, and we would be honored to have you join us as we reflect on our past achievements and look forward to the future.

On the weekend of July 18th, 19th and 20th 2025, the Guru Nanak Sikh Temple will be celebrating celebrate the 50th Anniversary.

We look forward to seeing you.

We eagerly anticipate celebrating with you

With Kind Regards,

Harinder Singh Vaid

President Guru Nanak Sikh Temple Society

gnstwilliamslake@outlook.com

Cariboo Regional District
File No. 0230-20-2025
JUL 07 2025
Referred To _____

GURU NANAK SIKH TEMPLE SOCIETY
3024 N. MACKENZIE
AVENUE WILLIAMS LAKE
BC 250-398-8023
gnstwilliamslake@outlook.com

Wahe Guruji ka Khalsa Wahe Guruji ki Fateh

On the weekend of July 18th, 19th, and 20th 2025, the Guru Nanak Sikh Temple will be celebrating its 50th anniversary and paying homage to those who have served our community for the last 50 years.

On behalf of the congregation and executives, it is my privilege to invite you and your family to this very special weekend of celebration, it's present and past members like yourself who have worked countless hours for the betterment of our society. It was your commitment and hard work that paved way for others to follow and for that, we are grateful.

A lot has changed since 1975 when we opened our doors and offered a home for those who had come our beautiful city to raise their families. Our message of peace and brotherhood resonates as strongly as it did 50 years ago, and we continue to be a source of pride and inspiration for others. Our commitment for the betterment of others has never waivered. Although we did not have the biggest Gurdwara, the dedication of our membership was second to none and our success would not have been possible without your continued support.

We look forward to seeing you on the weekend of July 18th,19th, and 20th 2025.

Your Mukh Sewadar,

[redacted]

Harinder Singh Vaid
On behalf of the Guru Nanak Sikh Temple (Williams Lake)

Cariboo Regional District

AGENDA ITEM SUMMARY

Working in partnership with communities large and small to offer local, sub-regional and regional services to ensure the Cariboo Chilcotin is a socially, economically and environmentally desirable region.

Date: 12/06/2025

To: Chair and Directors, Committee of the Whole
And To: Murray Daly, Chief Administrative Officer
From: Lore Schick, Deputy Corporate Officer/Executive Assistant
Date of Meeting: Committee of the Whole_Jun19_2025
File: 0390-20-01

Short Summary:
UBCM Meeting Requests – MOTT Staff

Voting:
-

Memorandum:
At its May 23, 2025 meeting the Board directed staff to submit a UBMC meeting request with Ministry of Transportation and Transit staff, to discuss the following topics:

- Radio Range Road maintenance (joint meeting with City of Williams Lake)
- Highway 97 maintenance
- Active Transportation Routes – clarity on Regional District's responsibility
- School zone speed limit in Area C and other rural areas
- Road closures and their impacts on services. Specifically recent Durrell Road closure impact on Fire Services.

As noted in the attached 2025 Provincial Appointment Book, Ministry of Transportation and Transit staff meetings will be 20 minutes long, and we are only allowed to submit 1 meeting request with a limit of 3 topics for discussion. Because of these limitations staff are requesting that the Board provide direction as to which 3 of the noted topics we should include in the meeting request. The deadline for submitting staff meeting requests is August 20, 2025.

Attachments:
2025 UBCM Convention Provincial Appointment Book

Financial Implications:
Click here to enter text.

Policy Implications:
n/a

Alignment with Strategic Plan:

- ☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

- ☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

- ☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

- ☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

CAO Comments:

Click here to enter text.

Options:

1. Provide direction to staff

Recommendation:

Provide direction to staff as to which 3 topics to submit in the UBCM meeting request for Ministry of Transportation and Transit staff.

2025 PROVINCIAL APPOINTMENT BOOK FOR UBCM CONVENTION

Meeting Requests with:

The Premier, Cabinet Ministers, and Provincial Government Staff from Ministries, Agencies, Commissions, and Corporations (MACC) at the 2025 UBCM CONVENTION

Victoria, British Columbia

BRITISH COLUMBIA

Information compiled as of April 2025.

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INTRODUCTION

The Provincial Appointment Book provides UBCM local government and First Nations members instructions on how to request a meeting with the Premier, Cabinet Ministers, and provincial Ministries, Agencies, Commissions, and Corporations (MACC) staff, to be scheduled during the week of 2025 UBCM Convention.

Monday, September 22 to Friday, September 26
Victoria Conference Centre
Victoria, B.C.

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

Meeting Details

Meetings with the **Premier and Cabinet Ministers** will be 15 minutes in length and will take place in person during the following dates:

Monday, September 22 to Friday, September 26
The Parliament Buildings

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

Monday, September 22 to Thursday, September 25
Fairmont Empress Hotel, Shaughnessy Ballroom

Onsite Provincial Appointment Desk

Provincial Appointment Desk staff will be available onsite to receive meeting requests for MACC staff at the following location:

Monday, September 22 to Thursday, September 25
Fairmont Empress Hotel, Lower Lobby Level, Foyer
8:30 am — 4:00 pm

Please note that MACC staff availability may be limited onsite.

MEETING REQUEST INFORMATION AND LINKS

Honourable David Eby, Premier and Cabinet Ministers

Including Ministers of State and Parliamentary Secretaries

Click: Premier and Cabinet Ministers Meeting Requests

Invitation Code: MeetingRequest2025 (case sensitive)

Deadline: July 2, 2025 6:00 pm PST

Contact:
Marlène Behrens
Premier and Cabinet Ministers Meeting Coordinator
250 213-3856
UBCM.Meetings@gov.bc.ca

Timeline:
Meeting regrets will be communicated in late August, and meeting confirmations sent in early September.

Provincial Government MACC Staff

(Ministries, Agencies, Commissions, and Corporations)

Click: MACC Staff Meeting Requests

Invitation Code: MACCStaff2025 (case sensitive)

Deadline: August 20, 2025 11:59 pm PST

Contact:
Sarah Staszkiel
MACC Staff Meeting Lead
778 405-1784
IGRS.UBCM.MeetingRequests@gov.bc.ca

Casey Cathcart
MACC Staff Meeting Coordinator
778 405-3140
IGRS.UBCM.MeetingRequests@gov.bc.ca

Timeline:
Details regarding confirmed MACC Staff meetings will be communicated to local governments and First Nations members by email by **September 17.**

PROVINCIAL MINISTRIES AVAILABLE DURING THE 2025 UBCM CONVENTION

MINISTER OF STATE FOR LOCAL GOVERNMENTS AND RURAL COMMUNITIES

DIVISION/BRANCH	TOPIC
Local Government Relations	• Overall responsible for engagement with UBCM and local governments. • Serves as a key point of contact for UBCM, local governments, and rural communities. • Fosters collaborative relations with Mayors and Councils, and Regional District Chairs and Boards to maintain open lines of communication, receive feedback, and identify solutions on joint priorities. • Advises the Premier and Cabinet so the local government and rural communities' lens are considered in government decision-making processes. • Secretariat for: ◦ UBCM Convention (Host Minister). ◦ UBCM Quarterly Executive Meetings (attends). ◦ UBCM Advocacy Days. • Hosts and/or participates in forums to facilitate the two-way sharing of information e.g.: ◦ UBCM Area Associations. ◦ Local Government Management Association. ◦ Regional District Chairs & Chief Administrator Officers Forum. ◦ Local leadership Roundtables and virtual Town Halls.

MINISTRY OF AGRICULTURE AND FOOD

DIVISION/BRANCH	TOPIC
Business Risk Management Branch	• 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.

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MINISTRY OF AGRICULTURE AND FOOD CONTINUED...

DIVISION/BRANCH	TOPIC
Corporate, Policy and Priorities Branch	• Provides corporate leadership, coordination, and analysis of policy, legislative and data issues related to the ministry's mandate. The branch guides the development of ministry policy and legislation, including managing stakeholder relationships, participating in provincial policy and legislation development, and overseeing policy and legislative projects. The branch serves as the central resource for internal and external clients on relevant, comprehensive, high-quality, and timely economic and social data on the province's farming, commercial fishing, aquaculture and food and beverage processing industries. Additionally the branch is responsible for land use planning and geospatial services.
Extension and Support Services Branch	• Identifies and promotes agriculture and food production/processing systems that are sustainable and enhance the economic benefits to the province. The branch maintains operations in all agriculture regions of the province to deliver ministry programs and services through a network of regional agrologists, technical and industry specialists. The branch works through a variety of strategic partnerships and is the primary point of contact for the ministry's agriculture clients, both businesses and associations. The branch also provides professional agricultural support to local government planning and emergency response processes, and to both the Agricultural Land Commission and the Farm Industry Review Board.
Food and Beverage Branch	• Leads market and business development activities for farmers, food and beverage processors and Indigenous communities as well as key initiatives such as Grow BC, Feed BC, Buy BC, and the BC Food Hub Network. The branch works in partnership across regional stakeholders, industry, public sector organizations and levels of government to enhance the agriculture and food and beverage sector's capacity, inclusivity, and competitiveness, grow provincial food system resilience, promote career opportunities, and support current and next generation entrepreneurs.
Food Safety Inspection Branch	• Safeguards public health by ensuring that agri-food, meat, and seafood produced in the province is safe and wholesome. The branch works in partnership with other federal and provincial agencies to facilitate food safety through three main program areas which are led by an Executive Director and supported by a team of administrative and policy and program advisory staff. The branch also supports food safety through the Canadian Agricultural Partnership by administering On-Farm Food Safety and Post-Farm Food Safety.
Office of the Chief Veterinarian	• Provides provincial leadership on regulated animal and zoonotic diseases, One Health and One Welfare in B.C. The branch works to build resilient animal health systems for B.C. in collaboration with provincial ministries, the federal government, livestock industry, and veterinary professionals.

TO TOP

MINISTRY OF AGRICULTURE AND FOOD CONTINUED...

DIVISION/BRANCH	TOPIC
Plant and Animal Health Branch	• Supports the sustainability of animal and plant agriculture while serving to protect the well-being of the people of British Columbia through diagnostic services, surveillance, risk assessment, and the development of strategies to address identified risks. The branch addresses plant health risks and issues that affect plant and agriculture productivity, environmental sustainability and competitiveness of agricultural crops in British Columbia. Through diagnostic services and surveillance, the branch helps protect human health with the timely and accurate diagnosis of zoonotic diseases in the public health and food safety sectors (e.g., SARS-CoV-2, influenza, Salmonella).
Regenerative Agriculture and Climate Initiatives	• Supports formulation of strategies, identifies opportunities, and drives the development and implementation of regenerative agriculture, innovation, climate initiatives and emergency management. This includes advancing B.C. as a leader in food security and the emerging agri-tech sector, helping companies bring innovation to agriculture and position B.C. as an agri-tech leader. Developing strategies and plans to maintain a new regenerative agricultural network, creating opportunities for farmers and greater food security by bringing together natural systems of production with agri-technologies that enhance production. Developing strategies and plans to achieve CleanBC climate action plan goals, helping farmers, ranchers and food processors prepare for climate impacts and ensure food security. Oversight of the ministry's emergency management function, including management of issues relating to avian influenza, wildfire, floods, and other natural or unexpected emergencies.

ATTORNEY GENERAL

DIVISION/BRANCH	TOPIC
Court Services Branch	• Responsible for case documentation and adjudication support for all matters going before the court, including case initiation and processing, fee collection, file and exhibit management, court clerking, court records and transcripts, interpreter services, and the preparation and dissemination of court orders. In addition, the Court Services Branch is responsible for courtroom and courthouse security, prisoner custody and escort, document service, and jury administration.

TO TOP

ATTORNEY GENERAL CONTINUED...

DIVISION/BRANCH	TOPIC
Indigenous Justice Secretariat	• Leads the implementation of the First Nations Justice Strategy ("the Strategy") within government, including influencing social sector areas that provide health and housing supports for individuals in the justice system. At the core of the Strategy is the rebuilding of First Nations justice systems as an expression of self-determination. As such, the Indigenous Justice Secretariat has a vital role in supporting First Nations in that rebuilding work. This includes the Secretariat advancing changes within government to laws, policies, and practices that are directly responsive to what First Nations determine is needed for Strategy implementation and rebuilding of their justice systems. • The Indigenous Justice Secretariat is responsible for cross-ministry implementation of the Strategy and operationalization of the identified priorities within provincial government. This includes the implementation of the *Declaration Act* where it intersects with justice, as well as supporting relationships between First Nations, the province, and Canada to advance jointly identified priorities, funding, and partnership opportunities where the Strategy aligns with provincial and federal mandates. • The Indigenous Justice Secretariat is also responsible for working with Métis Nation BC on the cross-ministry implementation of the Métis Justice Strategy, managing the Native Courtworker and Counselling Association contract, and working with Canada to support the development of the Federal Indigenous Justice Strategy.
Justice Services Branch	• Improves users' access to justice and experience with the administration of justice in B.C. by transforming elements of the justice system. The Justice Services Branch delivers programs and services relating to family justice, and access to justice. The branch also develops policy and legislation and supports tribunals, agencies, and independent offices within the ministry, and leads strategic projects to create change and systemic impact on the justice sector.
Multiculturalism and Anti-Racism Branch	• The Multiculturalism and Anti-Racism Branch is responsible for cross government implementation of the *Anti-Racism Act*. This includes working across ministries to respond to data trends identified through the *Anti-Racism Data Act* and take action on systemic racism within policies, program and services. • Engage communities through the Resilience BC Anti-Racism Network, multiculturalism grants, and related initiatives, to provide them with the information, supports, and training needed to respond to and prevent future incidents of racism. • Support victims of hate incidents in B.C. by operating the Racist Incident Helpline to report, track and provide resources to individuals harmed by racist incidents. • Continue to address historical wrongs with Sons of Freedom Doukhobor community and ongoing work with the National Association of Japanese Canadians.

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MINISTRY OF CHILDREN AND FAMILY DEVELOPMENT

DIVISION/BRANCH	TOPIC
Strategic Services Division	• The Strategic Services Division provides expertise to enable large-scale, cross-ministry, and complex system transformation as envisioned in the ministry's Strategic Framework. The division leads: ◦ Project management — supports strategic initiatives and continuous improvement through tracking, assessing and making recommendations on project risks, mitigation strategies and resource deployment. ◦ Change management — champions organizational change and effective implementation of significant change initiatives with staff and external partners and service providers. ◦ Transformation integration — oversees alignment and integration of priority transformation projects to support the roll-out of system wide changes in a coordinated way and to ensure operational needs are met. • Strategic planning and communications – directs, coordinates, and manages planning, reporting, internal, external, and web-based communications and engagement.
Service Delivery Division	• Service Delivery Division provides Network of care across the province focused on children and youth with support needs, child and youth mental health, adoption, family support, child protection, youth justice and helping youth transition from government care to adulthood. Services, including 24/7 emergency response, are delivered through 169 community-based District Offices, Provincial Centralized Services Centre, Maples Adolescent Treatment Centre, Child & Youth Mental Health Intake Clinics, Victory Hill Dorm, Burnaby Youth Custody Centre, Inpatient Assessment Unit, Youth Forensic Services, and Family Connections Centres.
Policy, Legislation and Litigation Division	• Lead strategic and operational policy, legislation and service design for programs and services, including adoption, children with support needs and mental health concerns, community resources for children and youth in or transitioning from government care, child welfare, and support for youth involved in the justice system's practices.
Division / Early Years and Inclusion Policy, Communications and Engagement	• The Early Years and Children and Youth with Support Needs (CYSN) Policy branch provides development and oversight of strategic and operational policy for early childhood development programs and services for CYSN. The team incorporates a cross-government approach for programs and services for children and families and is currently working to co-develop an improved system of services for CYSN. Policy staff also research and develop innovative approaches for citizen engagement and program delivery.

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MINISTRY OF CITIZENS' SERVICES

DIVISION/BRANCH	TOPIC
Connectivity	• Internet and cellular connectivity: The division provides guidance on planning for broadband internet to communities and highway and community cellular coverage to municipal and regional governments and oversees the Connecting British Columbia and the Connecting Communities BC funding programs.
Government Digital Experience (GDX)	• GDX provides the technical infrastructure that enables gov.bc.ca, and manages high priority web content. • GDX is responsible for government's web training, standards and digital accessibility and supports plain language, easy to navigate and access information.
Office of Chief Information Officer (OCIO)	• 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), IT security, integrated data, privacy, and the management of the Information Management/IT investment portfolio for the province. • It provides corporate information management services to government including Freedom of Information; proactive disclosures of information; privacy, records management, and elements of information security. • Through the BC Data Service, the OCIO delivers trusted data services and analysis, including population projections, community economic resilience indicators and service-level equity research. It is responsible for the implementation of the *Anti-Racism Data Act* and the BC Data Plan. • Through the CyberBC program, the OCIO provides broader B.C. public sector organizations with resources to help improve cybersecurity. Specifically, it covers the foundations of cybersecurity including security frameworks, policy, standards, assessments of threats and weaknesses, and minimization of risks.
Procurement and Supply	• The division plays a leadership role in government procurement and supply services. These activities serve the provincial government, the broader public sector, the public and, in some cases, municipalities. For example, municipalities use BC Bid to provide vendors with information on upcoming procurement operations and Asset Investment Recovery to dispose of municipal surplus assets in a convenient, environmentally friendly manner that returns a fair market value to the municipality.
Real Property	• The Real Property Division (RPD) provides everything needed to design, set up and manage a government workplace. RPD has responsibility for the province's real estate portfolio. Real estate for schools, post-secondary institutions, hospitals, and municipalities are excluded from RPD's responsibilities.

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MINISTRY OF CITIZENS' SERVICES CONTINUED...

DIVISION/BRANCH	TOPIC
Service BC	• Through a provincial network of 65 service centres and the Service BC (SBC) Provincial Contact Centre through multiple service channels including mobile outreach, digital and web based information. SBC provides approximately 300 government services on behalf of more than 40 partner ministries and agencies. • The division enables the design and delivery of accessible, responsive, and cost-effective services, making it easier for residents and businesses to interact with government. • The BC Registries and Digital Services Branch facilitates and supports commerce in the province through administration and verification of business, personal property, and manufactured home registrations.

MINISTRY OF EDUCATION AND CHILD CARE

DIVISION/BRANCH	TOPIC
Child Care Division	• The Child Care Division leads the development and implementation of ChildCareBC. The ChildCareBC plan was launched in 2018 and is government's 10-year strategy to build access to affordable, quality, inclusive child care as a core service that families can rely on. • Key programs delivered through the Child Care Division include those providing operational funding for child care providers, cost-saving fee reductions and/or subsidy benefits for parents, capital grant programs for expanding and maintaining child care spaces, education and professional development supports for the child care workforce, and supports for community-based programs such as Child Care Resource and Referral Centres and Young Parent Program. • In addition, the division supports programs that help families and children access and participate in fully inclusive child care settings, as well as funding and supporting the development and expansion of distinctions-based Indigenous-led child care. • The ministry, through the Child Care Division, oversees the Early Childhood Educator Registry, which issues provincial certifications, accesses and recommends approval for Early Childhood Educator (ECE) post-secondary programs, and investigates complaints regarding ECE and Early Childhood Educator Assistant (ECEA) conduct and competence. • The division oversees the child care budget of $865.255M for FY 24/25. The division also invests federal funding from the Early Learning and Child Care and Agreements.

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MINISTRY OF EDUCATION AND CHILD CARE CONTINUED...

DIVISION/BRANCH	TOPIC
Learning and Education Programs Division	• The Learning and Education Programs Division (LEPD) is responsible for: defining what children learn and when (curriculum); whether they have learned it (assessment, reporting and graduation requirements); and the extent to which what they learn equips them for the job market and/or post-secondary education (student transitions). LEPD is made up of two branches: ◦ The Student Learning Branch manages all activities related to curriculum design and development, large-scale assessment design, delivery, marking and results-reporting, policies for providing feedback on student progress to parents and students, French education, and engagement with the Organisation for Economic Co-operation and Development (OECD). Annual assessments include the Foundation Skills Assessment for grades 4 and 7, and Literacy and Numeracy Graduation Assessments. ◦ The Education Programs and Policy Branch is responsible for policy, programs, and standards related to inclusive education, graduation, career development, and student transitions to the post-secondary system and employment. The branch is also responsible for the ministry's scholarships program.
Resource Management Division	• The Resource Management Division (RMD) provides operational and planning support for school districts and monitors the financial accountability of boards of education against ministry and government policy. The division also provides a wide range of corporate functions for the ministry, including budgeting and financial support services, strategic human resources, workplace and facilities support, and risk management and emergency preparedness.
System Liaison and Supports Division	• The System Liaison and Supports Division (SLSD) provides leadership and support to school districts and independent schools in the areas of Early Learning, Indigenous Education, Mental Health and Substance Use, School Food Programs, Strategic Priorities (e.g., anti-racism, SOGI), and Student Safety and Wellness. The division is responsible for promoting safe, caring and inclusive school environments with a focus on equity.

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MINISTRY OF EMERGENCY MANAGEMENT AND CLIMATE READINESS

DIVISION/BRANCH	TOPIC
Corporate Services Division	• Responsible for the provision of strategic advice and the delivery of corporate services to support ministry programs and services. • Manages the Disaster Financial Assistance Arrangements (DFAA) claim administration and provincial cost tracking. • Responsible for public education initiatives including: ◦ The delivery of PreparedBC, the province's preparedness public education program serving First Nations communities, local authorities and the public. ◦ The development of resources, programs, and social media campaigns aimed at influencing positive disaster risk reductions.
Disaster Recovery	• Leads coordination of provincial ministry and agency supports for communities following a disaster with regionally-based teams. • Implements the Disaster Financial Assistance (DFA) program, and when DFA is not available, seeks alternative government and non-government funding opportunities to assist impacted parties. • Administers DFA appeals process. • Responsible for disaster recovery operational policy including national flood insurance program development, cross government disaster recovery framework, and recovery specialists who are ready to deploy to assist communities when a disaster strikes.
Disaster Risk Management	• Leads emergency management and provincial business continuity management planning. • Conducts emergency management training and exercises. • Undertakes strategic after actions reviews of disaster events, undertaking provincial and regional disaster and climate risk assessments. • Administers funding programs for First Nations and local governments to advance disaster risk reduction through planning and mitigation activities. • Advances policy, programs, and strategies to reduce disaster and climate risks.
Partnerships, Engagement and Legislation	• Delivers ministry's strategic policy and legislation. This work includes providing guidance on the Ministry of Emergency Management and Climate Readiness's (EMCR) modernized legislation, the *Emergency and Disaster Management Act* (EDMA), and the development of new regulations, such as the Local Authorities Regulation and Compensation and Disaster Financial Assistance Regulation. • Leads the development and implementation of EMCR's inter-agency and inter-governmental partnerships. • Leads EMCR's emergency management partnership agreements with the federal government, local governments, First Nations, emergency management partner agencies, critical infrastructure operators, non-governmental, faith-based, and other emergency management partners and agencies.

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MINISTRY OF EMERGENCY MANAGEMENT AND CLIMATE READINESS CONTINUED...

DIVISION/BRANCH	TOPIC
Regional Operations	• Leads and coordinates the preparedness and response to provincial and regional-level emergencies and disasters, supporting other authorities within their areas of jurisdiction by working directly with First Nations, local authorities, provincial ministries and agencies, federal departments, other jurisdictions, industry, and volunteers. • Leads and coordinates 24/7 emergency management capability through six regional offices located in Surrey, Kamloops, Nelson, Prince George, and Terrace, with the Vancouver Island Regional Office co-located at the Ministry of Emergency Management and Climate Readiness (EMCR) Headquarters (HQ) in Victoria. In addition, EMCR HQ houses the Emergency Coordination Centre and Provincial Duty Managers providing 24/7 situational awareness, activation of response to emergencies, including broadcast intrusive alerting. • Coordinates B.C.'s Public Safety Lifeline Volunteer groups, who provide an array of critical, front-line emergency services, including Ground Search and Rescue, Air Search and Rescue, Road Rescue, Emergency Support Services, and Emergency Radio Communications.

MINISTRY OF ENERGY AND CLIMATE SOLUTIONS

DIVISION/BRANCH	TOPIC
Energy Resources Division	• Accountable for the management and responsible development of the province's energy resources. The division oversees the *Petroleum and Natural Gas Act*, the *Geothermal Resources Act*, the *Energy Resource Activities Act* and related regulations. • Issues and administers Crown petroleum, natural gas, geothermal and carbon capture related subsurface tenures; oversees tenure development and resources access planning; collects tenure-related revenues; and maintains geological databases and systems. • Primary point of contact for many key pieces of energy infrastructure that play critical roles in providing energy security for British Columbians. The division includes the Trans Mountain Office and works regularly with Enbridge which operates the primary natural gas pipeline in the province. • Oversees the province's royalty system (with the Ministry of Finance) including implementation of the New Royalty Framework, and the Healing the Land and Emissions Reduction program.

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MINISTRY OF ENERGY AND CLIMATE SOLUTIONS CONTINUED...

DIVISION/BRANCH	TOPIC
Energy Resources Division Continued...	• Develops policy, statutes and regulations that apply to the energy resource sector and supports achieving greenhouse gas reduction targets as it relates to the sector, including methane emissions targets. • Collaborates across government on Indigenous reconciliation initiatives and environmental monitoring and research programs, conducts oil and gas resource assessments, manages resource development planning and cumulative effects, guides modernized land use planning, develops environmental practices, and initiates and administers oil and natural gas restoration programs. • The division includes the Clean Energy and Major Projects Office (CEMPO) which is supporting the 10 successful renewable electricity projects from BC Hydro's 2025 call for power, and is responsible for the effective implementation of Liquefied Natural Gas (LNG) Canada, Ksi Lisims LNG, Cedar LNG, Woodfibre, and the associated pipelines. CEMPO also works across government to support clean energy projects, such as hydrogen, biofuels, and renewable natural gas.
Electricity and Utility Regulation Division	• Responsible for British Columbia's electricity and alternative energy sectors, including BC Hydro. These sectors are made up of diverse interests that develop electricity generation, transmission, and distribution infrastructure, clean or renewable energy sources, including biomass, biogas, hydrogen, geothermal, hydro, solar, ocean, and wind. The division took a lead role in the development of Powering Our Future: B.C.'s Clean Energy Strategy. • Focuses on increasing electrification, and deployment of low carbon energy by supporting BC Hydro's 2025 call for power. • Responsible for policies, programs, regulations and legislation to support the province's legislated short and long-term greenhouse gas (GHG) reduction targets, including: the *Climate Change Accountability Act*, the Greenhouse Gas Reduction (Clean Energy) Regulation, the *Utilities Commission Act*, and the *Clean Energy Act*. • Supports the Minister's oversight of BC Hydro and is responsible for public utility regulatory policy under the *Utilities Commission Act*. The division leads provincial collaboration with the British Columbia Utilities Commission to reframe the Commission's current role as an economic regulator to align with the province's climate action, energy and affordability objectives, especially for low-income households. • Implements policies and legislation to support BC Utilities Commission oversight of B.C.'s regulated energy utilities, including BC Hydro, FortisBC, and Pacific Northern Gas, in their delivery of conventional and low-carbon clean energy across the province. • Administers the Innovative Clean Energy (ICE) Fund, a special account used to further the energy and environmental priorities of the government. • Responsible for co-leading the Indigenous Clean Energy Opportunities (ICEO) process with the First Nations Energy and Mining Council, which engages with First Nations rights holders and organizations in a collaborative dialogue to fully participate in current and future clean energy opportunities and to align the province's strategic clean energy policy and legislation with the United Nations Declaration on the Rights of Indigenous People (UNDRIP).

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MINISTRY OF ENERGY AND CLIMATE SOLUTIONS CONTINUED...

DIVISION/BRANCH	TOPIC
Energy Decarbonization Division	• Responsible for policies and programs that advance energy efficient, low-carbon technologies and practices in the built environment through incentives and standards. This portfolio includes the CleanBC Better Homes and Better Buildings Program and the Energy Efficiency Standards Regulation. • Develops policy and program initiatives to decarbonize community energy systems through the implementation of clean energy projects in communities across British Columbia, including grid-connected local governments, Indigenous communities, and non-grid connected remote communities. This portfolio includes the CleanBC Remote Community Energy Strategy. • Responsible for developing and implementing legislation, policies, and programs to decarbonize the transportation sector and spur growth in the clean transportation industry in B.C. This portfolio includes the *Zero Emission Vehicles (ZEV) Act*, the ZEV Regulation, and the CleanBC Go Electric Programs. • Responsible for the implementation of B.C.'s Low Carbon Fuel Standard that requires fuel suppliers to reduce the carbon intensity of their fuels used in transportation and other applicable purposes (with a 30 percent reduction in carbon intensity for diesel and gasoline class fuels by 2030, and a 10 percent reduction by 2030 for jet fuels.)
Climate Action Secretariat	• Responsible for development and implementation of B.C.'s climate strategies. This includes both reducing greenhouse gas emissions and preparing the province for the impacts of climate change. The Climate Action Secretariat (CAS) is responsible for several of B.C.'s climate-related pieces of legislation, regulation, and programs. • Works to achieve provincial climate action goals through engagement and collaboration with Indigenous peoples, the provincial public sector, other orders of government, research institutions, non-governmental organizations, professional and industry associations and business and industry. • Responsible for key climate programs for local governments, like the Local Government Climate Action Program, which provides funding for climate action in communities, and the federal/provincial CleanBC Communities Fund, which provides funding for clean infrastructure projects. In addition, CAS provides support to local governments through the Community Energy and Emissions Inventory to understand emissions trends. • Works directly with industrial operators and verification bodies to ensure compliance under the B.C. Output Based Pricing System, manages the CleanBC Industry Fund, and develops new industrial climate policy such as Net Zero New Industry, which requires new industrial facilities to achieve net-zero emissions by 2050 (2030 for new LNG).

TO TOP

MINISTRY OF ENERGY AND CLIMATE SOLUTIONS CONTINUED...

DIVISION/BRANCH	TOPIC
Strategic and Indigenous Partnerships Division	• This division provides cross-ministry support to both the Ministry of Energy and Climate Solutions and the Ministry of Mining and Critical Minerals. • The division works to advance Indigenous reconciliation and key sector negotiations, supports cross-ministry policy, intergovernmental relations, ministry planning and strategic initiatives. • The division leads strategic initiatives and supports the ministry's mandate to advance reconciliation with First Nations including the negotiation of Reconciliation and other agreements and engaging with Indigenous groups on policy matters. • The division also works with other ministry divisions, the Ministry of Water, Land and Resource Stewardship and the Ministry of Indigenous Relations and Reconciliation on key reconciliation related matters and initiatives including economic recovery matters such as the Mining Reform Project, and modernized land use planning. This work is consistent with Government's objectives under the *Declaration on the Rights of Indigenous Peoples Act* (DRIPA) and ensures that First Nations actively participate in natural resource development in their Traditional Territories. • To ensure that the ministries take a strategic approach to the delivery of their programs and services, the division provides corporate oversight and coordination of policies, leads intergovernmental relations, coordinates Cabinet and legislative initiatives, designs and delivers employee communications and engagement, develops and coordinates service plans and annual reports, and manages corporate reporting processes. Examples of this work include: support of the Estimates Debate, Energy and Mines Ministers' Conference, Council of the Federation, federal/provincial forums, the UBCM Convention, and the First Nations Leadership Gathering (FNLG).

TO TOP

MINISTRY OF ENVIRONMENT AND PARKS

DIVISION/BRANCH	TOPIC
Conservation and Recreation Division	• The Parks and Recreation Program is responsible for the integrated delivery of two public facing lines of business, BC Parks and Recreation Sites and Trails B.C. (RSTBC). BC Parks is a land management and regulatory program focused on conservation and recreation services. These services are delivered through the acquisition, designation, administration, planning, management and regulation of natural resources and activities in 1,050 provincial parks, recreation areas, conservancies, ecological reserves, and protected areas. RSTBC provides public recreation opportunities by developing, maintaining, and managing a network of recreation sites and recreation trails on Crown land outside of parks and protected areas. • The Conservation Officer Service (COS) provides public safety and environmental enforcement services to British Columbians. The agency's core mandates include natural resource law enforcement and human- wildlife conflicts prevention and response. The COS is the lead agency in B.C. to respond to problem wildlife, including predator attacks on people that cause serious injury and death.
Environmental Assessment Office	• The Environmental Assessment Office (EAO) is a neutral regulatory agency that reviews proposed major projects such as mines, pipelines, oil and gas facilities, water management, waste disposal, resorts, and large infrastructure projects. • Under the legal framework of the 2018 *Environmental Assessment Act* (*the Act*), the EAO implements a process to ensure that any environmental, economic, social, cultural and health effects that may occur during the lifetime of a project are thoroughly assessed. • The EAO coordinates its work with federal and provincial agencies, local governments, and First Nations, and engages the public throughout the environmental assessment process, to inform provincial Ministers' decision on whether projects should be approved to proceed. • The EAO has been working closely with other provincial regulators and permitting agencies to ensure all provincial reviews are efficient and streamlined – including coordinating with permitting processes while meeting consultation obligations with First Nations. • The EAO also has a reconciliation purpose under the *Act*, and accordingly works jointly with B.C. First Nations to assess a proposed project's impact on Nations and their rights. • If a project is approved to proceed, the EAO monitors and enforces compliance with its requirements to ensure that projects are designed, built, operated, decommissioned, and reclaimed in compliance with the conditions of their approval. • The EAO is carrying out a review of the *Environmental Assessment Act*, since it has been in place for five years, to ensure it is meeting its intended purpose to provide a clear and timely path for the assessment and potential authorization of responsible resource projects, advance reconciliation with First Nations, improve public engagement and transparency, and deliver stronger environmental protections. In 2025, the EAO conducted preliminary engagement with First Nations, industry representatives, and other levels of government to hear what has and has not been working with environmental assessments, to inform the scope and focus of the review. EAO will continue to engage with these partners, stakeholders, and the public throughout the review.

TO TOP

MINISTRY OF ENVIRONMENT AND PARKS CONTINUED...

DIVISION/BRANCH	TOPIC
Environmental Protection Division	• Policy authorizations and compliance and enforcement under the *Environmental Management Act* and *Integrated Pest Management Act* including: ◦ Air quality. ◦ Reducing toxins. ◦ Pollution prevention. ◦ Environmental emergencies/provincial spill response. ◦ Contaminated site remediation, brownfields, hazardous and industrial waste ◦ Integrated *Pest Management Act.* ◦ Extended producer responsibility, circular economy, recycling, CleanBC Plastics Action Plan, Plastic Action Fund. ◦ Organics infrastructure funding programs. ◦ Community Woodsmoke Reduction Program. ◦ Public Interest Bonding Strategy. ◦ Local government waste management planning. ◦ Waste management facilities (incineration, landfilling, municipal liquid [sewage] and solid waste). ◦ Sewage management for large, private wastewater treatment systems. ◦ Compliance and enforcement for industrial, commercial activities and sectors regulated under the *Environmental Management Act* and under the *Integrated Pest Management Act* as it relates to pesticide sales and use. ◦ Environmental impact assessment for waste discharge authorizations. ◦ Permitting and compliance reporting for industrial operations' emissions to air, ground, and water. ◦ Provincial environmental monitoring networks (air and water quality, hydrometric, snow survey, groundwater, climate), environmental databases, State of Environment reporting. ◦ Air and water quality stewardship & partnerships. ◦ Analytical chemistry laboratory services, provincial laboratory quality assurance, and standards. ◦ Indigenous relations and partnerships development related to environmental quality and monitoring.
Strategic Services and Indigenous Partnerships Division	• Coordination of cross-ministry policy initiatives and corporate support for policy development, legislation, and inter-governmental relations. • Business improvement and corporate reporting; ministry-wide integration and delivery of digital and service transformation opportunities. • Advice and recommendations on cross-cutting Indigenous initiatives, Indigenous relationship practices evaluation, strategies, and development of guiding principles for partnerships with First Nations. • Cross-ministry support to promote transparent, principled and consistent approaches to compliance and enforcement (C&E); support the integration of C&E policies, tools and practices across the Natural Resources Sector; and lead public proactive reporting of C&E actions across the Sector.

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MINISTRY OF FINANCE

DIVISION/BRANCH	TOPIC
Policy and Legislation Division / Financial And Corporate Sector Policy Branch	• Anti-money laundering in real estate and the financial sector, including beneficial ownership transparency initiatives. • Financial and corporate sector policy including: ◦ Securities. ◦ Real Estate (including mortgage brokers and real estate developers). ◦ Financial institutions. ◦ Money Services Businesses. ◦ Insurance. ◦ Pensions. ◦ Personal Property Security. ◦ Business Organizations (including companies, societies, and cooperatives and corporate beneficial ownership transparency. ◦ Land owner transparency. ◦ Land Title and Survey Authority.
Crown Agencies Secretariat	• Leadership and support for board appointments and development for public sector organizations; and for the annual performance management and reporting cycle for ministries and crown agencies. • Strategic oversight and support to specific Crowns, agencies, or organizations, including: ◦ The BC Lottery Corporation (BCLC), including BCLC's oversight of casinos and community gaming facilities. ◦ The Liquor Distribution Branch (LDB) sales and policy, including BC Liquor Stores and BC Cannabis Stores. ◦ Insurance Corporation of BC (ICBC) provides direct support to the Minister of Public Safety and Solicitor General. ***For Minister meeting requests for the Liquor Distribution Branch or the Insurance Corporation of BC please direct these to the Ministry of Public Safety and Solicitor General.*** ***For staff meeting requests for the Liquor Distribution Branch please direct these to the Ministry of Public Safety and Solicitor General.*** ***For staff meeting requests for the Insurance Corporation of BC please see their description in the Provincial Agencies, Commissions, and Corporations section.***
Policy and Legislation Division / Intergovernmental Fiscal Relations	• Federal-provincial fiscal relations (e.g., intergovernmental transfers). • Joint federal-provincial social policy priorities (e.g., income security and the Canada Pension Plan). • Local government fiscal relations with the Ministry of Housing and Municipal Affairs. • First Nations fiscal relations, with the Ministry of Indigenous Relations and Reconciliation (as it relates to funding formula design). • Land Title & Survey Authority (LTSA) five and 10 Year Reviews.

TO TOP

MINISTRY OF FINANCE CONTINUED...

DIVISION/BRANCH	TOPIC
Policy and Legislation Division / Property Tax and Assessment Policy	• Property tax and assessment policy including: ◦ Provincial property assessment policy, legislation, and methodology. ◦ Oversight of BC Assessment (BCA) and the Property Assessment Review panels. ◦ Provincial property taxes (school, rural, police). ◦ Property Transfer Tax. ◦ Speculation and Vacancy Tax.
Policy and Legislation Division / Tax Policy Branch	• Provincial tax policy, including: ◦ Provincial Sales Tax. ◦ Municipal and Regional District Tax. ◦ Carbon Tax. ◦ Motor Fuel Tax. ◦ Provincial Income Tax. ◦ Indigenous Taxation. ◦ Employer Health Tax. ◦ Flipping Tax. ◦ Cannabis Excise Tax.
Gender Equity Office	• Pay Transparency Reporting. • Gender-Based Analysis Plus (GBA+).

MINISTRY OF FORESTS

DIVISION/BRANCH	TOPIC
Associate Deputy Minister's Office	• Permitting Process Improvements and Performance Measures. • Forestry Digital Services Program. • Critical Incident Stress Management Program. • Supports the province's goal of reconciliation with Indigenous peoples through the implementation of the UN Declaration on the Rights of Indigenous Peoples (UNDRIP) and the *Declaration Act* Action Plan. • First Nations Reconciliation and & Negotiations Strategy, New Fiscal Framework and Revenue Sharing, First Nations Forest Tenure, First Nations Forestry. • Council Engagement and Consultation Systems and Information Management.
BC Wildfire Service	• Prevention (Community Resiliency Initiative, FireSmart, Cultural and Prescribed Fire, Crown Land Wildfire Risk Reduction). • Preparedness (Regional District Cooperative Community Wildfire Program, Engagement and Wildfire Emergency Planning). • Response. • Wildfire Land Based Recovery and Fire Rehabilitation.

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MINISTRY OF FORESTS CONTINUED...

DIVISION/BRANCH	TOPIC
Forest Resiliency and Archaeology	• Old growth deferrals. • Provincial Forest Landscape Planning. • Archaeology Branch. • *The Heritage Conservation Act Transformation Project* (HCATP).
Integrated Resource Operations Division	• Natural Resource Officer Service: Inspections and investigations related to contraventions of a wide range of natural resource legislation including the *Forest Act, Forest and Range Practices Act, Wildfire Act, Heritage Conservation Act, Water Sustainability Act,* and *Land Act*. • Management of Forest Service Roads. • Forest tenures policy, coordination of tenure replacements, tenure transfers, negotiation and implementation of access agreements. • Forest Worker Safety.
Office of the Chief Forester	• Provides provincial leadership for forest management, forest health, silviculture, and stewardship. • Continuous improvement of forest management policies, legislation and practices. • Provincial oversight of reforestation including partnerships with the federal government on 2B trees. • Acquisition and update of forest inventory, spatial analysis, and reporting of timber and non-timber values. • Setting sustainable harvest levels through allowable annual cut determinations across 41 forest management units. • Forest genetics, management of ministry research program, and provincial seed supply. • Ecological adaptation strategies to mitigate climate change and forest carbon management. • Forest investment program, integrated investment and investment partnerships with federal government and other partners. • Developing and growing the bi economy, with a focus on innovation and bioproduct development, through work with Indigenous, international, and other partners. • Continued conservation and management of old growth through Forest Landscape Plan establishment.

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MINISTRY OF FORESTS CONTINUED...

DIVISION/BRANCH	TOPIC
Regional Operations	• Activities that occur within regional operations include forestry, range, tenure management, authorizations, and Indigenous consultation. • Operation of regional and District offices that support providing client access to natural resource authorizations, (in partnership with the Ministry of Water, Land and Resource Stewardship and FrontCounter BC) geographic information and forest revenue management. • Emergency Management and Climate Readiness, BC Wildfire Service support, wildfire risk reduction, wildfire rehabilitation and recovery, and resource stewardship (resource value monitoring and assessment). • BC Timber Sales (regional timber sales), investment and reporting on forest management to the Office of the Chief Forester and timber sales reviews for regions. • Strategic initiatives and forest landscape planning, silviculture project delivery, resource roads, infrastructure including access and land management issues.
Timber, Range and Economics	• Forest sector economics and transformation. • Trade and Log Export Policy. • Softwood lumber. • Timber pricing, timber measurements and stumpage. • Value added forestry, range policy and planning. • Invasive plants. • Modernizing forest policy. • BC Timber Sales provincial operations. • Fibre supply and access. • Pulp and paper and utilization policy. • Wildfire salvage.

MINISTRY OF HEALTH

DIVISION/BRANCH	TOPIC
Finance and Corporate Services	• 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, Finance and Decision Support, Emergency Management, and Audit and Investigations.
Health Sector Workforce and Beneficiary Services	• 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.

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MINISTRY OF HEALTH CONTINUED...

DIVISION/BRANCH	TOPIC
Hospital and Provincial Health Services (HPHS)	**Hospital and Surgical Health Services Division** • Focuses on implementing specialized community and surgical services and programs, regional hospital-based services, and provides provincial oversight of Medical Assistance in Dying (MAiD). • Leads service transformation across the health sector and facilitates collaboration between the ministry and health authorities. • Supports the ministry's mandate by increasing access to and reducing wait times for surgical services. **Provincial Health Services Division** • The Provincial Services branch within the HPHS Division is responsible for oversight of specialized programs areas coordinated through the Provincial Health Services Authority (PHSA), including BC Emergency Health Services (BCEHS), BC Autism Network, and BC Children's Hospital. • As part of supporting government's commitment to the 10-Year Cancer Action Plan, the Cancer Care branch ensures implementation of the plan, as well as policy/ legislation, monitors performance (incl. access and wait times, etc.), supports funding, and evaluation for continuous quality improvement. • In collaboration with PHSA, the Provincial Medical Imaging Office and with the regional health authorities, provides direction, policy/legislation, monitors performance (incl. access and wait times), supports funding, and evaluation for continuous quality improvement for medical imaging services across the province.
Office of Indigenous Health	• Works alongside Indigenous partners to address Indigenous-specific racism and improve the health and well-being of Indigenous peoples in B.C. • Provides Indigenous-led strategic priorities, legislation, policy and program development in the Ministry of Health, and cross-government where appropriate and supports the ministry in its own journey to embed cultural humility, anti-racism, and the upholding of Indigenous human rights throughout ministry initiatives. • Key focus: Using the Recommendations of the In Plain Sight report as a blueprint for action to address Indigenous-specific racism and discrimination across the B.C. health care system.
Population and Public Health	• Focuses on improving people's overall health and well-being by preventing disease, disability and injury, protecting people from harm, promoting health, and ensuring a focus on key priority groups, including Indigenous peoples, women and children. The purpose is to promote a healthier population and reduce current and future demands on the health care system.
Primary Care	• Responsible for driving priorities within the primary care strategy, including: policy direction, program development and implementation, results monitoring, quality improvement and evaluation oversight. The current priorities of the division are: increasing attachment and access through Primary care networks; Urgent and primary care centres; Community health centres; First Nations Led Primary Care Initiatives, Nurse Practitioner-led Primary Care Centres; other team-based primary care services both in person and virtual; and integration of primary care services with specialized community services programs. • The division also includes HealthLink BC , which connects people living in B.C. with health information and services through 8-1-1, Primary Care Online and through their health library.

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MINISTRY OF HEALTH CONTINUED...

DIVISION/BRANCH	TOPIC
Seniors Services	• Responsibility for Home Health, Long-Term care, and Assisted Living policy development and implementation. • Ministry policy and actions related to the Assisted Living Registry operations and oversight.
Child, Youth, Indigenous Partnerships & Community Initiatives Division	• Setting strategic direction and leading initiatives related to child and youth mental health and substance use, including the expansion of Foundry Youth Centres, Foundry Virtual, developing a youth substance use system of care, including youth substance treatment beds and non-bed-based youth substance use services, and implementing integrated child and youth teams. • Supporting Indigenous-led solutions for mental health and substance use services and supports. This includes responsibility for the Indigenous treatment, recovery and aftercare fund which, through Indigenous partnerships, advances broader commitments to Indigenous reconciliation through the social determinants of health, land-based healing initiatives, and First Nations-run treatment centres. • Leading adult mental health initiatives such as suicide prevention and affordable community counselling. • Developing programs to serve people with complex mental health and substance use needs, including implementation of complex care housing. • Lead for community-based MHSU crisis response services including Peer Assisted Care Teams (PACT) Mobile Integrated Crisis Response (MICR) teams, also known as Car programs, and provincial crisis line services.
Strategic Planning & Governance	• Lead for public information, social marketing, and anti-stigma campaigns for mental health and addictions in the province. • Lead for sector-wide mental health and substance use strategy, planning and progress reporting.
Mental Health and Substance Use Division	• Lead for specialized adult mental health policy and programs serving individuals with complex, severe mental health and substance use disorders and acquired brain injury. • Lead for substance use policy and programs for the toxic drug public health emergency such as overdose prevention services, naloxone, prescribed alternatives, and drug checking. • Lead for the *Mental Health Act*, including involuntary treatment, tertiary services, correctional health services, assertive community treatment, and intensive case management.
Treatment and Recovery Division	• Lead for adult substance use treatment and recovery – this includes withdrawal management through to longer-term aftercare, including both outpatient, and bed-based services. • Lead for decriminalization of illicit drugs for personal possession in B.C. • Leads and/or supports initiatives and provides strategic advice on workplace mental health. Works collaboratively with community partners, unions, and employer groups to ensure employees and leaders have the tools and training they need to foster psychologically healthy and safe workplaces.

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MINISTRY OF HOUSING AND MUNICIPAL AFFAIRS

DIVISION/BRANCH	TOPIC
Building, Governance and Innovation Division	
Crown Governance and Oversight Branch	• Governance and oversight for BC Housing as well as BC Housing performance monitoring/reporting. Responsible for developing strong partnerships to support the work of BC Housing. **BC Housing (BCH):** • BCH is responsible for implementation of Building BC programs that are helping government to deliver 114,000 units of affordable housing including the following programs: Supportive Housing Fund, Women's Transition Housing Fund, Community Housing Fund, Indigenous Housing Fund, Rapid Response to Homelessness, Deepening Affordability program. It is also responsible for BC Builds and HousingHub which works with communities, governments, non-profit, and private sector stakeholders to facilitate the creation of new affordable rental housing.
Strategic Projects and Business Transformation Branch	• Oversight on housing and homelessness strategy implementation, monitoring, and reporting. • Intergovernmental relations on housing and homelessness. • Partnering with BCH on strategic projects for business transformation and improvement projects. • Ministry's overall approach to engagement, consultation, and partnership with Indigenous Peoples; supports alignment between provincial housing initiatives and the province's commitments to reconciliation; advises on housing-related topics of mutual interest to Indigenous Peoples and local governments.
Development and Partnerships Branch	• Supports innovations in the approvals and construction of housing. ◦ Prefabricated housing and panels. ◦ Standardized housing designs. • Development of ongoing programs and tools design to support BC Builds. • Housing development partnerships. • Process development with other governments (First Nation and federal) and provincial ministries and agencies to identify land for housing. • Safety Standards for technical systems: The regulatory framework for electrical and gas systems, elevators, amusement devices, and liaison for Technical Safety BC.
Building and Safety Standards Branch	• Buildings and Construction: The regulatory framework for the design and construction of buildings including development of building, plumbing, fire, and energy codes 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, mass timber construction, and accessibility for new buildings. • Liaison with BCH Licensing and Consumer Services, 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). • National Building Code, BC Building Code, Digital Permitting Construction Codes: Building Permit Hub; Digitized Construction Codes. Local government authority to enforce building standards.

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MINISTRY OF HOUSING AND MUNICIPAL AFFAIRS CONTINUED...

DIVISION/BRANCH	TOPIC
Housing and Land Use Policy Division	
Data and Analytics Branch	• Leads collection and development of housing data. • Conducts housing market economic and data analyses. • Work with BC Housing to align research and data initiatives/products. • Provides data and analytics in support for program and policy development, monitoring, reporting, and evaluation.
Housing Policy Branch	• Supports housing policy and legislation for market and non-market housing, including: ◦ the *Strata Property Act* and regulations; ◦ the *Short Term Rental Accommodations Act* and regulations; and ◦ other housing types, including purpose-built rentals, co-ops and long-term residential leases. • Develops provincial housing strategies.
Housing Targets Branch	• Administers the housing targets program to issue targets for specified municipalities under the *Housing Supply Act* and regulation. • Prioritize specified municipalities for targets assessment, estimate housing needs and produce housing targets. • Consultation with specified municipalities and First Nations with land interests, issues timebound Housing Target Orders and evaluates progress reports that track progress toward meeting housing targets: 1) net-new units; 2) housing units by type, tenure, and affordability; and 3) municipal actions to increase housing supply (housing policies, bylaws, partnerships, development approvals, and permitting). • Consideration of compliance measures if satisfactory progress has not been made by municipalities to meet housing targets.
Planning and Land Use Management Branch	• Land use planning policy and program development. Legislation and program supports for: ◦ Small-scale, multi-unit housing. ◦ Housing needs reports. ◦ Proactive zoning (OCP and zoning bylaws). ◦ Amenity cost charges. ◦ Inclusionary zoning. ◦ Density bonus. ◦ Public hearings.

TO TOP

MINISTRY OF HOUSING AND MUNICIPAL AFFAIRS CONTINUED...

DIVISION/BRANCH	TOPIC
Housing and Homelessness Programs Division	
Residential Tenancy Branch	• Oversight of the *Residential Tenancy Act* and *Manufactured Home Park Tenancy Act*, the regulatory framework for landlords and tenants, including conventional residential and manufactured home park tenancies. • Information services, disputes resolution, and compliance & enforcement for landlord and tenant disputes.
Engagement and Encampment Response Branch	• Provincial coordination for cross-ministry encampment responses including Homeless Encampment Action Response Team (HEART)/Homeless Encampment Action Response Temporary Housing (HEARTH) programs and the Provincial Encampment Response Framework. • Engagement to inform the implementation and development of Belonging in BC Homelessness Plan, including the Indigenous Advisory Committee and People with Lived Experience Advisory Committee. • Provincial emergency shelter policy and program oversight. • Development and implementation of the Downtown Eastside – Provincial Partnership Plan. • Implementation of initiatives related to experiences of Gender Based Violence and homelessness.
Homelessness and Supportive Housing Policy Branch	• Research and policy development related to homelessness, supportive housing and rent supplements. • Development and implementation of several initiatives within Belonging in BC Homelessness Plan, including: ◦ Integrated Support Framework to coordinate and streamline access to supports. ◦ Supportive Rent Supplement Program. ◦ Point in Time Homelessness Count. ◦ Preventing and Reducing Homelessness Integrated Data Project. • Research and policy development related to rental assistance, including: ◦ Rental Assistance Program. ◦ Shelter Aid for Elderly Renters Program. ◦ Canada-BC Housing Benefit. ◦ Homeless Prevention Program. ◦ BC Rent Bank.
Short-Term Rental Branch	• Compliance and enforcement of short-term rental legislation and regulations; including voluntary compliance through education, compliance orders, and administrative penalties. • Local government short-term rental data sharing, and delisting requests. • Registration of Short-Term Rentals required under the *Short-Term Rental Accommodations Act*. • Platform data sharing (listings) with the province. • Platform (major, medium, minor) validation of registered hosts (beginning May 1, 2025).

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MINISTRY OF HOUSING AND MUNICIPAL AFFAIRS CONTINUED...

DIVISION/BRANCH	TOPIC
Local Government Division	
Governance and Structure Branch	• Incorporation, restructuring, boundary extensions, structure-related legislation and processes, and local and regional governance. • Local government administration, elections, governance operations-related legislative requirements/powers, and local and regional services. • Local government-First Nations/Indigenous relations and reconciliation, Crown Grant/Nominal Rent Tenure sponsorships, Business Improvement Areas, and Resort Associations. • Dispute resolution related to Regional District service reviews/withdrawals and other intergovernmental disputes.
Infrastructure and Engineering Unit	• Asset management, drinking water, wastewater, stormwater, solid waste, green energy, resource recovery, community, recreation, natural assets, 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) Critical Community Infrastructure, and Water Metering Pilot).
Local Government Finance Unit	• Annual financial reporting from local governments, including financial plans, audited financial statements and property tax bylaws used to create local government financial data tables. Unconditional grants; Growing Communities Fund; • Investments and municipal corporations. Long-term liabilities. Development financing (including Development Cost Charges). • Property tax, user-fees, and other sources of revenue. • The financial impact of local government services.
Policy, Research and Legislation Branch	• Overall responsibility for local government legislation development for the *Community Charter*, *Local Government Act*, *Local Elections Campaign Financing Act, Vancouver Charter,* and other local government legislation. • Broad responsibility for forward-looking policy development in the local government sphere including monitoring trends and developments in other jurisdictions and reviewing UBCM resolutions. Provide advice and support to other ministries in the development of legislation or policies that impact local governments.

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MINISTRY OF HOUSING AND MUNICIPAL AFFAIRS CONTINUED...

DIVISION/BRANCH	TOPIC
Local Government Division Continued...	
Land Use, Planning, and Regional Impacts Branch	• Local government planning program support, land use management framework, and public hearings (in support with the Planning and Land Use Management Branch), along with other local planning and land use tools through the *Local Government Act* and *Community Charter.* • Implementation of regional growth strategies, land use bylaw approvals (Islands Trust, Sun Peaks, University of British Columbia (UBC)), and collaborating on climate mitigation with the Joint Provincial-UBCM Green Communities Committee. • Cross-ministry support and advice on issues that intersect with local government land use planning. • Supporting work on inclusive regional governance. • Monitoring socio-economic effects of Liquefied Natural Gas (LNG) projects on local governments and Indigenous Nations in B.C., including the Northern Healthy Communities Fund through the Northern Development Initiative Trust. • Developing and implementing policies and programs that facilitate collaboration with and between local governments, other provincial ministries, and interested parties, particularly in relation to provincially approved projects with local impacts. • Support for all phases of emergency management (preparation, response, recovery, mitigation) at both a provincial level and local government level.
Public Libraries Branch (PLB)	• Working with public library boards, library staff, and local governments, in their roles and responsibilities under the *Library Act.* • Helping communities improve and access public library services. • Provides advice and guidance on related legislation, governance, financial reporting, provincial funding, digital infrastructure, provincial-wide services, and provincial policies. • Apportionment of provincial public library grants (not capital). • Local government questions about financing new library buildings/significant renovations, ownership, or infrastructure questions should be directed to Local Government Infrastructure and Finance Branch, but PLB may also be included.

TO TOP

MINISTRY OF INDIGENOUS RELATIONS AND RECONCILIATION

DIVISION/BRANCH	TOPIC
Negotiations and Regional Operations Division	• 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 partner and interest holders and the public to ensure the success of reconciliation initiatives. • Provides guidance and leadership to other provincial agencies on establishing and enhancing relationships with Indigenous Peoples including the advancement of shared decision- making initiatives with First Nations, consistent with sections 6 and 7 of the *Declaration on the Rights of Indigenous Peoples Act*.
Reconciliation Transformation and Strategies Division	• Leads provincial development and implementation of strategic reconciliation initiatives, such as the *Declaration on the Rights of Indigenous Peoples Act*. • 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.
Strategic Partnerships and Initiatives Division	• Leads and supports the development and implementation of key strategies to strengthen the socio-economic conditions and socio-cultural of Indigenous Peoples and communities in B.C. • Leads the development of provincial strategies for improving outcomes for Métis and urban Indigenous populations. • Leads community engagement and the coordination of the provincial response to residential school sites in B.C. • Leads treaty implementation and fiscal policy to advance reconciliation.
Declaration Act Secretariat	• Falls under the responsibility of the Minister of Indigenous Relations and Reconciliation, but it is separate and distinct from the Ministry of Indigenous Relations and Reconciliation. • A central agency that assists ministries in advancing legislative initiatives in alignment with the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and in meeting legislative alignment obligations as set out in section 3 of the *Declaration on the Rights of Indigenous Peoples Act.* • Provides guidance to ministries on undertaking consultation and cooperation and serves as an interlocutor role for the province and Indigenous Partners. • Works with Indigenous partners to help set legislative priorities.

TO TOP

MINISTRY OF INFRASTRUCTURE

DIVISION/BRANCH	TOPIC
Community Capital Development	• Program support, procurement and construction for capital projects and initiatives related to public K-12 schools, childcare and health care facilities.
Corporate Services & Community Capital Development	• Program support, procurement and construction for capital projects and initiatives related to public post-secondary education facilities and other provincial capital infrastructure. • Corporate Services for the ministry including Corporate Finance information management and strategic human resources.
Infrastructure Policy and Partnerships	• Partnerships and engagement with other organizations and levels of government related to infrastructure projects within the ministry's mandate. • Integration of policy and planning to advance significant capital infrastructure projects that support the health, education, child care, long-term care, and post-secondary sectors. This includes the strategic use of provincial lands.

MINISTRY OF JOBS, ECONOMIC DEVELOPMENT AND INNOVATION

DIVISION/BRANCH	TOPIC
Small Business and Economic Development Division	• Development and delivery of policies, initiatives and funding programs to support inclusive economic development and diversification in rural, regional, and Indigenous communities. • Delivery of free and accessible economic development services to rural and regional local governments, Indigenous communities, businesses and economic development agencies through a team of specialized economic development staff located on-the-ground throughout B.C. • Support to communities experiencing an economic disruption and significant job loss (such as a mill closure) through coordination of community transition programs and services for workers, businesses, and communities. • Delivery of the Rural Economic Diversification and Infrastructure Program (REDIP), providing funding for economic diversification, resilience, clean growth, and infrastructure development in rural and regional communities. • Support to communities for economic recovery following a natural disaster, under the Provincial Disaster Recovery Framework. • Updates and shares data, tools and resources to support community economic development on gov.bc.ca/economic development. • Economic analysis and policy development; Better Regulations for British Columbians omnibus regulatory and legislative amendment processes. • Small business programs, resources, and available supports including Mobile Business Licenses, BizPaL, and business advisory services. • Manages the provincial legislation and relationships with the northern, southern interior, and island-coastal economic trusts. • Development and coordination of the province's StrongerBC economic plan and associated programming.

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

DIVISION/BRANCH	TOPIC
Investment Division	• Responsible for InBC Investment Corporation, a $500 million strategic investment fund that invests in B.C.'s high-growth potential businesses to help them scale up. • Facilitates investments through the Major Investments Office: ◦ Assesses the technical, financial, and strategic scope of investment opportunities to determine the appropriate level of ministry engagement. ◦ Engages with potential investors who have a viable project opportunity and provides customized support to enable the investment to advance in B.C. ◦ Works closely with other ministries to boost B.C. as a global exporter of climate solutions, carbon capture, storage, and other low carbon technologies. ◦ Leads and/or collaborates on complex cross ministry/government activities or strategic initiatives. ◦ Develops partnerships with investors to match project financing needs with strategic sources of capital. ◦ Leads the ministry's investment evaluation process. • Delivers the BC Manufacturing Jobs Fund, which provides incentive funding of up to $10 million to manufacturing operators to scale, grow, and modernize their facilities through capital investment. • Administers the Small Business Venture Capital Tax Credit Program that provides a tax credit to investors to help off-set some of the risk of investing in B.C.'s start-up and early-stage small businesses, predominantly businesses involved in tech development or small business manufacturing. The 30 percent tax credit helps entrepreneurs and innovators raise investment capital to commercialize ideas, develop technologies, and grow their business operations.

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

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

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

DIVISION/BRANCH	TOPIC
Innovation and Industry Development	• Develop and deliver policy and programming for B.C.'s technology and innovation sectors, including responsibility for Innovate BC and emerging technology sectors like artificial intelligence and quantum computing. • Advance the province's Intellectual Property Strategy to build the province's intellectual property capacity by increasing the awareness, use and protection of intellectual property by small and medium-sized enterprises. • Leads the province's participation in the Digital Supercluster and Quantum Algorithms Institute. • Support the expansion of the Integrated Marketplace Initiative (IMI). The IMI increases innovation and technology adoption by linking industry with local innovation suppliers to implement, scale, and ultimately export B.C. technology solutions. The initiative is helping industry address its business needs while helping reduce carbon emissions, increase productivity and resiliency, or increase safety with domestic innovative solutions. The province's Crown agency, Innovate BC, delivers the program. • Oversight of the BC Knowledge Development Fund (BCKDF) that supports the development of research infrastructure, like labs and equipment. The BCKDF helps B.C.'s institutions attract researchers, skilled technicians, and research users. Supporting research infrastructure can foster innovation and help institutions collaborate with industry. • Catalyze construction sector innovation, in part by advancing the Mass Timber Action Plan and leveraging mass timber manufacturing to transform the way we build by moving construction of large buildings offsite to factories and to expand the use of mass timber in building construction. • Develop and implement key sector development programs and resources such as the Manufacturing Action Plan, the BC Maritime Industries Strategy, BC Centre for Agritech Innovation and the Youth in Manufacturing Internship Program. • Develop and lead policies, planning and strategies related to industrial land that support the objectives of the ministry and the government. • Develops and implements the province's Life Sciences and Biomanufacturing Strategy to position B.C. as a hub for the biotechnology sector: ◦ Conducts life sciences policy analysis. ◦ Develops and maintains sector intelligence resources on B.C.'s life sciences sector, including through engagement with sector stakeholders and in collaboration with BC Stats. • Leading the B.C. Government's involvement in Web Summit Vancouver. This includes the BC Pavilion booth design and programming to showcase the B.C. tech ecosystem at the conference. Web Summit Vancouver (WSV) will take place in Vancouver May 27 to 30, 2025, as well as in May of 2026 and 2027. It is part of a suite of global tech conferences that includes Lisbon, Doha, Rio, and Hong Kong that unites global tech leaders, investors, startups, and media.

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MINISTRY OF LABOUR

DIVISION/BRANCH	TOPIC
Employment Standards	• 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 employment standards disputes between employees and employers. Responsible for the Employment Standards Branch and the Employment Standards Tribunal. Responsible for enforcement of the *Temporary Foreign Worker Protection Act*.
Labour Relations	• 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* and the *Fire Department Act*.
Workers' Compensation	• Administration of the *Workers Compensation Act* through WorkSafeBC (provincial Workers' Compensation Board). WorkSafeBC provides compensation services, health care and vocational rehabilitation to injured workers. WorkSafeBC also has authority to develop, enact and enforce the Occupational Health and Safety Regulation. The ministry is also responsible for the Employers' Advisers Office, the Workers' Advisers Office, and the Workers' Compensation Appeal Tribunal.

MINISTRY OF MINING AND CRITICAL MINERALS

DIVISION/BRANCH	TOPIC
Mines Health, Safety and Enforcement Division	• The division is responsible for mine workers' health and safety, compliance verification and enforcement, and investigations of serious incidents at mines. The division: ◦ Oversees the regulation of abandoned mines. ◦ Manages the ongoing review and revision of the Health, Safety, and Reclamation Code for Mines in B.C. ◦ Oversees policy Indigenous engagement, inspector training, and compliance data and reporting in its core business areas. • The division includes the Chief Auditor, responsible for conducting audits evaluating the effectiveness of B.C.'s mining regulatory framework.
Responsible Mining and Competitiveness Division (RMCD)	• Responsible for managing authorizations, geoscience, and policy for the mining cycle from early mineral exploration, construction and development of major and regional mines, and mine closure and reclamation. • Supports the competitiveness of B.C.'s mining sector, including critical minerals and helps position B.C. as an attractive jurisdiction for investment by providing a fair, effective, and transparent authorizations, and focusing on regulatory certainty, Indigenous reconciliation and partnerships, world-class geoscience, innovation, and leading environmental standards.

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MINISTRY OF MINING AND CRITICAL MINERALS CONTINUED...

DIVISION/BRANCH	TOPIC
Mineral Tenure Act Modernization Office - MTAMO (Office within RMCD)	• The Mineral Tenure Act Modernization Office (MTAMO) leads work to modernize B.C.'s mineral tenure system in alignment with the United Nations Declaration on the Rights of Indigenous Peoples. • Established in June 2023, the office is working in partnership with First Nations, the First Nations Leadership Council, and a B.C. technical working group to co-develop a vision for legislative reform. The MTAMO is identifying the legislative, policy, and process changes needed to bring the *Mineral Tenure Act* into alignment with the Declaration. This work follows a distinctions-based approach and is grounded in the Declaration Act Secretariat's Interim Guidance, with meaningful collaboration and engagement at all stages of reform.
Critical Minerals Office - CMO (Office within RMCD)	• Critical Minerals Office (CMO) is a dedicated office within the Responsible Mining and Competitiveness Division (RMCD) that supports the advancement of B.C. critical minerals projects across the value chain that contributes to a low carbon future. The CMO works with industry, unions, stakeholders and First Nations to develop and implement a capital markets and investment attraction strategy that identifies opportunities for mineral exploration and the critical minerals sector. • The CMO will: ◦ Support exploration and early-stage critical minerals projects to remove barriers to entering regulatory processes efficiently. ◦ Increase industry and investor interest in critical minerals opportunities in British Columbia. ◦ Promote critical minerals mining and value chain projects to capital markets and the federal government. ◦ Support the participation of interested First Nations in critical minerals opportunities. ◦ Find areas of alignment between the First Nations Energy and Mining Council's Critical Minerals Strategy and B.C.'s Critical Minerals Strategy.

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MINISTRY OF MINING AND CRITICAL MINERALS CONTINUED...

DIVISION/BRANCH	TOPIC
Strategic and Indigenous Partnerships Division	• This division provides cross-ministry support to both the Ministry of Energy and Climate Solutions and the Ministry of Mining and Critical Minerals. • The division works to advance Indigenous reconciliation and key sector negotiations, supports cross-ministry policy, intergovernmental relations, ministry planning, and strategic initiatives. • The division leads strategic initiatives and supports the ministry's mandate to advance reconciliation with First Nations including the negotiation of Reconciliation and other agreements and engaging with Indigenous groups on policy matters. • The division also works with other ministry divisions, the Ministry of Water, Land and Resource Stewardship, and the Ministry of Indigenous Relations and Reconciliation on key reconciliation related matters and initiatives including economic recovery matters such as the Mining Reform Project, and modernized land use planning. This work is consistent with Government's objectives under the *Declaration on the Rights of Indigenous Peoples Act* (DRIPA) and ensures that First Nations actively participate in natural resource development in their Traditional Territories. • To ensure that the Ministries take a strategic approach to the delivery of their programs and services, the division provides corporate oversight and coordination of policies, leads intergovernmental relations, coordinates Cabinet and legislative initiatives, designs and delivers employee communications and engagement, develops and coordinates service plans and annual reports, and manages corporate reporting processes. Examples of this work include: support of the Estimates Debate, Energy and Mines Ministers' Conference, Council of the Federation, federal/provincial forums, the UBCM Convention, and the First Nations Leadership Gathering (FNLG).

MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS

DIVISION/BRANCH	TOPIC
Finance, Technology And Management Services Division	• Responsible for operating and capital grants to 25 Public Post-Secondary Institutions (PSI), Full-Time Equivalent (FTE), and PSI financial health. • Monitoring and reporting, PSI revenue generation, including land use, PSI housing policy, manage ministry budget, maintain ministry IT systems and digital information security, Administrative Services Collaborative, including overdose prevention and response, shared procurement, etc., lead ministry's business continuity and emergency response readiness with PSIs, and strategic Human Resources for the ministry.

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

DIVISION/BRANCH	TOPIC
Governance, Legislation and Engagement Division	• The division is responsible for the ministry's legislative development, as well as Order In Council (OIC) board appointments, labour relations and governance, and intergovernmental relations and corporate reporting. • Indigenous policy and engagement and Indigenous programs and partnerships. • Houses the Office for International Credential Recognition responsible for improving foreign credential recognition and overseeing professional governance.
Post-Secondary Policy and Programs Division	• Responsible for 25 public Post-Secondary Institutions (PSIs) and their programs including: Adult Basic Education and English Language Learning; StudentAid BC including the BC Access Grant, the Provincial Tuition Waiver for Former Youth in Care, and the BC Loan Forgiveness Program; tech-relevant programs; teacher education and early childhood educator programs; veterinary medicine education; and health and medical education. • Enhancing the learner experience through student mental health initiatives, combatting sexualized violence, promoting work integrated learning and co-ops, micro-credentials, Education Quality Assurance designation, and advice and recommendations to the minister on new degree programs through the Degree Quality Assessment Board. • Regulation, oversight and monitoring of over 300 private training institutions, including student protection. • B.C.'s Post-Secondary Digital Learning Strategy and Digital Services Strategy which aim to improve how digital technologies support access to flexible, high-quality post-secondary education. • International education, leading strategic policy/liaison function for the sector including the Tuition Limit Policy, and providing oversight for the British Columbia Council for International Education (BCCIE), a Crown corporation, and four shared service program offices providing B.C.'s central online application service (EducationPlannerBC), B.C.'s academic credit transfer system (BC Council on Admission and Transfer), and centralized teaching and learning supports (BCcampus and the BC Electronic Library Network).
Labour Market Development Division	• Responsible for the development and management of targeted labour market and workforce development policies and programs to help people get the information and skills they need to participate in B.C.'s labour market. This includes oversight of B.C.'s StrongerBC Future Ready Action Plan, the trades training system, including Skilled Trades Certification and the Crown agency responsible, SkilledTradesBC. • Responsible for a number of programs for people, employers, and communities. These include the Sector Labour Market Partnerships program, the Community Workforce Response Grant, the BC Employer Training Grant, Skills Training for Employment programs, and skills training for forestry dependent communities. • Produces a wide range of labour market information and insights, including B.C.'s Labour Market Outlook, and disseminates labour market information, career planning tools, and other resources through the WorkBC.ca website.

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

DIVISION/BRANCH	TOPIC
Immigration Services and Strategic Planning Division	• Responsible for immigration policy, programs, and services for the province including the Provincial Nominee Program (PNP), supporting the attraction of international skilled and semi-skilled workers and entrepreneurs to all regions. Priority occupations include Health, Childcare, and Tech, plus attraction to smaller centres. • Ensures new residents and aspiring newcomers have timely and equitable access to settlement and integration services through BC Newcomer Services, BC Safe Haven, and Career Paths. • Leads the province's approach to exceptional migration measures (i.e. border readiness and emergency humanitarian response).

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

DIVISION/BRANCH	TOPIC
BC Coroners Service	• 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.
BC Corrections	• Responsible for the supervision of individuals, 18 years or older, on bail or serving a sentence in the community, and the supervision of individuals in custody awaiting trial or serving a sentence under two years.
Community Safety and Victim Services Branch	• Responsible for coordinating a provincial network of programs and services for victims of crime including programming for violence against women, gender-based violence, and sexual assault. • Responsible for coordinating the province's work in the areas of restorative justice, and human trafficking. • Includes the Civil Forfeiture Office which manages the Civil Forfeiture Crime Prevention and Remediation Grant Program. • Includes the Crime Victim Assistance Program.
Gaming Policy and Enforcement Branch	• Regulates all gambling in British Columbia and ensures the integrity of gambling industry companies, people, and equipment. • Regulates commercial gambling conducted and managed by the British Columbia Lottery Corporation (e.g., lotteries, casinos, community gaming centres, commercial bingo halls and online gambling on PlayNow.com), British Columbia's horse racing industry, and licensed charitable gambling events. • Administers the Gambling Support BC program, which includes a continuum of responsible and problem gambling prevention and treatment services.

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MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED…

DIVISION/BRANCH	TOPIC
Corporate Strategic Initiatives Branch	• Responsible for Policing and Public Safety Modernization and government's response to the recommendations of the Special Committee on Reforming the *Police Act.* • Responsible for coordination of the province's Safer Communities initiatives, and supporting the Cabinet Community on Community Safety. • Responsible for the E-Comm 9-1-1 review, as well as the future of 9-1-1 and Next Generation 9-1-1. • Responsible for the Office of the Fire Commissioner (OFC) which is the lead provincial agency for fire and life safety, prevention, and education. • The OFC's mandate includes: ◦ administering and enforcing fire safety legislation; ◦ collecting and reporting fire loss statistics; ◦ promoting fire safety awareness; ◦ provision of firefighter medals and awards; ◦ establishing structure firefighting training standards and training standards for fire inspectors and investigators; ◦ supporting fire inspections and fire investigations; and ◦ working with the BC Wildfire Service which helps to protect communities and other critical infrastructure during wildland urban interface fires. • Supports cross-government initiatives and secretariat functions within the ministry, including sponsorship of the cross-government Compliance and Enforcement Collaborative.
Insurance Corporation of BC (ICBC)	• ICBC is mandated to provide universal compulsory auto insurance (Basic insurance) to drivers in B.C. • In addition, ICBC provides British Columbians with Optional auto insurance products. • ICBC provides several non-insurance services on behalf of the provincial government, including vehicle registration and licensing, driver licensing and fines collection. • ICBC champions a safe driving culture by working with communities, law enforcement, and other stakeholders on various road safety campaigns and initiatives. • ICBC is responsible to the Minister of Public Safety and Solicitor General, who is supported within government by the Crown Agencies Secretariat in the Ministry of Finance. ***For Minister meeting requests related to ICBC matters, please direct these to the Ministry of Public Safety and Solicitor General.*** ***For staff meeting requests for ICBC, please see their description in the Provincial Agencies, Commissions, and Corporations section.***

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MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED…

DIVISION/BRANCH	TOPIC
Liquor and Cannabis Regulation Branch	• As a regulator, the Liquor and Cannabis Regulation Branch oversees provincial liquor and cannabis legislation and regulations that govern B.C.'s private retail sale and consumption of liquor and cannabis. • Issues liquor and cannabis retail store licenses. • Educates establishments about liquor and cannabis laws and rules. • Takes enforcement action when licensed establishments do not follow the *Cannabis Control and Licensing Act* and the *Liquor Control and Licensing Act*, associated regulations or their specific terms and conditions. • Delivers social responsibility training programs including Selling It Right, Serving It Right, and Special Event Server. • Works with local government, Indigenous nations, and industry and other stakeholders to develop liquor and retail cannabis policy and provide advice to government concerning decisions related to liquor and non-medical cannabis policy. • Includes the Cannabis Secretariat, which is responsible for leading and supporting the advancement of cannabis policy across B.C. ministries, leading negotiation of government-to-government agreements with Indigenous nations pursuant to Section 119 of the *Cannabis Control and Licensing Act* and working with First Nations and key partners to advance a collaborative approach to cannabis-related governance and jurisdiction, as outlined in the DRIPA Action Plan commitment 4.47.
Liquor Distribution Branch	• Responsible for the wholesale distribution of beverage alcohol and non-medical cannabis. • Responsible to the Minister of Public Safety and Solicitor General, who is supported within the government by the Crown Agencies Secretariat in the Ministry of Finance. ***For Minister and staff meeting requests related to Liquor Distribution Branch matters, please direct these to the Ministry of Public Safety and Solicitor General.***
RoadSafetyBC	• One of the key provincial agencies responsible for road safety in the province. • Governs drivers, oversees driver medical fitness, runs driver programs, and implements road safety policies. • Focuses on addressing high-risk driving behaviours (speeding, distracted driving, and impaired driving) and works with partners to help reach their goal of zero traffic fatalities. • 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: ◦ Prohibit a person from driving a motor vehicle. ◦ Require a driver to take part in a program to improve their driving. ◦ Review and make decisions about sanctions, driving prohibitions and ICBC licensing decisions. ◦ Make sure B.C. drivers are medically fit to drive.

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MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL CONTINUED...

DIVISION/BRANCH	TOPIC
Policing and Security Branch	• Superintends and provides central oversight of B.C. policing and law enforcement by developing and administering policing policy, programs, and provincial standards. The branch ensures the adequate and effective delivery of policing throughout the province. • Security Programs Division administers the Criminal Record Review Program, Protection Order Registry, security screening for cannabis workers and retail applicants, and regulates the security industry, metal dealers and recyclers, pill presses, and armored vehicles / body armor. • Municipal Policing, Governance and Oversight Division is responsible for superintending, oversight and alignment of municipal police departments (non-RCMP) and their boards. The division also has responsibility for areas including provincial policing standards, compliance and training, crime data, police technologies, special police constable appointments and designation, and decriminalization. • Serious and Organized Crime Division is responsible for oversight and policy development in the areas of organized crime, gang violence and serious crime, as well as innovative crime prevention responses, such as Situation Tables. • Indigenous, Core Policing, and Contract Management Division provides oversight of provincial, municipal police unit (RCMP), and Indigenous policing agreements, and works with Public Safety Canada in support of the First Nations Policing Program. The division also has responsibility for oversight of police model transitions. • Community Safety Unit (CSU) is responsible for compliance and enforcement under the *Cannabis Control and Licensing Act*, with a focus on the illegal sale and production of cannabis. CSU investigators carry out compliance and enforcement activities against unlicensed cannabis retailers and producers across the province. Investigations are conducted through a variety of strategies, including complaints received from the public, government agencies, police, and legal market operators. Potential enforcement is prioritized on several factors, including public safety, links to organized crime, proximity to licensed stores, and the province's commitment to reconciliation. The CSU works collaboratively with enforcement partners, including police agencies, the Civil Forfeiture Office, Ministry of Finance (responsible for illegal tobacco enforcement), and Health Canada.

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MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION

DIVISION/BRANCH	TOPIC
Accessibility Directorate	• Providing cross-government advice and support to promote greater accessibility and inclusivity of policies and programs. • Implementation of the *Accessible British Columbia Act*, which seeks to identify, remove, and prevent barriers to inclusion experienced by people with disabilities. • Development of accessibility standards for service delivery and accessible employment. • Implementation of the *Accessible B.C. Regulation*, which requires local governments to implement an accessibility plan, accessibility committee, and an accessibility feedback tool. • Supports the Parliamentary Secretary for Accessibility. • Support for Ministerial Advisory Committees, including Registered Disability Savings Plan Action Group and Provincial Accessibility Committee.
Research, Innovation and Policy Division	• Provides research, policy, and legislation support to the ministry to deliver income and disability assistance to British Columbians most in need. • Leads development, evaluation, and implementation of the government's policies on income and disability assistance. • Leads government's work on B.C.'s Poverty Reduction Strategy, and the ministry's food security mandate item. • Supports the Parliamentary Secretary for Community Development and Non-Profits. • Leads ministry intergovernmental relations related to social services, Indigenous policy and *Declaration on the Rights of Indigenous Peoples Act* accountabilities. • Provides reconsideration services for clients disputing eligibility decisions regarding income assistance, disability assistance and child care subsidy.

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MINISTRY OF SOCIAL DEVELOPMENT AND POVERTY REDUCTION CONTINUED...

DIVISION/BRANCH	TOPIC
Employment and Labour Market Services Division	• WorkBC Employment Services is the largest network of employment providers in the province and supports all British Columbians seeking work regardless of where they live or employment barriers they may face. Services are delivered through 102 WorkBC Centres as well as through a strong online presence, accessible from anywhere in the province. Services include access to individualized employment counselling, job search resources, employment planning, skills training, financial supports, wage subsidy placements, assistive technology supports, apprentice services and more. • The division is currently working on an Employment Service Modernization Project to ensure future service delivery meets the diverse and evolving needs of job seekers and employers in B.C. • WorkBC Community and Employer Partnerships (CEP) provide work experience and training opportunities in communities across B.C. to address local labour market issues. The CEP fund supports community-based initiatives to help individuals and the broader community. With the help of this fund, communities see positive social impacts, economic growth, and more employment opportunities for unemployed British Columbians. • CEP 2025/26 will focus on fewer, strategically chosen job creation partnerships (JCP) and project-based labour market training (PBLMT) projects to ensure maximum impact and alignment with the ministry and national priorities: ◦ Community-driven projects customized for job seekers with complex needs, far removed from the labour market and who have difficulty accessing traditional employment services. ◦ Equitable program investment across the province. ◦ Indigenous-led projects. ◦ Projects with a duration of 12 months or less. • Community-based Employment Services offers outreach-based, customized employment services to people in B.C. who are far removed from the job market and experience barriers to accessing traditional employment services. Services are delivered in community by local service providers to reach people experiencing severe mental/physical health conditions, substance use, and/or homelessness or precarious housing. Service providers meet people where they are along their path towards employment, with trauma-informed and culturally safe supports for people to take meaningful steps to get a job. • Services have launched in six pilot locations in the province: ◦ Victoria; ◦ Nanaimo; ◦ Kelowna; ◦ Prince George; ◦ Surrey; and ◦ Vancouver Downtown Eastside.

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MINISTRY OF TOURISM, ARTS, CULTURE AND SPORT

DIVISION/BRANCH	TOPIC
Arts and Culture	• Supports the arts and culture sector with funding, policy, and programs. • Administers grant programs for artists, creators, and non-profit arts and culture organizations, including arts infrastructure. • Provides secretariat support and administration for the BC Arts Council. • Administers BC Arts Council funding for non-profit arts and culture organizations, collectives, artists, and Indigenous governments. • Delivers multiple programs including an arts infrastructure program which supports eligible organizations to develop and enhance cultural spaces, from capital improvements to equipment, that enable the work of B.C's arts and cultural practitioners. • Supports the arts and culture sector ecology in British Columbia through outreach, engagement, research, and partnerships. • Provides oversight, strategic direction, and corporate support for the Royal BC Museum. • Leads implementation of cultural infrastructure projects, including the Royal BC Museum Provincial Archives, Collections and Research Building, Chinese Canadian Museum, Canadians of South Asian Heritages Museum, provincial Filipino cultural center, as well as supporting the redevelopment of the Jewish Community Centre of Greater Vancouver, the Vancouver Art Gallery, and the Art Gallery of Greater Victoria.
Community Gaming Grants	• Community Gaming Grants supports eligible not-for-profit organizations delivering community programs that benefit the citizens of B.C. • Grants are awarded across several sectors including arts and culture, sport, public safety, environment, human and social services, and Parent Advisory Councils and District Parent Advisory Councils.
BC Athletic Commission	• Legislation and regulatory oversight of professional boxing, kickboxing, and mixed martial arts, as well as all amateur combat sports.
Creative Sector	• Supports the economically driven creative sector (i.e., film, television, interactive digital media, music, and publishing) by leading cross-ministry and intergovernmental research, policy and program development. ◦ This includes policy and program oversight of the province's $42 million investment in the sector, made in 2023, over three years. • Provides oversight of Knowledge Network, B.C.'s public education broadcaster, and Creative BC, the province's lead economic development agency for the creative sector. Works with industry stakeholders to maximize marquee event opportunities, such as the 2025 JUNOS and 2025 Canadian Country Music Awards. • Facilitates cross-ministry, intergovernmental and stakeholder issues management, strategic visioning, consultation, and collaboration on topics of interest (e.g., *Online Streaming Act, Copyright Act*, Tax Credits).
Heritage	• Provides advice and information on British Columbia's historic places, paleontological resources, and geographical names. Exercises regulatory authority and develops policy under the *Heritage Conservation Act* and the *Land Act* regarding the identification, formal recognition, commemoration, protection and celebration of heritage and fossil sites, management of provincial heritage sites and the management of the BC Register of Historic Places and the BC Geographical Names Office.

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

DIVISION/BRANCH	TOPIC
Mountain Resorts	• Delivers a one window regulatory approach for resort development and community ski area administration and the review and authorization of expansions and new proposals on Crown land across the province. • Evaluates phased development plans and conducts major project reviews through working with First Nations, public engagement, and community and stakeholder engagement. • Provides advice and information on resort development policy and programs.
Amateur Sport	• Provides funding to over 70 designated amateur sports organizations to contribute to the health and wellness of British Columbians. • Funding programs facilitate the development of competitive athletes, coaches, officials, volunteers, and sport administrators. • Administers grant programs related to boosting sport participation, high-performance athlete development, and event hosting. • Provides oversight of the BC Games Society, the province's Crown Corporation that runs the BC Summer and Winter Games and prepares Team BC for the Canada Games. • Provides oversight and strategic direction to viaSport, the province's lead service delivery partner.
Marquee Sports	• Responsible for assessing opportunities to bring marquee sport events to the province. These events are assessed for their economic and social impacts. • Responsible for securing provincial funding, oversight and strategic direction for marquee sport events such as the 2025 Grey Cup, 2025 Invictus Games, and FIFA World Cup 2026.
Tourism	• The Tourism Branch develops and implements policies and programs to support sustainable tourism growth, enhance visitor experiences, and realize economic benefits through tourism. • The branch administers the Resort Municipality Initiative (RMI), Destination Event Program, and jointly manages the Municipal Regional District Tax program (MRDT) with Ministry of Finance and Destination BC. Provides oversight of Destination BC (international tourism marketing) and BC Pavilion Corporation (BC Place and Vancouver Convention Centre) and leads development and implementation of the provincial tourism framework.

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MINISTRY OF TRANSPORTATION AND TRANSIT

DIVISION/BRANCH	TOPIC
Highways and Regional Services Division	• The Highways and Regional Services Division is responsible for: ◦ Developing, maintaining, and operating safe, secure provincial and regional transportation networks. ◦ Leading the ministry in provincial issue management, emergency response, and preservation of transportation infrastructure. ◦ Promoting compliance of safety regulations within the transport sector, with the goal of increasing road safety and protecting public health, the environment, and transportation infrastructure. ◦ Planning and delivering rehabilitation and capital projects in the region. ◦ Fostering partnerships and delivering on commitments with First Nations and Indigenous communities. ◦ Supporting provincial economic growth through regional work and development services. ◦ Implementing sustainable, resilient, and innovative transportation solutions. • The division, through their Commercial Vehicle Safety Enforcement (CVSE) program, also: Regulates and manages commercial vehicle activities on the provincial highway network and aligns requirements with neighboring provinces to ensure the safe and efficient movement of goods within B.C. and beyond. • This division also includes the Passenger Transportation Branch, which regulates commercial passenger vehicles including taxis, ride hailing companies, limousines, charter, and inter-city (scheduled) buses, in accordance with the *Passenger Transportation Act*.
Integrated Transportation and Infrastructure Services Division	• Integrated Transportation and Infrastructure Services Division develops and promotes a world class transportation network through innovation and collaboration. • The division oversees aspects of strategic planning, capital programming, engineering, land management, and major project delivery for the ministry. • The division is also the primary interface between the government and two Crown Corporations: BC Rail and Transportation Investment Corporation (TI Corp). • The division's key functions include: ◦ Integrated Transportation Planning. ◦ Goods Movement. ◦ Properties and Land Management. ◦ Transit Oriented Development and Land Value Capture. ◦ Major project policy and delivery including the TI Corp relationship. ◦ Engineering and Technical Services. ◦ Engineering Standards.

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MINISTRY OF TRANSPORTATION AND TRANSIT CONTINUED…

DIVISION/BRANCH	TOPIC
Policy, Programs and Partnerships Division	• The Policy, Programs, and Partnerships Division is responsible for all aspects of strategic transportation policy and legislation, including transit, ferries, passenger vehicles, passenger directed services, active transportation, rail safety, airports, rural, remote and intercity transportation, emerging transportation technology, and the *Motor Vehicle Act.* • In addition: ◦ The division administers a number of grant programs to support the transportation sector and services, including passenger accessibility, airports, and active transportation. ◦ Manages the relationship with transportation service delivery partners including BC Transit, TransLink, BC Ferries, ride hail, taxi, inland ferry operators, airlines, etc. ◦ Inter-governmental relations. ◦ Leads the ministry's participation in CleanBC and climate change initiatives.
Strategic and Corporate Priorities Division	• The Strategic and Corporate Priorities Division is responsible for leading a wide range of strategic cross-ministry and corporate initiatives. • The division leads and supports cross-ministry and cross-government services and programs including: ◦ Coordinating the delivery of the ministry's strategic plan and ministry specific commitments under the *Declaration on the Rights of Indigenous Peoples Act*. ◦ Leading the ministry's Journey Toward Reconciliation, GBA+ and diversity, equity, and inclusion work, and is responsible for leading the development and implementation of the ministry's People Plan and Digital Strategy. ◦ Delivering culture and engagement programs and leading the ministry's corporate communications strategies. • The division also delivers information management, privacy, security, and digital services in partnership with our clients.

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MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP

DIVISION/BRANCH	TOPIC
Land Use Planning and Cumulative Effects	• Responsible for leading B.C.'s land stewardship strategies, supported by science and knowledge, that promote and guide the province's goals for reconciliation with First Nations. • Responsible for delivering the following programs: ◦ Modernized Land Use Planning delivered in partnership with First Nations. ◦ Collaborative Indigenous Stewardship Framework. ◦ Cumulative Effects Framework. ◦ Recommendations within the Old Growth Report, including ecosystem health, and biodiversity.
Water, Fisheries and Coast	• The Water, Fisheries and Coast Division brings together program areas responsible for the Watershed Security Strategy and implementation, Water Management, Wild Salmon Strategy, and Coastal Marine Planning. • It works to support functioning and resilient marine, aquatic, and coastal ecosystems that support a diversity of economic activities and provide the foundation for vibrant and thriving coastal communities and cultures. • Aquatic Ecosystems Branch provides oversight to the Freshwater Fisheries Society of B.C. (FFSBC) who contribute to recreational fishing by stocking approximately 700 lakes across B.C. with six million trout, kokanee and char annually. • The division provides provincial leadership on water and coordinates government's strategy on 'source to tap' drinking water protection. It is also responsible for watershed-related strategic planning, policy, science, assessments and analysis tools for B.C., as well supporting the use of water governance and planning tools in the *Water Sustainability Act* (e.g., water sustainability plans and water objectives). This work is collaborative by design and will include First Nations, local governments, and other interested parties. • The division leads the implementation of the *Water Sustainability Act* and other water related legislation and regulations as it pertains to the management of water allocation, dam safety and flood safety with a focus on public safety and resiliency of the environment. It also leads on policy, planning and supports in relation to water-related hazards such as flood and drought for the province. • The division supports restoration and rebuilding of wild fish populations and provides leadership for aquatic habitat policy and restoration. It also sets fisheries and aquaculture policy, develops new strategies to protect and revitalize B.C.'s wild salmon populations, and is the provincial lead for interfacing with Fisheries and Oceans Canada (DFO). • Is the Statutory Decision Maker (SDM) under the *Wildlife Act* for B.C.'s recreational freshwater fisheries as well as administration of the *Riparian Areas Protection Act*. • Leads prevention and provincial response to aquatic invasives. • In natural disaster response, leads actions and direction to protect or recover aquatic ecosystems and the aquatic/fish species that rely on them. • The division is the provincial hub for marine and coastal policy, planning, and science providing expertise to drive development and implementation of strategic and operational policies and plans that lead the way on collaborative decision-making with First Nations and Canada.

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MINISTRY OF WATER, LAND AND RESOURCE STEWARDSHIP CONTINUED…

DIVISION/BRANCH	TOPIC
Reconciliation, Lands and Natural Resource Policy	• This division provides leadership in developing a "roadmap" for the natural resource sector to support the effective operationalization and implementation of the *Declaration on the Rights of Indigenous Peoples Act*. • Lands Program includes Lands Branch and Crown Land Opportunities and Restoration Branch. Lands Branch provides operational policy support for *Land Act* tenures and transfers, maintains the Crown Land Registry, and offers legislative support for the *Land Title Act* and other private land legislation. • The Crown Land Opportunities and Restoration Branch comprises of the Crown Land Opportunities Program (CLO), which focuses on priority Crown land sales and transfers to address reconciliation and housing needs, and the Crown Contaminated Sites Program (CCSP), which is the lead agency for the investigation and possible remediation of prioritized, high-risk abandoned contaminated sites on vacant Crown land. • First Nation Land Transfers Branch: provides technical and expertise to Ministry of Indigenous Relations and Reconciliation and First Nations engaged in negotiations and leads the implementation of land-based agreements, including land transfers and vesting of land.
Permitting Transformation Division	• This division leads on land and water authorizations across the province. This includes permit applications, First Nation consultation, and major project reviews. • Regional offices provide client access to natural resource authorizations expertise and supports through Front Counter BC. • This division holds responsibility for the Housing Action Taskforce to support provincial housing authorizations, connectivity authorizations, and works closely on various energy initiatives like the transition of renewable energy project applications to the BC Energy Regulator and the Call for Power & Sustainment Projects through BC Hydro. • Additional prioritization is on advancing the necessary strategic, policy, process and technology work required to transform and shift permitting across this ministry and the Natural Resource Ministries as a whole.
Natural Resource Information and Digital Services (NRIDS)	• Provides essential Information Management (IM) services by way of the creation, maintenance, and publication of foundational datasets and geospatial information – this also includes operation of the provincial aerial imagery and LiDAR programs, maintenance of land survey monumentation and data, and species and ecosystems information. • This work provides essential context and intelligence to support decision making across the Natural Resource Ministries (NRM) and beyond. The Digital Road Atlas (DRA) program provides GIS business processes that support B.C.'s current 9-1-1 requirements. • For the implementation of Next Generation 9-1-1 (NG9-1-1), NRIDS is advocating for improved public access to high quality geospatial data that delivers the broadest and best use as a strategic asset. • The IM offerings include ready-made, authoritative, spatial information about the shape, landscape, environment, and condition of B.C. as well as offering on-demand custom analysis, visualization, and mapping products for the NRM.

TO TOP

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

DIVISION/BRANCH	TOPIC
Resource Stewardship Division	• The division is responsible for the Together for Wildlife Strategy, wildlife policy regulations and allocation, ecosystem health and biodiversity, conservation of wildlife and habitat and economic diversity and sustainability, fish and wildlife angling and hunting opportunities, Tripartite Agreement of Nature Conservation (implementation planning and fund coordination), the draft Biodiversity and Ecosystem Health Framework and advancing wildlife co-management with First Nations and partnerships to support shared stewardship of wildlife. • Responsible for delivering the following core programs: ◦ Wildlife Management. ◦ *Wildlife Act* and its regulation and policy framework. ◦ Fish and Wildlife Population Assessment and Decision Support. ◦ Regional Action Planning for fish and wildlife stewardship and Management. ◦ First Nations Partnerships and Co-management. ◦ Biodiversity Conservation Science and Research. ◦ Species at Risk Recovery and Implementation. ◦ Invasive Aquatic and Terrestrial Species Management. ◦ Species at Risk Recovery and the Provincial Caribou Recovery Program. ◦ Wildlife Life Health.
Southeast Initiatives Secretariat (SEIS)	• The Southeast Initiatives Secretariat (SEIS) was formed July 2025 as a new delivery, to support strong cross-ministry provincial governance, establish clear accountability and develop specific actions to resolve challenging issues related to metallurgical coal mining in southeast B.C. • Our mandate is to develop and implement a coordinated and aligned cross-ministry strategy that allows for continuation of responsible mining of metallurgical coal in the Elk Valley while improving environmental quality, managing cumulative effects, healing the land, and advancing models of shared decision-making with First Nations to build prosperous and healthy communities for all.

TO TOP

PROVINCIAL AGENCIES, COMMISSIONS, AND CORPORATIONS AVAILABLE DURING THE 2025 UBCM CONVENTION

MACC	TOPIC
Agricultural Land Commission	• Information and advice regarding the Agricultural Land Reserve (ALR) and work of the Provincial Agricultural Land Commission (ALC). ALC Chair and/or Chief Executive Officer will be in attendance.
BC Emergency Health Services (BCEHS)	• 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 ground and air ambulance transport medically necessary transport (ground and air ambulances) for British Columbians. In many rural communities across the province, BCEHS Community Paramedics also provide scheduled care for patients with chronic health conditions as part of a community based health team. BCEHS also oversees patient inter-facility patient transfers in the province, working with health authorities to coordinate the transfer of acute and critically ill patients to an appropriate level of care both within and outside of B.C. • Members of the BCEHS executive team look forward to participating in productive and engaging sessions with municipal leaders.
BC Energy Regulator	• The British Columbia Energy Regulator oversees the full life cycle of energy resource activities in B.C. from site planning to restoration. This includes oil, gas, geothermal, hydrogen, ammonia, methanol with anticipated legislation in spring 2025 that will expand our mandate to regulate renewable energy projects. We look forward to addressing any questions you may have on our regulatory oversight.
BC Housing	• BC Housing is responsible for implementation of Building BC programs that are helping government to deliver 114,000 units of affordable housing including the following programs: Supportive Housing Fund, Women's Transition Housing Fund, Community Housing Fund, Indigenous Housing Fund, Rapid Response to Homelessness, Deepening Affordability program. It is also responsible for BC Builds and HousingHub which works with communities, governments, non-profit and private sector stakeholders to facilitate the creation of new affordable rental housing.
BC Hydro	• BC Hydro's mission is to safely provide our customers with reliable, affordable, clean electricity. Our vision celebrates our clean energy advantage and our environmental stewardship role in B.C. Sustainability is about making the best choices with available resources, which means leveraging our clean electricity for all British Columbians. BC Hydro's Community Relations staff look forward to addressing any questions that you may have related to our operations.

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PROVINCIAL AGENCIES, COMMISSIONS, AND CORPORATIONS AVAILABLE DURING THE 2025 UBCM CONVENTION

MACC	TOPIC
BC Transit	• From small towns to large urban centres outside of Metro Vancouver, BC Transit delivers safe, reliable, customer focused transportation services you can rely on. BC Transit would be pleased to discuss any questions you may have regarding our services. In order to provide you with the best information possible, please provide specifics relating to your questions within the meeting request.
Insurance Corporation of British Columbia (ICBC)	• ICBC provides universal compulsory auto insurance (basic insurance) to drivers in British Columbia, with rates regulated by the British Columbia Utilities Commission (BCUC) and sells optional auto insurance in a competitive marketplace. • Insurance products are available across B.C. through a network of independent brokers, and claims services are provided at ICBC claims handling facilities located throughout the province. • ICBC invests in road safety and loss management programs to reduce traffic-related deaths, injuries and crashes, auto crime and fraud. • In addition, provides driver licensing, vehicle registration and licensing services, and fines collection on behalf of the provincial government at locations across the province. • ICBC will have staff at the Convention who would be pleased to discuss or meet on any issues related to ICBC's operations.
The Land Title and Survey Authority of British Columbia (LTSA)	• LTSA is a statutory corporation responsible for operating B.C.'s land title and survey systems and the Land Owner Transparency Registry (LOTR). • LTSA processes over seven million online transactions annually and provides land information and datasets to the province, local governments, and other public agencies. The services include mapped databases such as ParcelMap BC and AUTOPROP. ParcelMap BC is the current, complete, and trusted mapped representation of titled and Crown land parcels across British Columbia, considered to be the point of truth for the graphical representation of property boundaries.
Office of the Seniors Advocate (OSA)	• OSA monitors and analyzes seniors' services and issues in B.C. and makes recommendations to government and service providers to address systemic issues. The Office also provides information and referrals for individuals who are navigating seniors services and tracks their concerns, which helps inform future work. The services which the Office monitors are in five key areas: health care, housing, income supports, community supports, and transportation. • The Office collaborates with service providers, government, and health authorities to improve effectiveness, efficiency, and outcomes for seniors.

TO TOP

PROVINCIAL AGENCIES, COMMISSIONS, AND CORPORATIONS AVAILABLE DURING THE 2025 UBCM CONVENTION

MACC	TOPIC
Police Victim Services British Columbia (PVSBC)	• Police Victim Services of British Columbia Society (PVSBC) is the B.C. registered not for profit charity membership organization mandated to be the primary advocate for all (95+) police-based victim service (PBVS) organizations within the province. • PBVS local organizations are physically embedded with the municipal or RCMP detachment delivering ongoing police-based victim services to the citizens of each community. • Our Vision is - All victims of crime and trauma across B.C. receive compassionate, professional, and consistent services. • PVSBC advocates, represents, lobbies, and communicates with members, partners and stakeholders on the development and delivery of PVSBC trauma informed programs, baseline, and advanced training, professional development, and member support programs. • Funding is provided by the provincial and federal governments, with additional resources from corporate and individual contributions, sponsorships, and program revenues.
Regional Health Authorities (RHA): *Fraser Health;* *Interior Health;* *Island Health;* *Northern Health;* *Vancouver Coastal Health*	• RHA: When most people think about health care, the first thing they think of are hospitals. While many services are offered in the hospitals operated by the regional health authorities, they also offer a wide range of other important services such as: ◦ Home and community care; ◦ Long-term care; ◦ Seniors care; ◦ End of life care; ◦ Mental health & substance use; ◦ Environmental health; ◦ Public health; ◦ Healthy Living; ◦ Infant & Youth; ◦ Sexual Health; ◦ Lab and medical imaging services; ◦ Indigenous health; ◦ Urgent and Primary Care; ◦ Virtual Health Services; ◦ Women's Health and Cancer Care; and ◦ Primary Care (Health Authority owned/operated).

TO TOP

PROVINCIAL AGENCIES, COMMISSIONS, AND CORPORATIONS AVAILABLE DURING THE 2025 UBCM CONVENTION

MACC	TOPIC
Provincial Health Services Authority (PHSA)	• PHSA has a unique role in B.C.'s health authority system: to ensure that B.C. residents have access to a coordinated provincial network of high-quality specialized health-care services. • PHSA programs provide care and services through specialized hospitals and centres across B.C. such as BC Children's Hospital and BC Cancer and BC Mental Health & Substance Use Services, including programs such as the Red Fish Healing Centre. • PHSA is also responsible for specialized health services, which are delivered across the province in collaboration with regional health authorities, such as cardiac, trauma, perinatal and stroke services. Through BC Emergency Health Services, PHSA oversees the BC Ambulance Service and Patient Transfer Services. • BC Centre for Disease Control (BCCDC) and the Public Health Reference Laboratory.
Royal Canadian Mounted Police	• 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 B.C. RCMP is part of a number of integrated teams operating throughout the province who provide specialized police services to British Columbians. • The B.C. RCMP values ongoing collaboration and meaningful communication with our partners. Representatives of the B.C. 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.

TO TOP



BRITISH COLUMBIA

AGENDA ITEM SUMMARY

Date: 12/06/2025

To: Chair and Directors, Committee of the Whole
And To: Murray Daly, Chief Administrative Officer
From: Gerald Pinchbeck, Manager of Communications
Date of Meeting: Committee of the Whole_Jun19_2025
File: 0340-50/2025

Short Summary:

Community Works Prioritization Policy Update

Voting:

-

Memorandum:

Attached is a proposed update to the Community Works Funding Policy. This new policy reflects an approach that is focused on asset reinvestment while also providing funding dedicated to addressing new and emerging issues.

Per consensus at the Policy Committee, there are two funding streams identified: “Community Impact Projects” and “Infrastructure Reinvestment Projects”. The latter stream is where a majority of funds will be directed and will mainly be aimed at projects for existing services which significantly reduce risk, require immediate attention, and are at an advanced stage of planning. Projects would be assessed within the defined framework by the Asset Management Steering Committee per the Board’s previous direction. The Community Impact Projects stream, on the other hand, provides flexibility for the Board to fund projects that do not fit this framework. Funding for this stream would be capped at 33% of annual Community Works Funds revenues, with unused funding carrying forward and accruing to a maximum of $2 million, after which new CWF revenues would be directed towards the other stream.

Initial Allocations

Initial allocations would equal $3,965,000 for the Community Impact Projects stream. Of this, $1,350,000 has been allocated to previously Board-approved projects (Forest Grove Bulk Water Station, Esler Sports Complex Highway Access, and Community Halls Energy Efficiency Program). This would leave $9,933,523 for Infrastructure Reinvestment Projects, of which $4,438,849.69 has been allocated (remaining Budget 2025-2029 projects plus Budget 2024 Carryforward Projects). **This leaves $1,027,729 which must be spent or allocated in the CRD’s Financial Plan by 2029.**

Community Halls Energy Efficiency & Sustainability Program

The new policy would provide the Board with the ability to continue funding the Community Halls Energy Efficiency & Sustainability Program through the Community Impact Projects Funding Stream. Currently, the program allows for up to $150,000 each year to be spent on projects which improve energy efficiency, save operating costs, or result in independent power generation at community halls in electoral areas. This program is not fully utilized each year, but has seen significant uptake.

The Manager of Community Services has identified that, consistent with asset management principles, an additional $200,000 could be allocated to support reinvestment in core components of community halls. This could include: building envelopes, roofing/cladding, structural components, foundation repairs, etc. This would require an $800,000 increase to the program in the financial plan, bringing the total amount available each year to $350,000.

Under the policy as presented, this would count as a "Community Impact Project" and be deducted from that stream.

Recommended Infrastructure Reinvestment Projects

Spreadsheets and project evaluations have been prepared by the AM Steering Committee to provide insight into how the framework would work if approved. These projects were identified in an initial meeting held in April 2025 and have been evaluated consistent with the proposed framework. If the Board agrees on the conceptual framework, staff also recommend the following Community Works Funding Allocations totalling $5,234,900:

1. $ 250,000 – Pine Valley Sewer Treatment System Upgrade – Feasibility Study & Design – 2025
2. $ 155,000 – Lac La Hache Lift Station & Force Main Replacement – Detailed Design – 2025
3. $1,500,000 – 150 Mile Firehall Replacement – 2025 (design), 2026 (build)
4. $1,500,000 – Forest Grove Firehall 1 Replacement – 2025 (design), 2026 (build)
5. $1,000,000 – 108 Low Pressure Mains Upgrade – 2025
6. $ 113,000 – SCADA Upgrade, Russett Bluff Water – 2025
7. $ 91,900 – SCADA Upgrade, Benjamin Water – 2025
8. $ 625,000 – Asset Management Planning Project Base Funding (Software, Consulting, Staffing) – 2025-2029 annual funding

Of note is the proposed $125,000 per year for the next five years for the Asset Management Project. Although this project does not result in reinvesting in infrastructure, it does support the broader strategic and corporate priority to develop and implement an asset management plan. This funding would allow for funding to support consulting services projects and software acquisition. Staffing will be required in the future to support this project.

Attachments:

1. Community Works Funding Prioritization Policy – Draft
2. CWF Allocations Worksheet – as of June 12, 2025
3. CWF Allocation Recommended Projects Worksheets
4. CWF Program Guide 2024-2034
5. CWF Eligible Categories – 2024-2034

Financial Implications:

The funding recommendations included with this proposed policy are not recommended in the financial plan. This policy further restricts how funding could be allocated from Community Works Funds in the future.

Policy Implications:

This will replace an existing policy.

Alignment with Strategic Plan:

☒ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☒ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☒ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

The policy incorporates generally accepted asset management practices in a manner which supports the Board's objectives. The policy also reflects an intent to support communications / engagement and responsive land use planning efforts.

CAO Comments:

Click here to enter text.

Options:

1. Endorse recommendation;
2. Other action.

Recommendation:

1. That the new Community Works Funding Prioritization Policy be adopted as presented, and Policy 2020-1B-29 be rescinded.
2. That one-third (33%) of the balance of Community Works Funds as of January 1, 2025 be restricted for the CWF Community Impact Projects Stream as described in the new Community Works Funding Prioritization Policy, with the remainder restricted for the CWF Infrastructure Reinvestment Stream.
3. That $200,000 per year for fiscal years 2026-2029 from the Community Works Funds be approved for the Community Halls Green Infrastructure Upgrades program, funded from the Community Impact Projects Stream, for a total allocation of $800,000.
4. That the following allocation of Community Works Funds be approved from the Infrastructure Reinvestment Stream:
    a. $ 250,000 for the Pine Valley Sewer Treatment System Upgrade – Feasibility Study & Design (2025);
    b. $ 155,000 for the Lac La Hache Lift Station & Force Main Replacement Detailed Design (2025);
    c. $1,500,000 – 150 Mile Firehall Replacement (2025);
    d. $1,500,000 – Forest Grove Firehall 1 Replacement (2025);
    e. $1,000,000 – 108 Low Pressure Mains Upgrade (2025);
    f. $ 113,000 – SCADA Upgrade, Russett Bluff Water (2025);
    g. $ 91,900 – SCADA Upgrade, Benjamin Water (2025); and
    h. $ 625,000 for the Asset Management Planning Project Base Funding for software, consulting services and staffing at $125,000 per year from 2025-2029.

F1.12 Community Works Fund Prioritization Policy

Regional Board Policy

Community Works Fund Prioritization Policy

Category: Finance	**Policy Number:**	**Replaces:** 2020-1B-29
Type: ☒ Policy ☐ Procedure	**Authority:** ☒ Board ☐ Administrative	**Approved By:** ☒ Board ☐ CAO ☐ Department Head
Office of Primary Responsibility: Finance Department		
Date Adopted:	**Board Resolution Number:**	**Date to be Reviewed:**
Manner Issued: CRD Policy Manual		

PURPOSE:

The purpose of this policy is to ensure that the Cariboo Regional District (CRD) derives the maximum possible benefit from Community Works Funds (CWF) through an integrated Asset Management approach, which reflects the statutory financial constraints of the CRD.

POLICY:

1. Scope

1.1. This policy applies to funding received through the Community Works Funding Stream as part of the Canada Community-Building Fund Administrative Agreement between the Government of Canada, Province of B.C., and the Union of B.C. Municipalities (CCBFAA).

1.2. This policy governs the decision-making process for how CWF will be allocated within the CRD's financial planning process.

1.3. At all times, the Board of Directors retains final decision making authority for allocating Community Works Funds towards eligible projects and activities.

2. Guiding Principles

2.1. **Regional Equity** – CWF should support the achievement of local rural priorities, while recognizing the associated benefits of supporting sub-regional and regional initiatives and ensuring that benefits accrue equitably across the Regional District.

2.2. **Financial Sustainability** – CWF should not replace or displace regular annual taxation, and should instead result in incremental value-added capital spending.

2.3. **Funding Eligibility** – The CRD may allocate funding only to those projects which are included under an eligible expenditure category within the CCBFAA.

2.4. **Strategic Alignment** – Utilize these funds in a manner that reflects the CRD's Strategic Priorities and long-term planning expressed through official community plans and other official sources.

2.5. **Sustainable Service Delivery** – The CRD is committed to sustainably delivering its services to residents through an Asset Management Planning Framework, and this funding should support this direction.

2.6. **Transparency and Accountability** – The decision-making process for allocating CWF funds should be clear to external observers, citizens, and service partners.

2.7. **Alignment with Financial Planning** – The decision making process should support and enhance the financial planning process established for the CRD.

2.8. **Democratic Governance** – The Board is the decision-making body for the purposes of allocating financial resources to various service budgets and will carry final decision-making authority over the allocation of CWF.

3. Roles and Responsibilities

3.1. Board of Directors

a) Support and commit to the development and incorporation of Asset Management principles into decision making around CWF Allocations.

b) Evaluate the advice of staff and make decisions from a community-outcomes perspective.

c) Ensure a long-term planning approach consistent with regional priorities.

d) Provide oversight and monitor progress.

3.2. Chief Administrative Officer (CAO)

a) Ensure policy implementation and alignment with CRD's strategic priorities.

b) Review and endorse recommendations from the Asset Management Steering Committee.

c) Report progress and key outcomes to the Board.

3.3. Chief Financial Officer

a) Integrate CWF Funds into long-term financial planning processes.

b) Ensure consistency with Generally Accepted Accounting Practices, applicable laws and regulations, and any other legal obligations.

c) Ensure accurate and transparent reporting of funding availability and allocations throughout the Financial Plan.

3.4. Asset Management Steering Committee

a) Establish a process for CWF funding to be requested for projects consistent with this policy.

b) Evaluate funding requests from an operational and administrative planning perspective.

c) Submit advice and priorities for CWF funding to the Board of Directors.

4. Funding Streams

4.1. The CRD's CWF allocation will be allotted as follows:

a) 33% of the annual CWF intake will be reserved for "**Community / Regional Impact Projects**". Unused funds can be carried forward each year and may accrue to a maximum of $2 million. These projects allow for investment into new assets, emerging regional priorities, partnership opportunities, and changing regional circumstances. Funds exceeding this amount will be transferred to the "**Infrastructure Reinvestment Projects**" stream.

b) All remaining CWF received will be allocated for the "**Infrastructure Reinvestment Projects**" stream. These projects will be focused on reinvesting in existing infrastructure, equipment, facilities, and assets to ensure their continued operation and service delivery within an Asset Management framework.

4.2. Funds are not required to be allocated in the same year they are received, and may be reserved for allocation in later fiscal years. CWF funds must be allocated to a project beginning no more than five years from the year in which they were received.

5. Community Impact Projects

5.1. Projects within this funding stream will be evaluated by the Board from time to time.

5.2. Funds from this stream may be allocated by a 2/3's majority vote of the Board.

5.3. The project must be specified within an existing business plan or service budget and planned to begin within the next five years from the date of allocation.

5.4. Funding from this stream may be assigned towards I**nfrastructure Reinvestment Projects** at the discretion of the Board.

6. Infrastructure Reinvestment Projects

6.1. The allocation of CWF Funding within the **Infrastructure Reinvestment Projects** stream will be prioritized based on the criteria set out in Schedule "A" of this policy.

6.2. The Asset Management Steering Committee will be responsible for evaluating projects for funding within this stream, and will make recommendations to the Finance-Budget Committee on allocations.

6.3. Expenditures for the following categories are not eligible for funding under this policy:

a) motor vehicles (Examples: fire trucks, fleet vehicles, etc.);

b) small equipment or furnishings, even if they meet the capitalization threshold; or

c) office/administration buildings (Example: Central Cariboo Office).

6.4. Evaluations will be conducted in accordance with the criteria set out as Schedule "A" to this policy.

6.5. The Board reserves the right to make all final decisions on allocations.

6.6. Funds from this stream may be allocated by a 2/3's majority vote of the Board.

7. Policy Review

This policy will be reviewed and updated every five years, or as needed, to reflect changes in the CWF program, community needs, legislative requirements, or effective practices.

***** END OF POLICY *****

Amended (Y/N)	Date Reissued	Authority (Resolution #)

Schedule "A" – Infrastructure Reinvestment Projects Evaluation Criteria

A maximum of 120 points are available through the criteria set out below. In general:

- Projects with a rating of 75 or higher will be recommended to the Board for funding.
- Projects with a rating of 60-75 will be identified to the Board and may be evaluated at the discretion of the Asset Management Steering Committee.
- Projects with a rating of less than 60 will only be identified to the Board at the discretion of the Asset Management Steering Committee.

The evaluation is conducted as follows:

Safety & Risk Management – 40% of total score

A total of 40 points available from the following categories (100 points x 40%):

Category	Max Score / 100 pts	Criteria Description	Score
Risk Score Risk x Impact Per Risk Eval. Framework	**40 (Total)**	Extreme	40
		High	32
		Medium	20
		Low	8
		Insignificant	0
		N/A	0
Safety	**30 (Max)**		
Safety - Public	30	Documented evidence and/or incidents of significant hazard to safety/health of public.	30
		Documentation of incidents having occurred.	21
		Documentation of potential for incidents to occur.	12
		Potential for harm does not exist.	0
		Not applicable.	0
Safety - Staff	30	Documented evidence and/or incidents of significant hazard to safety/health of staff.	30
		Documentation of incidents having occurred.	21
		Documentation of potential for incidents to occur.	12
		Potential for harm does not exist.	0
		Not applicable.	0

Safety & Risk Management – 40% of total score (Continued)

Category	Max Score / 100 pts	Criteria Description	Score
External Mandate	**30 (Max)**		
Permit Compliance	30	Required for permit compliance	30
		Recommended for permit compliance	21
		Proactive action for permit compliance	12
		Not required for permit compliance	0
		Not applicable.	0
Legislative	30	Orders from legislative authority or current non-adherence to code (life threatening)	30
		Recommendation from legislative authority or non-adherence to code (risk of injury)	21
		Suggestion or recommendation from reviewing body or non-adherence to code (no risk of injury)	12
		We are in adherence to current code/legislation.	0
		Not applicable.	0
WorkSafe BC	30	WCB Ordered.	30
		WCB order is expected/imminent.	21
		No WCB concerns.	0
		Not applicable.	0

Strategic Considerations – 10% of total score

A maximum of 10 points available from any combination of the following:

Category	Max Score = 100 pts	Criteria Description	Score
Climate Change Resilience	10	Adaptation and Emissions reduction project	10
		Adaptation only project	7
		Emissions reduction only project	5
		No Climate Change resilience component to project	0
Environmental Impact Reduction	10	Eliminates impact on ecosystem/biosphere	10
		Reduces impact on ecosystems/biosphere	8
		Mitigates impact on ecosystems/biosphere	6
		Enhances to response for impacts on ecosystems/biosphere.	4
		Improves understanding of impact on ecosystems/biosphere.	2
		No reduction of environmental impacts.	0

Strategic Considerations – 10% of total score (Continued)

Long Term Planning	10	Consistent with all of OCP, Strategic Plan, Service Master Plan, and Asset Management Plan	10
		Consistent with at least two of: OCP, Strategic Plan, Service Master Plan, and Asset Management Plan	7
		Aligns with at least one of: OCP, Strategic Plan, Service Master Plan, and Asset Management Plan	4
		Addresses an emergency issue not identified in long-term plans.	4
		Does not align with long-term plans.	0
Community Growth Projects	10	Project supports significant community growth (infill, development, or expansion)	10
		Project supports limited community growth (infill, development, or expansion)	7
		Project will maintain current community size.	4
		Project has no impact on community growth	0
Accessibility / Equity	10	Improves access to services for persons with disabilities or from vulnerable populations.	10
		Maintains access to services for persons with disabilities or from vulnerable populations.	4
		No impact on access to services.	0
		Decreases access to services for persons with disabilities or from vulnerable populations.	-5

Asset Operations & Maintenance – 20% of total

A total of 20 points available from the following categories (100 points x 20%):

Category	Max Score / 100 pts	Criteria Description	Score
Urgency	40	Asset has experienced a critical failure and is deemed non-repairable.	40
		Asset will fail within one year.	32
		Physical life of asset exceeds life span.	20
		Asset is approaching end of life.	12
		Not applicable.	0
		Asset is no longer supported by vendor, parts unavailable.	40
		Asset is no longer supported by vendor, parts available.	28
		Asset is supported by vendor.	0
		Not applicable.	0

Asset Operations & Maintenance – 20% of total (Continued)

Category	Max Score / 100 pts	Criteria Description	Score
Capacity	25	Current demand exceeds capacity.	25
		Current demand is approaching capacity.	18
		Unit has excess capacity.	0
		Not applicable.	0
Redundancy	35	No redundancy	35
		No redundancy, but alternative solution is available	25
		Yes, there is either active or passive redundancy for the service	11
		Yes, there is both active and passive redundancy for the service	0
		Not applicable.	0
Staff Efficiencies	20	Enables staff to be significantly more efficient daily activities. (expect corresponding budget savings)	20
		Enables staff to be moderately more efficient daily activities.	14
		Enables staff to be minimally more efficient daily activities.	8
		No impact on staff workload.	0

Project Readiness – 30% of total

A total of 30 points available from the following categories (100 points x 30%):

Category	**Max Score / 100 pts**	**Criteria Description**	**Score**
Design Stage	40	None - No formal design exists.	0
		Preliminary - A high level drawing generally showing the proposed asset.	8
		Conceptual - A refined drawing typically prepared by an engineer/architect.	16
		Detailed - A detailed drawing showing details to enable procurement.	32
		Construction - A detailed drawing showing all construction details.	40
		Equipment - Price and design are known in advance of purchase.	40
		Consulting Services - Defined scope of work and exclusions for eligible project design work.	40

Project Readiness – 30% of total (Continued)

Category	Max Score / 100 pts	Criteria Description	Score
Estimate Classification	40	No formal estimate available.	0
		D (+/-50%) - Preliminary for financial planning purposes.	8
		C (+/-30%) - Conceptual for budgetary purposes.	16
		B (+/-15%) - Detailed, enabling for procurement.	32
		A (+/-5%) - Contracted Price, allowing for acquisition of asset.	40
		E (+/-5%) - Contracted Price for vehicle / equipment purchase	40
		S (+/-5%) - Consulting Services for eligible project design	40
Funds Available	20	Not assigned	0
		Reliant on external funding yet to be secured	6
		Referendum Required for Debt Authorization	10
		External grant funding secured	16
		Budget fully secured	20

Public Impact / Benefit – 10% of total

A total of 10 points available from the following categories (100 points x 10%):

Category	Max Score / 100 pts	Criteria Description	Score
Population Served	20	Service area population 20%<X of total CRD population (over 12,400)	20
		Service area population 10%<20% of total CRD population (6,200-12,400)	14
		Service area population 5%<10% of total CRD population (3,100-6,200)	8
		Service area population 1%<5% of total CRD population (620-3,100)	2
		Service area population X<1% of total CRD population (under 620)	0
Increased Access to Services	20	Will significantly increase service levels/access.	20
		Will moderately increase service levels/access.	14
		Will meet service level objectives.	8
		No impact to service levels/access.	0

Public Impact / Benefit – 10% of total (Continued)

Category	Max Score / 100 pts	Criteria Description	Score
Taxation Impacts	20	No impact to taxation / user fees	0
		Taxation impact is < 5%	4
		Taxation impact is 5% > 10%	8
		Taxation impact is 10% > 25%	12
		Taxation impact is 25% > 50%	16
		Taxation impact is < 50%	20
Operational Savings	30	Operational savings (budget to be transferred to Contingency).	30
		Operational savings (no budget transfer).	15
		No Operational cost impact.	0
		Operational cost increase.	-15

Community Works Funding Tracker

Available Funds, 2025-2034**	$ 31,655,193	Available Funds, 2025-2034**	$ 31,655,193
BUDGET CHECK - IF YEAR, YEAR THAT BUDGET IS UNBALANCED. IF "YES", BALANCED.	YES	10-yr available less approved -->	$ 20,665,843
*All amounts provided exclude any interest earnings that may be realized.		Unapproved Allocations	$ 11,234,900
**2030-2034 revenues are estimates only, and will be readjusted following Census 2026.		Approved Allocations	$ 6,489,350
		Community Impact Allocations	$ 4,500,000
		Required to allocated by 2029	$ 1,027,729

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Project Name	Dept	Code	2025	2026	2027	2028	2029	Total
Community Halls Green Infrastructure Upgrades	Administration	1002	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 750,000
Community Halls Solar Panel	Administration	1002	$ 200,000					$ 200,000
SC Airport Solar Panels	Airports	1113	$ 75,000					$ 75,000
Composting System	Environmental Services	1008	$ 200,000					$ 200,000
DOCP GIB in 2025 SCLF and CCTS in 2026	Environmental Services	1008	$ 50,000	$ 10,000				$ 60,000
Totes for curbside collection	Environmental	1008	$ 475,000					$ 475,000
Transition to Transfer Stations Mahood, Big Lake & Likely	Environmental Services	1008	$ 70,000	$ 195,000	$ 195,000		$ 70,000	$ 530,000
Ditching at Landfills	Environmental Services	1008	$ 50,000	$ 30,000				$ 80,000
Quesnel Landfill Gas & Berm	Environmental Services	1008					$ 1,177,500	$ 1,177,500
Quesnel Recycling Depot	Environmental Services	1008	$ 135,000					$ 135,000
SC Landfill Mattress Recycling	Environmental Services	1008	$ 30,000					$ 30,000
Red Bluff Firehall Replacement	Protective Services	1325	$ 500,000					$ 500,000
CC Rec Electric Ice Resurfacer	Recreation	1553	$ 150,000					$ 150,000
CC Rec Heat Recovery Project	Recreation	1553	$ 150,000					$ 150,000
NC Rec Arena #2 LED Lighting	Recreation	1554	$ 30,000					$ 30,000
NC Rec Arena 2 North Windows Replacement	Recreation	1554		$ 40,000				$ 40,000
NC Rec Bouchie Lake CH Solar Panels	Recreation	1554	$ 60,000					$ 60,000
NC Rec Electric Ice Resurfacer	Recreation	1554	$ 150,000					$ 150,000
NC Rec QDARC Boiler #2 Replacement	Recreation	1554	$ 24,000					$ 24,000
NC Rec QDARC Front Doors	Recreation	1554		$ 45,000				$ 45,000
NC Rec QDARC Multipurpose Room Heat Pump Replacement	Recreation	1554	$ 15,000					$ 15,000
SC Rec Electric Ice Resurfacer	Recreation	1546	$ 150,000					$ 150,000
SC Rec HVAC	Recreation	1546	$ 50,000					$ 50,000
SC Rec LED Lighting	Recreation	1546	$ 60,000					$ 60,000
SC Rec Refrigeration System Cooling Tower Upgrade	Recreation	1546		$ 50,000				$ 50,000
West Fraser Centre - Overhead Lights for ice surface	Recreation	1554			$ 8,000			$ 8,000
West Fraser Centre LED Lighting - Lobby and Change Rooms	Recreation	1554			$ 30,000			$ 30,000
LLH Sewer SCADA Upgrade	Sewer	1770	$ 50,000					$ 50,000
Red Bluff Design-Build Pre-Treatment Storage Addition	Sewer	1775	$ 500,000					$ 500,000
Sewer System Master Plans - split between 5 system budgets	Sewer	1770, 1772, 1773, 1774, 1775	$ 87,626					$ 87,626
Wildwood Sewer SCADA	Sewer	1773	$ 12,000					$ 12,000
Gateway Iron & Manganese Treatment Plant	Water	1881				$ 30,000		$ 30,000
Horse Lake Ductile Iron Pipe Replacement	Water	1889	$ 42,500	$ 42,500	$ 42,500	$ 42,500	$ 42,500	$ 212,500
SCADA System - Canim Lake	Water	1888	$ 30,000					$ 30,000
Water System Master Plans - split between 11 system budgets	Water	1880 1881 1882 1883 1884 1886 1887 18888 1889 1890 1891	$ 98,058					$ 98,058
2024 Carryforwards	Administration	Multi	$ 994,666					$ 994,666
Total Allocated			**$ 4,588,850**	**$ 562,500**	**$ 425,500**	**$ 222,500**	**$ 1,440,000**	**$ 7,239,350**
Available, Beginning of Year			**$ 12,017,079**	**$ 9,310,673**	**$ 10,630,617**	**$ 12,162,859**	**$ 13,898,101**	
Incoming (2029 - estimate only)			**$ 1,882,444**	**$ 1,882,444**	**$ 1,957,742**	**$ 1,957,742**	***$ 1,957,742***	
Remaining, End of Year			**$ 9,310,673**	**$ 10,630,617**	**$ 12,162,859**	**$ 13,898,101**	**$ 14,415,843**	
REQUIRED TO BE ALLOCATED PER BUDGET			**$ -**	**$ -**	**$ -**	**$ -**	**$ 4,777,729**	

Community Works Funding Assessment Form

Project:	Asset Management Planning Initiative		
Project Risk and Scoring Criteria	**44**		
Total Requisiton	**$ 4,813,634.00**		
Total Project Budget	**$ 1,375,000.00**		
Requisition increase required without CWF Funding	**$ 275,000.00**	**5.71%**	Original Requisition increase required
Total Community Works Funding Requested	**$ 625,000.00**	**45.45%**	Proportion of project funded by CWF
Total Grant Funding Secured, excluding CWF Funding	**$ 250,000.00**	**18.18%**	Proportion of project funded by grants. CWF cannot stack with federal grants.
Total Reduction to Annual Requisition Increase	**$ 100,000.00**	**-36.36%**	Reduction in required requisition for project to proceed
Increase to Requisition Remaining	**$ 175,000.00**	**3.64%**	Requisition Increase required with CWF Funding Approval
Remaining Project Budget to be Funded	**$ 500,000.00**	**36.36%**	Remaining Project Costs

Category		Unweighted Score	Weighted Score		Select Applicable Description	Comments/Justifications
Safety/Risk Management		**0**				
Consequence of Asset Failure	N/A	0		**IMPACT:**	Not Applicable	
				LIKELIHOOD:	Not Applicable	
Safety		0				
Safety - Public		0	**0**		Not applicable.	
Safety - OHS		0			Not applicable.	
External Mandate		0				
Permit Compliance		0			Not applicable.	
Legislation		0			Not applicable.	
WorkSafe BC		0			Not applicable.	
Strategic Considerations		**220**				
Reduction of Environmental Impact		20			Improves understanding of impact on ecosystems/biosphere.	
Climate Change Resilience		100	**10**		Adaptation and Emissions reduction project	
Long-Term Planning		100			Consistent with all of OCP, Strategic Plan, Service Master Plan, and Asset Management Plan	
Community Growth Impact		0			Project has no impact on community growth	
Accessibility		0			No impact on access to services.	
Asset Operations & Maintenance		**14**				
Urgency		0			Not applicable.	
Capacity		0	**3**		Not applicable.	
Redundancy		0			Not applicable.	
Efficiencies to Operations		14			Enables staff to be moderately more efficient daily activities.	
Project Readiness		**86**				
Design Stage		40	**26**		Consulting Services - Defined scope of work and exclusions for eligible project design work.	
Estimate Classification / Confidence		40			S (+/-5%) - Consulting Services for eligible project design	
Secured Funding Sources		6			Reliant on external funding yet to be secured	
Public Impact/Benefit		**58**				
Reduction of Taxation Impacts		21			Requisition increase reduced by 30%<50% if approved	
Population Served		20	**6**		Service area population 20%<X of total CRD population (over 12,400)	
Service Level Outcomes		8			Will meet service level objectives.	
Operational Savings		9			Operational savings (no budget transfer).	

Community Works Funding Assessment Form

Project:	150 Mile Fire Hall Replacement		
Project Risk and Scoring Criteria	**75**		
Total Requisiton	**$ 331,664.00**		
Total Project Budget	**$ 3,250,000.00**		
Requisition increase required without CWF Funding	**$ 177,816.00**	**53.61%**	Original Requisition increase required
Total Community Works Funding Requested	**$ 1,500,000.00**	**46.15%**	Proportion of project funded by CWF
Total Grant Funding Secured, excluding CWF Funding	**$ -**	**0.00%**	Proportion of project funded by grants. CWF cannot stack with federal grants.
Total Reduction to Annual Requisition Increase	**$ 82,069.00**	**-46.15%**	Reduction in required requisition for project to proceed
Increase to Requisition Remaining	**$ 95,747.00**	**28.87%**	Requisition Increase required with CWF Funding Approval
Remaining Project Budget to be Funded	**$ 1,750,000.00**	**53.85%**	Remaining Project Costs

Category	Unweighted Score	Weighted Score		Select Applicable Description	Comments/Justifications
Safety/Risk Management	**100**				
Consequence of Asset Failure **Extreme**	40		**IMPACT:**	Impact - Major (Severe disruption)	Firehall must be replaced or updated to meet compliance.
			LIKELIHOOD:	Likelihood - Almost Certain (>90% chance)	Active and ongoing conditions.
Safety	30				
Safety - Public	12	**40**		Documentation of potential for incidents to occur.	Air quality assessment and building assessment have taken place.
Safety - OHS	30			Documented evidence and/or incidents of significant hazard to safety/health of staff.	Air quality assessment and building assessment have taken place.
External Mandate	30				
Permit Compliance	0			Not applicable.	Not to building or fire code currently.
Legislation	21			Recommendation from legislative authority or non-adherence to code (risk of injury)	Not to building or fire code currently.
WorkSafe BC	21			WCB order is expected/imminent.	Chief has submitted air quality report and concerns to OH&S.
Strategic Considerations	**390**				
Reduction of Environmental Impact	80	**10**		Reduces impact on ecosystems/biosphere	Installation of proper septic system.
Climate Change Resilience	100			Adaptation and Emissions reduction project	New building will positively impact climate change resilience due to new insulation and other building envelope improvements.
Long-Term Planning	40			Aligns with at least one of: OCP, Strategic Plan, Service Master Plan, and Asset Management Plan	Maintains service levels and delivery.
Community Growth Impact	70			Project supports limited community growth (infill, development, or expansion)	Larger bays with more capacity for different apparatus.
Accessibility	100			Improves access to services for persons with disabilities or from vulnerable populations.	No proper wheelchair access to building currently.
Asset Operations & Maintenance	**68**				
Urgency	8	**14**		Physical life of asset exceeds life span.	Technically could repair, but replacement is desired and deemed better use of funds.
Capacity	25			Current demand exceeds capacity.	Lacking space and proper layout.
Redundancy	21			No redundancy, but alternative solution is available	Repairs available instead, however are not cost effective.
Efficiencies to Operations	14			Enables staff to be moderately more efficient daily activities.	
Project Readiness	**26**				
Design Stage	8	**8**		Preliminary - A high level drawing generally showing the proposed asset.	Design-Build RFP issued
Estimate Classification / Confidence	8			D (+/-50%) - Preliminary for financial planning purposes.	Design-Build RFP issued
Secured Funding Sources	10			Referendum Required for Debt Authorization	
Public Impact/Benefit	**31**				
Reduction of Taxation Impacts	21	**3**		Requisition increase reduced by 30%<50% if approved	
Population Served	2			Service area population 1%<5% of total CRD population (620-3,100)	

Service Level Outcomes	8			Will meet service level objectives.	
Operational Savings	0			No Operational cost impact.	

Community Works Funding Assessment Form

Project:	Forest Grove Fire Hall #1 Replacement		
Project Risk and Scoring Criteria	**72**		
Total Requisiton	**$ 324,340.00**		
Total Project Budget	**$ 3,250,000.00**		
Requisition increase required without CWF Funding	**$ 177,816.00**	**54.82%**	Original Requisition increase required
Total Community Works Funding Requested	**$ 1,500,000.00**	**46.15%**	Proportion of project funded by CWF
Total Grant Funding Secured, excluding CWF Funding	**$ -**	**0.00%**	Proportion of project funded by grants. CWF cannot stack with federal grants.
Total Reduction to Annual Requisition Increase	**$ 82,069.00**	**-46.15%**	Reduction in required requisition for project to proceed
Increase to Requisition Remaining	**$ 95,747.00**	**29.52%**	Requisition Increase required with CWF Funding Approval
Remaining Project Budget to be Funded	**$ 1,750,000.00**	**53.85%**	Remaining Project Costs

Category	Unweighted Score	Weighted Score		Select Applicable Description	Comments/Justifications
Safety/Risk Management	**94**				
Consequence of Asset Failure **Extreme**	40		**IMPACT:**	Impact - Major (Severe disruption)	Firehall must be replaced or updated to meet compliance.
			LIKELIHOOD:	Likelihood - Almost Certain (>90% chance)	
Safety	24				
Safety - Public	12	**38**		Documentation of potential for incidents to occur.	Building assessment have taken place.
Safety - OHS	12			Documentation of potential for incidents to occur.	Building assessment have taken place.
External Mandate	30				
Permit Compliance	0			Not applicable.	Not to building or fire code currently.
Legislation	21			Recommendation from legislative authority or non-adherence to code (risk of injury)	Not to building or fire code currently.
WorkSafe BC	21			WCB order is expected/imminent.	Improper decontamination. Lack of protection from vehicle fumes.
Strategic Considerations	**260**				
Reduction of Environmental Impact	0	**10**		No reduction of environmental impacts.	
Climate Change Resilience	50			Emissions reduction only project	New building will positively impact climate change resilience due to new insulation and other building envelope improvements.
Long-Term Planning	40			Aligns with at least one of: OCP, Strategic Plan, Service Master Plan, and Asset Management Plan	Maintains service levels.
Community Growth Impact	70			Project supports limited community growth (infill, development, or expansion)	Larger bays with more capacity for different apparatus if replaced.
Accessibility	100			Improves access to services for persons with disabilities or from vulnerable populations.	No proper wheelchair access to building currently.
Asset Operations & Maintenance	**68**				
Urgency	8	**14**		Physical life of asset exceeds life span.	
Capacity	25			Current demand exceeds capacity.	Lacking space and proper layout.
Redundancy	21			No redundancy, but alternative solution is available	Repairs available instead of replacement.
Efficiencies to Operations	14			Enables staff to be moderately more efficient daily activities.	
Project Readiness	**26**				
Design Stage	8	**8**		Preliminary - A high level drawing generally showing the proposed asset.	
Estimate Classification / Confidence	8			D (+/-50%) - Preliminary for financial planning purposes.	Currently preparing RFP.
Secured Funding Sources	10			Referendum Required for Debt Authorization	
Public Impact/Benefit	**31**				
Reduction of Taxation Impacts	21	**3**		Requisition increase reduced by 30%<50% if approved	
Population Served	2			Service area population 1%<5% of total CRD population (620-3,100)	
Service Level Outcomes	8			Will meet service level objectives.	
Operational Savings	0			No Operational cost impact.	

Community Works Funding Assessment Form

Project:	LLH Sewer Force Main - Design		
Project Risk and Scoring Criteria	**98**		
Total Requisiton	**$ 88,363.00**		
Total Project Budget	**$ 160,000.00**		
Requisition increase required without CWF Funding	**$ 160,000.00**	**181.07%**	Original Requisition increase required
Total Community Works Funding Requested	**$ 160,000.00**	**100.00%**	Proportion of project funded by CWF
Total Grant Funding Secured, excluding CWF Funding	**$ -**	**0.00%**	Proportion of project funded by grants. CWF cannot stack with federal grants.
Total Reduction to Annual Requisition Increase	**$ 160,000.00**	**-100.00%**	Reduction in required requisition for project to proceed
Increase to Requisition Remaining	**$ -**	**0.00%**	Requisition Increase required with CWF Funding Approval
Remaining Project Budget to be Funded	**$ -**	**0.00%**	Remaining Project Costs

Category	Unweighted Score	Weighted Score		Select Applicable Description	Comments/Justifications
Safety/Risk Management	**100**				
Consequence of Asset Failure **Extreme**	40		**IMPACT:**	Impact - Severe (Extreme Risk to Public)	See 2020 Asset Management Plan
			LIKELIHOOD:	Likelihood - Almost Certain (>90% chance)	See 2020 Asset Management Plan
Safety	30				
Safety - Public	30			Documented evidence and/or incidents of significant hazard to safety/health of public.	Component has experienced near failure and overflow numerous times in the last five years. Staff have been able to address this within operating parameters.
Safety - OHS	30			Documented evidence and/or incidents of significant hazard to safety/health of staff.	This component is an engulfment hazard under the Confined Spaces regulations. There are documented near-misses that have been reported.
External Mandate	30	**40**			
Permit Compliance	0			Not applicable.	Not specified in operating permit.
Legislation	21			Recommendation from legislative authority or non-adherence to code (risk of injury)	This compenent is at high risk of overflow, which would cause an environmental contamination to nearby properties. This component is an engulfment hazard under the Confined Spaces regulations. There are documented near-misses that have been reported.
WorkSafe BC	21			WCB order is expected/imminent.	This component is an engulfment hazard under the Confined Spaces regulations. There are documented near-misses that have been reported.
Strategic Considerations	**220**				
Reduction of Environmental Impact	80			Reduces impact on ecosystems/biosphere	System at risk of overflow and spill into environment, and replacement will reduce the risk by improving capacity and operations.
Climate Change Resilience	0	**10**		No Climate Change resilience component to project	
Long-Term Planning	70			Consistent with at least two of: OCP, Strategic Plan, Service Master Plan, and Asset Management Plan	
Community Growth Impact	70			Project supports limited community growth (infill, development, or expansion)	Increases system capacity
Accessibility	0			No impact on access to services.	
Asset Operations & Maintenance	**77**				
Urgency	8			Physical life of asset exceeds life span.	
Capacity	25	**15**		Current demand exceeds capacity.	
Redundancy	30			No redundancy	There is no feasible alternative if component fails.
Efficiencies to Operations	14			Enables staff to be moderately more efficient daily activities.	Increased capacity reduces risk of overflow and timeline for staff to respond if there is a risk.
Project Readiness	**86**				
Design Stage	40	**26**		Consulting Services - Defined scope of work and exclusions for eligible project design work.	Need an engineered design and estimate to proceed with replacement project.
Estimate Classification / Confidence	40			S (+/-5%) - Consulting Services for eligible project design	Design phase project - estimate is based
Secured Funding Sources	6			Reliant on external funding yet to be secured	No funding has been assigned for this project, and is not available within reserves.
Public Impact/Benefit	**70**				

Reduction of Taxation Impacts	30	7		Requisition increase reduced by 50%<75% if approved	
Population Served	2			Service area population 1%<5% of total CRD population (620-3,100)	
Service Level Outcomes	8			Will meet service level objectives.	
Operational Savings	30			Operational savings (budget to be transferred to Contingency).	Reduces callouts (operating) and maintenance costs.

Community Works Funding Assessment Form

Project:	Pine Valley Pre-Treatment Plant Design		
Project Risk and Scoring Criteria	**97**		
Total Requisiton	**$ 46,134.00**		
Total Project Budget	**$ 250,000.00**		
Requisition increase required without CWF Funding	**$ 54,712.00**	**118.59%**	Original Requisition increase required
Total Community Works Funding Requested	**$ 250,000.00**	**100.00%**	Proportion of project funded by CWF
Total Grant Funding Secured, excluding CWF Funding	**$ -**	**0.00%**	Proportion of project funded by grants. CWF cannot stack with federal grants.
Total Reduction to Annual Requisition Increase	**$ 27,356.00**	**-50.00%**	Reduction in required requisition for project to proceed
Increase to Requisition Remaining	**$ 27,356.00**	**59.30%**	Requisition Increase required with CWF Funding Approval
Remaining Project Budget to be Funded	**$ -**	**0.00%**	Remaining Project Costs

Category	Unweighted Score	Weighted Score		Select Applicable Description	Comments/Justifications
Safety/Risk Management	**94**				
Consequence of Asset Failure **Extreme**	40		**IMPACT:**	Impact - Severe (Extreme Risk to Public)	
			LIKELIHOOD:	Likelihood - Almost Certain (>90% chance)	
Safety	24				
Safety - Public	12	**38**		Documentation of potential for incidents to occur.	
Safety - OHS	12			Documentation of potential for incidents to occur.	
External Mandate	30				
Permit Compliance	30			Required for permit compliance	
Legislation	21			Recommendation from legislative authority or non-adherence to code (risk of injury)	
WorkSafe BC	21			WCB order is expected/imminent.	
Strategic Considerations	**210**				
Reduction of Environmental Impact	0	**10**		No reduction of environmental impacts.	
Climate Change Resilience	0			No Climate Change resilience component to project	
Long-Term Planning	100			Consistent with all of OCP, Strategic Plan, Service Master Plan, and Asset Management Plan	
Community Growth Impact	70			Project supports limited community growth (infill, development, or expansion)	
Accessibility	40			Maintains access to services for persons with disabilities or from vulnerable populations.	
Asset Operations & Maintenance	**91**				
Urgency	16	**18**		Asset has experienced a critical failure and is deemed non-repairable.	
Capacity	25			Current demand exceeds capacity.	
Redundancy	30			No redundancy	
Efficiencies to Operations	20			Enables staff to be significantly more efficient daily activities. (expect corresponding budget savings)	
Project Readiness	**86**				
Design Stage	40	**26**		Consulting Services - Defined scope of work and exclusions for eligible project design work.	
Estimate Classification / Confidence	40			S (+/-5%) - Consulting Services for eligible project design	
Secured Funding Sources	6			Reliant on external funding yet to be secured	
Public Impact/Benefit	**55**				
Reduction of Taxation Impacts	30	**6**		Requisition increase reduced by 50%<75% if approved	
Population Served	8			Service area population 5%<10% of total CRD population (3,100-6,200)	
Service Level Outcomes	8			Will meet service level objectives.	
Operational Savings	9			Operational savings (no budget transfer).	

Community Works Funding Assessment Form

Project:	108 Mile Low Pressure Main Upgrade		
Project Risk and Scoring Criteria	**101**		
Total Requisiton	**$ 600,936.00**		
Total Project Budget	**$ 1,250,000.00**		
Requisition increase required without CWF Funding	**$ 68,391.00**	**11.38%**	Original Requisition increase required
Total Community Works Funding Requested	**$ 800,000.00**	**64.00%**	Proportion of project funded by CWF
Total Grant Funding Secured, excluding CWF Funding	**$ -**	**0.00%**	Proportion of project funded by grants. CWF cannot stack with federal grants.
Total Reduction to Annual Requisition Increase	**$ 43,770.00**	**-64.00%**	Reduction in required requisition for project to proceed
Increase to Requisition Remaining	**$ 24,621.00**	**4.10%**	Requisition Increase required with CWF Funding Approval
Remaining Project Budget to be Funded	**$ 450,000.00**	**36.00%**	Remaining Project Costs

Category	Unweighted Score	Weighted Score		Select Applicable Description	Comments/Justifications
Safety/Risk Management	**94**				
Consequence of Asset Failure **Extreme**	40		**IMPACT:**	Impact - Severe (Extreme Risk to Public)	This is a high-risk area for cross-connection backflow, which carries a high health risk for system users. If it occurs, the entire system is impacted with a service disruption and possibly health implications.
			LIKELIHOOD:	Likelihood - Almost Certain (>90% chance)	A backflow event is almopst certain to occur within the next five years.
Safety	24				
Safety - Public	12	**38**		Documentation of potential for incidents to occur.	This is a high-risk area for cross-connection backflow, which carries a high health risk for system users. If it occurs, the entire system is impacted with a service disruption and possibly health implications.
Safety - OHS	12			Documentation of potential for incidents to occur.	PRP Valves are in a confined space, and have not been maintained. Confined space does not meet OHS regulations.
External Mandate	30				
Permit Compliance	30			Required for permit compliance	A permanent boil water advisory would be required if this project is not addressed immediately.
Legislation	21			Recommendation from legislative authority or non-adherence to code (risk of injury)	A permanent boil water advisory would be required if this project is not addressed immediately.
WorkSafe BC	21			WCB order is expected/imminent.	PRP Valves are in a confined space, and have not been maintained. Confined space does not meet OHS regulations.
Strategic Considerations	**210**				
Reduction of Environmental Impact	0	**10**		No reduction of environmental impacts.	
Climate Change Resilience	0			No Climate Change resilience component to project	
Long-Term Planning	100			Consistent with all of OCP, Strategic Plan, Service Master Plan, and Asset Management Plan	Required for service to function as intended and support community growth/development.
Community Growth Impact	70			Project supports limited community growth (infill, development, or expansion)	Required for service to function as intended and support community growth/development.
Accessibility	40			Maintains access to services for persons with disabilities or from vulnerable populations.	Reduces health risk to persons with vulnerable health conditions.
Asset Operations & Maintenance	**91**				
Urgency	16	**18**		Asset has experienced a critical failure and is deemed non-repairable.	Low-pressure area is considered a failure of asset
Capacity	25			Current demand exceeds capacity.	Demand-induced low pressure zone
Redundancy	30			No redundancy	Only line in area.
Efficiencies to Operations	20			Enables staff to be significantly more efficient daily activities. (expect corresponding budget savings)	Reduces callout risk, call volumes, and need to monitor, test and manage this section of piping.
Project Readiness	**84**				
Design Stage	32			Detailed - A detailed drawing showing details to enable procurement.	Feasibility design completed, study was in progress but due criticality and risk a detailed design is now in progress. An RFP is to be issued ASAP.

Estimate Classification / Confidence	32	**25**		B (+/-15%) - Detailed, enabling for procurement.	Feasibility design completed, study was in progress but due criticality and risk a detailed design is now in progress. An RFP is to be issued ASAP.
Secured Funding Sources	20			Budget fully secured	Funding available in reserves and requires Board authorization to use.
Public Impact/Benefit	**100**				
Reduction of Taxation Impacts	30			Requisition increase reduced by 50%<75% if approved	
Population Served	20	**10**		Service area population 20%<X of total CRD population (over 12,400)	
Service Level Outcomes	20			Will significantly increase service levels/access.	Improves water pressure in area.
Operational Savings	30			Operational savings (budget to be transferred to Contingency).	Reduces O&M requirements, but may impact operating costs.

Community Works Funding Assessment Form

Project:	Benjamin Water SCADA System		
Project Risk and Scoring Criteria	**91**		
Total Requisiton	**$ 23,838.00**		
Total Project Budget	**$ 91,900.00**		
Requisition increase required without CWF Funding	**$ 20,239.00**	**84.90%**	Original Requisition increase required
Total Community Works Funding Requested	**$ 91,900.00**	**100.00%**	Proportion of project funded by CWF
Total Grant Funding Secured, excluding CWF Funding	**$ -**	**0.00%**	Proportion of project funded by grants. CWF cannot stack with federal grants.
Total Reduction to Annual Requisition Increase	**$ 20,239.00**	**-100.00%**	Reduction in required requisition for project to proceed
Increase to Requisition Remaining	**$ -**	**0.00%**	Requisition Increase required with CWF Funding Approval
Remaining Project Budget to be Funded	**$ -**	**0.00%**	Remaining Project Costs

Category	Unweighted Score	Weighted Score		Select Applicable Description	Comments/Justifications
Safety/Risk Management	**92**				
Consequence of Asset Failure High	32		**IMPACT:**	Impact - Moderate (Significant disruption)	If utility system experiences a service disruption, overtime callouts for staff are required. Current system cannot be repaired.
			LIKELIHOOD:	Likelihood - Almost Certain (>90% chance)	System disruptions are guaranteed to occur during the year. Without monitoring this will delay CRD response.
Safety	30				
Safety - Public	30	**37**		Documented evidence and/or incidents of significant hazard to safety/health of public.	This system has experienced boil water notices and water quality advisories, and system disruptions have occurred.
Safety - OHS	0			Not applicable.	
External Mandate	30				
Permit Compliance	30			Required for permit compliance	NHA requires this for drinking water safety.
Legislation	21			Recommendation from legislative authority or non-adherence to code (risk of injury)	NHA requires this for drinking water safety.
WorkSafe BC	0			Not applicable.	
Strategic Considerations	**160**				
Reduction of Environmental Impact	20			Improves understanding of impact on ecosystems/biosphere.	Improves knowledge of water consumption and informs water conservation efforts for this system.
Climate Change Resilience	70	**10**		Adaptation only project	Improves knowledge of water consumption and informs water conservation efforts for this system.
Long-Term Planning	70			Consistent with at least two of: OCP, Strategic Plan, Service Master Plan, and Asset Management Plan	Improves knowledge of water consumption and informs water conservation efforts for this system. Improves monitoring of system perfomance.
Community Growth Impact	0			Project has no impact on community growth	
Accessibility	0			No impact on access to services.	
Asset Operations & Maintenance	**57**				
Urgency	16			Asset is no longer supported by vendor, parts unavailable.	Parts not available for current system.
Capacity	0			Not applicable.	
Redundancy	21	**11**		No redundancy, but alternative solution is available	Current operations require staff to manually check and monitor systems, informed by operating procedures and customer information.
Efficiencies to Operations	20			Enables staff to be significantly more efficient daily activities. (expect corresponding budget savings)	This will reduce the need for overtime for basic service callouts and manual checks.
Project Readiness	**86**				
Design Stage	40			Equipment - Price and design are known in advance of purchase.	
Estimate Classification / Confidence	40	**26**		E (+/-5%) - Contracted Price for vehicle / equipment purchase	A formal quote has been provided by the contractor.
Secured Funding Sources	6			Reliant on external funding yet to be secured	This system does not have sufficient reserves to finance this project. This is a critical project which is required in the next five years.
Public Impact/Benefit	**68**				

Reduction of Taxation Impacts	30	7		Requisition increase reduced by 50%<75% if approved	Project will be fully funded by CWF
Population Served	0			Service area population X<1% of total CRD population (under 620)	
Service Level Outcomes	8			Will meet service level objectives.	
Operational Savings	30			Operational savings (budget to be transferred to Contingency).	Reduction in cost of overtime callouts due to automation and remote access to systems.

Community Works Funding Assessment Form

Project:	**Russet Bluff SCADA System**		
Project Risk and Scoring Criteria	**91**		
Total Requisiton	**$ 56,953.00**		
Total Project Budget	**$ 113,000.00**		
Requisition increase required without CWF Funding	**$ 113,000.00**	**198.41%**	Original Requisition increase required
Total Community Works Funding Requested	**$ 113,000.00**	**100.00%**	Proportion of project funded by CWF
Total Grant Funding Secured, excluding CWF Funding	**$ -**	**0.00%**	Proportion of project funded by grants. CWF cannot stack with federal grants.
Total Reduction to Annual Requisition Increase	**$ 113,000.00**	**-100.00%**	Reduction in required requisition for project to proceed
Increase to Requisition Remaining	**$ -**	**0.00%**	Requisition Increase required with CWF Funding Approval
Remaining Project Budget to be Funded	**$ -**	**0.00%**	Remaining Project Costs

Category	Unweighted Score	Weighted Score		Select Applicable Description	Comments/Justifications
Safety/Risk Management	**92**				
Consequence of Asset Failure High	32		**IMPACT:**	Impact - Moderate (Significant disruption)	Customer levels of service are unlikely to be impacted. Ability to deploy staff to respond as needed will be impaired, which can create permit compliance issues.
			LIKELIHOOD:	Likelihood - Almost Certain (>90% chance)	The current monitoring system is no longer in service and is likely to fail.
Safety	30				
Safety - Public	30			Documented evidence and/or incidents of significant hazard to safety/health of public.	The current system logs issues and notifies staff to act on system operation issues.
Safety - OHS	0			Not applicable.	
External Mandate	30				
Permit Compliance	30			Required for permit compliance	IHA requires this for drinking water safety
Legislation	21			Recommendation from legislative authority or non-adherence to code (risk of injury)	IHA requires this for drinking water safety
WorkSafe BC	0			Not applicable.	
Strategic Considerations	**160**				
Reduction of Environmental Impact	20			Improves understanding of impact on ecosystems/biosphere.	Improves knowledge of water consumption and informs water conservation efforts for this system.
Climate Change Resilience	70			Adaptation only project	Improves knowledge of water consumption and informs water conservation efforts for this system.
Long-Term Planning	70			Consistent with at least two of: OCP, Strategic Plan, Service Master Plan, and Asset Management Plan	Improves knowledge of water consumption and informs water conservation efforts for this system. Improves monitoring of system perfomance.
Community Growth Impact	0			Project has no impact on community growth	
Accessibility	0			No impact on access to services.	
Asset Operations & Maintenance	**57**				
Urgency	16			Asset is no longer supported by vendor, parts unavailable.	Parts not available for current system.
Capacity	0			Not applicable.	
Redundancy	21			No redundancy, but alternative solution is available	Current operations require staff to manually check and monitor systems, informed by operating procedures and customer information.
Efficiencies to Operations	20			Enables staff to be significantly more efficient daily activities. (expect corresponding budget savings)	This will reduce the need for overtime for basic service callouts and manual checks.
Project Readiness	**86**				
Design Stage	40			Equipment - Price and design are known in advance of purchase.	
Estimate Classification / Confidence	40			E (+/-5%) - Contracted Price for vehicle / equipment purchase	A formal quote has been provided by the contractor.
Secured Funding Sources	6			Reliant on external funding yet to be secured	This system does not have sufficient reserves to finance this project. This is a critical project which is required in the next five years.
Public Impact/Benefit	**68**				
Reduction of Taxation Impacts	30			Requisition increase reduced by 50%<75% if approved	Project will be fully funded by CWF

37 **10** **11** **26**

Population Served	0	**7**		Service area population X<1% of total CRD population (under 620)	
Service Level Outcomes	8			Will meet service level objectives.	
Operational Savings	30			Operational savings (budget to be transferred to Contingency).	Reduction in cost of overtime callouts due to automation and remote access to systems.

CANADA COMMUNITY-BUILDING FUND

2024-2034

COMMUNITY WORKS FUND PROGRAM GUIDE

LAST UPDATED - 2024/06/17

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PROGRAM OVERVIEW

The Community Works Fund (CWF) is one of three funding streams delivered through the Canada Community-Building Fund (CCBF) in British Columbia, formerly known as the Gas Tax Fund. The recently renewed CCBF Agreement provides a ten-year commitment of federal funding for investments in local government infrastructure and capacity building projects through March 31, 2034.

Between 2024 and 2029, local governments in British Columbia are confirmed to receive approximately $1.6 billion of CCBF funding through various program delivery models, $650 million of which will be delivered through the Community Works Fund program.

Local governments can invest their annual CWF allocations in 23 unique capital and capacity building project categories, see *Table 1* on the following page.

Eligible categories have been expanded from the previous Agreement to include the purchase of fire trucks as a stand-alone project and the addition of a Resilience category to replace Disaster Mitigation.

Feasibility studies and detail design projects are now eligible under all infrastructure categories, as stand-alone projects.

ELIGIBLE INVESTMENT CATEGORIES

Table 1

Productivity and Economic Growth	
Local Roads and Bridges Active Transportation Regional and Local Airports Broadband Connectivity	Public Transit Short-sea Shipping Short-line Rail
Clean Environment	
Drinking Water Wastewater Solid Waste	Community Energy System Brownfield Redevelopment
Strong Cities and Communities	
Sport Infrastructure Recreation Infrastructure Cultural Infrastructure	Fire Halls & Fire Trucks Tourism Infrastructure Resilience
Capacity Building	
Asset Management Long-term Infrastructure Planning Integrated Community Sustainability Planning Housing Needs Reports	

PROGRAM ADMINISTRATION GUIDELINES

Part 1 of this Program Guide covers general rules for all local governments receiving Community Works Funding. The CWF program now has distinct reporting requirements for different areas and population throughout the province. Additional reporting requirements and program criteria for the following local government types can be found in Appendices B1-B3.

APPENDIX A – GUIDELINES FOR CWF PROGRAM ADMINISTRATION FOR ALL LOCAL GOVERNMENTS

APPENDIX B – ADDITIONAL PROGRAM GUIDELINES FOR COMMUNITIES WITHIN METRO VANCOUVER AND A POPULATION OF 30,000 OR GREATER

APPENDIX C - ADDITIONAL PROGRAM GUIDELINES FOR COMMUNITIES OUTSIDE METRO VANCOUVER WITH AND A POPULATION OF 30,000 OR GREATER

KEY DATES

Activity	Timeline
CWF Allocation Payments	August and December*
Project submission to PIMS	Anytime through PIMS system on-line
Submission of Annual Expenditure Report and Audited Financial Statements*	April 15th – June 1st
Asset Management Reporting	TBD
Signage Installation	On-going, for all projects receiving >$100k of CWF funds invested
Annual Communications Activity	Each year, for all local governments receiving <$400k of CWF funds annually

*****All required reporting must be submitted to UBCM, prior to receiving payments

ALLOCATIONS AND PAYMENTS

CWF allocations are determined using a formula that combines a minimum funding floor and a per capita amount for each local government in British Columbia. Allocations vary depending on the location of a local government. The program is indexed every third year which sees an increase in base and per capita. Between 2024 and 2029, local governments in British Columbia will receive the following allocations:

Years 1 -3, 2024/25 – 2026/27

Local Government Type	Base Funding Amount	Per Capita Amount
Metro Vancouver	$63,411	$3.23 / person
Outside Metro Vancouver	$63,411	$45.50 / person

Years 3-5, 2027/28 – 2028/29

Local Government Type	Base Funding Amount	Per Capita Amount
Metro Vancouver	$65,948	$3.36 / person
Outside Metro Vancouver	$65,948	$47.36 / per person

For reference, an updated 2019 – 2024 allocation table for municipalities and regional districts is found in Appendix B of this document.

APPLICATION

There is no application process for the Community Works Fund program. Local governments make local decisions about what projects to fund on an annual basis.

UBCM provides advice on eligibility and local governments report annually on project expenditures and outputs to UBCM and Infrastructure Canada. If you have questions about project eligibility, contact the CWF Program Officer at tsimpson@ubcm.ca or 250-356-0876

STACKING

The current CWF program is considered federal funds for the purpose of federal stacking rules. Although there are no specific rules in the CWF program for stacking with other grants, UBCM recommends the applicant consult with other grant officers to determine eligibility of stacking.

ELIGIBLE EXPENDITURES

Eligible Expenditures of Ultimate Recipients are limited to the following activities, within the 23 eligible infrastructure and capacity building project categories:

a) expenditures associated with acquiring, planning, designing, constructing or renewal and rehabilitation of a tangible capital asset, or natural asset, and any related debt financing charges specifically identified with that asset;

b) for the capacity building categories only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, and/or asset management plans. The expenditures could include developing and implementing:

i. studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
ii. studies, strategies, or systems related to housing or land use, including Housing Needs Assessments;
iii. training directly related to asset management planning; and
iv. long-term infrastructure plans.

c) the expenditures directly associated with joint federal communication activities and with federal project signage.

INELIGIBLE EXPENDITURES

Ineligible Infrastructure / Services

1. Education / Daycare / Child care Centers
2. Social Housing / Social Services – except in Brownfield Remediation
3. City Halls, public works buildings and other administrative buildings
4. Seniors care facilities and housing
5. Health infrastructure (hospitals, convalescent and senior centres) are not eligible.

Ineligible Investments

1. Small equipment purchases
2. Art and exhibit manufacturing
3. Non-fixed assets

Ineligible Costs

1. Leasing costs
2. Overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient
3. Direct or indirect operating or administrative costs
4. Costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by staff
5. Purchase of land or any interest therein, and related costs
6. Legal fees
7. Routine repair and maintenance costs

Own-force Labour

Employee and equipment costs are generally not eligible. However, local governments can seek approval for incremental own force labour if:

1. The Ultimate Recipient demonstrates that it is not economically feasible to tender a contract;
2. The employee or equipment is directly engaged in the work under the parameters of a contract, and;
3. The arrangement has received prior approval in writing by UBCM.

If the use of own force employee or equipment costs is being considered, please contact the CWF Program Officer or Administrator for approval prior to proceeding.

REPORTING

UBCM is contractually obligated to submit an Annual Report to Canada and British Columbia by September 30th and an Outcomes Report on March 31st of each reporting year to ensure continued delivery of the program.

Annual Expenditure Reporting occurs between April and June. Local governments are required to report on project and financial outputs for the previous calendar year. Information for the following reports will be collected and confirmed every Annual Expenditure Reporting cycle:

Report	Task	Timeline
Annual Expenditure Reporting	**Project Report** Project identifier, name, description, start/end date, geolocation, output and outcome indicator, percentage completed, housing indicator (if applicable)	April 1 – June 1
	Financial Report FOC Certification Form Opening/Closing Balance Confirmation Total Annual Spending Statement of Interest Earned Adjustments to previously reported interest or project spending Statement of 5-year Intended Spending Audited Financial Statements	
	Communications Report Statement of signage installed Statement of communications activity	

Information on reporting can be found in the Annual Expenditure Report Guide.

COMMUNICATIONS AND SIGNAGE

Each local government that receives Canada Community-Building Funds has signed a funding agreement that includes a Communications Protocol. UBCM recommends that any project utilizing over $100,000 from the CCBF should be accompanied with project signage. Communities receiving annual CCBF allocations greater than $400,000 should undertake at least one formal communication highlighting the use of funds in each year.

Local governments are required to report on their communications activity annually through the Communications Report, as part of the Annual Expenditure Reporting, each spring.

AUDIT, EVALUATION AND GOVERNANCE

UBCM and/or Canada, may select local governments for an audit of CCBF related transactions and project eligibility. Local governments selected for audit will be notified in the spring of each year.

ASSET MANAGEMENT REQUIREMENTS

Asset management requirements are in development and will be identified in individual Community Works Fund Agreements.

DEFINITIONS

Infrastructure **-** means municipal or regional, publicly or privately owned tangible capital assets, or natural assets, in British Columbia and UBCM primarily for public use or benefit.

Tangible capital assets are non-financial assets having physical substance that are acquired, constructed or developed and: (i) are held for use in the production or supply of goods and services; (ii) have useful lives extending beyond an accounting period and are intended to be used on a continuing basis; and (iii) are not intended for sale in the ordinary course of operations.

Fixed equipment means any piece of property which, when installed in a facility for continuing use in connection with the facility, is considered a permanent part of the facility and cannot be reasonably removed without affecting the structural integrity of the facility, including its utility or ventilation systems. To be considered as fixed equipment, the item must be capitalized in the grantee's records as part of the facility to which it is attached. Further, if the facility were to be sold or otherwise disposed of, such equipment would be sold or otherwise disposed of as part of the facility. Examples include, but are not limited to, elevators, boilers, and furnaces; plumbing, electrical, heating-ventilating-air conditioning (HVAC), and refrigeration systems; and specialized items such as cage washers, laboratory casework, and some growth chambers.

Ultimate Recipient

(i) a Local Government or its agent (including its wholly owned corporation);

(ii) a non-local government entity, including Indigenous recipients, non-governmental and not-for-profit organizations, on the condition that the Local Government(s) has (have) indicated support for the project through a formal resolution of its (their) council(s) or board(s) and that the entity receiving funds delivers a service typical of local government

(iii) TransLink, BC Transit, and Islands Trust

APPENDIX A – GUIDELINES FOR CWF PROGRAM ADMINISTRATION FOR ALL LOCAL GOVERNMENTS

UBCM encourages local governments to prioritize projects that relate to local government assets which have been identified for renewal, enhancement or construction through a local long-term infrastructure or asset management plan.

While housing is not a standalone eligible category, communities are encouraged to invest CCBF funding in ways that strategically advance housing initiatives within their communities, when it makes sense to do so.

UBCM requires recipients to spend CWF funding within 5-years of receipt unless longer timelines are identified in a long-term capital plan / long-term financial plan, which has been submitted to UBCM in advance.

Local governments should consider projects that have been identified as local or regional in scope, including how they benefit local First Nation communities.[1]

Projects relating to an asset not owned by a local government must be approved through a board or council resolution which identifies the project meets the following criteria:

1. Board or council has identified the project as a regional or municipal priority within a long-term capital investment plan;
2. Board or council has not prioritized the 3rd party project over a local government owned priority project;
3. The project is supported by asset management planning;

[1] For regional districts, CWF is distributed based on populations of First Nations and Electoral Areas in unincorporated areas.

4. The project meets the minimum outcomes reporting criteria as identified below.

Any project that receives more than $25,000 of CWF funding must complete annual outcomes reporting which will include the following information:

- Population directly served by the project
- First Nation Population directly served by the project
- Output metric
- Outcome metric

APPENDIX B – ADDITIONAL PROGRAM GUIDELINES FOR COMMUNITIES WITHIN METRO VANCOUVER AND A POPULATION OF 30,000 OR GREATER

In addition to the guidelines found in Appendix B1, local governments within the Metro Vancouver Regional District with populations greater than 30,000 have the following additional administrative guidance.

- Housing needs report updated by March 2025 or in accordance with provincial requirements
- Provide UBCM with web link to Housing Needs Report

APPENDIX C - ADDITIONAL PROGRAM GUIDELINES FOR COMMUNITIES OUTSIDE METRO VANCOUVER WITH AND A POPULATION OF 30,000 OR GREATER

In addition to the guidelines found in Appendix B1, Appendix B3 provides additional program administration guidance for the following local governments.

- Abbotsford
- Campbell River
- Chilliwack
- Kamloops
- Kelowna
- Langford
- Mission
- Nanaimo
- North Cowichan
- Penticton
- Prince George
- Saanich
- Vernon
- Victoria
- West Kelowna

  - Housing Needs Report (HNR) updated by March 2025 or in accordance with provincial requirements
  - Provide UBCM with web link to Housing Needs Report
  - Where housing pressures have been identified within the HNR that can be addressed through closing infrastructure gaps or building capacity, prioritize these projects where it makes sense to do so, and;
- Meet the project-based housing reporting requirements in Schedule G, Section 2.2

APPENDIX D - FREQUENTLY ASKED QUESTIONS

Below are some frequently asked questions regarding the renewed CWF program.

Why is my Community Works Fund allocation less than last year?
The Canada Community-Building Fund is a national transfer currently set at $2.3 billion nationally and based primarily on a per-capita allocation. Every five years, the allocation is updated to the most recent Canada census numbers. Changes in your allocation is therefore tied to the per capita amount Canada transfers to BC and the population change of your local government relative to all other local governments.

Therefore, local governments with a negative population change or a relatively low increase in population will be receiving less CWF. However, there is an indexing formula built in to the program which will see incremental increases to the fund over time.

What is required in order to receive my first CWF transfer?
For local governments to receive their first CWF transfer in 2024, they must meet the following requirements:

- Submit their 2023 CCBF Annual Expenditure Report to UBCM (deadline was June 1, 2024)
- Submit their Audited Financial Statement to the Province
- Be in compliance with the 2014-2024 Community Works Fund Agreement
- Enter in to a 2024-2034 Community Works Fund Agreement with UBCM

When will I expect to receive my first CWF transfer?

Provided you have met the above conditions and have executed a 2024-34 Community Works Fund Agreement with UBCM, the first CWF transfer is expected to occur in August 2024 – or within 30 days of UBCM receiving its first payment from Canada.

What are the changes to the Community Works Fund Program?

Eligible Investment Categories:

- All existing eligible project categories are maintained.
- The 'Disaster Mitigation' category has been expanded and renamed 'Resilience' and eligible expenditures expanded to also include: New construction of public infrastructure and/or modification or reinforcement of existing public infrastructure including natural infrastructure that prevent, mitigate or protect against the impacts of climate change, disasters triggered by natural hazards, and extreme weather.
- The 'Fire Hall' category has been expanded to now include Fire Truck purchases as stand-alone projects.
- Feasibility Studies and Detailed Design projects are now eligible.
- Housing planning is now an eligible under Capacity Building.

Changes to Reporting:

For all local governments, the timeline for annual reporting will continue to be June 1 of each year. New requirements for reporting will include:

- Geolocation for each project (details to follow)
- A requirement to provide a standardized metric (output) for each project (such as meters of road, meters of pipe, number of facilities)
- A requirement to provide a standardized outcome for each project completed in a given year (such as increase of residents served, increase in storage capacity)

Reporting specific to municipalities with a population over 30,000:

- A Housing Needs Report updated by March 2025 in accordance with provincial requirements;
- Provide UBCM with web link to the Housing Needs Report;

Additionally for non-Metro municipalities over 30,000:

- Where housing pressures have been identified within the Housing Needs Report that can be addressed through closing infrastructure gaps or building capacity, prioritization of CWF funding for these projects, where it makes sense to do so, and;
- Meet the project-based housing requirements set out in the CWF Agreement.

Spending timelines:

CWF funds received by UBCM in a given year will be required to be fully expended on eligible projects within five years. Exceptions will be considered on a case-by-case basis and identified through a long-term capital and/or asset management plan.

Note that any unspent CWF funds held by the local government under the 2014-2024 CWF program will be required to be spent within five years of entering into the 2024-2034 CWF Agreement with UBCM.

For any additional questions, please contact our CCBF staff at ccbf@ubcm.ca or 250-356-5134.

2024 – 2029 CWF ALLOCATIONS

Union of BC Municipalities
Canada Community Building Fund
Community Works Fund Program Allocations

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
100 Mile House	$ 151,201	$ 151,201	$ 151,201	$ 157,249	$ 157,249
Abbotsford	$ 7,053,953	$ 7,053,953	$ 7,053,953	$ 7,336,111	$ 7,336,111
Alberni-Clayoquot	$ 549,713	$ 549,713	$ 549,713	$ 571,702	$ 571,702
Alert Bay	$ 83,856	$ 83,856	$ 83,856	$ 87,210	$ 87,210
Anmore	$ 71,029	$ 71,029	$ 71,029	$ 73,870	$ 73,870
Armstrong	$ 305,788	$ 305,788	$ 305,788	$ 318,020	$ 318,020
Ashcroft	$ 139,453	$ 139,453	$ 139,453	$ 145,031	$ 145,031
Barriere	$ 143,779	$ 143,779	$ 143,779	$ 149,530	$ 149,530
Belcarra	$ 65,633	$ 65,633	$ 65,633	$ 68,258	$ 68,258
Bowen Island	$ 77,173	$ 77,173	$ 77,173	$ 80,260	$ 80,260
Bulkley-Nechako	$ 923,045	$ 923,045	$ 923,045	$ 959,967	$ 959,967
Burnaby	$ 868,924	$ 868,924	$ 868,924	$ 903,681	$ 903,681
Burns Lake	$ 150,836	$ 150,836	$ 150,836	$ 156,870	$ 156,870
Cache Creek	$ 107,534	$ 107,534	$ 107,534	$ 111,835	$ 111,835
Campbell River	$ 1,680,729	$ 1,680,729	$ 1,680,729	$ 1,747,958	$ 1,747,958
Canal Flats	$ 99,930	$ 99,930	$ 99,930	$ 103,927	$ 103,927
Capital	$ 1,367,183	$ 1,367,183	$ 1,367,183	$ 1,421,870	$ 1,421,870
Cariboo	$ 1,882,444	$ 1,882,444	$ 1,882,444	$ 1,957,742	$ 1,957,742
Castlegar	$ 443,073	$ 443,073	$ 443,073	$ 460,796	$ 460,796
Central Coast	$ 226,514	$ 226,514	$ 226,514	$ 235,574	$ 235,574
Central Kootenay	$ 1,550,730	$ 1,550,730	$ 1,550,730	$ 1,612,759	$ 1,612,759
Central Okanagan RD	$ 969,626	$ 969,626	$ 969,626	$ 1,008,412	$ 1,008,412
Central Saanich	$ 855,018	$ 855,018	$ 855,018	$ 889,218	$ 889,218
Chase	$ 172,647	$ 172,647	$ 172,647	$ 179,553	$ 179,553
Chetwynd	$ 168,230	$ 168,230	$ 168,230	$ 174,960	$ 174,960

Union of BC Municipalities
Canada Community Building Fund
Community Works Fund Program Allocations

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Chilliwack	$ 4,307,304	$ 4,307,304	$ 4,307,304	$ 4,479,597	$ 4,479,597
City of Langley	$ 157,059	$ 157,059	$ 157,059	$ 163,342	$ 163,342
City of North Vancouver	$ 251,335	$ 251,335	$ 251,335	$ 261,388	$ 261,388
Clearwater	$ 172,146	$ 172,146	$ 172,146	$ 179,032	$ 179,032
Clinton	$ 92,826	$ 92,826	$ 92,826	$ 96,539	$ 96,539
Coldstream	$ 572,070	$ 572,070	$ 572,070	$ 594,953	$ 594,953
Columbia-Shuswap	$ 1,097,713	$ 1,097,713	$ 1,097,713	$ 1,141,622	$ 1,141,622
Colwood	$ 926,779	$ 926,779	$ 926,779	$ 963,850	$ 963,850
Comox Town	$ 737,586	$ 737,586	$ 737,586	$ 767,089	$ 767,089
Comox Valley	$ 1,191,376	$ 1,191,376	$ 1,191,376	$ 1,239,031	$ 1,239,031
Coquitlam	$ 543,971	$ 543,971	$ 543,971	$ 565,729	$ 565,729
Courtenay	$ 1,357,484	$ 1,357,484	$ 1,357,484	$ 1,411,783	$ 1,411,783
Cowichan Valley	$ 1,869,330	$ 1,869,330	$ 1,869,330	$ 1,944,103	$ 1,944,103
Cranbrook	$ 1,001,090	$ 1,001,090	$ 1,001,090	$ 1,041,134	$ 1,041,134
Creston	$ 317,627	$ 317,627	$ 317,627	$ 330,332	$ 330,332
Cumberland	$ 265,901	$ 265,901	$ 265,901	$ 276,537	$ 276,537
Daajing Giids	$ 107,306	$ 107,306	$ 107,306	$ 111,598	$ 111,598
Dawson Creek	$ 624,525	$ 624,525	$ 624,525	$ 649,506	$ 649,506
Delta	$ 414,086	$ 414,086	$ 414,086	$ 430,650	$ 430,650
District of Langley	$ 492,166	$ 492,166	$ 492,166	$ 511,852	$ 511,852
District of North Vancouver	$ 348,491	$ 348,491	$ 348,491	$ 362,431	$ 362,431
Duncan	$ 293,221	$ 293,221	$ 293,221	$ 304,950	$ 304,950
East Kootenay	$ 884,205	$ 884,205	$ 884,205	$ 919,573	$ 919,573
Elkford	$ 188,584	$ 188,584	$ 188,584	$ 196,127	$ 196,127
Enderby	$ 201,288	$ 201,288	$ 201,288	$ 209,340	$ 209,340

Union of BC Municipalities
Canada Community Building Fund
Community Works Fund Program Allocations

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Esquimalt	$ 861,757	$ 861,757	$ 861,757	$ 896,227	$ 896,227
Fernie	$ 351,185	$ 351,185	$ 351,185	$ 365,233	$ 365,233
Fort St. James	$ 126,521	$ 126,521	$ 126,521	$ 131,582	$ 131,582
Fort St. John	$ 1,040,796	$ 1,040,796	$ 1,040,796	$ 1,082,428	$ 1,082,428
Fraser Lake	$ 107,352	$ 107,352	$ 107,352	$ 111,646	$ 111,646
Fraser Valley	$ 1,013,612	$ 1,013,612	$ 1,013,612	$ 1,054,157	$ 1,054,157
Fraser-Fort George	$ 762,356	$ 762,356	$ 762,356	$ 792,851	$ 792,851
Fruitvale	$ 152,567	$ 152,567	$ 152,567	$ 158,669	$ 158,669
Gibsons	$ 280,062	$ 280,062	$ 280,062	$ 291,264	$ 291,264
Gold River	$ 120,147	$ 120,147	$ 120,147	$ 124,953	$ 124,953
Golden	$ 244,909	$ 244,909	$ 244,909	$ 254,706	$ 254,706
Grand Forks	$ 250,647	$ 250,647	$ 250,647	$ 260,673	$ 260,673
Granisle	$ 78,756	$ 78,756	$ 78,756	$ 81,907	$ 81,907
Greenwood	$ 95,376	$ 95,376	$ 95,376	$ 99,191	$ 99,191
Harrison Hot Springs	$ 150,153	$ 150,153	$ 150,153	$ 156,160	$ 156,160
Hazelton	$ 76,616	$ 76,616	$ 76,616	$ 79,681	$ 79,681
Highlands	$ 176,427	$ 176,427	$ 176,427	$ 183,484	$ 183,484
Hope	$ 367,851	$ 367,851	$ 367,851	$ 382,565	$ 382,565
Houston	$ 202,381	$ 202,381	$ 202,381	$ 210,476	$ 210,476
Hudson's Hope	$ 107,033	$ 107,033	$ 107,033	$ 111,314	$ 111,314
Invermere	$ 241,768	$ 241,768	$ 241,768	$ 251,438	$ 251,438
Kamloops	$ 4,521,268	$ 4,521,268	$ 4,521,268	$ 4,702,119	$ 4,702,119
Kaslo	$ 111,176	$ 111,176	$ 111,176	$ 115,624	$ 115,624
Kelowna	$ 6,646,516	$ 6,646,516	$ 6,646,516	$ 6,912,376	$ 6,912,376
Kent	$ 350,275	$ 350,275	$ 350,275	$ 364,286	$ 364,286

Union of BC Municipalities
Canada Community Building Fund
Community Works Fund Program Allocations

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Keremeos	$ 136,630	$ 136,630	$ 136,630	$ 142,095	$ 142,095
Kimberley	$ 432,919	$ 432,919	$ 432,919	$ 450,236	$ 450,236
Kitimat	$ 438,428	$ 438,428	$ 438,428	$ 455,966	$ 455,966
Kitimat-Stikine	$ 799,284	$ 799,284	$ 799,284	$ 831,256	$ 831,256
Kootenay Boundary	$ 574,438	$ 574,438	$ 574,438	$ 597,416	$ 597,416
Ladysmith	$ 472,761	$ 472,761	$ 472,761	$ 491,671	$ 491,671
Lake Country	$ 783,621	$ 783,621	$ 783,621	$ 814,965	$ 814,965
Lake Cowichan	$ 214,812	$ 214,812	$ 214,812	$ 223,404	$ 223,404
Langford	$ 2,184,561	$ 2,184,561	$ 2,184,561	$ 2,271,944	$ 2,271,944
Lantzville	$ 237,214	$ 237,214	$ 237,214	$ 246,703	$ 246,703
Lillooet	$ 168,230	$ 168,230	$ 168,230	$ 174,960	$ 174,960
Lions Bay	$ 67,906	$ 67,906	$ 67,906	$ 70,622	$ 70,622
Logan Lake	$ 166,090	$ 166,090	$ 166,090	$ 172,734	$ 172,734
Lumby	$ 157,348	$ 157,348	$ 157,348	$ 163,642	$ 163,642
Lytton	$ 72,974	$ 72,974	$ 72,974	$ 75,893	$ 75,893
Mackenzie	$ 212,808	$ 212,808	$ 212,808	$ 221,320	$ 221,320
Maple Ridge	$ 357,616	$ 357,616	$ 357,616	$ 371,920	$ 371,920
Masset	$ 101,569	$ 101,569	$ 101,569	$ 105,632	$ 105,632
McBride	$ 90,185	$ 90,185	$ 90,185	$ 93,793	$ 93,793
Merritt	$ 384,471	$ 384,471	$ 384,471	$ 399,850	$ 399,850
Metchosin	$ 294,132	$ 294,132	$ 294,132	$ 305,897	$ 305,897
Metro Vancouver RD	$ 158,550	$ 158,550	$ 158,550	$ 164,892	$ 164,892
Midway	$ 93,054	$ 93,054	$ 93,054	$ 96,776	$ 96,776
Mission	$ 1,953,932	$ 1,953,932	$ 1,953,932	$ 2,032,089	$ 2,032,089
Montrose	$ 109,537	$ 109,537	$ 109,537	$ 113,919	$ 113,919

Union of BC Municipalities
Canada Community Building Fund
Community Works Fund Program Allocations

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Mount Waddington	$ 217,908	$ 217,908	$ 217,908	$ 226,624	$ 226,624
Nakusp	$ 135,765	$ 135,765	$ 135,765	$ 141,195	$ 141,195
Nanaimo	$ 4,610,560	$ 4,610,560	$ 4,610,560	$ 4,794,982	$ 4,794,982
Nanaimo RD	$ 2,055,154	$ 2,055,154	$ 2,055,154	$ 2,137,360	$ 2,137,360
Nelson	$ 569,111	$ 569,111	$ 569,111	$ 591,875	$ 591,875
New Denver	$ 85,586	$ 85,586	$ 85,586	$ 89,010	$ 89,010
New Hazelton	$ 90,823	$ 90,823	$ 90,823	$ 94,456	$ 94,456
New Westminster	$ 318,576	$ 318,576	$ 318,576	$ 331,319	$ 331,319
North Coast	$ 212,262	$ 212,262	$ 212,262	$ 220,752	$ 220,752
North Cowichan	$ 1,520,040	$ 1,520,040	$ 1,520,040	$ 1,580,841	$ 1,580,841
North Okanagan	$ 983,150	$ 983,150	$ 983,150	$ 1,022,476	$ 1,022,476
North Saanich	$ 620,518	$ 620,518	$ 620,518	$ 645,339	$ 645,339
Northern Rockies RM	$ 267,312	$ 267,312	$ 267,312	$ 278,005	$ 278,005
Oak Bay	$ 882,566	$ 882,566	$ 882,566	$ 917,868	$ 917,868
Okanagan-Similkameen	$ 1,251,800	$ 1,251,800	$ 1,251,800	$ 1,301,872	$ 1,301,872
Oliver	$ 295,361	$ 295,361	$ 295,361	$ 307,175	$ 307,175
Osoyoos	$ 316,398	$ 316,398	$ 316,398	$ 329,054	$ 329,054
Parksville	$ 684,584	$ 684,584	$ 684,584	$ 711,968	$ 711,968
Peace River	$ 979,689	$ 979,689	$ 979,689	$ 1,018,877	$ 1,018,877
Peachland	$ 327,007	$ 327,007	$ 327,007	$ 340,087	$ 340,087
Pemberton	$ 218,545	$ 218,545	$ 218,545	$ 227,287	$ 227,287
Penticton	$ 1,742,928	$ 1,742,928	$ 1,742,928	$ 1,812,645	$ 1,812,645
Pitt Meadows	$ 125,318	$ 125,318	$ 125,318	$ 130,330	$ 130,330
Port Alberni	$ 894,814	$ 894,814	$ 894,814	$ 930,607	$ 930,607
Port Alice	$ 97,061	$ 97,061	$ 97,061	$ 100,943	$ 100,943

Union of BC Municipalities
Canada Community Building Fund
Community Works Fund Program Allocations

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Port Clements	$ 78,893	$ 78,893	$ 78,893	$ 82,049	$ 82,049
Port Coquitlam	$ 262,257	$ 262,257	$ 262,257	$ 272,747	$ 272,747
Port Edward	$ 84,812	$ 84,812	$ 84,812	$ 88,205	$ 88,205
Port Hardy	$ 241,085	$ 241,085	$ 241,085	$ 250,728	$ 250,728
Port McNeill	$ 170,689	$ 170,689	$ 170,689	$ 177,517	$ 177,517
Port Moody	$ 171,842	$ 171,842	$ 171,842	$ 178,716	$ 178,716
Pouce Coupe	$ 98,108	$ 98,108	$ 98,108	$ 102,033	$ 102,033
Powell River City	$ 698,290	$ 698,290	$ 698,290	$ 726,222	$ 726,222
Prince George	$ 3,556,223	$ 3,556,223	$ 3,556,223	$ 3,698,472	$ 3,698,472
Prince Rupert	$ 623,478	$ 623,478	$ 623,478	$ 648,417	$ 648,417
Princeton	$ 195,186	$ 195,186	$ 195,186	$ 202,994	$ 202,994
qathet	$ 406,373	$ 406,373	$ 406,373	$ 422,627	$ 422,627
Qualicum Beach	$ 487,013	$ 487,013	$ 487,013	$ 506,494	$ 506,494
Quesnel	$ 513,696	$ 513,696	$ 513,696	$ 534,244	$ 534,244
Radium Hot Springs	$ 124,381	$ 124,381	$ 124,381	$ 129,357	$ 129,357
Revelstoke	$ 440,204	$ 440,204	$ 440,204	$ 457,812	$ 457,812
Richmond	$ 747,731	$ 747,731	$ 747,731	$ 777,640	$ 777,640
Rossland	$ 251,922	$ 251,922	$ 251,922	$ 261,999	$ 261,999
Saanich	$ 5,424,341	$ 5,424,341	$ 5,424,341	$ 5,641,315	$ 5,641,315
Salmo	$ 115,320	$ 115,320	$ 115,320	$ 119,933	$ 119,933
Salmon Arm	$ 948,226	$ 948,226	$ 948,226	$ 986,155	$ 986,155
Sayward	$ 78,620	$ 78,620	$ 78,620	$ 81,765	$ 81,765
Sechelt	$ 557,317	$ 557,317	$ 557,317	$ 579,610	$ 579,610
Sechelt Indian	$ 98,245	$ 98,245	$ 98,245	$ 102,175	$ 102,175
Sicamous	$ 182,391	$ 182,391	$ 182,391	$ 189,687	$ 189,687

Union of BC Municipalities
Canada Community Building Fund
Community Works Fund Program Allocations

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Sidney	$ 624,298	$ 624,298	$ 624,298	$ 649,270	$ 649,270
Silverton	$ 71,653	$ 71,653	$ 71,653	$ 74,519	$ 74,519
Slocan	$ 80,669	$ 80,669	$ 80,669	$ 83,896	$ 83,896
Smithers	$ 308,293	$ 308,293	$ 308,293	$ 320,624	$ 320,624
Sooke	$ 750,335	$ 750,335	$ 750,335	$ 780,349	$ 780,349
Spallumcheen	$ 305,060	$ 305,060	$ 305,060	$ 317,262	$ 317,262
Sparwood	$ 252,286	$ 252,286	$ 252,286	$ 262,377	$ 262,377
Squamish	$ 1,147,983	$ 1,147,983	$ 1,147,983	$ 1,193,902	$ 1,193,902
Squamish-Lillooet	$ 381,511	$ 381,511	$ 381,511	$ 396,771	$ 396,771
Stewart	$ 86,952	$ 86,952	$ 86,952	$ 90,431	$ 90,431
Strathcona	$ 542,974	$ 542,974	$ 542,974	$ 564,693	$ 564,693
Summerland	$ 611,730	$ 611,730	$ 611,730	$ 636,199	$ 636,199
Sun Peaks Mountain	$ 127,341	$ 127,341	$ 127,341	$ 132,435	$ 132,435
Sunshine Coast	$ 783,803	$ 783,803	$ 783,803	$ 815,155	$ 815,155
Surrey	$ 1,901,005	$ 1,901,005	$ 1,901,005	$ 1,977,045	$ 1,977,045
Tahsis	$ 81,306	$ 81,306	$ 81,306	$ 84,559	$ 84,559
Taylor	$ 123,380	$ 123,380	$ 123,380	$ 128,315	$ 128,315
Telkwa	$ 130,528	$ 130,528	$ 130,528	$ 135,750	$ 135,750
Terrace	$ 610,592	$ 610,592	$ 610,592	$ 635,016	$ 635,016
Thompson-Nicola	$ 1,202,714	$ 1,202,714	$ 1,202,714	$ 1,250,823	$ 1,250,823
Tofino	$ 177,975	$ 177,975	$ 177,975	$ 185,094	$ 185,094
Trail	$ 424,040	$ 424,040	$ 424,040	$ 441,001	$ 441,001
Tumbler Ridge	$ 172,647	$ 172,647	$ 172,647	$ 179,553	$ 179,553
Ucluelet	$ 157,484	$ 157,484	$ 157,484	$ 163,784	$ 163,784
Valemount	$ 111,313	$ 111,313	$ 111,313	$ 115,766	$ 115,766

Union of BC Municipalities
Canada Community Building Fund
Community Works Fund Program Allocations

Local Government	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Year 4 2027/28	Year 5 2028/29
Vancouver	$ 2,204,702	$ 2,204,702	$ 2,204,702	$ 2,292,890	$ 2,292,890
Vanderhoof	$ 261,302	$ 261,302	$ 261,302	$ 271,754	$ 271,754
Vernon	$ 2,090,534	$ 2,090,534	$ 2,090,534	$ 2,174,155	$ 2,174,155
Victoria	$ 4,246,471	$ 4,246,471	$ 4,246,471	$ 4,416,330	$ 4,416,330
View Royal	$ 590,466	$ 590,466	$ 590,466	$ 614,085	$ 614,085
Warfield	$ 143,232	$ 143,232	$ 143,232	$ 148,962	$ 148,962
Wells	$ 73,338	$ 73,338	$ 73,338	$ 76,271	$ 76,271
West Kelowna	$ 1,706,182	$ 1,706,182	$ 1,706,182	$ 1,774,430	$ 1,774,430
West Vancouver	$ 206,074	$ 206,074	$ 206,074	$ 214,317	$ 214,317
Whistler	$ 700,066	$ 700,066	$ 700,066	$ 728,069	$ 728,069
White Rock	$ 134,348	$ 134,348	$ 134,348	$ 139,722	$ 139,722
Williams Lake	$ 561,871	$ 561,871	$ 561,871	$ 584,346	$ 584,346
Zeballos	$ 69,149	$ 69,149	$ 69,149	$ 71,915	$ 71,915

Community Works Fund Program

2024-2034

Eligible Investment Categories

Local governments can invest their annual CWF allocations in 21 unique capital and capacity building project categories, described in more detail on the following pages.

Within these categories, local governments can acquire, plan, design, build, or renovate, or extend their life span of tangible capital assets[1].

Project funding can be used for planning purposes, including detail design documents and feasibility studies, through the appropriate funding category. The studies must be tied to an identified capital project, but do not need to lead to the construction of capital infrastructure projects to be eligible.

The following projects examples are ineligible uses of Community Works funding:

City halls, public works buildings and other administrative buildings
Child care centres
Social housing
Seniors care facilities and housing
Health care related infrastructure
Small equipment purchases as stand-alone projects

For questions on eligibility, email ccbf@ubcm.ca or call 250-356-0876.

[1] Tangible capital assets are non-financial assets having physical substance that are acquired, constructed or developed and: (i) are held for use in the production or supply of goods and services; (ii) have useful lives extending beyond an accounting period and are intended to be used on a continuing basis; and (iii) are not intended for sale in the ordinary course of operations.

Category	Description	Examples	Exclusions
Local Roads, Bridges and Active Transportation	New construction, upgrading, repurposing, life extension or safety-related improvements on local roads and bridges. Planning activities are also eligible.	New construction and rehabilitation of local roads, bridges, cycling lanes, sidewalks multi-use paths. Intelligent Transportation systems. Additional capacity for high occupancy transit lanes, grade separations, interchange structures, tunnels, intersections and roundabouts.	Rolling stock purchases.
Drinking Water	New construction, upgrading, repurposing or life extension of infrastructure that supports drinking water conservation, collection, treatment and distribution systems. Planning activities are also eligible.	Drinking water treatment infrastructure. Drinking water distribution system (including metering).	Generators or other equipment that are not fixed assets.
Wastewater & Stormwater	New construction, upgrading, repurposing or life extension of	Wastewater collection systems and or wastewater treatment facilities or systems.	Generators or other equipment that are not fixed assets.

	infrastructure that supports wastewater and stormwater collection, treatment, and management systems. Planning activities are also eligible.	Separation of combined sewers and or combined sewer overflow control, including real-time control and system optimization. Separate storm water collection systems and or storm water treatment facilities or systems. Wastewater sludge treatment and management systems. Construction or restoration of naturalized water retention or detention systems (naturalized stormwater ponds, wetlands, and coastal restoration). Construction of stormwater management ponds.	Lagoon sludge removal. The acquisition of equipment and monitoring measures are ineligible as standalone items. They can be eligible if part of a larger project.
Solid Waste	New construction, upgrading, repurposing, or life extension of infrastructure that supports solid waste management systems. This also includes rolling stock	Solid waste diversion projects including recycling, composting and anaerobic digestion facilities that are clearly linked to a solid waste management plan or sustainability plan.	Individual residential work.

	and collection bins where required to support collection or processing of waste. Planning activities are also eligible.	Solid waste disposal projects including thermal processes, gasification, and landfill gas recovery. Solid waste disposal strategies that reduce resource use that are clearly linked to a solid waste management plan or sustainability plan.	
Public Transit	New construction, upgrading, repurposing or life extension of infrastructure that supports a shared passenger transport system that is available for public use, including the purchase of rolling stock. Planning activities are also eligible.	Transit infrastructure such as rail and bus rapid transit systems, and related facilities. Buses, rail cars, ferries, Para-transit vehicles, and other rolling stock and associated infrastructure. Intelligent Transport Systems such as fare collection, fleet management, transit priority signalling, and real time traveler information system at stations and stops. Related capital infrastructure including bus lanes, streetcar and trolley infrastructure, storage and maintenance	Licencing fees for software supporting traffic management systems or ITS.

		facilities, security enhancement, and transit passenger terminals.	
Fire Halls and Fire Trucks	New construction, upgrading, repurposing, or life extension of fire halls. The purchase of fire tucks as a stand-alone project is eligible. Planning activities are also eligible.	New fire hall (building) for housing fire- fighting apparatus and staff (may include attached dorms, basic training facilities and administration areas). Retro-fit and modernization of existing firehalls and attached building space. Acquisition of a fire-truck as a capital asset as a stand-alone project.	Unfixed assets such as personal protective equipment and communication devices.
Community Energy Systems	New construction, upgrading, repurposing or life extension of infrastructure that generates energy or increases energy efficiency. Planning activities are also eligible.	Renewable electricity generators. Electric vehicle infrastructure/fleet vehicle Conversion. Hydrogen infrastructure (generation, distribution, storage). Wind/solar/thermal/geothermal energy systems. Alternative energy systems that serve local government infrastructure.	Individual residential work. Rebate programs for individual citizens or local businesses.

		Retrofit of local government buildings and infrastructure not captured in any other eligible category.	
Sport Infrastructure	New construction, upgrading, repurposing, or life extension of amateur sport facilities. Planning activities are also eligible.	Sport infrastructure for community public use. Sport infrastructure in support of major amateur athletic events.	Facilities that are home to professional sports teams and ineligible for funding.
Recreation Infrastructure	New construction, upgrading, repurposing or life extension of recreational facilities or networks. Planning activities are also eligible.	Large facilities or complexes which support physical activity such as arenas, gymnasiums, swimming pools, sports fields, tennis, basketball, volleyball or other sport--- specific courts, or other facilities that have sport and/or physical activity as a primary rationale. Networks of parks, fitness trails and bike paths and hiking trails, not primarily used to supplement road use.	Private facilities and religious sites.
Cultural Infrastructure	New construction, upgrading, repurposing, or	Museums.	Private facilities and religious sites.

	life extension of infrastructure that supports the arts and/or heritage culture. Planning activities are also eligible. Restoring or preserving designated heritage sites that are recognized by: UNESCO; The Canadian government, as per the national federal register of historic places; or A provincial, territorial or local government.	The preservation of designated heritage sites. Local government owned libraries and archives. Facilities for the creation, production, and presentation of the arts Infrastructure in support of the creation of a cultural precinct within an urban core. Community centers that offer programming to the community at large, including all segments of the population, including Friendship Centers.	Public art installations.
Tourism Infrastructure	New construction, upgrading, repurposing, or life extension of infrastructure that attracts travelers for recreation, leisure, business or other purposes. Planning activities are also eligible.	Convention centers. Exhibition hall-type facilities. Visitor centres.	Private facilities and religious sites. Public art installations.

Regional & Local Airports	New construction, upgrading, repurposing, life extension or safety-related improvements to aeronautical and/or non-aeronautical infrastructure at regional, local, or remote airports. Planning activities are also eligible.	Resurfacing runways, taxiways, aprons, parking lot and ramps; Installing navigational aids and runway lighting; Designing, constructing and/or rehabilitating an aircraft hangar or shed. Replacing or upgrading airport drainage work. Infrastructure associated with floatplane or seaplane docks.	Airports included in the National Airports System, as per National Airports Policy, 1994. Airports owned by Transport Canada. Any investments that are eligible under Transport Canada's Trade and Transportation Corridors Initiative (TTCI).
Brownfield Redevelopment	Remediation or decontamination and redevelopment of a brownfield site within municipal boundaries, where the redevelopment includes: The construction of public infrastructure as identified in the context of any category under the CCBF; The construction of publicly-owned social housing with funding from other funds; or	Installing geotextiles or other barriers to obstruct the migration of contaminants before building a new recreation facility. Installation of a monitoring system. Pumping and treating contaminated groundwater prior to the construction of a new park. Design and construction of a long-term monitoring system for a remediated brownfield site.	Ongoing monitoring costs.

	The construction of a public park for municipal use. Planning activities are also eligible.	Relandscaping/restoration of natural landscape or wetlands.	
Resilience (formerly Disaster Mitigation)	New construction, modification, reinforcement or relocation of public infrastructure. Planning activities are also eligible.	Construction, modification or reinforcement of structures that protect from, prevent or mitigate potential physical damage resulting from extreme natural events, and impacts or events related to climate change. Modification, reinforcement or relocation of existing public infrastructure to mitigate the effects of and/or improve resiliency to extreme national events and impacts or events related to climate change.	Medical or educational facilities. The relocation of communities.
Broadband Connectivity	New construction, upgrading, repurposing, or life extension of infrastructure that provides internet access to residents, businesses, and/or institutions in	Technologies such as fiber optics, wireless, cable, DSL and satellite. Laying fibre optic cable to bring broadband Internet access to a community.	Investments on private property (e.g., connecting dwellings to fibre optic cable).

	Canadian communities. Planning activities are also eligible.	Installing servers, towers, repeaters, and other elements of an Internet backbone. Installing receivers, dishes, and other assets to expand satellite capacity for community use. Laying fibre optic cable to enable households, businesses, and institutions to connect to an Internet backbone.	
Short-sea Shipping	New construction, upgrading, repurposing, or life extension of the following capitalized and fixed port infrastructure built on or adjacent to port lands that increases short sea shipping capacity. Planning activities are also eligible.	Upgrading a dock's laydown areas to improve safety and reduce delays of sealift unloading. Improving safe access for barge offloading which will reduce delays and resupply costs. Planning design and construction of new barge landing sites.	The purchase of vessels.
Short-line Rail	New construction, upgrading, repurposing or life extension of rail infrastructure that services freight. Planning activities are also eligible.	Designing and constructing a cargo loading and unloading facility. Building or renovating a passenger station or terminal. Installing tracks and switches.	Class I Railways and their subsidiaries are not eligible recipients.

Capacity Building	Projects that strengthen the ability of municipalities to develop long-term infrastructure management and planning practices. Studies, strategies, and systems related to asset management; Training directly related to asset management planning including the development of training material to support this training; Asset management plans; Capital investment plans; Integrated community sustainability plans; and, Long-term infrastructure plans (e.g., Transportation Master Plans). Housing Needs Reports	Current State of Assets Assessment Asset Management Policy Asset Management Strategy Asset Management Plan Long-Term Financial Plan Asset Management Practices Implementation Plan Asset Management Plan Annual Report Integrated community sustainability plans Regional growth strategies Community development plans Community plans Transportation plans Infrastructure development plans Liquid waste management plans Solid waste management plans Long-term cross-modal transportation plans Water conservation/demand management plans Drought management contingency plans	Ongoing operating costs.

		Air quality plans GHG reduction plans Energy conservation plans Housing Needs Reports	

Cariboo Regional District

AGENDA ITEM SUMMARY

Date: 12/06/2025

To: Chair and Directors, Committee of the Whole
And To: Murray Daly, Chief Administrative Officer
From: Gerald Pinchbeck, Manager of Communications
Date of Meeting: Committee of the Whole_Jun19_2025
File: 1835-01

Short Summary:
Asset Management Strategy

Voting:
-

Memorandum:
Staff contracted PSD CityWide to conduct a review of the CRD's current Asset Management Policy and practices, and to formulate a strategy to outline a pathway towards an Asset Management Plan. This project is supported by a UBCM Asset Management grant of $15,000. The Strategy has undergone multiple refinements and reviews by staff.

The proposed strategy outlines a three-year timeline for implementing recommended practices for asset management, culminating in the development of an Asset Management Plan at the end of 2027. There are a few risks to achieving the objectives:

1. Staff capacity – asset management responsibilities are spread throughout multiple positions and departments.
2. Inter-departmental coordination – current approaches are ad hoc and not managed in a consistent manner.
3. Financial – the initiatives outlined in the strategy carry moderate risks to the budget in terms of increased expenditure potential (staff, consultants, software, training, etc.).

Attachments:
1. Asset Management Strategy – June 2025

Financial Implications:
No immediate implications: however, additional costs may be incurred to implement the strategy as outlined.

Policy Implications:
This outlines a policy level commitment to asset management and constitutes concrete direction to staff on its implementation and development.

Alignment with Strategic Plan:

☒ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

The Asset Management Strategy is a core component of the strategic objectives and priorities for the CRD.

CAO Comments:

Click here to enter text.

Options:

1. Endorse recommendation;
2. Other action.

Recommendation:

That the Asset Management Strategy be adopted as presented.

Cariboo Regional District
Asset Management Strategy

June 2025

psdcitywide

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Executive Summary

The Cariboo Regional District (CRD) has completed an assessment of its asset management maturity and developed a three-year strategy (2025–2027) to improve how infrastructure is planned, maintained, and funded. Currently rated at a "Basic" level of maturity, CRD's practices are often informal and reactive. This strategy provides a roadmap to move toward a more structured, coordinated, and sustainable approach to asset management. There are opportunities to modernize systems, clarify decision-making, and improve long-term planning to better serve residents and protect critical infrastructure.

Strategic Focus Areas

The strategy focuses on improvements that can be made across seven key areas:

- Organization and People: Clarify roles, train staff, and strengthen internal coordination.
- Asset Information: Consolidate data, fill gaps, and improve data accuracy.
- Strategy and Planning: Align asset decisions with long-term community goals.
- Decision-Making: Use formal criteria to evaluate and prioritize investments.
- Risk Management: Identify and proactively address infrastructure risks.
- Levels of Service (LOS): Define, track, and communicate service standards.
- Financial Management: Strengthen long-term financial planning for sustainable service delivery.

Implementation Plan

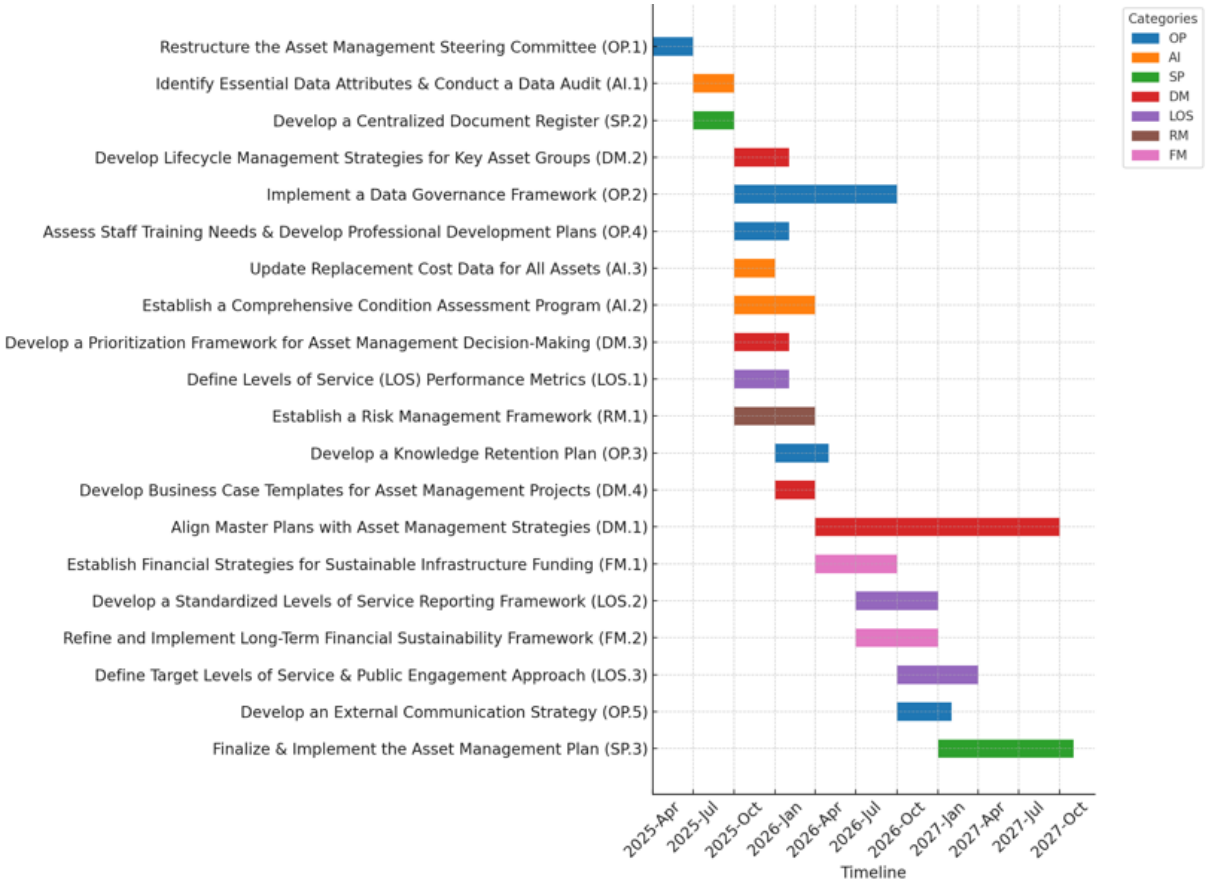
The strategy includes 20 initiatives spread across a 3-year implementation period. Priority actions include forming an Asset Management Steering Committee, auditing existing data, launching condition assessments, and aligning financial strategies with renewal needs. These foundational steps will lead to the creation of a comprehensive, data-driven Asset Management Plan (AMP) by the end of 2027.

Resource Implications

Many actions are designed to build on existing roles and processes. Additional internal capacity will be essential to maintain momentum and avoid overburdening staff. Successful implementation will require approximately 3,000 staff hours over two-and-a-half years, targeted training, technical expertise, and strategic use of consultants and grant funding.

Risks such as limited staff capacity, data gaps, change resistance, and funding uncertainty will be mitigated through staged implementation and strong governance. Political support and organizational efforts towards long-term financial planning and a strong communications strategy will be essential for successful implementation of this strategy.

Figure 1: Visual Timeline of Key Strategy Outcomes



Outcome and Benefits

By following best practices from peer regional districts, the CRD will improve decision-making, manage infrastructure risks proactively, deliver reliable services, and build public trust through transparency and long-term planning.

Methodology and Scope

In October 2024, we engaged and consulted with staff who manage the CRD's asset portfolio or have knowledge of current practices, processes, procedures, and asset datasets. This included multiple meetings related to analyzing the current asset management level of maturity at the organization. Structured Technical Surveys were conducted and analyzed prior to the meetings.

Structured Technical Surveys

PSD's Asset Management Self-Assessment Tool, or AMSAT, is a technical survey that covers seven core elements of an industry standard asset management program, defined in Table 1. The survey consists of 55 questions across each of the seven elements and is designed to assess the asset management maturity level of an organization. The results were then evaluated with staff for further insights. The results of this survey can be found in Appendix A.

Table 1 Seven Key Elements of Asset Management

7 Key Elements of Asset Management		
1	Organization and People	Review of existing organizational capacity and culture for asset management
2	Asset Information	Asset data completeness, management strategy, standards, and systems
3	Strategy & Planning	Alignment between asset management activities and corporate or strategic objectives, and long-term planning
4	Asset Management Decision-making	Approach to lifecycle activities, including maintenance and rehabilitation, and project prioritization
5	Risk Management	Identification, understanding, and management of economic, financial, environmental and climate change related, social, and reputational risks
6	Levels of Service	Existing approach to the development and application of levels of service frameworks and their ongoing monitoring and review
7	Financial Management	The feasibility of current financial strategies to maintain a practical asset management program, and support current and proposed levels of service

Recommendation Prioritization

To guide implementation, each recommendation in this strategy has been assessed using a structured three-part prioritization framework. This framework considers:

- **Urgency** – How immediate the need is for action, based on alignment with project timing, dependencies, and organizational risks.
- **Impact** – The extent to which the initiative will contribute to the CRD's asset management maturity and performance objectives.
- **Resource Intensity** – The level of effort, cost, and coordination required to implement the initiative.

Each of these dimensions is rated as **High**, **Moderate**, or **Low**.

Urgency

- **High**: Initiatives that must be undertaken in the near term to support foundational activities, meet critical deadlines, or mitigate organizational risks. These may also be preconditions for other time-sensitive projects.
- **Moderate**: Initiatives that are important but can be planned for upcoming phases. Their value is clear, but they are not immediately pressing.
- **Low**: Initiatives that are important but can wait until after other work is completed. Many of these have *high impact*, but their timing is intentionally delayed to align with prerequisites or to coincide with other deliverables.

Impact

- **High**: Initiatives that significantly advance the CRD's asset management capabilities. These typically improve decision-making, resource optimization, service delivery, risk management, or community trust.
- **Moderate**: Initiatives that improve performance in specific focus areas (e.g., training, planning) or set the stage for broader improvements.
- **Low**: Initiatives with limited standalone value but often required to support more impactful efforts. These are still important within the overall strategy.

Resource Intensity

- **High**: Initiatives that require a substantial investment of time and resources.
- **Moderate**: Initiatives that are manageable within current capacity but may still require planning, new processes, or staff coordination.
- **Low**: Initiatives that can be implemented using existing resources.

Element 1: Organization and People

The 'Organization and People' element considers the CRD's general ability to support and maintain an asset management program. Key components include team makeup, staff knowledge and capacity, processes and practices, communication, and how asset management is prioritized across the organization, at the Board, senior management, and departmental levels.

Current Practices and Maturity Level

The CRD's asset management knowledge ranges from **basic to intermediate**. Most management and operations staff demonstrate basic to intermediate levels of proficiency. Asset management is a **medium priority** for the CRD, with strong support from management and the Board. However, limited staffing, resources, and pushback on asset replacement hinder full integration into daily operations. While there are asset management coordinators across departments, their part-time or split roles, along with insufficient human resource capacity, limit the effectiveness of these efforts. Additionally, the lack of a comprehensive asset management plan and reliance on reactive maintenance further hinder progress.

Internal communication about asset management is primarily conducted through interdepartmental discussions and senior management teams, but these conversations often focus more on the need for change rather than specific actions or outcomes. External communication is limited, with public engagement typically occurring during events like referendums.

Recommendations

1.1 Restructure the Asset Management Committee

1. **Define its role and objectives:** Develop a term of reference which outlines the Committee's role, membership, and what it is expected to achieve.
2. **Establish meeting frequency and communication protocols** to ensure that key staff and decision-makers are kept informed.
3. **Develop an agenda for meetings** including key items for decision-making.
4. **Implement asset management initiatives** based on the decisions and guidance provided by the new role.
5. **Monitor progress and report regularly** on the status of asset management initiatives. This will help to keep initiatives on track and address issues swiftly.
6. **Evaluate its effectiveness and adjust as needed.** Continuously improve the Committee's processes and effectiveness to ensure success.

Table 2 – Recommendation 1.1 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Steering	All	**High**	**Moderate-High**	**Moderate**	2025 – Q2	< 3-Months

Urgency Level: High

The high urgency level underscores the immediate need to address the current inefficiencies within the Asset Management Steering Committee. This restructuring is vital to improve the strategic oversight and coordination of asset management activities across all departments. The urgency is driven by the need to align the committee's roles and objectives with the CRD 's broader asset management goals, ensuring that the committee can effectively lead and support these initiatives.

Impact Level: Moderate-High

The impact of restructuring the Asset Management Steering Committee is anticipated to be moderate to high. A well-structured steering committee is pivotal for fostering a unified approach to asset management, enhancing decision-making processes, and ensuring that asset management practices are consistently applied across all departments. The improved governance and oversight can lead to more strategic asset management, potentially resulting in significant long-term benefits for the CRD, including enhanced efficiency, cost savings, and improved service delivery.

Resource Intensity: Moderate

The resource intensity is considered moderate. Restructuring the committee will require a significant investment in terms of time and effort from key interested parties. This includes the time needed to identify and select committee members, redefine roles and objectives, and establish new operating procedures. Additionally, this initiative will require ongoing effort and time commitment from its members. However, because this is optimizing existing structures rather than creating new ones, the resource requirements are not as extensive as they could.

Implementation:

- Lead Role: Asset Management Initiative Lead
- Supporting Roles: Department Managers, CFO, IT/GIS, and Clerical support
- Estimated Staff Time: 90–135 hours annually (10–15 hours per participant)
- 3rd Party Support Options: Not required.

1.2 Implement a Data Governance Framework

1. **Define the scope** of the framework, identifying the types of data included within the centralized inventory with priority for data crucial for the CRD 's effective operation. This will encompass the identification of data sources and the systems impacted by this policy.
2. **Identify key interested parties** involved in the data lifecycle, including data owners, custodians, and users. Assign clear roles and responsibilities for data acquisition, updates, and communication.
3. **Develop data quality standards**[1] focusing on accuracy, completeness, and validity, supported by procedures for routine data validation, correction, and cleansing to uphold these standards.
4. **Develop data acquisition and entry protocols** into the centralized system, addressing standardized data collection, input, and verification processes to ensure consistency across all data points.
5. **Create data storage and maintenance protocols** for the secure storage and ongoing maintenance of data, including backup and recovery, version control, and archiving procedures. Assign responsibility for these tasks to ensure data is securely managed and readily accessible.
6. **Data Update Procedures**: Institute regular processes for data updates and corrections to maintain data relevancy and accuracy. This involves outlining specific responsibilities for updating data fields, rectifying inaccuracies, and ensuring data consistency across systems.
7. **Change Communication Protocols**: Implement clear procedures for notifying interested parties about inventory changes, updating relevant documentation, and conducting necessary training. This ensures all involved parties are informed and equipped to manage and utilize the updated data effectively.
8. **Monitoring and Reporting Mechanisms**: Establish ongoing monitoring and reporting procedures to assess data quality and the effectiveness of the governance framework. Responsibilities for identifying and addressing data quality issues should be clearly defined.
9. **Review and Update Cycle**: Initiate a regular review cycle for the data governance policy and its associated procedures to ensure they remain aligned with the CRD 's evolving needs and technological advancements.

[1] An initial review has been conducted by PSD Citywide.

Table 3 Recommendation 1.2 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Data Management	All	**Moderate - High**	**Moderate - High**	**High**	2025 – Q4	6-12 Months

Urgency Level: Moderate - High

The moderate to high urgency reflects that delays in implementing a data governance framework does not immediately threaten business continuity or compliance. This initiative is essential for long-term operational integrity and efficiency but may not demand immediate action over more critical operational or compliance-related tasks.

Impact Level: Moderate - High

The impact is rated moderate to high as it serves as a foundation for better knowledge retention, data quality, and decision-making across the organization. While it might not have the immediate, visible impact of direct revenue-generating projects or critical infrastructure changes, its long-term benefits in ensuring reliable data management and supporting informed decision-making processes are substantial. The framework is pivotal for mitigating risks associated with data mismanagement and for leveraging data as a strategic asset.

Resource Intensity: High

The categorization of resource intensity as moderate is attributed to the need for a balanced allocation of time, expertise, and financial resources to develop and implement the framework. This initiative requires the involvement of interested parties from across departments to ensure the framework is comprehensive and aligned with organizational needs. While it does not necessitate the extensive resources required for large-scale technological deployments, it does require sustained effort in policy development, staff training, and system adjustments to embed data governance principles within existing processes.

Implementation:

- Lead Role: IT / Data Governance Lead
- Supporting Roles: All departments contributing data
- Estimated Staff Time: 180–240 hours
- 3rd Party Support Options: Yes; consultants

1.3 Develop a Knowledge Retention Plan

1. **Define the scope of the plan**, including what knowledge is critical to the organization's operations, what sources of knowledge will be used, and what types of systems will be affected by the plan.
2. **Identify interested parties and their roles**, including subject matter experts, team leaders, and other relevant staff members. Define their roles and responsibilities in the process of retaining knowledge and transferring it to other staff members.
3. **Develop a knowledge transfer strategy** between staff members, including procedures for mentoring, coaching, job shadowing, and knowledge transfer sessions. Define the roles and responsibilities for knowledge transfer and ensure that staff members have the necessary resources and support to effectively transfer knowledge.
4. **Establish procedures for capturing and storing knowledge**, including procedures for documentation, indexing, and archiving. Define the roles and responsibilities for knowledge capture and storage and ensure that knowledge is captured in a consistent and standardized manner.
5. **Develop a training and development program** for staff members, including procedures for onboarding, job training, and ongoing professional development. Define the roles and responsibilities for training and development and ensure that staff members have the necessary skills and knowledge to effectively transfer knowledge.
6. **Establish a review and update process** for the knowledge retention plan to ensure that it remains relevant and effective.
7. **Incorporate the knowledge retention plan into the data governance policy**, and that it complements the policy's procedures for acquiring, storing, and updating data.
8. **Monitor and evaluate the effectiveness of the plan**, using metrics such as knowledge retention rates, staff feedback, and operational performance. Use this information to continuously improve the plan and ensure that it remains effective over time.

Table 4 Recommendation 1.3 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Knowledge Retention	All	**Moderate**	**Moderate - High**	**High**	2026 – Q1	4 Months

Urgency Level: Moderate

The urgency for developing a knowledge retention plan is marked as moderate. While it is not an immediate operational necessity, it plays a crucial role in the medium to long term by safeguarding against the loss of critical knowledge and ensuring staff can effectively manage and utilize data. Prioritizing this initiative within a reasonable timeframe can significantly aid in the seamless transition of roles and responsibilities, preventing potential disruptions in data management and utilization.

Impact Level: Moderate - High

The impact of a knowledge retention plan is moderate to high. By facilitating the effective transfer of data and expertise among staff, it contributes to enhancing operational efficiency, decision-making quality, and staff empowerment. It supports the building of a resilient organizational culture that values and manages its knowledge assets. The strategic benefit of such a plan extends to improved public trust and engagement, as it ensures that the organization can consistently deliver high-quality services and respond to public needs with informed precision.

Resource Intensity: High

Developing and implementing a knowledge retention plan is considered to have high resource intensity. It requires a thoughtful allocation of human and financial resources to design and execute training programs, documentation processes, and possibly technology platforms that facilitate knowledge sharing. While not as resource intensive as major infrastructure projects, it demands dedicated effort in planning, content development, and staff engagement to be successful.

Implementation:

- Lead Role: Human Resources
- Supporting Roles: All departments with specialized roles
- Estimated Staff Time: 80–100 hours
- 3rd Party Support Options: Yes; succession planning consulting

1.4 Identify Staff Knowledge & Training Requirements

1. **Identify key roles and responsibilities**: Identify the key roles and responsibilities within the department, and the knowledge and skills required to perform those roles effectively.
2. **Assess current knowledge and skills**: Assess the current knowledge and skills of staff members, to identify any gaps or areas for improvement.
3. **Identify software tools and other technologies**: Identify any software tools or other technologies that staff members are required to use and assess their proficiency in using these tools.
4. **Develop training and development plans**: Develop training and development plans for each staff member, which include specific training and development opportunities to address any identified gaps in knowledge and skills. This can include both internal training and development opportunities, as well as external training and professional development opportunities.
5. **Incorporate plans into work plans and budgets**: Incorporate the training and development plans into the annual departmental work plan and budget, ensuring that there is adequate funding and resources available to support these activities.
6. **Monitor progress**: Monitor progress against the training and development plans and adjust plans as necessary to ensure that staff members are receiving the necessary knowledge and skills to perform their roles effectively.
7. **Evaluate effectiveness**: Evaluate the effectiveness of the training and development activities, using metrics such as staff feedback, performance metrics, and other relevant data. Use this information to continuously improve the training and development plans and ensure that staff members are receiving the necessary knowledge and skills to perform their roles effectively.

Table 5 OP.4 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Training	All	**Moderate-High**	**Moderate - High**	**Low-Moderate**	2025 – Q4	4 Months

Urgency Level: Moderate - High

The CRD suggested that there are very few personnel equipped to utilize the software and data effectively, indicating a need for more comprehensive training from a data perspective. There may also be a need for dedicated personnel to conduct data governance. The initiative to identify staff knowledge and training requirements holds moderate to high urgency. While it may not directly address an immediate operational crisis, it is crucial for the strategic development of the workforce's capabilities, particularly in the effective use of software tools essential for asset management. Prioritizing this initiative aligns with the organization’s long-term objectives to enhance efficiency and competency in asset management practices.

Impact Level: Moderate - High

The potential impact of systematically identifying training requirements and embedding professional development opportunities into departmental planning is considered moderate to high. By doing so, the organization is better positioned to build a workforce that is adaptable, skilled, and capable of leveraging technology to meet evolving asset management needs. This proactive approach to workforce development can lead to improved operational performance, higher staff engagement, and, over time, increased public trust and satisfaction through enhanced service delivery.

Resource Intensity: Low - Moderate

The resource intensity for this initiative is estimated to be low to moderate. It focuses more on planning and administrative processes rather than direct financial investment in new technologies or infrastructural changes. However, it requires a dedicated effort to assess training needs, plan professional development activities, and allocate budgetary resources accordingly. While the financial implications might vary based on identified needs, the emphasis is on integrating these activities into existing budgetary and planning cycles, mitigating the need for substantial additional resources.

Implementation

- Lead Role: Human Resources
- Supporting Roles: All Department Managers
- Estimated Staff Time: 100–120 hours
- 3rd Party Support Options: Yes; AM training providers and industry associations can help

1.5 Develop an External Communications Strategy

1. **Define the scope and goals**: Define the scope of the external communication strategy, including the types of information that will be communicated to the public, and the goals of the strategy, such as building public trust, increasing awareness of asset management initiatives, and gathering feedback from the public.
2. **Identify interested parties and their needs**: Identify key interested parties, such as community members, businesses, and other organizations, and determine their needs and expectations for communication about asset management.
3. **Develop key messages and channels** that will be used to communicate with the public, such as social media, public meetings, or press releases.
4. **Determine the frequency and timing** of communication, including how often information will be shared and the timing of major announcements or events.
5. **Develop feedback mechanisms** to collect public feedback.
6. **Establish roles and responsibilities** for implementing the external communication strategy..
7. **Develop a monitoring and evaluation plan** to assess the effectiveness of the external communication strategy, including metrics such as engagement rates, public feedback, and changes in public perception.
8. **Continuously improve the strategy** using the feedback gathered from the public, ensuring that it remains effective and relevant over time.

Table 6 Recommendation 1.5 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Training	Communication	**Low**	**Moderate - High**	**Low-Moderate**	2026 – Q4	4 Months

Urgency Level: Low

The urgency for developing a medium- to long-term external communication strategy is classified as low. While crucial for long-term organizational success and public engagement, it does not address immediate operational or compliance issues. However, its role in fostering public awareness and trust in asset management initiatives is essential for achieving broader organizational objectives over time, meriting strategic prioritization within a reasonable timeframe.

Impact Level: Moderate - High

The impact of a well-crafted external communication strategy on the organization's performance is anticipated to be moderate to high. Effective communication can significantly elevate public trust and understanding of asset management practices, leading to increased community support and engagement. Furthermore, soliciting and incorporating public feedback into decision-making processes can enhance the relevance and effectiveness of asset management initiatives, potentially improving the organization's reputation and the satisfaction of the community it serves.

Resource Intensity: Low - Moderate

The resource intensity for developing and implementing an external communication strategy is estimated to be low to moderate. While it may not necessitate substantial financial outlays, the initiative requires targeted investment in communication channels, tools, and possibly external expertise to craft and disseminate the message effectively. Leveraging existing resources and experiences from previous projects can optimize the cost and effort involved, making it a strategically feasible initiative.

Implementation

- Lead Role: Communications Manager
- Supporting Roles: All departments providing services and Finance
- Estimated Staff Time: 100–120 hours
- 3rd Party Support Options: Yes; communications firms can assist with messaging and public materials

Element 2: Asset Information

The 'Asset Information' element considers the CRD 's current asset related data, and data management practices and processes—including how staff collect, store, analyze, and link data to their decision processes. Standardized, complete, and accurate information contributes to better decisions, and in the long-term, can help organizations stop the reactive maintenance loop and implement proactive strategies.

Current Practices and Maturity Level

The maturity level of asset information within the CRD is currently considered basic, with substantial gaps in critical data attributes. Primary asset data such as historical cost, replacement cost, estimated useful life (EUL), and condition assessments are incomplete or missing for many assets. Respondents have expressed low confidence in the completeness and quality of the asset datasets, citing concerns about outdated records, lack of as-built documents, and inadequate record-keeping practices. Asset management relies on inconsistent methods, including manual systems and basic tools like Excel, without a centralized or integrated system. This results in fragmented practices, impeding effective decision-making, as key areas such as lifecycle data, risk modeling, and condition assessments lack formal processes or consistency.

Secondary data attributes, such as physical properties and location, also show a similar level of maturity, with missing information for many assets. The asset data management practices are largely ad hoc and reactive, with no standardized process for updating key attributes such as replacement costs. The condition assessment program is fragmented, and data governance procedures are inconsistent, with no clear strategy across departments. While some advanced tools like BC Asset Manager and GIS are used in certain areas, their application is not CRD wide. Overall, asset management practices require substantial improvement in integration, standardization, and formalization to support more effective decision-making and reliable asset management.

Recommendations

2.1 Conduct an Asset Data Audit

1. **Define the purpose and scope:** Define the purpose and scope of the inventory data, including the types of assets that will be included and the goals of the inventory data. This will help to identify the data attributes that are most essential to include.
2. **Identify data attributes:** Identify the data attributes that are essential to include in the inventory data, such as asset type, location, condition, maintenance history, and other relevant data.
3. **Assess existing data:** Assess existing data to determine the extent to which the identified data attributes are already included. Identify any gaps or inconsistencies in the data and determine the causes of these gaps or inconsistencies.
4. **Develop a data audit plan:** Develop a plan for conducting a data audit to resolve any remaining data gaps. This plan should include the specific data attributes that need to be audited, the methods that will be used to audit the data, and the roles and responsibilities of staff members involved in the audit.
5. **Conduct the data audit:** Conduct the data audit according to the plan developed in step 4. This may involve reviewing existing data, conducting site visits, or gathering additional data from external sources.
6. **Update inventory data:** Use the results of the data audit to update the inventory data, including adding any missing data attributes and correcting any inconsistencies or errors.
7. **Develop data management processes:** Develop processes for managing the inventory data over time, including processes for updating the data, ensuring data accuracy and completeness, and addressing any future data gaps or inconsistencies.[2]
8. **Monitor and evaluate**: Monitor and evaluate the effectiveness of the inventory data over time, using metrics such as data accuracy and completeness, to ensure that the inventory data remains effective and relevant over time.

[2] As part of a data governance framework.

Table 7 Recommendation 2.1 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Data	Asset Owners	**High**	**High**	**High**	2025 – Q3	3 Months

Urgency Level: High

Given its foundational role in bolstering subsequent asset management efforts, the urgency of the above initiative is considered high. This initiative is not merely a preparatory step; it is critical for unlocking potential across various facets of the organization's asset management practices. Accurate and comprehensive inventory data is vital for effective decision-making, strategic planning, and operational efficiency, directly impacting the success of other projects and initiatives within the organization.

Impact Level: High

The execution of the above initiative is anticipated to have a high impact, fundamentally transforming asset performance monitoring, risk management, financial oversight, and employee engagement. By ensuring the integrity and completeness of inventory data, the organization is positioned to make more informed decisions, optimize resource allocation, and enhance the overall management of its assets.

Resource Intensity: High

The initiative's resource intensity is assessed as high. Selecting key data attributes and conducting a comprehensive audit will require an investment of financial, human, and technological resources. The initiative's inclusion in the project scope—particularly the commitment to an initial update—promises a focused and efficient utilization of these resources.

Implementation

- Lead Role: GIS/Data Management
- Supporting Roles: All departments providing asset data
- Estimated Staff Time: 120–160 hours
- 3rd Party Support Options: Yes; data consultants

2.2 Establish a Condition Assessment Program

1. **Define the scope** of the condition assessment and data capture programs, including the asset categories that will be included, the data attributes that will be captured, and the goals of the programs.
2. **Identify data attributes** that are essential to include in the condition assessment and data capture programs, such as asset type, location, condition, maintenance history, and other relevant data.
3. **Develop assessment protocols** that will be used to assess the condition of the assets and capture the essential data attributes. These protocols should include clear instructions for assessing asset condition, identifying data attributes, and recording data.
4. **Train staff** on the assessment protocols, including how to properly assess asset condition and capture data accurately.
5. **Conduct assessments** according to the protocols developed in step 3. This may involve site visits, inspections, and other data collection methods.
6. **Capture the data** for the attributes identified in step 2, ensuring that the data is accurate, complete, and consistent.
7. **Analyze the data** to identify any trends or patterns in asset condition and maintenance needs. Use this information to inform decision making and asset management activities.
8. **Develop data management processes** for managing the data collected through the condition assessment and data capture programs, including processes for updating the data, ensuring data accuracy and completeness, and addressing any future data gaps or inconsistencies.[3]
9. **Monitor and evaluate** the effectiveness of the condition assessment and data capture programs over time, using metrics such as data accuracy and completeness, to ensure that the programs remain effective and relevant over time.

Table 8 Recommendation 2.2 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Data	Asset Owners	**Moderate - High**	**Moderate**	**Moderate**	2025 – Q4	6 Months

[3] As part of a data governance framework.

Urgency Level: Moderate - High

The urgency of this initiative is considered moderate – high since it is a foundational step toward enhancing future asset management processes. This acknowledges the initiative's significance in preparing for more in-depth and sophisticated asset management activities. The timing is strategically chosen to allow for meticulous planning and seamless integration of these programs, aligning them with upcoming inspection schedules and broader goals.

Impact Level: Moderate

Despite the moderate impact, the potential impact of developing and implementing these condition assessment and data capture programs is deemed moderate. The initiative is pivotal in generating deeper insights into the condition and performance of assets, which will support improved maintenance strategies, financial planning, and risk management efforts in the long term. The initiative is expected to propel the organization towards adopting more proactive and predictive approaches, significantly enhancing operational effectiveness and the durability of assets.

Resource Intensity: Moderate

The initiative requires a moderate level of resources, involving significant investments in technology, training, and financial resources. This encompasses adopting new data capture technologies, educating staff on innovative assessment protocols, and embedding these processes within the existing asset management framework. This deliberate allocation of resources is designed to optimize the utility and relevance of the data collected for future asset management endeavors.

Implementation

- Lead Role: Utilities Manager
- Supporting Roles: GIS/Data Management
- Estimated Staff Time: 150–200 hours
- 3rd Party Support Options: Yes; condition assessments often rely on 3rd Party inspectors or engineers

2.3 Update Asset Replacement Cost Data

1. **Identify assets** that will be included in the update, ensuring that all assets are accounted for and none are missed.
2. **Gather all relevant data** on each asset, including asset type, age, condition, and other relevant data. This data can be obtained through site visits, inspections, and other data collection methods.
3. **Determine industry standard costing references** that will be used to update replacement costs. This may include industry databases, market surveys, and other sources of data such as in-house procurement data.
4. **Adjust for local market pricing:** Adjust industry standard costing references for local market pricing differences using local market data to adjust for regional pricing differences, labor costs, and other local factors.
5. **Update replacement costs:** Use the industry standard costing references and local market pricing adjustments to update asset replacement costs.
6. **Review and validate:** Review and validate the updated replacement costs to ensure that they are accurate and complete. This may involve checking for consistency, accuracy, and completeness of the data.
7. **Document and maintain:** Document the updated replacement costs for each asset and maintain accurate and up-to-date records. This will help to ensure that the replacement costs remain accurate over time and can be used to inform future asset management activities.

Table 9 Recommendation 2.3 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Data	Asset Owners	**Moderate - High**	**Moderate-High**	**Moderate**	2025 – Q4	3 Months

Urgency Level: Moderate - High

This initiative is classified with a moderate - high urgency level, acknowledging its pivotal role in enhancing the financial accuracy of the asset management database. Accurate and current replacement cost data are foundational for strategic asset management decisions, maintenance planning, and financial forecasting. The initiative influences the organization's ability to undertake budgeting, financial planning, and lifecycle management of assets with up-to-date financial insights.

Impact Level: Moderate - High

The potential impact of this comprehensive update is estimated to be moderate to high. By ensuring that replacement costs are reflective of the latest industry standards and adapted to current local market conditions, the organization can significantly improve the quality of its asset data. This improvement is crucial for facilitating strategic, informed decision-making across various levels of the organization, optimizing maintenance and replacement strategies, and enhancing the overall safety, reliability, and longevity of assets.

Resource Intensity: Moderate

Implementing this initiative involves a moderate level of resource commitment, spanning financial, human, and technological domains. Detailed planning, development of update protocols, and the incorporation of expert insights to align with industry benchmarks and market realities are essential components of this effort. The strategic allocation of these resources is aimed at achieving a comprehensive and accurate reflection of asset replacement costs within the organization's asset management system.

Embedded in the current work scope, this initiative will ensure that the organization's asset management and financial planning practices are based on robust and realistic data. By updating replacement costs to reflect current standards and market conditions, the organization is positioned to make more strategic, data-informed decisions that enhance its asset management efficacy and financial sustainability.

Implementation:

- Lead Role: Finance
- Supporting Roles: Utilities
- Estimated Staff Time: 100–150 hours
- 3rd Party Support Options: Yes; 3rd Party cost databases or engineers.

Element 3: Strategy and Planning

Asset management is only meaningful if it aligns with the CRD ’s overarching strategic direction as informed by Board’s priorities. This ‘line of sight’ approach ensures that all expenditures on infrastructure programs advance the community’s long-term objectives. In the ‘Strategy and Planning’ element, we evaluated how closely the CRD’s asset management program is linked with its corporate goals.

Current Practices and Maturity Level

The maturity level of strategy planning within the CRD is intermediate, with some areas progressing and others needing improvement. The 2022-2026 strategic plan aligns with the CRD’s mission, and most respondents are familiar with it. However, demand forecasting for capital assets and services varies, with some departments using advanced methods and others relying on basic practices, highlighting the need for a more consistent approach.

Service demand planning relies on a mix of master plans, external studies, and ad hoc analyses, with limited public consultation. While service goals are often defined in strategic documents, some are unclear or absent. The CRD would benefit from a more structured, standardized approach to planning and goal-setting to improve alignment with overall objectives.

Recommendations

3.1 Review the Asset Management Policy[4]

1. **Preliminary Assessment:** Conduct an initial review to evaluate the current Asset Management Policy's alignment with modern practices, regulatory requirements, and the regional CRD’s evolving needs.
2. **Scope Definition for Revision:** Define the specific objectives and boundaries of the policy revision. This includes determining which aspects of the policy are most critically in need of updates or complete overhauls to meet current and future asset management challenges.
3. **Comprehensive Information Gathering:** Collect and analyze data on the latest asset management standards, best practices, and legislative changes. Review existing documentation and conduct stakeholder interviews to understand the practical challenges and gaps in the current policy.

[4] Completed.

4. **In-depth Gap Analysis:** Perform a detailed gap analysis to pinpoint specific areas where the existing policy falls short of current standards, fails to address new challenges, or lacks clarity and effectiveness in its directives.
5. **Revision of Key Policy Elements:** Update the essential elements of the policy, including its objectives, scope, defined roles and responsibilities, performance metrics, and risk management strategies, ensuring they reflect contemporary asset management principles and practices.
6. **Development of Updated Framework:** Revise the policy's framework to incorporate modern asset management methodologies, improved governance structures, and enhanced performance and risk management approaches.
7. **Drafting and Refinement:** Produce a draft of the revised policy, ensuring the document is clear, comprehensive, and actionable. Review and refine the draft to address any inconsistencies or oversights.
8. **Final Review and Approval:** Submit the refined draft for final review and approval, ensuring it aligns with regional CRD objectives, legal requirements, and stakeholder expectations.
9. **Implementation and Communication Strategy:** Develop a strategy for communicating the revised policy across the organization and among external interested parties. Outline a clear plan for policy implementation, including training, procedural updates, and monitoring mechanisms.
10. **Ongoing Evaluation and Adaptation:** Establish a process for continuous monitoring of the policy's effectiveness, with provisions for regular reviews and updates to adapt to new challenges, technological advancements, and changes in regulatory and operational environments.

Table 10 Recommendation 3.1 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Political	All	**High**	**Moderate**	**Low - Moderate**	2024 – Q4	Completed[5]

As this recommendation has already been actioned, there is no further analysis of its urgency, impact, or resource intensity.

[5] A comprehensive review of the CRD's Asset Management Policy has been completed. Moreover, it will require continuous monitoring, and a 4-5 year review.

3.2 Develop a Key Document Register

1. **Define the scope:** Define the scope of the document register, including the key areas of asset management that will be covered and the types of documents that will be included.
2. **Identify key documents:** Identify the key documents related to each area of asset management, including master plans, external engineering or economic studies, modeling, policies, and public consultation results.
3. **Collect documents:** Collect copies of all identified documents, including electronic and hard copies.
4. **Organize documents:** Organize the documents in a systematic manner that is easy to navigate and search. This may involve categorizing the documents by type, date, or subject matter.
5. **Create a document register:** Create a document register that includes a list of all documents included in the register, as well as key details such as the document title, author, date, and location.
6. **Update the register:** Regularly update the document register as new documents are added or existing documents are revised or replaced.
7. **Make the register accessible:** Ensure that the document register is accessible to all relevant staff and interested parties, and that procedures are in place to allow staff to request access to specific documents as needed.
8. **Review and maintain the register:** Regularly review and maintain the document register to ensure that it remains up-to-date and relevant to the needs of the CRD.

Table 11 Recommendation 3.2 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Data	All	**High**	**Moderate-High**	**Low**	2025 – Q3	6 Months

Urgency Level: High

Developing a document register encapsulating all master plans, external engineering or economic studies, models, policies, and results from public consultations, holds a high urgency. This stems from the imperative need to systematically organize and centralize documentation critical to various facets of asset management, including condition assessment, risk management, and financial planning.

Impact Level: Moderate - High

Anticipated to exert a moderate to high impact, this initiative is pivotal in enhancing the CRD's asset management framework. By creating a centralized document register, the CRD ensures that vital information is readily accessible, fostering informed decision-making, strategic planning, and efficient policy implementation. Furthermore, such a register promotes transparency and facilitates more effective stakeholder engagement by making relevant information easily available.

Resource Intensity: Low

The development of a document register is characterized by a low level of resource intensity. While it requires meticulous planning and coordination to compile and organize the diverse range of documents, the financial implications are minimal. The primary investments involve staff time for the organization and categorization of documents and the potential use of existing IT infrastructure to host the register, enhancing its accessibility.

Implementation

- Lead Role: Records Management[6]
- Supporting Roles: All departments with asset reports and records
- Estimated Staff Time: 240-300 hours
- 3rd Party Support Options: Yes; records management or AM consultants can assist in organization

3.3 Develop the Asset Management Plan

Once the desired level of data maturity is achieved, the CRD will need to begin developing its Asset Management Plan. This document will need to integrate master plans, external engineering or economic studies, modeling, policies, and public consultation results.

1. **Review existing documentation:** Review the document register developed in the previous step, along with any other relevant documents, to gain a comprehensive understanding of the CRD's assets, their condition, and the risks associated with them.
2. **Conduct data analysis:** Analyze the data collected to identify trends, gaps, and opportunities for improvement.
3. **Develop performance objectives:** Develop performance objectives based on the analysis of data and input from key interested parties, including residents, staff, and elected officials.

[6] To be assigned by the CRD.

4. **Develop strategies:** Develop strategies for achieving the performance objectives, considering available resources, risk management considerations, and other relevant factors.
5. **Develop an implementation plan:** Develop an implementation plan that outlines the specific actions and timelines for implementing the strategies.
6. **Monitor and evaluate progress:** Implement the plan and monitor and evaluate progress regularly to ensure that the CRD is meeting its objectives.
7. **Review and update the plan:** Regularly review and update the Asset Management Plan as new information becomes available, changes in circumstances occur, or as required by legislation or policy.

Table 12 Recommendation 3.3 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Data	All	**Low**	**High**	**High**	2027 – Q1	10 Months

Urgency Level: High

The urgency for developing the CRD's Asset Management Plan is considered low, indicating that the commencement of this initiative is contingent upon reaching a desired level of data maturity. This strategic approach ensures that foundational data quality and completeness are established, providing a solid basis for the plan's development.

Impact Level: High

The impact of formulating a comprehensive Asset Management Plan is assessed as high. This pivotal document, by encompassing master plans, external engineering or economic analyses, modeling efforts, policy considerations, and outcomes from public consultations, will significantly enhance the CRD's ability to manage its assets effectively. The plan aims to optimize asset lifecycle management, risk management strategies, and financial planning, contributing to improved service delivery and infrastructure resilience.

Resource Intensity: High

The initiative is marked by high resource intensity, reflecting the extensive planning, coordination, and analytical work involved. Developing the Asset Management Plan requires a substantial investment of staff time, expertise, and potentially, external consultancy resources to incorporate a wide array of data sources and stakeholder inputs. The effort also involves leveraging advanced modeling techniques and integrating comprehensive public feedback, necessitating a considerable allocation of technological and financial resources.

Implementation

- Lead Role: Asset Management Lead
- Supporting Roles: All departments
- Estimated Staff Time: 200–250 hours
- 3rd Party Support Options: Yes; AM consultants can support integration, finalization, and quality control

Element 4: Asset Management Decisions

In 'Asset Management Decisions', we evaluate how the CRD prioritizes specific projects and spending decisions. It is closely linked to the 'Strategy and Planning' element, which focuses on broader trends and corporate goals. With a focus on individual projects, it is more tactical in nature.

Current Practices and Maturity Level

The maturity level of asset management decision-making in the CRD is basic, with inconsistent approaches to infrastructure planning and budgeting. While some use formal infrastructure master planning, many rely on decentralized methods or are unsure if a formal process exists. There is also uncertainty about whether growth projects are consistently included in long-term asset management budgets. Decision-making processes are varied, with some using structured methods like risk assessments and financial analysis, while others rely on informal practices. This mix of formal and informal approaches indicates the need for a more consistent, standardized decision-making process across the CRD.

Recommendations

4.1 Align master plans with asset management strategy

1. **Identify Integration Points:** Begin with a clear identification of where service master plans intersect with asset management objectives. This involves pinpointing services critical to community well-being that directly rely on physical assets managed by the CRD.
2. **Assess Current and Future Needs:** Perform an assessment to understand both the current state and future expectations for service delivery and infrastructure resilience. This dual focus ensures that service master plans are developed with a comprehensive view of asset utilization and lifecycle management.
3. **Vision and Goals Alignment:** Develop a unified vision and set of goals that align the aspirations of service master plans with the strategic objectives outlined in the asset management plans. This alignment ensures that efforts are synergized towards common outcomes, such as sustainability, efficiency, and resilience.
4. **Strategy Formulation and Evaluation:** Create strategies within service master plans that are informed by and supportive of asset management principles. Evaluate these strategies to ensure they maximize asset

performance, meet service delivery standards, and are financially sustainable.

5. **Developing Integrated Plans:** Draft integrated plans that clearly articulate how service delivery goals will be achieved through effective asset management. These documents should outline key actions, resource allocations, timelines, and responsible parties, ensuring a holistic approach to CRD infrastructure and services.
6. **Engage Interested parties for Consensus:** Conduct comprehensive stakeholder engagement to gather input, build consensus, and validate the integrated approach. This includes internal interested parties (across departments) and external ones (community members and service users) to ensure broad-based support.
7. **Implementing and Monitoring Progress:** Proceed with the implementation of the integrated plans, prioritizing initiatives that offer tangible benefits in service improvement and asset optimization. Establish robust monitoring mechanisms to track progress, adapt to changing circumstances, and continuously refine the integration of service master plans with asset management strategies.
8. **Review and Continuous Improvement:** Regularly review the integrated plans against performance metrics and stakeholder feedback. Use these insights to make iterative improvements, ensuring the CRD's infrastructure and services evolve in alignment with community needs and asset management best practices.

Table 13 Recommendation 4.1 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Data	Asset Owners	**Moderate**	**High**	**High**	2026 – Q1	18 Months

Urgency Level: Moderate

The urgency of updating the master plans before developing an asset management plan is considered key. This approach allows for the strategic and thoughtful alignment of the CRD 's overarching goals with specific asset management objectives. Updating the master plans first ensures that all future asset management initiatives are grounded in the latest strategic directions and service expectations.

Impact Level: High

The strategic update of master plans prior to the formulation of an asset management plan carries a high impact potential. This preparatory step is critical for embedding a

cohesive, strategic vision into the asset management framework, enabling enhanced decision-making, optimized asset performance, and improved service delivery that aligns with community needs and expectations.

Resource Intensity: High

Embarking on the process of updating master plans entails a significant commitment of resources, categorized as high due to the extensive stakeholder engagement, data collection, and analysis required. The comprehensive revision of master plans, prior to asset management planning, demands dedicated efforts from CRD staff and, potentially, external consultants to incorporate the latest insights, technologies, and methodologies.

Implementation

- Lead Role: Planning / Utilities
- Supporting Roles: All strategic plan owners
- Estimated Staff Time: 180–220 hours
- 3rd Party Support Options: Yes; strategic advisors or integrated planning consultants can support alignment

4.2 Develop lifecycle management strategies

1. **Identify Asset Groups:** Select asset groups to focus on for lifecycle management strategies.
2. **Define Lifecycle Activities:** Define the lifecycle activities for each asset group, including acquisition, maintenance, operation, rehabilitation, and disposal.
3. **Identify Triggers:** Identify triggers for each lifecycle activity, such as maintenance schedules, replacement cycles, and regulatory requirements.
4. **Assess Impacts:** Assess the post application impact, including added life, enhancements in condition etc.
5. **Evaluate Costs:** Evaluate the costs associated with each lifecycle activity, including capital expenses, operational expenses, and disposal expenses.
6. **Develop strategies** for each asset group that optimize lifecycle activities to reduce costs. Examples include:
7. **Implement the selected strategies**, incorporating necessary resources and tools, and communicate the changes to interested parties.
8. **Monitor and Evaluate:** Monitor and evaluate the effectiveness of the lifecycle management strategies, using key performance indicators (KPIs)

such as energy consumption, carbon emissions, waste generation, maintenance costs, and disposal costs. Use these insights to refine and adjust the strategies as necessary.

Table 14 Recommendation 4.2 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Frameworks	All	**Moderate - High**	**Moderate - High**	**Moderate - High**	2025 – Q4	4 Months

Urgency Level: Moderate - High

The urgency for establishing lifecycle management strategies is moderate - high, given its pivotal role in enhancing the CRD 's asset management capabilities. Timely development is crucial to align with project milestones and objectives.

Impact Level: Moderate - High

The potential impact of deploying comprehensive lifecycle management strategies is rated as moderate to high. By adopting a systematic approach, the CRD can make more informed decisions, leading to optimized resource allocation and improved asset performance.

Resource Intensity: Moderate - High

Developing and applying lifecycle management strategies entail a moderate to high level of resource commitment, including extensive data gathering, risk and cost analysis, and collaboration across departments. Technical resources and dedicated personnel are essential for successful implementation and ongoing refinement.

Implementation

- Lead Role: Utilities
- Supporting Roles: Finance, GIS, Procurement
- Estimated Staff Time: 150–200 hours
- 3rd Party Support Options: Yes; AM consultants can help with strategy templates and costing

4.3 Develop A Prioritization Framework

1. **Define the scope:** Define the scope of the prioritization framework by identifying the asset categories or services to be prioritized.

2. **Identify and gather data:** Identify and gather the relevant data for each asset category or service, including the cost estimates, risk assessments, and LOS requirements.

3. **Determine weights:** Determine the appropriate weighting for each factor (cost, risk, and LOS) based on the CRD's goals and objectives.

4. **Develop a scoring system**: Develop a scoring system that incorporates the weighting for each factor and assigns a score to each asset category or service.

5. **Rank asset categories/services:** Rank the asset categories or services based on their scores to establish a priority list.

6. **Review and update:** Continuously review and update the prioritization framework to ensure it remains relevant and effective.

Table 15 Recommendation 4.3 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Frameworks	All	**Low**	**High**	**Moderate**	2027 – Q1	6 Months

Urgency Level: Low

The urgency of this initiative is low as it should be concurrent with the development of the asset management plan in 2027. Integrating the prioritization framework with the asset management plan ensures consistency and alignment in decision-making processes, enhancing the overall effectiveness of both initiatives.

Impact Level: High

The development of a prioritization framework incorporating costs, risk assessment, and LOS considerations will have a significant impact on decision-making processes. It will provide decision-makers with a structured approach to evaluate and prioritize projects based on their alignment with organizational goals, risk factors, and service level requirements. This, in turn, will lead to more efficient resource allocation, improved asset management practices, and better overall organizational performance.

Resource Intensity: Moderate

Developing a prioritization framework requires moderate resources, including time and expertise to gather relevant data, conduct risk assessments, and define the criteria for evaluating projects. While the initial investment may be significant, the long-term benefits, such as improved decision-making and resource optimization, justify the resource allocation.

Implementation

- Lead Role: Utilities
- Supporting Roles: All asset-owning departments and Finance
- Estimated Staff Time: 100–140 hours
- 3rd Party Support Options: Yes; consultants can facilitate

4.4 Develop business case templates

1. **Determine the purpose and scope:** Determine the purpose and scope of the business case template: This should include what types of projects the template will cover, who the intended audience is, and any specific requirements or guidelines to follow.
2. **Identify the key sections of the template:** Identify the key sections that the business case template will include. This should include sections for the project description, objectives, options analysis, whole life costs, risks, and LOS impacts.
3. **Define the contents:** Define the contents of each section. For example, the project description section should provide a detailed overview of the proposed project, while the options analysis section should include an evaluation of different options and their associated costs, risks, and benefits.
4. **Identify Data Sources Requirements:** Identify the data sources that will be required to complete each section. This may include data on current asset conditions, historical maintenance costs, projected service demands, and any relevant regulations or policies.
5. **Develop a standardized format:** Develop a standardized format for the business case template, including headings, subheadings, and any required tables or figures.
6. **Pilot test** the business case template on a sample project to identify any issues or areas for improvement.
7. **Refine the business case template** based on feedback from the pilot test.

8. **Train staff** on how to use the template and provide ongoing support to ensure that the template is being used consistently and effectively.
9. **Regularly review and update** the business case template to ensure that it remains relevant and aligned with best practices in asset management.

Table 25 Recommendation 4.4 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Frameworks	All	**Low**	**High**	**Moderate**	2027 – Q4	4 Months

Urgency Level: Low

The urgency for this initiative is low as it is planned to be carried out after the adoption of the asset management plan. Once the plan is in place, the development of business case templates will serve as a complementary effort to enhance decision-making processes and ensure consistency in evaluating proposed projects.

Impact Level: High

The development of business case templates that incorporate whole life costs, risks, and LOS impacts will have a high impact on decision-making processes. These templates will provide decision-makers with a structure to assess proposed projects, enabling them to make informed choices that align with organizational objectives, mitigate risks, and address service level requirements effectively.

Resource Intensity: Moderate

Developing business case templates requires a moderate allocation of resources, including time and expertise to define the template structure, gather relevant data, and establish criteria for evaluating projects. While there may be initial resource investments involved, the long-term benefits, such as improved decision-making and alignment with organizational goals, justify the allocation.

Implementation

- Lead Role: Procurement
- Supporting Roles: All asset-owning departments and Finance
- Estimated Staff Time: 80–100 hours
- 3rd Party Support Options: Yes; standard templates can be sourced and adapted with external help

Element 5: Risk Management

The level of risk an asset carries determines the degree to which it is proactively managed through lifecycle activities, and the level of investment it requires. Risk is a function of an asset's probability of failure and the consequences of that failure event. The likelihood that an asset will fail can be based on many factors, including its age, condition, design, and the level of its exposure to deterioration accelerators, e.g., extreme weather events.

An asset failure event can have many different consequences, each with its own weighting. These can include economic, financial, social, health and safety, environmental, and even political or reputational consequences. Using the probability and consequence, asset risk frameworks can be developed. These frameworks can provide strong guidance on prioritizing projects.

Current Practices and Maturity Level

The CRD's risk management maturity is considered basic, with a limited, informal understanding of economic, financial, social, and environmental risks related to its assets. Risk assessments are largely ad-hoc, relying on paper and digital records, with some use of centralized asset inventories and maintenance systems. There are few formal risk models in place, and risk management processes are mostly based on departmental input and operator recommendations.

The use of risk matrices for project prioritization is still in the early stages, with many respondents unsure or indicating that the process is not formally established. While risk matrices are used to inform lifecycle activities, their implementation varies, and the process is not consistently applied across the CRD. Overall, risk management practices need more formalization and standardization to improve effectiveness and integration into decision-making.

Recommendations

5.1 Develop a risk framework

1. **Identify asset categories and subcategories:** Identifying the asset categories and subcategories that will be included in the risk framework.
2. **Determine specific risks:** Determining the specific risks associated with each asset category and subcategory, considering financial, social, health & safety, and environmental factors.
3. **Establish risk likelihood and impact criteria:** Establishing criteria for risk likelihood and impact, such as low, medium, and high.
4. **Develop a rating system:** Developing a rating system that assigns a score to each asset category and subcategory based on likelihood and impact.
5. **Create a risk matrix:** Creating a risk matrix that visualizes the likelihood and impact of each asset category and subcategory.
6. **Determine risk treatment options:** Determining risk treatment options for each asset category and subcategory based on the risk matrix, including risk mitigation, risk transfer, risk acceptance, and risk avoidance.
7. **Assign risk management responsibilities:** Assigning responsibilities for risk management activities to appropriate staff members.
8. **Develop and implement risk management plans:** Developing and implementing risk management plans for each asset category and subcategory, including actions, timelines, and resources required for risk treatment options.
9. **Monitor and evaluate risk management plans:** Monitoring and evaluating the effectiveness of risk management plans, updating the risk framework as needed.

Table 16 Recommendation 5.1 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Frameworks	All	**Moderate - High**	**Moderate - High**	**Moderate**	2025 – Q4	4 Months

Urgency Level: Moderate - High

Given the critical nature of risk management in asset management, the urgency for this is moderate-high. Developing a risk framework is essential to proactively identify and mitigate risks associated with asset failure. By modeling the probability of asset failure and assessing various financial, social, health & safety, and environmental

risks, the CRD can make informed decisions to ensure the reliability, safety, and sustainability of its assets. Addressing this initiative promptly aligns with the CRD's goals of enhancing asset management practices and minimizing potential risks.

Impact Level: Moderate - High

The impact of developing a risk framework is moderate to high. Implementing a comprehensive risk framework enables the CRD to conduct qualitative risk analysis and model the probability of asset failure effectively. This empowers decision-makers to prioritize asset maintenance, allocate resources efficiently, and minimize disruptions due to asset failures. Furthermore, by considering various risks associated with asset failure, the CRD can enhance its resilience to unforeseen events, improve service delivery, and protect public welfare and environmental interests.

Resource Intensity: Moderate

Developing a risk framework requires a moderate resource intensity. It involves allocating resources such as time, expertise, and potentially external consultation to design and implement a robust framework. While the initial investment may be significant, the long-term benefits, including improved risk management practices and optimized resource allocation, justify the resource allocation. Additionally, investing in risk management contributes to the CRD 's overall financial stability and operational effectiveness in the long run.

Implementation:

- Lead Role: Asset Management Lead
- Supporting Roles: All asset-owning departments and Finance
- Estimated Staff Time: 150–200 hours
- 3rd Party Support Options: Yes; risk management specialists

Element 6: Levels of Service

Levels of service (LOS) measure the quality, function, and capacity of an asset class or service area. They include technical and customer-oriented metrics and key performance indicators (KPIs) and are used to monitor performance. LOS should balance performance, risk, and overall program costs for an asset class. Defining current and proposed LOS for all asset classes is critical for asset management.

Current Practices and Maturity Level

The CRD's approach to LOS is inconsistent, with many respondents unsure about the analysis and documentation process. There is a basic or intermediate understanding of legislated and regulatory requirements.The CRD does not consistently report LOS goals, and many are unsure whether KPIs are tracked. While technical metrics are sometimes gathered through systems like SCADA and field assessments, community metrics are linked to informal sources like public engagement. Despite the lack of formal reporting, service metrics occasionally inform project prioritization and financial analysis.

Recommendations

6.1 Develop a levels of service register

1. **Define the scope** of asset programs that require LOS and KPIs to be established.
2. **Identify interested parties** that need to be engaged in the process, including the internal team, community members, and external partners.
3. **Identify KPIs** that will measure whether the strategic priorities of the CRD are being achieved. Consider both qualitative and quantitative measures that are meaningful to interested parties.
4. **Establish measurement methods** for each KPI. Identify the data collection methods, analysis processes, and reporting mechanisms.
5. **Implement and monitor** the LOS register and KPIs over time. Adjust as necessary based on changes in strategic priorities, community needs, and other factors.
6. **Communicate** the LOS and KPIs to internal and external interested parties, as well as the public. This will ensure that everyone is aware of the CRD's priorities and progress toward achieving them.

Table 17 Recommendation 5.1 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Frameworks	All	**Moderate - High**	**Moderate**	**Moderate**	2026 – Q1	3 Months

Urgency Level: Moderate - High

The urgency of the above initiative, which involves developing a LOS register and collecting KPIs, is assessed as moderate to high. While establishing this framework is essential for assessing organizational objectives and strategic priorities, it may not demand immediate attention compared to more critical or time-sensitive initiatives. However, addressing this initiative in a timely manner is crucial to ensure that the organization can effectively monitor its performance and make informed decisions based on accurate data.

Impact Level: Moderate

Developing a LOS register and collecting KPIs will have a moderate impact on the organization. This initiative will provide valuable insights into the organization's performance against established objectives, enabling better decision-making and resource allocation. By systematically assessing whether strategic priorities are being achieved, the organization can identify areas for improvement and ensure that resources are allocated effectively to meet its goals.

Resource Intensity: Moderate

The resource intensity for the above initiative is moderate. While developing the LOS register and collecting KPIs will require a significant allocation of resources, including time and expertise, it is not expected to be overly burdensome. This initiative will involve defining organizational objectives, selecting appropriate KPIs, establishing data collection methods, and implementing systems for monitoring and reporting. While there may be some initial investment required, the long-term benefits in terms of improved performance measurement and strategic alignment justify the resource allocation.

Implementation:

- Lead Role: Asset Management Lead
- Supporting Roles: All asset-owning departments and Finance
- Estimated Staff Time: 120–160 hours
- 3rd Party Support Options: Yes; external support can help align metrics with national standards

6.2 Establish a levels of service framework

1. **Identify the relevant legislative requirements** related to asset management and LOS that the CRD must comply with. This may include national or regional laws and regulations, industry standards, and any agreements or contracts that the CRD is party to.
2. **Review strategic planning documents** such as the long-term strategic plan, asset management policy, and master plans for the essential infrastructure service areas. Identify any strategic priorities or commitments related to LOS, such as targets for service delivery or customer satisfaction.
3. **Research trends and best practices** in LOS for similar CRDs, local governments, and organizations. This may include reviewing industry publications, attending conferences or workshops, or consulting with experts.
4. **Develop a framework** for LOS that considers legislative requirements, strategic priorities, and best practices. This framework should include definitions of KPIs, target LOS, and methods for measuring and reporting on performance.
5. **Engage with interested parties**, including internal staff, external partners, and members of the community, to gather feedback on the proposed LOS framework. Incorporate this feedback into the framework as appropriate.
6. **Implement the framework** once the LOS framework has been developed and approved. This may involve establishing KPI tracking and reporting systems, training staff on the new framework, and communicating the framework to interested parties.
7. **Monitor and evaluate performance** against the KPIs established in the LOS framework. Use this information to adjust the framework as needed to ensure that strategic priorities are being achieved, and legislative requirements are being met.

Table 18 LOS.2 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Frameworks	All	**Moderate**	**High**	**High**	2026 – Q2	4 Months

Urgency Level: Moderate

The urgency for this initiative is classified as moderate. While it is important to establish a LOS framework for decision-making, addressing this initiative may not require immediate attention compared to more pressing priorities. However,

initiating this process in a timely manner is crucial to ensure that the organization can effectively integrate LOS considerations into its decision-making processes.

Impact Level: High

Developing a LOS framework for decision-making will have a high impact on the organization. This initiative will provide a structured approach for evaluating performance against organizational objectives, thereby enhancing the organization's ability to achieve its strategic goals and optimize resource allocation. By incorporating LOS considerations into decision-making processes, the organization can improve service delivery and stakeholder satisfaction.

Resource Intensity: High

The resource intensity for this initiative is high. Developing a comprehensive LOS framework will require significant resources, including time, expertise, and financial investment. This initiative will involve conducting thorough assessments, defining appropriate performance metrics, and establishing processes for monitoring and evaluating performance against the framework. Despite the high resource intensity, the long-term benefits in terms of improved decision-making and strategic alignment justify the investment.

Implementation:

- Lead Role: Asset Management Lead
- Supporting Roles: All asset-owning departments and Finance
- Estimated Staff Time: 120–160 hours
- 3rd Party Support Options: Yes; dashboard or software developers may assist

6.3 Engage the public to determine service level expectations

1. **Identify the service areas and services** to engage the public on for service level expectations.
2. **Identify interested parties** who are likely to be impacted by the service and whose opinions are important for the decision-making process. This may include residents, business owners, community groups, etc.
3. **Develop an engagement plan** that outlines the objectives, timeline, methods of engagement, and communication strategies.
4. **Choose engagement methods** that are appropriate for the interested parties and the service being considered.
5. **Notify interested parties** about the engagement, including the purpose of the engagement, the timeline, and how their input will be used.

6. **Implement engagement activities** according to the engagement plan, ensuring that interested parties have access to the methods chosen.
7. **Collect and analyze feedback** looking for common themes, areas of agreement, and areas of disagreement.
8. **Develop service level expectations** based on the feedback received and the objectives of the service.
9. **Communicate the results** of the engagement process, including the service level expectations developed, to interested parties and the public.
10. **Review and update** the service level expectations periodically to ensure that they reflect current needs and are consistent with strategic priorities.

Table 19 LOS.3 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Frameworks	All	**Low**	**High**	**Moderate - High**	2026 – Q4	4 Months

Urgency Level: Low

The urgency for this initiative is classified as low. Engaging the public to determine service level expectations is an important aspect of strategic planning, but it may not require immediate attention compared to other pressing priorities. However, initiating this process in a timely manner is essential to ensure that the organization can effectively incorporate public feedback into its decision-making processes.

Impact Level: High

Engaging the public to determine service level expectations will have a high impact on the organization. This initiative will provide valuable insights into the community's needs and preferences, enabling the organization to align its service delivery with public expectations. By involving the public in the decision-making process, the organization can enhance transparency, accountability, and trust, ultimately leading to improved stakeholder satisfaction and community relations.

Resource Intensity: Moderate - High

The resource intensity for this initiative is moderate to high. Engaging the public requires significant resources, including time, personnel, and financial investment. This initiative will involve conducting outreach activities, such as surveys, public meetings, and focus groups, to gather input from a diverse range of interested parties. Additionally, the organization will need to analyze and synthesize the feedback received to inform decision-making effectively. Despite the resource

intensity, the long-term benefits of improved community engagement and stakeholder satisfaction justify the investment.

Implementation

- Lead Role: Asset Management Lead
- Supporting Roles: All asset-owning departments and Finance
- Estimated Staff Time: 140–180 hours
- 3rd Party Support Options: Yes; external engagement firms can support survey design and outreach

Element 7: Financial Management

This section focuses on how the CRD links its financial planning with asset management to ensure a sustainable service delivery model. Given the lengthy useful life of most capital assets, a long-term view to funding and financing is essential.

Current Practices and Maturity Level

The CRD's financial management maturity is basic, with inconsistent approaches to budgeting and limited collaboration across departments. Budgeting processes are ad hoc, and while factors like risk, renewal needs, and LOS are considered, there is a lack of integration with optimized lifecycle strategies. The analysis of capital and operating requirements varies, with some areas lacking comprehensive understanding or necessary analysis. Additionally, the alignment between the long-term budget and service targets is unclear, highlighting the need for a more structured, formalized approach to ensure financial sustainability and better alignment with strategic objectives.

Recommendations

7.1 Lifecycle cost financing strategy

1. **Identify asset categories** that require funding based on lifecycle needs.
2. **Define lifecycle needs** for each asset category, including acquisition, maintenance, operation, and disposal, and the associated costs.
3. **Determine whole life costs** for each asset category, including initial capital costs, ongoing operational and maintenance costs, and end-of-life costs.
4. **Identify funding sources** for each lifecycle need, including the capital budget, reserves, grants, and other sources.
5. **Develop funding strategies** that link the capital budgets to the lifecycle needs of each asset category, incorporating whole life costs and estimating the funding gap.
6. **Estimate the funding gap** for each asset category.
7. **Prioritize funding** based on the criticality of each asset category, its impact on service delivery, and the urgency of its lifecycle needs.
8. **Implement funding strategies** incorporating necessary resources and tools, and communicate the changes to interested parties.

9. **Monitor and evaluate** the effectiveness of the funding strategies, using KPIs such as budget variances, asset condition, and service delivery levels. Use these insights to refine and adjust strategies as needed.

Table 20 Recommendation 7.1 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Financial	All	**Moderate**	**High**	**Moderate**	2026 – Q4	6 Months

Urgency Level: Moderate

The urgency is considered moderate as it involves linking capital budgets to lifecycle needs, crucial for effective financial planning. While immediate action may not be imperative, addressing this initiative in a timely manner will enhance the alignment between capital budgets and lifecycle requirements, thereby optimizing resource allocation and long-term asset management strategies.

Impact Level: High

The impact of linking capital budgets to lifecycle needs is high. This initiative will enhance financial planning by ensuring that capital budgets adequately account for full lifecycle costs. This will allow the CRD to make more informed asset investment decisions, prioritize projects effectively, and mitigate risks associated with inadequate funding or unexpected expenses. This will lead to improved asset management practices, enhanced infrastructure resilience and greater fiscal sustainability.

Resource Intensity: Moderate

The resource intensity is moderate, requiring dedicated efforts to integrate lifecycle needs into capital budgets. While it involves initial investment of time and expertise to develop methodologies and processes, the long-term benefits justify the cost. The initiative may require collaboration among various departments to gather relevant data, analyze lifecycle costs, and incorporate them into budgetary planning. However, with efficient coordination and utilization of existing resources, the resource intensity can be managed effectively within the specified timeframe.

Implementation:

- Lead Role: Finance
- Supporting Roles: All asset-owning departments
- Estimated Staff Time: 140–180 hours
- 3rd Party Support Options: Yes; financial AM consultants can support funding scenario development

7.2 Long-Term Financial Sustainability Framework

1. **Identify service levels** that are critical for maintaining the CRD's infrastructure and achieving its strategic objectives.
2. **Define growth and service level needs** for each asset category, including acquisition, maintenance, operation, and disposal, and the associated costs.
3. **Determine financial scenarios** that align with the CRD's strategic objectives and account for growth and service level needs.
4. **Estimate the financial impacts** of each scenario, including the capital costs required to achieve the desired growth and service levels.
5. **Document service level implications** of each financial scenario, including the impact on the CRD's ability to maintain existing infrastructure.
6. **Link capital budgets** to the growth and service level needs, prioritizing funding based on the criticality of each asset category and its impact on service delivery.
7. **Communicate changes** in funding priorities to interested parties, including residents, businesses, elected officials, and CRD staff.
8. **Monitor and evaluate** the effectiveness of funding strategies, using KPIs like budget variances, asset condition, service delivery levels, and resident satisfaction. Use these insights to refine and adjust strategies as needed.

Table 21 Recommendation 7.2 Summary

Focus	Departments	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timeframe for Completion
Financial	All	**Low**	**High**	**High**	2027 – Q1	6 Months

Urgency Level: Low

The urgency for this initiative is considered low, as it is planned for implementation in 2027 – Q1, allowing sufficient time for preparation and execution. While it is important to link capital and operating budgets to growth and LOS metrics, the current circumstances do not necessitate immediate action. However, it remains crucial for the CRD to prioritize this initiative to enhance financial planning and service delivery effectiveness in the long term.

Impact Level: High

The impact of linking capital and operating budgets to growth and LOS metrics is deemed high. By establishing this linkage, the CRD will gain valuable insights into

the relationship between financial decisions and service levels. Documenting the service level implications of financial scenarios will enable decision-makers to make informed choices, prioritize investments, and allocate resources effectively. This will ultimately lead to improved service delivery, enhanced public satisfaction, and greater transparency in financial decision-making.

Resource Intensity: High

The resource intensity for this initiative is high, as it requires substantial efforts to establish a robust framework for linking budgets to growth and LOS metrics. Developing methodologies for documenting service level implications will demand dedicated time, expertise, and collaboration among various departments. Additionally, gathering and analyzing data related to growth and service levels, as well as incorporating them into budgetary planning, will necessitate significant resource allocation. However, with careful planning and effective coordination, the CRD can successfully implement this initiative within the specified timeframe, yielding long-term benefits for financial planning and service delivery.

Implementation:

- Lead Role: Finance
- Supporting Roles: All asset-owning departments
- Estimated Staff Time: 160–200 hours
- 3rd Party Support Options: Yes; financial planners or AM specialists can support scenario analysis

Implementation Timeline Summary

This structured implementation plan ensures a logical progression of initiatives, starting with governance, data improvements, and risk management, followed by financial sustainability, LOS tracking, and public engagement. Actions are prioritized based on their ratings for urgency, impact, and resource intensity, beginning with high-urgency, high-impact, and low-resource intensity initiatives. The actions outlined by this strategy will lead to a fully developed Asset Management Plan by the end of 2027.

Table 22 Recommendations Overview

#	Focus Area	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timing
1.1	Steering	**High**	**Moderate-High**	**Moderate**	2025 – Q2	<3 Months
2.2	Data	**Moderate - High**	**Moderate - High**	**High**	2025 – Q4	6-12 Months
1.3	Knowledge Retention	**Moderate**	**Moderate - High**	**High**	2026 – Q1	4 Months
1.4	Training	**Moderate - High**	**Moderate - High**	**Low - Moderate**	2025 – Q4	4 Months
1.5	Communications	**Low**	**Moderate - High**	**Low - Moderate**	2026 – Q4	4 Months
2.1	Data	**High**	**High**	**High**	2025 – Q3	3 Months
2.2	Data	**Moderate - High**	**Moderate**	**Moderate**	2025 – Q4	6 Months
2.3	Data	**Moderate - High**	**Moderate - High**	**Moderate**	2025 – Q4	3 Months
3.1	Policy	**High**	**Moderate**	**Low - Moderate**	2024 – Q4	Complete[7]
3.2	Data	**High**	**Moderate - High**	**Low**	2025 – Q3	6 Months
3.3	Data	**Low**	**High**	**High**	2027 – Q1	10 Months

[7] The Asset Management Policy was recently updated and adopted, and will require review every 5 years.

#	Focus Area	Urgency Level	Impact Level	Resource Intensity	Initiation Period	Timing
4.1	Data	**Moderate**	**High**	**High**	2026 – Q1	18 Months
4.2	Frameworks	**Moderate - High**	**Moderate - High**	**Moderate - High**	2025 – Q4	4 Months
4.3	Frameworks	**Low**	**High**	**Moderate**	2027 – Q1	6 Months
4.4	Frameworks	**Low**	**High**	**Moderate**	2027 – Q4	4 Months
5.1	Frameworks	**Moderate - High**	**Moderate - High**	**Moderate**	2025 – Q4	4 Months
6.1	Frameworks	**Moderate - High**	**Moderate**	**Moderate**	2026 – Q1	3 Months
6.2	Frameworks	**Moderate**	**High**	**High**	2026 – Q2	4 Months
6.3	Frameworks	**Low**	**High**	**Moderate - High**	2026 – Q4	4 Months
7.1	Financial	**Moderate**	**High**	**Moderate**	2026 – Q2	6 Months
7.2	Financial	**Low**	**High**	**High**	2027 – Q1	6 Months

2025 – Q3 (July – September)

1. Restructure the Asset Management Steering Committee (1.1)

- Objective: Establish a formal committee with clear objectives, meeting schedules, and organization-wide coordination.
- Lead Role: Asset Management Initiative Lead
- Supporting Roles: Department Managers, CFO, IT/GIS, and Clerical support
- Estimated Staff Time: 90–135 hours annually (10–15 hours per participant)
- 3rd Party Support Options: Not required.

2. Conduct an Asset Data Audit (2.1)

- Objective: Define key asset data attributes, centralize asset inventory, and identify & address gaps.
- Lead Role: GIS/Data Management

- Supporting Roles: All departments providing asset data
- Estimated Staff Time: 120–160 hours
- 3rd Party Support Options: Yes; data consultants

3. Develop a Centralized Document Register (3.2)

- Objective: Compile all relevant asset management documents, including master plans, policies, financial data, and public consultation reports.
- Lead Role: Records Management[8]
- Supporting Roles: All departments with asset reports and records
- Estimated Staff Time: 240–300 hours
- 3rd Party Support Options: Yes; records management or AM consultants can assist in organization

2025 – Q4 (October – December)

4. Develop Lifecycle Management Strategies for Key Asset Groups (4.2)

- Objective: Define asset lifecycle activities, triggers, and cost evaluations.
- Lead Role: Utilities
- Supporting Roles: Finance, GIS, Procurement
- Estimated Staff Time: 150–200 hours
- 3rd Party Support Options: Yes; AM consultants can help with strategy templates and costing

5. Implement a Data Governance Framework (1.2)

- Objective: Standardize data collection, entry, and update procedures to ensure consistency.
- Lead Role: IT / Data Governance Lead
- Supporting Roles: All departments contributing data
- Estimated Staff Time: 180–240 hours
- 3rd Party Support Options: Yes; governance frameworks can be developed with consulting support.

[8] To be assigned by the CRD.

6. Identify Staff Knowledge & Training Requirements (1.4)

- Objective: Identify knowledge gaps, plan targeted training, and integrate learning into departmental work plans.
- Lead Role: Human Resources
- Supporting Roles: All Department Managers
- Estimated Staff Time: 100–120 hours
- 3rd Party Support Options: Yes; AM training providers and industry associations.

7. Update Asset Replacement Cost Data (2.3)

- Objective: Conduct a comprehensive cost review using industry-standard references and local market adjustments.
- Lead Role: Finance
- Supporting Roles: Utilities
- Estimated Staff Time: 100–150 hours
- 3rd Party Support Options: Yes; 3rd Party cost databases or engineers.

8. Establish a Comprehensive Condition Assessment Program (2.2)

- Objective: Develop formal asset assessment protocols and establish data collection standards.
- Lead Role: Utilities Manager
- Supporting Roles: GIS/Data Management
- Estimated Staff Time: 150–200 hours
- 3rd Party Support Options: Yes; condition assessments often rely on 3rd Party inspectors or engineers

9. Develop a Prioritization Framework (4.3)

- Objective: Implement a structured prioritization model incorporating cost, risk, and LOS.
- Lead Role: Utilities
- Supporting Roles: All asset-owning departments and Finance
- Estimated Staff Time: 100–140 hours
- 3rd Party Support Options: Yes; consultants can facilitate

10. Define Levels of Service (LOS) Performance Metrics (6.1)

- Objective: Establish KPIs for service delivery.
- Lead Role: Asset Management Lead
- Supporting Roles: All asset-owning departments and Finance
- Estimated Staff Time: 120–160 hours
- 3rd Party Support Options: Yes; external support can help align metrics with national standards

11. Establish a Risk Management Framework (5.1)

- Develop structured risk assessment methodologies and integrate risk mitigation into decision-making.
- Lead Role: Asset Management Lead
- Supporting Roles: All asset-owning departments and Finance
- Estimated Staff Time: 150–200 hours
- 3rd Party Support Options: Yes; risk management specialists

2026 – Q1 (January – March)

12. Develop a Knowledge Retention Plan (1.3)

- Implement structured processes for knowledge transfer and retention.
- Lead Role: Human Resources
- Supporting Roles: All departments with specialized roles
- Estimated Staff Time: 80–100 hours
- 3rd Party Support Options: Yes; succession planning consulting

13. Develop Business Case Templates for Asset Management Projects (4.4)

- Standardize capital project evaluations with whole-life cost, risk, and service impact analysis.
- Lead Role: Procurement
- Supporting Roles: All asset-owning departments and Finance
- Estimated Staff Time: 80–100 hours
- 3rd Party Support Options: Yes; standard templates can be sourced and adapted with external help

2026 – Q2 (April – June)

14. Align Master Plans with Asset Management Strategies (4.1)

- Ensure infrastructure master plans are fully integrated with asset management objectives.
- Lead Role: Planning / Utilities
- Supporting Roles: All strategic plan owners
- Estimated Staff Time: 180–220 hours
- 3rd Party Support Options: Yes; strategic advisors or integrated planning consultants can support alignment

15. Lifecycle cost financing strategy (7.1)

- Objective: Align budgets with asset management priorities.
- Lead Role: Finance
- Supporting Roles: All asset-owning departments
- Estimated Staff Time: 140–180 hours
- 3rd Party Support Options: Yes; financial AM consultants

2026 – Q3 (July – September)

16. Establish a Levels of Service Framework (6.2)

- Objective: Create a structured process for tracking, evaluating, and reporting LOS.
- Lead Role: Asset Management Lead
- Supporting Roles: All asset-owning departments and Finance
- Estimated Staff Time: 200-250 hours
- 3rd Party Support Options: Yes; dashboard or software developers

17. Long-Term Financial Sustainability Framework (7.2)

- Objective: Develop financial forecasting tools and sustainable funding policies.
- Lead Role: Finance
- Supporting Roles: All asset-owning departments
- Estimated Staff Time: 160–200 hours
- 3rd Party Support Options: Yes; financial planners or AM specialists

2026 – Q4 (October – December)

18. Define Target Levels of Service & Public Engagement Approach (6.3)

- Objective: Establish clear level-of-service targets, integrate them into planning, and improve public communication on service expectations.
- Lead Role: Asset Management Lead
- Supporting Roles: All asset-owning departments and Finance
- Estimated Staff Time: 140–180 hours
- 3rd Party Support Options: Yes; external engagement

19. Develop an External Communication Strategy (1.5)

- Objective: Establish public engagement mechanisms to improve transparency in asset management decision-making.
- Lead Role: Communications Manager
- Supporting Roles: All departments providing services and Finance
- Estimated Staff Time: 100–120 hours
- 3rd Party Support Options: Yes; communications firms

2027 – Q1 (January – March)

20. Finalize & Implement the Asset Management Plan (3.3)

- Objective: Integrate all initiatives into a comprehensive, data-driven plan, incorporating financial sustainability, risk management, and LOS.
- Lead Role: Asset Management Lead
- Supporting Roles: All departments
- Estimated Staff Time: 200–250 hours
- 3rd Party Support Options: Yes; AM consultants

Final Summary

This step-by-step implementation timeline ensures that asset management efforts are developed logically and efficiently:

2025: Focus on governance, data collection, lifecycle management, risk assessment, and service levels.

2026: Develop financial sustainability, service tracking, and strategic alignment of master plans.

2027: Complete and implement the comprehensive Asset Management Plan.

This approach guarantees long-term financial sustainability, improved decision-making, and transparent public engagement, ensuring the CRD's assets are managed effectively.

Appendix A – Technical Survey Results

Element 1 – Organization and People

The table below summarizes the three maturity levels for the 'Organization and People' element and identifies key competencies typically found within each level.

Table 23 Defining Maturity Levels - Organization and People

Area of Analysis	Basic	Intermediate	Advanced
Level of Knowledge	**Minimal understanding of asset management concepts and principles among staff.**	**Some understanding of asset management concepts and principles among staff.**	Expert understanding of asset management concepts and principles among staff.
	Most management staff have an intermediate level of understanding, while the operations staff generally demonstrate a basic understanding of asset management. As a result, the overall level of knowledge can be assessed as ranging from basic to intermediate.		
Prioritization Level	Asset management is a low priority.	**Asset management is a medium priority.**	Asset management is a high priority.
	While asset management is included in the strategic plan and understood at a basic organizational level, the lack of dedicated staffing and limited support across departments suggests it is not yet fully integrated into daily operations. Limited resources, organizational capacity, and pushback on asset replacement and repairs indicate that asset management faces barriers to full implementation.		
Human Resource Capacity	**Absence of adequate human resource capacity for AM**	Adequate human resource capacity for AM	High human resource capacity for asset management, with dedicated staff.
	The current staffing model is split across multiple roles and departments through part-time or split-role coordinators. The overall human resource capacity for asset management is insufficient to effectively support a comprehensive program. Staff are overstretched and asset management is treated as a secondary task, which limits the impact of these coordinators. Past reliance on contracted services for asset management tasks highlights the ongoing need for specialized support and insufficient organizational capacity. The current model is not sufficient to fully implement and support a strong asset management program.		

Area of Analysis	Basic	Intermediate	Advanced
Processes and Tools	**Processes and tools do not facilitate AM Planning.**	Some or ad hoc processes or tools facilitate AM planning.	Processes and tools facilitate AM planning.
	There are mixed opinions on whether current tools and processes support asset management planning. GIS was the only tool consistently mentioned. The CRD develops five-year business, financial, and capital plans annually, but there is no asset management plan. Asset investments are often driven by failures, rather than proactive maintenance.		
Communications	**Lack of strategic communications on AM initiatives.**	Some or ad hoc communications related to AM initiatives.	Strategic communications on AM initiatives.
	Internal communication is insufficient, focusing more on the need for change than on setting priorities and sharing progress. Staff rely on ad hoc meetings and secondary channels to stay informed. Regular meetings and condition reporting have not been established. **External communication** is infrequent and only occurs due to health risks or specific events like referendums. There is limited ongoing communication with the public or interested parties. There is a need for a more proactive and holistic approach to enhance public awareness and engagement.		

Element 2 – Asset Information

The table below summarizes the three maturity levels for the 'Asset Information' element and identifies key competencies typically found within each level.

Table 24 Defining Maturity Levels - Asset Information

Area of Analysis	Basic	Intermediate	Advanced
Primary Data Attributes	Many gaps in primary datasets.	**Some gaps in primary datasets.**	Minimal gaps in primary datasets.
	Data attributes for assets are incomplete or not recorded for multiple primary asset attributes, including historical cost, replacement cost, estimated useful life, in-service date, and condition assessment data.		
Asset Data Confidence	**Low level of confidence in the asset datasets.**	Medium level of confidence in the asset datasets.	High level of confidence in the asset datasets.
	There is a low level of confidence in low confidence in asset databases and the data's completeness, accuracy, currency, verification, and management. Datasets are based on outdated or historical records and are inhibited by few as-built documents and poor record-keeping. Asset ledgers are maintained to meet PSAB 3150 requirements, but lack crucial information such as condition ratings, replacement costs, and expected service life.		
Secondary Data Attributes	Minimal secondary or attribute data, including physical properties, size, material	**Some secondary or attribute data, including physical properties, size, material**	Detailed secondary or attribute data, including physical properties, size, material
	The level of maturity of the secondary data attributes is considered intermediate as the data is incomplete.		

Area of Analysis	Basic	Intermediate	Advanced
Inventory Centralization	Inventory is decentralized across many systems.	**Inventory is centralized, but may not be fully accessible, current, accurate, completed, or verified.**	Inventory is highly centralized, accessible, current, accurate, verified, complete, linked to GIS
	The use of multiple software platforms and tools without an integrated system creates inconsistency. Staff rely on basic tools like Excel for critical asset data. Data management practices are fragmented with no clear, standardized process. Several key areas lack formal systems or consistent practices, and many staff use manual or disconnected methods like contractor-sent reports or inspection PDFs. Some advanced tools like BC Asset Manager and GIS are used, but their application is not consistent CRD wide.		
Replacement Costing Updates	**No established cycle for updating replacement costs.**	**Replacement costs are updated on an ad hoc basis.**	Replacements costs are updated on an established cycle.
	There is no established cycle for updating replacement costs. Updates occur ad hoc, typically during budget time or when a specific project is identified, often involving a consultant for a quantity survey. Replacement costs are reviewed every 1 to 5 years for insurance or capital planning purposes. Replacement costs are updated using several methods, including indexing to inflation, using procurement data, and considering local or prevailing market conditions. For specific projects, updates are based on procurement data. In a few cases, 3rd Party assessments or independent appraisals are used, particularly for insurance purposes. However, there is a lack of consistency in how updates are made and there is no defined process.		
Condition Assessments	**No strategic and scheduled condition assessment programs in place.**	Condition assessment program is scheduled but not strategic.	Strategic and scheduled condition assessment program is in place.
	The responses suggest that the condition assessment program is fragmented and lacks consistency across the CRD. While some assessments are updated cyclically, performed on a network-wide basis, and used to inform lifecycle decision-making, these practices are not universally applied. Many respondents noted that condition assessments are not stored or managed in a centralized system, and the information is often not readily accessible. For some respondents, assessments are accessible only because contractors provided reports after field studies, and in other cases, there is no clear system for managing or accessing this data. Overall, the condition assessment process lacks a formalized, systematic approach, and the data is not consistently used or stored to inform decision-making.		

Area of Analysis	Basic	Intermediate	Advanced
Data Governance	**Data governance is informal.**	Some elements of formal data governance and management are in place and documented, including data governance policies and procedures.	Most elements of formal data governance and management are in place and documented, including data governance policies and procedures.
	The responses highlight a lack of consistency and structure in both data governance and its procedures. Respondents provided mixed opinions on the presence of a corporate data governance policy or procedures. There is an understanding that data governance will be addressed in future projects along with documented procedures. Regarding data governance procedures, various systems and methods are in use, such as field inspections, asset inventory uploads, GIS management, maintenance management systems, financial systems, and reporting tools. However, these systems appear disjointed, with no clear integration or standardized approach across departments. Several respondents remain uncertain about the specific tools and systems being utilized. There is a need for a more unified, coordinated strategy for data governance to ensure consistency, quality, and accessibility of asset data.		

Element 3 – Strategy and Planning

The table below summarizes the three maturity levels for the 'Strategy and Planning' element and identifies key competencies typically found within each level.

Table 25 Defining Maturity Levels – Strategy and Planning

Area of Analysis	Basic	Intermediate	Advanced
Missing and Vision	No service mission, vision, or key objectives.	Service mission in place, but may lack vision, or key objectives.	**Service mission, vision, and key objectives in place.**
	The CRD's mission statement is: "Working in partnership with communities large and small, to make the Cariboo Chilcotin a socially, economically, and environmentally desirable region to live, work, and play." The 2022-2026 Strategic Plan outlines four key strategic priorities: Infrastructure & Asset Management, Enhanced Communications and Engagement, Effective & Responsive Land Use Planning & Development, and Relationships with First Nations. Most respondents are familiar with the strategic plan and its alignment with the CRD's mission.		
Asset Management Documents	No key asset management documents in place, such as an asset management policy, strategy, or up-to-date plan.	S**ome key asset management documents in place, such as an asset management policy, strategy, or up-to-date plan.**	An asset management policy, strategy, and up-to-date plan are in place.
	The 2020 Asset Management Report was prepared by True Consulting, while the 2022-2026 Strategic Plan was developed by BD Carruthers and Associates (BDCA). Several respondents mentioned the existence of an asset management policy; however, it does not appear to be publicly available on the CRD's website. The policy should be posted once finalized.		
Service Demand Planning	No formal service demand planning in place or done through ad hoc analyses.	**Service demand planning integrates some, but not all, elements, including master plans, external engineering or economic studies, modeling, policies, and public consultation.**	Service demand planning integrates most or all elements, including master plans, external engineering or economic studies, modeling, policies, and public consultation.

Area of Analysis	Basic	Intermediate	Advanced
	The CRD’s approach to considering current and forecast demand for capital assets and services reflects mixed levels of maturity, with some respondents unsure or describing the process as basic, while others consider it more advanced. This variation indicates a need for a more consistent and standardized approach to demand forecasting across departments. Service demand planning is informed by a variety of methods, including master plans, external studies, and ad hoc analyses, with only 1 respondent mentioning public consultation. However, reliance on informal methods such as ad hoc analyses points to a lack of a formal, cohesive strategy, which could impact long-term planning and decision-making. Regarding service goals, many respondents noted that they are defined in strategic documents, though some indicated they are also outlined in bylaws or business plans. A few respondents mentioned the absence of clearly defined service goals. This suggests the need for clearer, more formalized goals to ensure alignment with the CRD's overall objectives and community needs.		

Element 4 – Asset Management Decision-Making

The table below summarizes the three maturity levels for the 'Asset Management Decisions' element and identifies competencies typically found within each level.

Table 26 Defining Maturity Levels – Asset Management Decision Making

Area of Analysis	Basic	Intermediate	Advanced
Asset Needs List	Asset needs lists are produced primarily based on age data.	**Assets needs lists are produced based on a combination of age data and condition assessments.**	Assets needs lists are produced based on a combination of age, condition assessment data, and recommendations from various technical or economic studies.
	The survey responses reveal a mixed approach to infrastructure master planning for coordinating growth and demand projects into budgets and capital plans. While a few respondents confirmed the use of a formal infrastructure master planning process, many others either do not use such a process or are unsure if one is in place. Some suggested that infrastructure planning is done on a more decentralized basis, focusing on individual service needs, with some relying on a "wants and needs" list before the budget is processed.		
Growth and Demand Projects	**Growth and demand projects not identified in long-term budgets.**	Growth and demand projects identified in long-term budgets.	Growth and demand projects identified in long-term budgets.
	The survey responses regarding the inclusion of growth and demand projects in the CRD's long-term budget reveal mixed perspectives. While many respondents confirmed that such projects are included, others indicated that they are not, with some citing limited growth in the region as a factor. Several respondents were unsure about whether these projects are considered in the budget, highlighting a lack of clarity or awareness on the matter.		
Master Planning	**No infrastructure master planning process to determine which growth and demand projects are coordinated into budgets.**	**An infrastructure master planning process determines which growth and demand projects are coordinated into budgets.**	An infrastructure master planning process determines which growth and demand projects are coordinated into budgets. Accounts for public affordability expectations.

Area of Analysis	Basic	Intermediate	Advanced
	The survey responses reveal a mixed approach to infrastructure master planning for coordinating growth and demand projects into budgets and capital plans. While a few respondents confirmed the use of a formal infrastructure master planning process, many others either do not use such a process or are unsure if one is in place. Some suggested that infrastructure planning is done on a more decentralized basis, focusing on individual service needs, with some relying on a "wants and needs" list before the budget is processed.		
Project Prioritization	**No formal project prioritization process to develop budgets and capital plans.**	A formalized project prioritization process is used to develop budgets and capital plans.	A formalized project prioritization process is used to develop budgets, and capital plans and includes lifecycle analysis, treatment options, and risk management.
	The responses reveal a mix of uncertainty and varying practices. A few respondents do acknowledge the use of annual business, financial, and capital plans to guide decision-making. Additionally, one respondent explained that budgets are developed based on the priority needs of individual services, as each service operates independently.		
	The capital investment prioritization process is best described as a set of informal recommendations.	The capital investment prioritization process is best described as a structured annual process.	The capital investment prioritization process is best described as a structured annual process identifying risks and benefits.
	The responses reveal a diverse range of approaches within the CRD. Many respondents identified the use of structured processes, with a focus on specific criteria such as risk assessment and financial analysis. However, several responses also indicated reliance on informal methods, such as departmental recommendations or assessments by operational staff. While some respondents mentioned established annual procedures for prioritization, others highlighted that decisions were based on evolving needs and the financial capacity of the services involved. Overall, the CRD's decision-making processes appear to vary, combining both formalized and informal practices.		

Element 5 – Risk Management

The Table below summarizes the three maturity levels for the 'Risk Management' element and identifies key competencies typically found within each level.

Table 27 Defining Maturity Levels – Risk Management

Area of Analysis	Basic	Intermediate	Advanced
Risk Models	**No documented understanding of the probability of asset failure, and the various financial, social, health & safety, and environmental risks associated with asset failure (risk frameworks).**	Some documentation on the probability of asset failure, and the various financial, social, health & safety, and environmental risks associated with assets.	Various financial, social, health & safety and environmental risks are well-documented for most or all assets. Probability of asset failure is also quantified. Detailed risk frameworks in place.
	The CRD has a basic understanding of the economic, financial, social, and environmental risks to its assets, though it is not formally documented. The CRD primarily relies on ad-hoc paper and digital records for risk assessment, with some respondents also mentioning the use of centralized asset inventories, maintenance management systems, and service request systems.		
Risk Models	**No quantitative models, scores, or risk matrices in place.**	Rudimentary risk models, scores, or matrices in place.	Advanced risk models in place, including numerical indices, informed by staff judgement and expert reports and studies.
	Limited risk models have been developed, with few formal processes in place. These models are informed by departmental input and operator recommendations but lack formal development, being mostly reliant on ad-hoc records and informal methods.		
Risk as a Prioritization Tool	**No formal and documented risk management process to prioritize infrastructure related spending.**	Formal risk management process to inform project prioritization and infrastructure related spending; may not be documented.	Formal, documented risk management process to determine project prioritization and infrastructure related spending.
	The CRD has a basic approach to using risk matrices for project prioritization and there is no established process. These risk matrices are considered to inform the type of lifecycle activities and strategies, although responses suggest that the implementation of this process varies.		

Element 6 – Levels of Service

The table below summarizes the three maturity levels for the 'Levels of Service' (LOS) element and identifies key competencies typically found within each level.

Table 28 Defining Maturity Levels – Levels of Service

Area of Analysis	Basic	Intermediate	Advanced
Levels of Service Analysis	**Minimal, or no documentation on current technical or customer-oriented LOS to track and monitor service delivery.**	Some documentation on current LOS, using customer and technical KPIs.	Detailed LOS framework for all asset classes illustrating current and proposed customer and technical LOS for all asset class.
	The survey reveals uncertainty and in the CRD's approach to LOS analysis, data management, and reporting. Most respondents were unsure about the analysis and documentation		
Levels of Service Data	**LOS data is managed primarily using non-structured methods, e.g., paper records, or disconnected sheets and databases**	LOS data is managed in centralized databases.	LOS data is managed in centralized databases and linked to assets/services within a software system.
	The survey reveals widespread uncertainty and in the CRD's approach to LOS analysis, data management, and reporting.		
Regulatory Requirements	**The CRD has a basic understanding of all legislated and regulatory requirements for its infrastructure assets.**	The CRD has an intermediate understanding of all legislated and regulatory requirements for its infrastructure assets.	The CRD has an advanced understanding of all legislated and regulatory requirements for its infrastructure assets.
	The survey responses reveal varying levels of awareness and maturity regarding the CRD's understanding of legislated and regulatory requirements for its infrastructure assets. Most respondents reported a basic or intermediate level of understanding, with a few indicating advanced knowledge. When it comes to compliance with these requirements, the responses were less clear, with many respondents uncertain about the CRD's compliance. Some suggested non-compliance, while others affirmed that compliance had been met.		

Area of Analysis	Basic	Intermediate	Advanced
Levels of Service Reporting	**No LOS reporting.**	LOS reporting is used for some, but not all of the following: set targets and trends for service delivery; prioritize capital projects; adjust operating practices; conduct financial analyses; inform public on the CRD ’s performance and discuss trade-offs;	LOS reporting is used for most or all of the following: set targets and trends for service delivery; prioritize capital projects; adjust operating practices; conduct financial analyses; inform public on the CRD ’s performance and discuss trade-offs;
	The CRD does not consistently report LOS goals, and many respondents were unsure whether KPIs are tracked. Some mentioned using technical reports, SCADA systems, and field assessments for technical metrics, while community metrics were linked to sources like public engagement and staff correspondence, though tracking remains uncertain. Despite the lack of formal reporting, service metrics are sometimes used for prioritizing capital projects and financial analysis. Overall, the absence of structured processes and widespread uncertainty indicates that LOS reporting is inconsistent across the CRD.		

Element 7 – Financial Management

The table below summarizes the three maturity levels for the 'Financial Management' element and identifies key competencies typically found within each level.

Table 29 Defining Maturity Levels – Financial Management

Area of Analysis	Basic	Intermediate	Advanced
Budget and Corporate Goals	**Minimal alignment of departmental budgets with corporate strategic goals. Infrastructure spending does not reflect long-term direction of the community.**	Some alignment of departmental budgets with corporate strategic goals. Some infrastructure spending aligned with long-term direction of the community.	Significant alignment of departmental budgets with corporate strategic goals. Infrastructure spending is required to be aligned with long-term direction of the community.
	The CRD's approach to budget and corporate goals reveals uncertainty and limited collaboration across departments. There are minimal or ad hoc meetings for determining priorities and budget allocations, with a few instances of strategic and scheduled meetings. Despite efforts to coordinate, a more structured and consistent approach may be needed. The CRD's budget appears to consider factors such as risk, forecasted renewal requirements, and LOS. However, responses also indicated gaps in considering optimized lifecycle strategies.		
Financial Requirements	Financial requirement analysis does not account for most of the following elements: operating and maintenance needs; principal and interest payments; future rehabilitation and renewal; inflation; service enhancements; growth elements; proposed LOS	**Financial requirement analysis accounts for some, but not all, of the following elements: operating and maintenance needs; principal and interest payments; future rehabilitation and renewal; inflation; service enhancements; growth elements; proposed LOS**	Financial requirement analysis accounts for most or all the following elements: operating and maintenance needs; principal and interest payments; future rehabilitation and renewal; inflation; service enhancements; growth elements; proposed LOS

Area of Analysis	Basic	Intermediate	Advanced
	The CRD's analysis of its short- and long-term requirements for its assets varies in maturity. While some respondents indicate a comprehensive understanding, others are uncertain or have not yet conducted the necessary analysis. The CRD's requirement analysis typically accounts for operating and maintenance costs, principal and interest payments, and inflation, with some responses also mentioning future rehabilitation and renewal, service enhancements, and growth elements. However, proposed LOS were less consistently included in the analysis. This suggests that while the CRD is considering some important financial factors, it needs to integrate proposed service levels into its financial planning to ensure long-term sustainability and avoid unforeseen costs		
Budgets and Asset Management	**Department budget developments are not well-aligned with departmental asset management strategies to determine optimal expenditures on assets, and do not consider most of the following: risk, LOS, optimized lifecycle strategies; forecasted renewal requirements; cross-departmental initiatives**	Departmental budget developments are aligned with departmental asset management strategies to determine optimal expenditures on assets, considering some, but not all the following: risk, LOS, optimized lifecycle strategies; forecasted renewal requirements; cross-departmental initiatives	Departmental budget developments are aligned with departmental asset management strategies to determine optimal expenditures on assets, considering most or all the following: risk, LOS, optimized lifecycle strategies; forecasted renewal requirements; cross-departmental initiatives
	Survey responses indicate uncertainty and inconsistency in aligning the CRD's long-term budget with proposed LOS targets. The budget's integration with the corporate strategic plan shows basic maturity, with one respondent noting that the plan does not fully address the services provided. There is also recognition that the budget may face challenges in fully meeting current and future asset management needs.		

AGENDA ITEM SUMMARY

Date: 03/07/2025

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Lore Schick, Deputy Corporate Officer/Executive Assistant
Date of Meeting: Cariboo Regional District Board_Jul11_2025
File: 1610-02

Short Summary:
Request from Director Sjostrom to Access Electoral Area A Initiative Funds

Voting:
Corporate Vote - Unweighted

Memorandum:
Director Sjostrom has requested up to $1,000 to be authorized from the Electoral Area A Director Initiative fund to enable her attendance at the 2026 Natural Resources Forum in Prince George

This request is hereby brought forward for the consideration of the Board.

Attachments:
N/A

Financial Implications:
There are sufficient funds in the Electoral Area A Initiative Fund to approve this request.

Policy Implications:
Policy No. 2023-3C-33 Director Initiative Funds states:

Director Initiative funds are discretionary funds to be used on a limited basis for:
• the cost for a Director's attendance at seminars/workshops associated with development as an elected official other than training offered by NCLGA and UBCM or specifically contained in the Board's Electoral Area Administration budget;
• the cost for a Director to conduct meetings within their Electoral Area on topics of interest to their constituents provided those topics are not inconsistent with established Board policies or decisions;
• the cost of a Director's additional travel outside of the region for special initiatives of importance to their electoral area. An example of such travel would be to meet with provincial

or federal ministers with respect to an issue, provided that the matter is not contrary to established Board policies or decisions;
• annual volunteer appreciation events (no staff resources are provided for the organization/planning of such events); and
• the cost of Long Service Recognition for CRD Commissioners including:
o the purchase of a retirement gift as a long service award to members of CRD Commissions who have served a minimum of 5 years, or hosting a luncheon or similar venue to present long service awards.

Ineligible projects include:

• hosting special events such as community luncheons, dinners, barbeques, etc. (other than annual volunteer appreciation events);
• advertising, mail-outs or other media except as related to conducting a meeting approved in accordance with the above guidelines; and
• providing funds, gifts, or favours to third parties.

Process:

• Directors may request a requisition in any fiscal year for the Director Initiative Fund;
• Funds may be accumulated from year to year provided that the annual allocation for the Director Initiative Fund does not exceed $5,000.
• Requests to access the Director Initiative Fund must be submitted in writing for inclusion on a Board agenda in accordance with the Procedure Bylaw.
• Verbal requests to access the Director Initiative Fund will not be considered.
• Funds can only be expended with the approval of Simple Majority.

The Board should consider the terms of the above-noted policy when determining if this request meets the intent of the policy.

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

CAO Comments:

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Options:

1. Approve;
2. Deny;
3. Defer.

Recommendation:

Action is at the discretion of the Board.

Meetings that may or must be closed to the public

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

☐ (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

☐ (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

☐ (c) labour relations or other employee relations;

☐ (d) the security of the property of the municipality;

☐ (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

☐ (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

☐ (g) litigation or potential litigation affecting the municipality;

☐ (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;

☐ (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

☐ (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;

☐ (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

☐ (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];

☐ (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;

☐ (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

☐ (o) the consideration of whether the authority under section 91 [*other persons attending closed meetings*] should be exercised in relation to a council meeting.

90 (2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

☐ (a) a request under the *Freedom of Information and Protection of Privacy Act*, if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;

☐ (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

☐ (c) a matter that is being investigated under the *Ombudsperson Act* of which the municipality has been notified under section 14 [*ombudsperson to notify authority*] of that Act;

☐ (d) a matter that, under another enactment, is such that the public must be excluded from the meeting.

90 (3) If the only subject matter being considered at a council meeting is one or more matters referred to in subsection (1) or (2), the applicable subsection applies to the entire meeting.