

INFORMATIONAL CORRESPONDENCE – JUNE 25, 2018

1. S. Smith – letter dated June 13, 2018 – Panhandling Bylaw
2. H. & T. Yip – email dated June 11, 2018 – City of Salmon Arm Closed Road
3. R. Richardson – email dated June 11, 2018 – Klahani Park Pickleball courts
4. L. Ellis, Secretary, Salmon Arm Citizens Patrol Society – Canoe Beach
5. W. Huang, Director, Rocana Meats – Industrial Revitalization Tax Exemption Program
6. L. Wong, Manager, Downtown Salmon Arm – letter dated June 18, 2018 - Underpass
7. J. Ragsdale, Regional Dean, Shuswap Revelstoke, Okanagan College – letter dated June 12, 2018 – Request for a City of Salmon Arm Representative on the Okanagan College Salmon Arm Regional Advisory Committee
8. D. Nettleton, Chief Executive Officer, Okanagan Regional Library – letter dated June 1, 2018 – Cannabis related Legislation
9. Shuswap Watershed Council – April 2017 to March 2018 – Annual Highlights Report
10. L. Andres, Financial Officer, Local Government Infrastructure and Finance – letter dated June 12, 2018 – Shuswap Lakes Vacations Inc.
11. A. Slater, SILGA Executive Director – email dated June 12, 2018 – Community Adaptation Workshops for small BC Communities
12. J. Horgan, Premier – letter dated June 11, 2018 – UBCM Convention Meeting Request
13. S. Robinson, Minister of Municipal Affairs and Housing – letter dated June 11, 2018 – UBCM Convention Meeting Request
14. B. Schmidt, Director, Operations and Client Relations, Local Government Division – Memorandum dated June 18, 2018 – Meeting with Provincial Government Staff
15. T. Fitzgerald, Communications Coordinator, Special Olympics of British Columbia – email dated April 27, 2018 – Proclamation process and Special Olympics 50th anniversary celebrations
16. J. Côté, Mayor, City of New Westminster – letter dated June 7, 2018 – Changes to the Strata Property Act

Dear ~~Mayor~~ Mayor Nancy Cooper,

June 13, 2018

This is an open letter to City Hall and to all citizens. There is a write up in the Salmon Arm Observer, June 13, 2018 on page B4 entitled, "Bylaw to clamp down on panhandling."

Panhandling is a complex situation. Some people end up being a panhandler due to different circumstances. The circumstances are making wrong choice in life, lost of employment, health problems, disabilities, mental health problems, vehicle accidents etc.. Panhandlers life is a painful life. They can't afford accommodations, cost of living and face all kinds of weather conditions. These people have it very hard. How can panhandlers pay a fine of \$50.00 all the way up to \$2,000.00? This is very harsh.

They have enough money to purchase two or three meals in a day when people give them money. The Bylaws are hard on panhandlers as well. It's like not in my backyard, move on attitude. All of these Bylaws don't solve problems. It only add more pain into their life.

Basically, panhandlers need big help instead. They need to be loved and lifted out of their situations. This is the key. Hope the following will be inspiring people. There must be a much better solutions.

There should be a committee of people from that are loving and compassionate towards the panhandlers. People from City Hall, doctors, nurses, dentists, housing personals, mental health personals, counselors, farmers, teachers, OK college, Work B.C., and Pastors etc..



They have meetings together every week to find solutions to panhandlers needs. Possible solutions in the following;

- Have a Help Center. Assessments are made as to what kind of help panhandlers need etc..
- Policemen take panhandler to Help Center.
- Salvation Lighthouse open all year round for people to sleep there.
- Farmers teach and hire panhandlers.
- Have a Trade Center School and life skills training combinations so that panhandlers learn job skills etc..
- Get ideas from Mustard Seed, Calgary, Alberta.
- Work B.C..

These are building blocks to help. Eventually, a panhandler would have a much better life and no longer being a panhandler.

Life has bad curve balls and you could end up being a panhandler no matter who you are. Think about that! Look at yourself in the mirror. How would you like to be treated as a panhandler?

Sincerely,
Sharon Smith

Sharon Smith

67-3350

10th Ave, N.E.

Salmon Arm, B.C.

V1E 1J6

Telephone: 250 2530344

From: Heather Yip [<mailto:heather.yip@gmail.com>]
Sent: June-11-18 8:49 PM
To: Nancy Cooper
Subject: Re: City of Salmon Arm Closed Road

Nancy,

Thanks for getting back to me. I appreciate that you always take the time to connect with residents and to address our concerns. Attached to this email is a letter expressing our worries regarding the closed road adjacent to our property as well as a few other concerns on 3rd Avenue NE.

Warmly,

Heather Yip

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Dear Salmon Arm City Council,

We write to you as new residents and thankful for the job you do in helping make this community a place for young families like ours.

One of the biggest challenges we've faced with our new home (991 3 Ave NE, just up the hill from City Hall) is with its history.

We've been told by long time neighbours on this street that there was, at one time, access to the property off the Trans-Canada highway (TCH) and the road to the back of the property off 3rd Avenue was an alley way.

However at some point in time (we've not been able to determine the date with any certainty) the Federal Government removed access off the TCH as they expanded the highway.

The TCH expansion and removal of access to the property off the TCH led to 3rd Avenue being the sole access road to the property.

Given the city has jurisdiction over 3rd Avenue, we have to assume the Federal Government consulted and worked with the City to "upgrade" 3rd Avenue (since it now served as the primary/sole road to the 5 homes on 3rd Avenue).

The term upgrade is in quotes because we believe that there didn't appear to be a thorough analysis into how to create a main road out of what was previously only a back alley lane.

We've seen firsthand the challenges it's been for City snow removal (when they even remember to come onto 3rd Avenue to plow), garbage removal and street cleaners to access 3rd Avenue.

However, this work left large trees with their roots fully exposed sitting precariously (Fig. 3 & Fig. 4) up on the side of the hill from above and facing our home. We've repeatedly made calls asking for someone from the City to come and consider cutting the trees down due to the hazard they pose to our home.

Although we have insurance, in the event of an issue involving those trees that aren't on our property (and most likely sitting on City property), we will examine all options available to us to ensure accountability for the falling trees rests with the proper party (considering they've been given multiple notices).

We also have a "pothole"/sinking asphalt issue on 3rd Avenue that still hasn't been assessed, despite a promise by someone at the City to drive by and view the pothole. (Fig. 6)

The other item we would like City Council to consider is the area of undeveloped roadway that Mr. Niewenhuizen refers to in the email thread.

This section of City owned land is roughly 25 feet wide and runs from 3rd Avenue to the TCH and borders our home (on the east side of the property). (Fig. 1,2,3 & 5)

Again, it took us some investigation to determine that it was City owned land (after originally being told it was owned by BC Hydro).

As you can see from photo Fig. 1 this section of City property slopes slowly from 3rd Avenue but soon begins a steep downwards decline as you move towards the TCH.

Our primary concern is the lower portion of this City property. Although Mr. Niewenhuizen states that it is the City's position to leave it to grow in its natural state, (budget restrictions?), it is our position that since this City owned property is not fenced off from our property, it presents an attractive nuisance for children to gravitate towards and play around. Also it is open and without any buffer to the busy and noisy TCH. We have been in contact with The Ministry of Transportation and they submitted a request to reduce the speed limit on the TCH to 50km/h further up the hill and closer to 30th. However it would help to clean up this closed road and plant some hedges to reduce the highway noise.

This nuisance is the risk we would appreciate City Council consider either fencing off or at least preventing access to its steepest area of decline due to the natural and unmitigated hazard and risk of injury should our young children or any of their friends who visit our property tumble down this hill. Because of its steep nature and because there are numerous hazards we cannot maintain this area safely.

Again, we have insurance but it is only for our property. We have provided proper notice to the owners of the property (the City) of this hazard and risk of liability.

In summary, we appreciate City Council reviewing our concerns and again are only asking you to consider these points:

- Consider removing the trees with their exposed roots dangling from the hill above our property as these appear unstable (if you have information otherwise such as a geotechnical survey or report, please let us know and we will file a freedom of information request to access these reports).
- Consider fencing off the unkept City owned roadway at its steepest point due to the risk and naturally attractive hazard it poses.
- Consider fixing and maintaining the road where there is a large sinking pothole. (Fig. 6)

Please let us know if you have any questions or concerns. We are available to discuss further in person if necessary.

Regards,
Heather and Tony Yip



Fig. 1



Fig. 2



Fig. 3



Fig. 4



Fig. 5



Fig. 6

From: raykip@telus.net [<mailto:raykip@telus.net>]

Sent: June-11-18 7:28 AM

To: Nancy Cooper; Chad Eliason; Kevin Flynn; Alan Harrison; Ken Jamieson; Tim Lavery; Louise Wallace-Richmond

Subject: Klahani Park pickleball courts

Dear Mayor Nancy Cooper and Councillors,

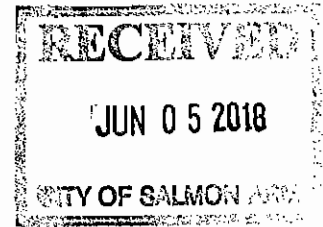
I was very dismayed to read in the June 6, 2018 edition of the Salmon Arm Observer of the user agreement that allows exclusive use of all of the Klahani Park pickleball courts by those who have paid a fee. I have attached a letter (dated May 23, 2018 - delivered to City Hall on May 25, 2018) that also expressed my objections to this plan. The sign at the courts clearly states "Public Use Courts Only; No Fees Required". I participated in the open houses/information sessions regarding the strategic plan for the park, and I feel that this goes against the idea of making it more of a "community" park, for everyone to enjoy.

Please reconsider your decision, and allow at least half of the courts to remain free for the public to use at any time. The joy of playing pickleball for many adults and children is the low cost for the paddles and balls. This allows many families in the area to play a fun sport in a beautiful park. If the agreement is still to go ahead, then I ask that pickleball lines are added to the tennis courts at Jackson this month, to accommodate those of us that will now longer be able to play for free at Klahani Park on our regular Tuesday and Thursday nights.

Thank you,
Rachel Richardson
(250)253-2152

SALMON ARM CITIZENS PATROL SOCIETY
WWW.SALMONARMCITIZENSPATROL.CA

% RCMP detachment, 1980-11th Ave N.E.
Salmon Arm, BC V1E 2V5



Monday, June 4, 2018

The Mayor and Council
City of Salmon Arm
500 - 2nd Ave. N.E.
Salmon Arm, BC V1E 4N2

TO: THE MAYOR AND COUNCIL

At our recent meeting of the Salmon Arm Citizens Patrol, it was decided that we should contact you with our observations and suggestions from our weekly patrols to Canoe Beach.

To encourage people to use the dog beach, it was suggested that there should be more picnic tables on the dog beach side. Currently, there is only one and it would be nice if there were 3 or 4 tables.

Also, it was noted that there is no signage at the lower lot to indicate where the overflow parking lot is located.

Thank you for considering our recommendations.

Yours sincerely,

Liz Ellis
Secretary



Wei Huang
Rocana Meats Ltd
4141 54th St. S.E.
Salmon Arm, B.C. V1E 3P8
May 30, 2018

Nancy Cooper
Mayor
City Of Salmon Arm

Ms Nancy Cooper:

As you may recall in spring 2016, prior to construction of our facility expansion, we met with yourself along with the City of Salmon Arm Business Development Officer at Rocana Meats Ltd offices. During that meeting it was suggested that we may meet the requirements for the Industrial Revitalization Tax Exemption Program and we were advised to apply.

During the hectic expansion of our facility responsibility for the application to the program was never clearly assigned and coupled with some staff turnover we have not been able to locate our application from that time. Exel Construction, our builder, also remembers the discussion surrounding the application but, does not have a copy.

We attempted to retroactively apply for the Industrial Revitalization Tax Exemption Program earlier this month and discovered that the application needed to be made prior to our purchasing the building permit. Chelsea Van de Cappelle has been very helpful in suggesting that council may be able to grant an exception to the bylaw requirement and apply the tax exemption retroactively for the 2017 tax year as well as the next 4 years as per the program outline. We respectfully ask that council consider allowing our application.

Sincerely,

Wei Huang
Director

City of Salmon Arm

500 - 2 Avenue NE

Mailing Address: Box 40

Salmon Arm, BC V1E 4N2

Tel: 250.803.4000 Fax: 250.803.4041

www.salmonarm.ca



June 13, 2018

COPY

Wei Huang
Rocana Meats Ltd.
4141 54 Street SE
Salmon Arm, BC V1E 3P8

Dear Mr. Huang;

Re: Industrial Revitalization Tax Exemption Program Application


Thank you for your letter dated May 30, 2018, which outlined the circumstances regarding your participation in the Industrial Revitalization Tax Exemption Program.

When the City of Salmon Arm (City) is approached with new building permit applications for subject properties within eligible exemption zones, applicants are advised of the opportunity to apply for the Industrial Revitalization Tax Exemption (RTE). The building permit and RTE application must be completed and filed at the same time, including the collection of a \$100.00 examination fee. A notation is then made on the building permit that an RTE application was received, which is maintained by the Building Department. The application is forwarded to the Chief Financial Officer for review and if approved an agreement is prepared and executed by the property owner and the City and the examination fee is processed by Customer Service.

The City does not have record of an application being received for Rocana Meats Ltd. at the time the building permit was filed, nor has the City received the \$100.00 examination fee. The City's Bylaw No. 4020 - Industrial Revitalization Tax Exemption states under Section 2 b), "any construction of a new improvement or alteration on an existing improvement as outlined in Section 2 a) of this Bylaw undertaken prior to the application of an Industrial Revitalization Tax Exemption will not be eligible for consideration". While the City is sympathetic with your request to retroactively apply for the RTE, doing so would be in contravention of the City's Bylaw.

Should you have any further questions, please do not hesitate to contact me at 250-803-4032 or email at mdalziel@salmonarm.ca.

Yours truly,


Monica Dalziel, CPA, CMA
Chief Financial Officer



Wei Huang
Rocana Meats Ltd
4141 54th St. S.E.
Salmon Arm, B.C. V1E 3P8
May 30, 2018

Monica R. Dalziel
Chief Financial Officer
City Of Salmon Arm

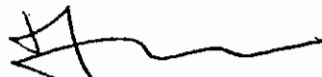
Ms Monica R. Dalziel:

Thank you for the opportunity to resolve the confusion surrounding our application to the Industrial Revitalization Tax Exemption Program. In spring 2016, prior to construction of our facility expansion, we met with Mayor Nancy Cooper and the City of Salmon Arm Business Development Officer at Rocana Meats Ltd offices. During that meeting it was suggested that we may meet the requirements for the Industrial Revitalization Tax Exemption Program and we were advised to apply.

During the hectic expansion of our facility responsibility for the application to the program was never clearly assigned and coupled with some staff turnover we have not been able to locate our application from that time. Exel Construction, our builder, also remembers the discussion surrounding the application but, does not have a copy.

I would like to apply retroactively for 2017 as well as the next 4 years as per the program outline. I have attached a completed copy of the application for your consideration.

Sincerely,


Wei Huang
Director

May 30, 2018

downtown SALMON ARM

Mayor and Council
City of Salmon Arm
PO Box 40, Salmon Arm BC V1E 4N2

June 18, 2018

Dear Mayor Cooper and Council

RE: Underpass

The Salmon Arm Downtown Improvement Association, at our regular board meeting dated June 13, 2018, passed a motion *'That DSA form on Underpass Public Art Committee' (Task Force)*

The **Purpose** of this Task Force

- To advocate and provide recommendations for a public art component for the Underpass

We would like to invite other members of the community and from different organizations to be involved.

What we **hope to accomplish** is to ensure that any public art infrastructure be included in the pre-construction stage and the final goal be that the Underpass have a public art component that reflects the community.

Our **Timelines** will be

- Initial ideas by October 15
- Pre-construction would see a commitment from the parties involved with the actual design and implementation done following construction
- Final completion dependent upon budget

Our desire is to lead community engagement regarding a public art component, while working within a realistic timeframe, budget and task force structure.

Should you have any questions, please don't hesitate to contact me.

Thank you

Respectfully submitted

Lindsay Wong

Manager

DOWNTOWN SALMON ARM
250 SHUSWAP STREET NE, PO BOX 1928
SALMON ARM, BRITISH COLUMBIA V1E 4P9

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City of Salmon Arm
Box 40
500 2 Ave NE
Salmon Arm, BC V1E 2N2

June 12, 2018

RE: Request for a City of Salmon Arm Representative on the Okanagan College Salmon Arm Regional Advisory Committee

Dear Nancy,

I am writing this letter on behalf of Sheri Hamilton, Chair of the Okanagan College Salmon Arm Regional Advisory Committee (RAC).

As discussed at a recent presentation to Mayor and Council, the College has looked to restructure the Salmon Arm RAC to ensure there is broader cross-section representation to provide advice to the campus. The College acknowledges the City of Salmon Arm is a critical partner in the success of the local campus. Given this, we would like to request there be a representative from the Council be assigned to the RAC.

The RAC meets three times a year and the appointments are for an initial term of one year, followed by renewable two-year terms.

I would welcome any questions you may have and look forward to hearing your decision.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joan Ragsdale".

Joan Ragsdale
Regional Dean, Shuswap Revelstoke
Okanagan College

Shuswap Revelstoke Region - Salmon Arm Campus
2552 10th Ave NE, Salmon Arm British Columbia V1E 2S4 Canada ~ Phone 250 832-2126
www.okanagan.bc.ca/salmonarm

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June 1, 2018

Mayor and Council
City of Salmon Arm
500 – 2 Ave NE
Salmon Arm, BC
V1E 4N2

Dear Mayor Cooper and Council:

Re: Cannabis Related Legislation

With the upcoming legalization of cannabis in Canada, we are writing to express our concerns around siting library facilities next to non-family friendly businesses, such as BC cannabis stores.

At the Library Board Meeting held May 16, 2018, the Board passed a motion to add language to the ORL's Facilities Policy as noted below that, though driven by the current cannabis discussion, was broad enough to cover other things that will raise similar issues:

"Consideration should also be given to surrounding businesses and activities so as to avoid, as much as possible, adjacency to non-family friendly or incompatible uses."

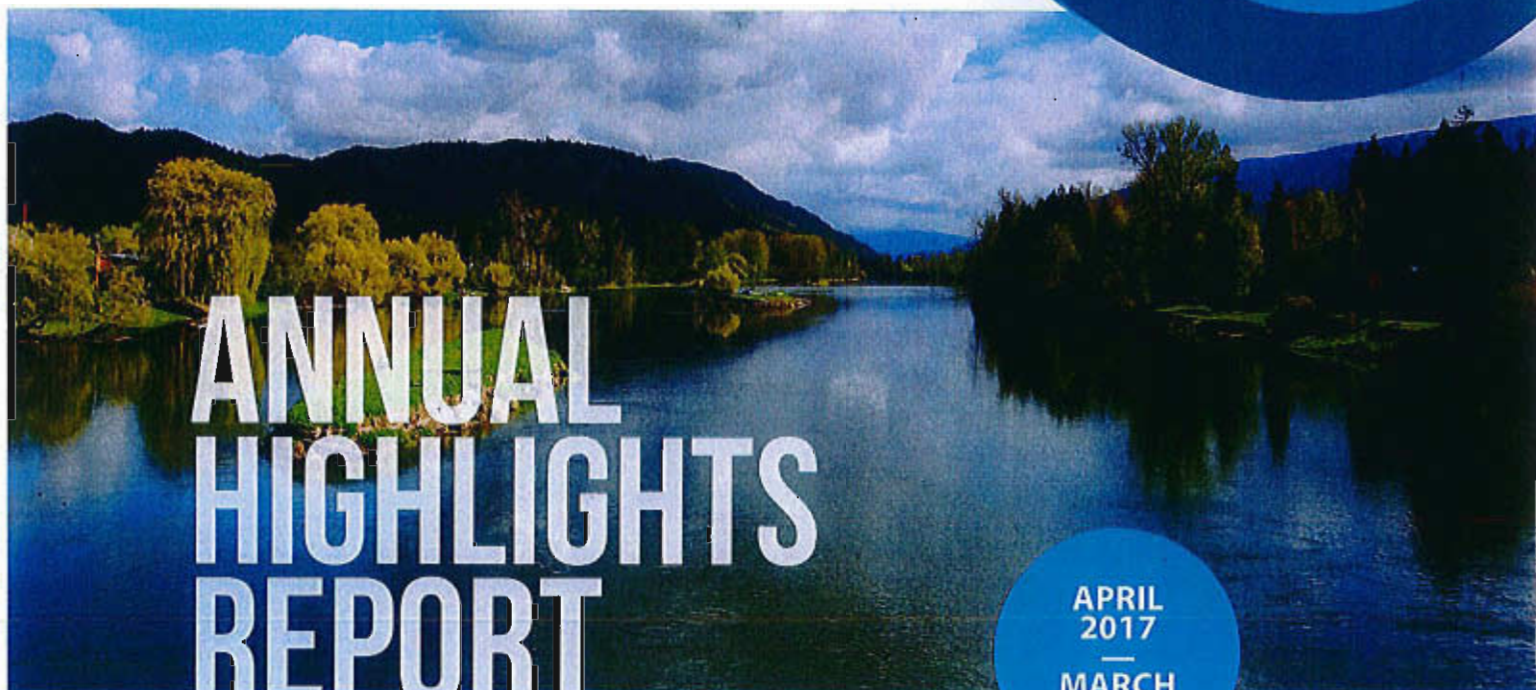
The Library Board directed that we write each of our members to request that when you are creating bylaws related to land use and zoning, and retail locations of cannabis-related businesses, you consider their proximity to public libraries in the same context as schools, daycares, youth centres and other sensitive areas.

Thank you for your consideration in this matter.

Sincerely,

Don Nettleton
Chief Executive Officer
Okanagan Regional Library

:ls



APRIL
2017
—
MARCH
2018

Photo Credit: Darren Robinson Photography

Who We Are

About the Shuswap Watershed Council

The SWC was established in 2014 as a watershed-based partnership to enhance water quality and safe recreation in the Shuswap. There are 17 members that represent three regional districts, two municipalities, the Secwepemc Nation, two provincial government agencies and Shuswap communities. The SWC is a collaborative, non-regulatory group. It works alongside organizations that have regulatory roles in managing the Shuswap watershed, complimenting their work and carefully avoiding duplication.

Staff

The Fraser Basin Council, a provincial non-government organization, provides staff services to the Shuswap Watershed Council.

Our Vision

Enhanced water quality that supports human and ecosystem health and the local economy in the Shuswap watershed.

What We Do

Our Objectives

The SWC's objectives are to maintain and enhance water quality in the Shuswap watershed through collaboration with water quality monitors; to coordinate and report on water quality in the Shuswap; to inform residents and visitors about water quality in the Shuswap, and advocate for good practices to prevent water quality degradation; and to encourage safe behaviour by recreationists on and near water.

The Work

The SWC's work on water quality and safe water-based recreation is guided by its five-year plan.

2017 was the second year of program operations for the SWC. **Here are the highlights of what was done for water quality monitoring, water quality protection, and safe recreation.**

shuswapwater.ca



Message from the Chair

On behalf of the Shuswap Watershed Council, I'm very pleased to report on the conclusion of another very successful year as part of our five-year plan. Key initiatives for the SWC include a Water Quality Program, comprised of a Water Protection Initiative and Water Monitoring Initiative, a Safe Recreation Program, and Communications and Advocacy on behalf of important issues related to the health of the Shuswap watershed.

This Annual Report for April 2017–March 2018 provides you with a brief overview of the SWC's

ongoing activities. The bottom line is that we achieved or exceeded all of our key objectives while maintaining expenses that were well below budget. This year, a new advocacy initiative will be launched in order to inform and educate the public about the risks that zebra and quagga mussels pose to our watershed thereby reducing the chance of an accidental introduction. To learn more about the Shuswap Watershed Council, please visit our website at www.shuswapwater.ca.

Paul Demenok

Columbia Shuswap Regional District Area C—South Shuswap

Water Quality Program

The SWC completed or continued work on three projects within its **Water Monitoring Initiative**:

- 1 Facilitated meetings of the **Shuswap Water Quality monitoring Group**, which is made up of several organizations that are responsible for monitoring in the Shuswap. This enables **dialogue, information-sharing, and planning**.

17

different agencies
are involved in water
quality monitoring

700+

water samples
collected
and analyzed

- 2 Provided **\$18,000 in support of an expanded monitoring program** in the Salmon River. This was the second year of a three-year partnership project with the BC Ministry of Environment & Climate Change Strategy to more intensely monitor the water quality of the Salmon River.

- 3 Led a special monitoring project in Salmon Arm Bay to **test for the presence of nonylphenols**, a substance of emerging concern that is not routinely monitored.

The results from this monitoring project are good! Nonylphenols were not detected in lake water quality samples. For more information, visit the SWC's website or see the **2017 Shuswap Water Quality Summary Report** (available June 2018).

This "Van Dorn" sampler is used to collect deep water samples



The SWC continued work on two projects within its **Water Protection Initiative**:

- 1 Facilitated meetings of the **Water Protection Advisory Committee**, whose role is to make recommendations to the SWC on projects related to water quality restoration, education, and partnership opportunities
- 2 Carried out the second year of a **three-year research project with UBC–Okanagan** to determine the sources of nutrients in the Shuswap and Salmon Rivers

Nutrients have long been of interest in the Shuswap because of their importance to lake health and productivity, and their ability to trigger an algae bloom. The SWC is committed to this research project because the results will help to answer the following questions:



Are there excess nutrients in the rivers that are not from the natural environment?

If so, where are they coming from and how are they being transported into the rivers?

Having answers to these questions will help inform better nutrient management to protect our water quality.

Additionally, the SWC entered into an agreement with the Gardom Lake Stewardship Society, and is contributing \$10,000 toward a wetland restoration project the Society is leading. This will improve water quality flowing into Gardom Lake.

Wetlands are exceptional at improving water quality because they capture nutrients and sediment. Size for size, small wetlands—such as this one—are the most effective!

A volunteer with the Gardom Lake Stewardship Society is marking out where a wetland will be established near Gardom Lake
Photo courtesy of Gardom Lake Stewardship Society





The Shuswap—and all of BC—remains invasive mussel-free. The SWC is helping to keep it that way!

Zebra and Quagga Mussel Prevention



In December 2017, the SWC made a decision to expand their program operations and include education and advocacy for the prevention of a zebra and quagga mussel introduction to the Shuswap. This new program will begin in April 2018, in collaboration with the Columbia Shuswap Invasive Species Society.

#DONTMOVEAMUSSEL

Safe Recreation

The SWC carried out safety campaigns throughout boating and fishing season in 2017, focusing on **lifejacket use, cold water safety, drowning prevention, boating preparedness, and sober boating**. This messaging was delivered through a combination of articles, local advertising and social media, with an emphasis over long weekends to reach a maximum number of residents and visitors.

The SWC's safety messaging reached
50,000 & **45,000**
READERS LISTENERS
through its long-weekend media campaigns.

The SWC also:

- **Provided \$1200 to the Royal Canadian Marine Search & Rescue** (Station 106 Shuswap) for a *Kids Don't Float* lifejacket loaner station at Sunnybrae. The RCM-SAR leads this program in the Shuswap. The SWC is pleased to be one of several community sponsors supporting this initiative.
- Updated and distributed *6 tips for having fun and staying safe* in the Shuswap rack card, which features a map of RCM-SAR's lifejacket loaner stations.



1250 rack cards were given out from over 35 locations in the Shuswap

This lifejacket loaner station was built at Sunnybrae in the Spring of 2017 with financial support from the Shuswap Watershed Council

Communications and Advocacy



The SWC strives to be open and transparent about its operations, decisions and achievements. Its communications efforts have included:

- Completed and distributed its first water quality summary, the **2016 Water Quality Summary Report**
- Shared **SWC Meeting Highlights Reports** with local media
- Kept an **up-to-date website** with meeting agendas and summaries, financial reports, and educational articles
- Prepared **media releases** covering various subjects such as lifejacket loaner stations, safe boating during high water, water quality concerns with algae and pollen, water quality monitoring results, and the SWC's viewpoint on agricultural waste control
- Created a **SWC Blog** with a series of entries about water quality monitoring
- Maintained an **active presence on social media**

In addition, the SWC has corresponded with the Province about its viewpoints and concerns about water quality, including the threat posed by invasive zebra and quagga mussels and to express its support for enhanced nutrient management and agricultural waste control measures.

55,000

The SWC's social media activity had more than 55,000 impressions this year



Administration and Governance

The SWC held four Council meetings throughout the year to approve projects and work plans, receive operational updates from staff, and discuss arising issues. These meetings are open to the public.

2017–18 budget and operational expenses

The SWC's work is carried out thanks to contributions from the following local governments:

Contributor	Amount (\$)
2016–17 surplus (carried forward from March 31st, 2017)	81,314
Columbia Shuswap Regional District (Areas C, D, E, F and the District of Sicamous)	155,000
Thompson-Nicola Regional District	53,600
City of Salmon Arm	40,000
Adams Lake Indian Band	1300
Revenue for 2017–18	331,214

Operational expenses for the year (April 1, 2017–March 31, 2018) are as follows:

Program	Budgeted (\$)	Expenses (\$)	Variance (\$)
Water Quality Program: Monitoring Initiative	66,250	39,884	26,366
Water Quality Program: Protection Initiative	75,650	64,887	10,763
Safe Recreation	12,800	9,745	3,055
Communications and Advocacy	34,600	38,126	-3,526
Administration and Governance	41,600	41,594	6
Operating Reserve*	100,314	0	100,314
Summary of operational expenses	331,214	194,236	136,978

*The SWC has established a dedicated \$20,000 water quality contingency fund that can be drawn from in case of arising water quality issues that require additional, unplanned monitoring or response. The Fund has not been drawn from to-date, and is held within the Operating Reserve.



SWC Members

as at March 31st, 2018

Paul Demenok—Chair
CSRD Area 'C'

Rick Berrigan—Vice Chair
TNRD, Village of Chase

Rene Talbot
CSRD Area 'D'

Rhona Martin
CSRD Area 'E'

Larry Morgan
CSRD Area 'F'

Nancy Cooper
City of Salmon Arm

Ken Christian
TNRD, City of Kamloops

Todd Kylo
District of Sicamous

Dave Nordquist
Secwepemc Nation,
Adams Lake Indian Band

Herman Halvorson
RDNO, Area 'F'

Tundra Baird
RDNO, City of Enderby

Dennis Einarson
BC Ministry of Environment
& Climate Change Strategy

Laura Code
BC Ministry of Agriculture

Lorne Hunter
Community representative

Ray Nadeau
Community representative

Randy Wood
Community representative



June 12, 2018

Monica Dalziel, CPA, CMA
Chief Financial Officer
City of Salmon Arm
500-2 Avenue NE
PO Box 40
Salmon Arm, BC V1E 4N2

Dear Ms. Dalziel:

Thank you for submitting a request under section 781 of the *Local Government Act* to waive the late payment of property tax penalty applied to property 814 and 750 Marine Park Drive NE for the year 2015, and applicable interest.

As the Financial Officer, I cannot recommend the Minister approve the request to waive the 2015 penalty, and applicable interest because the tenant of 814 and 750 Marine Park Drive is a taxable entity (Shuswap Lakes Vacation Incorporated (SLVI)), and the properties were correctly assessed and taxed in 2015.

Under section 25 of the *Community Charter*, local governments are prohibited from providing assistance to businesses. The Ministry cannot approve a request where there is a risk that the City will be challenged for being in contravention with legislation. I understand SLVI was surprised to receive a tax bill in the last year of its lease agreement, and late payment was due to the investigation of the legitimacy of the property tax. However, as indicated in the lease agreement, SLVI is responsible for the payment of property taxes, and thus, is responsible for paying the taxes before the due date to avoid the penalty. At the time the property taxes were due, there was no reason for SLVI to not have paid the taxes before the due date.

The penalty on late property taxes is set in legislation and a municipality is not given the power to decide whether a penalty applies. This ensures that penalties are applied as fairly as possible throughout the municipality and Province. The Ministry may consider approval for the write off of taxes and/or penalties and interest under circumstances where the tax penalty was unavoidable such as BC Assessment error, or Acts of God, or where the local government has no choice but to write off the asset. Penalties on property taxes are only written off when avoiding the penalty is impossible and the write off can be fairly applied to all in the same

Ministry of Municipal Affairs
and Housing

Local Government Infrastructure
and Finance Branch

Mailing Address:
PO Box 9838 Stn Prov Govt
Victoria, BC V8W 9T1

Phone: 778 698-3231
Fax: 250 387-7972

Location:
4th Floor - 800 Johnson Street
Victoria BC V8W 1N3

<http://www.cscd.gov.bc.ca/lgd/>

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Page 2

situation.

If you have any questions or would like to discuss this further, please feel free to contact me at 778-698-3249, or email lisa.andres@gov.bc.ca

Sincerely,

Lisa Andres
Financial Officer
Local Government Infrastructure and Finance

Barb Puddifant

From: southern interior local government [yoursilga@gmail.com]
Sent: June-12-18 3:37 PM
To: Carole Fraser; Carolyn Black; Caylee Simmons; Christy Malden; City Of Armstrong; City Of Enderby; City Of Kamloops; City Of Kelowna; City Of Merritt; City of Penticton; City Of Revelstoke; Caylee Simmons; City of Vernon; CSRD; District Of Barriere; District Of Clearwater; District Of Coldstream; District of Lake Country ...; District Of Lillooet; District Of Logan Lake; District Of Peachland; District of Sicamous; District of Summerland; District Of West Kelowna; Jan Johnston; kelly bennett; Maria Doyle; mary jane drouin; Melinda Stickney; polly palmer; RDCO; RDNO; RDOS; Rebecca Narinesingh; SLRD; Sun Peaks Resort Municipality; Tasha Buchanan; TNRD; Tom Kadla; Town Of Oliver; Town Of Osoyoos; Town Of Princeton; Township Of Spallumcheen; Trevor Seibel; Village Of Ashcroft; Village Of Cache Creek; Village Of Chase; Village Of Clinton; Village Of Keremeos; Village Of Lumby; Village Of Lytton
Subject: Community Adaptation Workshops for small BC Communities
Attachments: Community Adaptation Workshops information sheet.pdf

Good afternoon members,

The Fraser Basin Council has asked SILGA to pass this information on to its members. Please forward it on to the appropriate party. I have attached their flyer for more information.

Thanks, Alison

COMMUNITY ADAPTATION WORKSHOPS

The Fraser Basin Council invites BC municipalities and First Nations in small communities (<10,000 people) to express interest in co-hosting a Community Adaptation Workshop this fall or winter.

FBC is organizing a series of adaptation workshops across the province under the BC Regional Collaborative initiative. Each 5-hour workshop will explore the unique adaptation challenges a community faces, potential solutions, and the resources and funding available provincially and nationally to support adaptation activities.

If your community is interested in hosting a Community Adaptation Workshop, Expressions of Interest can be submitted online through [this survey \(http://bit.ly/CAWorkEOI\)](http://bit.ly/CAWorkEOI) until June 22 at 11:59pm. The Fraser Basin Council will be in touch with those who are shortlisted to host Community Adaptation Workshops. If you have any questions, please email Cait Murphy at cmurphy@fraserbasin.bc.ca or call 604-488-5353. Thank you for your interest.

--

Alison Slater
SILGA Executive Director
PO Box 27017 Cityview PO
Kamloops, BC V2E 0B2
250-851-6653
www.silga.ca





Community Adaptation Workshops

Expression of Interest information sheet

EOI Release Date: May 24, 2018

EOI Closing Date: June 22, 2018

Background

The Fraser Basin Council (FBC) invites small BC communities to express interest in co-hosting a Community Adaptation Workshop in the fall or winter of 2018.

FBC is organizing a series of climate change adaptation workshops across the province under the BC Regional Adaptation Collaborative initiative. Communities who co-host will assist with recruiting attendees, and are requested to contribute to the workshop (eg. with a venue, catering, and/or in-kind staff time).

Each 5-hour workshop will explore the unique adaptation challenges a community faces, potential solutions, and the resources and funding available provincially and nationally to support adaptation activities.

Who is eligible

Municipalities and First Nations communities with populations of less than 10,000 are invited to be local hosts. Workshop attendees will be determined by the local host and FBC, and will likely include a broad base of interested stakeholders.

About the Fraser Basin Council

The Fraser Basin Council is a charitable non-profit organization based throughout the Fraser Basin that is devoted to advancing sustainability across BC. The vision of FBC is *"Social well-being, supported by a vibrant economy and sustained by a healthy environment."* Learn more about FBC's programs by visiting www.fraserbasin.bc.ca.

To apply

If your community is interested in hosting a Community Adaptation Workshop, please fill out [our online Expression of Interest survey here](#) by **Friday, June 22 at 11:59pm**. The Fraser Basin Council will be in touch with those who are shortlisted to host Community Adaptation Workshops.

If you have any questions, please email Cait Murphy at cmurphy@fraserbasin.bc.ca, or call 604-488-5353 with any questions. Thank you for your interest.



June 11, 2018

Dear Mayors and Regional District Chairs:

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

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

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

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

Sincerely,

John Horgan
Premier

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June 11, 2018

Dear Mayors and Regional District Chairs:

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

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

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

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

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

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

Sincerely,

Selina Robinson
Minister

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



MEMORANDUM

June 18, 2018

UBCM Members (sent via email only)

Re: Meetings with Provincial Government Staff

2018 UBCM Convention – Theme: "Communication, Collaboration, Cooperation"
Whistler, September 10 – 14, 2018

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

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

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

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

Monday, September 10

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

Tuesday, September 11 - Thursday, September 13

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

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

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

B. Schmidt

Birgit Schmidt
Director, Operations and Client Relations
Local Government Division

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

Attachment

2018 PROVINCIAL APPOINTMENT BOOK

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

at the

2018 UBCM CONVENTION

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



Ministry of Advanced Education, Skills and Training

DIVISION/BRANCH	TOPIC
Governance, Legislation and Corporate Planning Division	Post-secondary governance, legislation, sector quality assurance, private career training regulation, data support, audit, institutional accountability, corporate planning, international education, intergovernmental relations, and sector labour relations.
Post-Secondary Policy and Programs and Division Responsible for Learner Supports	25 public post-secondary institutions and their programs including skills and training, Aboriginal Education, Adult Basic Education, English Language Learning, strategic policy, StudentAid BC, Science, Technology, Engineering and Math (STEM), and medical and health.
Finance, Technology and Management Services and Division Responsible for Student Housing	Operating and capital grants to 25 public post-secondary institutions (PSIs), FTE and PSI financial health monitoring and reporting, Ministry's 10 year capital plan, PSI property acquisition and disposition, manage Ministry budget, maintain Ministry IT systems and digital information security, Administrative Service Delivery Transformation Initiative, lead Ministry's business continuity and emergency response readiness with PSIs. Leading the development of 5000 additional student housing beds on Post-Secondary campuses in B.C.
Workforce Innovation and Division Responsible for Skills Training	Development and management of targeted labour market programs, policies, the dissemination of labour market information, and oversight of the Industry Training Authority to help British Columbians advance their skills and employment and support employers to meet their workforce needs.

Ministry of Agriculture

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

Ministry of Attorney General

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

Ministry of Attorney General Continued...

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

Ministry of Children and Family Development

DIVISION/BRANCH	TOPIC
Strategic Priorities / Strategic Initiatives	Strategic Initiatives Branch is responsible for the leadership, coordination and oversight of key ministry program and practice initiatives for the following priority portfolios: <ul style="list-style-type: none"> - Supports and Services in local communities to support youth transitioning out of care or for youth formerly in care including post-secondary supports, tuition waivers and agreement with young adults. - Caregiver training and family-based caregiver rates. -System of care future change.
Strategic Priorities/ Project & Support Services Branch	Projects & Support Services Branch is responsible for project management and project support to a portfolio of projects linked to the ministry Strategic Plan including monitoring an implementation schedule and change management activities affecting front line staff. It also coordinates the development of corporate plans such as the Service Plan and Strategic Plan.
Strategic Priorities/ Internal Communications Branch	Internal Communications Branch is responsible to plan, develop and deliver the ministry internal communications plan and the ministry's internet and intranet websites.
Policy and Legislation	Child Welfare and Adoption Policy. Child and Youth Mental Health Policy. Legislation and Litigation. Intergovernmental Relations.
Early Years and Inclusion	Child Care Policy and Programs. Early Years Policy and Programs. Policy and Provincial Programs for Children and Youth with Special Needs.
Service Delivery Division	Service Delivery Division is committed to providing children, youth and families across the province with an effective, integrated and coordinated service delivery system. The division is responsible for the delivery of community services, working closely with Delegated Aboriginal Agencies, foster caregivers and the community social service sector. Divisional staff also work in collaboration with other ministry divisions, social sector partners, schools, Health Authorities, and First Nations communities to implement ministry and government strategic initiatives.

Ministry of Citizens' Services

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

Ministry of Education

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

Ministry of Energy, Mines and Petroleum Resources

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

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

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

Ministry of Environment and Climate Change Strategy

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

Ministry of Finance

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

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

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

Ministry of Health

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

Ministry of Indigenous Relations and Reconciliation

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

Ministry of Jobs, Trade and Technology

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

Ministry of Labour

DIVISION/BRANCH	TOPIC
Labour Relations	Administration of the <i>Labour Relations Code</i> through the independent quasi-judicial B.C. Labour Relations Board. The Ministry also promotes stable labour relations by monitoring collective bargaining disputes and providing formal and informal assistance to the parties. Also, responsible for the <i>Fire and Police Services Collective Bargaining Act</i> .
Employment Standards	Administration of the <i>Employment Standards Act</i> to ensure employees receive basic standards of compensation and conditions of employment, including the minimum wage. Provide fair and efficient procedures for resolving workplace disputes. Responsible for the Employment Standards Branch and the Employment Standards Tribunal.
Workers' Compensation	Administration of the <i>Workers Compensation Act</i> and responsible for WorkSafeBC (provincial Workers' Compensation Board). WorkSafeBC provides compensation services, health care and vocational rehabilitation to injured workers. WorkSafeBC also has authority to develop, enact and enforce the <i>Occupational Health and Safety Regulation</i> . The Ministry is also responsible for the Employers' Advisers Office, the Workers' Advisers Office, and the Workers' Compensation Appeal Tribunal.

Ministry of Mental Health and Addictions

DIVISION/BRANCH	TOPIC
Mental Health and Addictions	Leading the immediate response to the overdose public health emergency, including harm reduction, public awareness, treatment and recovery services and prevention initiatives; Policy development, program evaluation and research in relation to mental health and addictions, including in relation to designated facilities within the meaning of the Mental Health Act; Provincial Mental Health and Addictions Strategy including e-Mental Health; Provincial Child and Youth Mental Health and Addictions Strategy

Ministry of Municipal Affairs and Housing

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

Ministry of Municipal Affairs and Housing Continued...

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

Ministry of Public Safety and Solicitor General

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

Ministry of Social Development and Poverty Reduction

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

Ministry of Tourism, Arts and Culture

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

Ministry of Transportation and Infrastructure

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

Provincial Agencies, Commissions and Corporations

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

From : Tim Fitzgerald
<tfitzgerald@specialolympics.bc.ca>

Fri, Apr 27, 2018 01:25 PM

Subject : Proclamation process and Special
Olympics 50th anniversary
celebrations

1 attachment

To :

On July 21, Special Olympics will be celebrating its 50th anniversary. As part of the year-long celebrations, SOBC will be taking part in the Global Day of Inclusion to kick-off the event. We are asking communities across BC to join with in celebration. In Vancouver, we will be lighting up BC Place, the Sail of Lights, Science Centre, Vancouver City Hall, and Telus Garden in red to mark the occasion.

I am in the process of reaching out to communities wherever we have chapters hoping they will officially proclaim July 21 as Global Day of Inclusion. I am also inquiring about the possibility of them lighting up facilities, or at least pointing us in the right direction.

Sadly, many cities and districts shy away from making official proclamations. However, in the ones that do, I will start the process and then will loop the corresponding SOBC Local contact into the conversation to keep them updated on the process. There may be photo and media opportunities for athletes and Locals to meet with city officials when the proclamations are made public.

If anybody has any ideas about how and where we can light the province red, please feel free to contact me.

Thank you,

Tim Fitzgerald
Communications Coordinator

.....

Special Olympics British Columbia

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.....

www.specialolympics.bc.ca

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Jonathan X. Côté
Mayor

June 7, 2018

Dear Mayor and Council,

VIA EMAIL

Re: Changes to the Strata Property Act

On July 28, 2016, changes were made by the Provincial Government to the Strata Property Act so that strata owners are now able to liquidate their strata corporation by an 80% vote of all eligible voters instead of the previous unanimous voting requirement.

The noted changes to the Strata Property Act may have negative impacts to residents including:

- Conflicts between owners who want to liquidate the strata corporation and sell the strata building and lands and those who do not want to liquidate.
- Situations where some owners may receive lower sales proceeds for their units than their assessed values.
- Developers pushing strata owners and strata councils to liquidate the strata corporation and sell the strata buildings and lands.
- Loss of rental units, a significant concern given the persistently low vacancy rates in the rental market (1.1% in New Westminster in October 2017) and the large number of renter households living in condominiums in New Westminster (3,109 in October 2017).
- Undue influence of investors who have purchased many units within a building.

There appears to be no studies conducted by the Provincial Government or other agencies on the potential positive and negative impacts on residents of the changes to the Strata Property Act.

For these reasons, at a meeting on Monday, May 28, 2018, New Westminster City Council passed the following for consideration at the UBCM Convention in September, 2018:

Whereas the changes in the Strata Property Act that came into effect on July 28, 2016 can create conflicts among owners within a strata building who want to terminate the strata and sell the strata building and lands and those owners who do not want to terminate the strata and sell the strata building and lands; and

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Whereas the changes in the Strata Property Act that came into effect on July 28, 2016 can also create situations where some owners may receive far less in sales proceeds for their units than their assessed values and force owners who do not want to sell their units to sell their units; and

Whereas the changes in the Strata Property Act that came into effect on July 28, 2016 may encourage developers to aggressively push strata owners and strata councils to terminate their strata corporations and sell the strata buildings and lands; and

Whereas, under some circumstances, terminating a strata corporation may be the best choice for strata owners. As some older strata buildings reach the end of their life cycle, the cost of repair may not make economic sense or owners may not have the financial ability to pay for the necessary repairs; and

Whereas municipalities are limited in their ability to address these issues;

THEREFORE, BE IT RESOLVED:

THAT the Union of BC Municipalities urge the Provincial Government of British Columbia to study the impacts related to the changes made in July 2016 to the Strata Property Act and consider increasing the percentage of registered owners required to terminate (wind up) a strata corporation depending on the results of the proposed study.

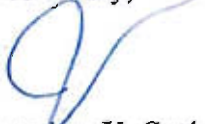
I am writing to ask for your support of this resolution at the convention in September.

A council report giving more background is attached.

If you have any questions or would like more information, please contact me at jcote@newwestcity.ca or 604-527-4522.

Thank you for your attention to this matter.

Yours truly,



Jonathan X. Côté
Mayor

Attach: Council Report "Changes to the Strata Property Act: UBCM Resolution"

REPORT

Mayor's Task Force on Housing Affordability

To: Mayor Côté and Members of Council **Date:** 5/28/2018

From: Mayor's Task Force on Housing Affordability **File:** 01.0020.40

Item #: 122/2018

Subject: Changes to the Strata Property Act: UBCM Resolution

RECOMMENDATION

1. ***THAT*** Council endorse the recommended Union of BC Municipalities (UBCM) resolution related to changes to the Strata Property Act as contained in this report.
 2. ***THAT*** the Council direct staff to forward the resolution and background documentation to UBCM and to actively seek municipal support for the resolution.
 3. ***THAT*** Council direct staff to send a letter to the British Columbia Ministry of Municipal Affairs and Housing to study the impacts related to the changes made in July 2016 to the Strata Property Act and consider increasing the percentage of registered owners required to terminate (wind up) a strata corporation depending on the results of the proposed study.
-

PURPOSE

This report discusses the changes made to the Strata Property Act in July 2016 and their potential impacts on strata property owners. The purpose of this report is to seek Council endorsement of a resolution to the Union of British Columbia Municipalities (UBCM) to recommend further study of the impact of these recent changes and to request a possible modification of these recent changes if supported by further research results.

EXECUTIVE SUMMARY

On July 28, 2016, changes were made by the Provincial Government to the Strata Property Act so that strata owners are now able to liquidate their strata corporation by an 80% vote of all eligible voters instead of the previous unanimous voting requirement.

The changes to the Strata Property Act were discussed by the City's Community and Social Issues Committee and the Seniors Advisory Committee, with both being supportive of a review and with most members suggesting a higher percentage.

BACKGROUND

Effective July 28, 2016, strata owners are now able to liquidate their strata corporation by an 80% vote of all eligible voters instead of the previous unanimous voting requirement. As described on the Provincial Government's website, the changes include "court oversight to protect any minority dissenting owners and registered chargeholders (e.g. mortgage providers)."

Attachment 1 contains excerpts from the website describing Strata Termination (Winding Up) Legislation (July 2016) which describes these changes. Attachment 2 contains the article "How simple is liquidation of a strata corporation?" from the Condominium Homeowners' Association, as published in the Spring 2016 issue of CHOA Journal, which provides a detailed step by step process in the liquidation of a strata corporation, including timelines.

As of July 7, 2017, according to CHOA, there have been five strata buildings in British Columbia sold to developers since the legislation came into place. According to the Land Title and Survey Authority of BC, as of January 9, 2018, there were 31,100 filed strata plans in British Columbia. Therefore, the percentage of strata buildings sold to developers since the legislation changed is fairly small (less than one percent).

DISCUSSION**Potential Impacts**

The noted changes to the Strata Property Act may have negative impacts to residents including:

- Conflicts between owners who want to liquidate the strata corporation and sell the strata building and lands and those who do not want to liquidate.
- Situations where some owners may receive lower sales proceeds for their units than their assessed values.

- Developers pushing strata owners and strata councils to liquidate the strata corporation and sell the strata buildings and lands.
- Loss of rental units, which is a significant concern given the persistently low vacancy rates in the rental market (1.1% in New Westminster in October 2017) and the large number of renter households living in condominiums in New Westminster (3,109 in October 2017).
- Undue influence of investors who have purchased many units within a building.

At the same time, terminating a strata corporation may be the best choice for strata owners when older strata buildings reach the end of their life cycle; the cost of repair may not make economic sense or owners may not have the financial ability to pay for the necessary repairs.” Having a 100% requirement may create financial hardship for the majority of owners who need to sell if a few owners do not want to sell.

There appears to be no studies conducted by the Provincial Government or other agencies on the potential positive and negative impacts on residents of the changes to the Strata Property Act.

CONSULTATION

Community and Social Issues Committee

The Community and Social Issues Committee discussed the changes to the Strata Property Act on May 8, 2018. Based on the discussion, committee members expressed concern about real estate speculation, particularly related to older strata buildings located on frequent transit corridors, including SkyTrain; the potential conflicts which could occur in strata corporations; the possibility of block voting by investors who own multiple strata units; and the potential impacts on renters of strata units, who may lose their housing. There was general support of a review of the changes, with a view to considering a higher percentage.

Seniors Advisory Committee

The Seniors Advisory Committee discussed the changes to the Strata Property Act on May 10, 2018. Based on the discussion, committee members expressed concern about the apparent lack of research that went into the changes, particularly related to unintended consequences; the increasing number of purchasers that see their strata units as investments and not homes; and the potential for block voting. Several members spoke about the importance of aging in place and felt that the changes were counter to this goal. Several other members called for a higher percentage (e.g., 90%). There was general support for a review of the changes, with a view to considering a higher percentage.

RECOMMENDED UBCM RESOLUTION

Given the above, the following resolution is recommended to be forwarded to the Union of BC Municipalities for consideration at its Annual Conference in September 2018.

Whereas the changes in the Strata Property Act that came into effect on July 28, 2016 can create conflicts among owners within a strata building who want to terminate the strata and sell the strata building and lands and those owners who do not want to terminate the strata and sell the strata building and lands.

Whereas the changes in the Strata Property Act that came into effect on July 28, 2016 can also create situations where some owners may receive far less in sales proceeds for their units than their assessed values and force owners who do not want to sell their units to sell their units.

Whereas the changes in the Strata Property Act that came into effect on July 28, 2016 may encourage developers to aggressively push strata owners and strata councils to terminate their strata corporations and sell the strata buildings and lands.

Whereas, under some circumstances, terminating a strata corporation may be the best choice for strata owners. As some older strata buildings reach the end of their life cycle, the cost of repair may not make economic sense or owners may not have the financial ability to pay for the necessary repairs.

Whereas municipalities are limited in their ability to address these issues

THEREFORE, BE IT RESOLVED:

THAT the Union of BC Municipalities urge the Provincial Government of British Columbia to study the impacts related to the changes made in July 2016 to the Strata Property Act and consider increasing the percentage of registered owners required to terminate (wind up) a strata corporation depending on the results of the proposed study.

NEXT STEPS

Should Council endorse the proposed approach, staff would forward this motion to other BC municipalities for their endorsement. Staff would also forward this resolution to UBCM on or before June 30, 2018 for their consideration of this resolution at the UBCM annual general meeting in September 2018.

OPTIONS

There are four options for consideration:

1. That Council endorse the recommended Union of BC Municipalities (UBCM) resolution related to changes to the Strata Property Act as contained in this report.
2. That Council direct staff to forward the resolution and background documentation to UBCM and to actively seek municipal support for the resolution.
3. That Council direct staff to send a letter to the British Columbia Ministry of Municipal Affairs and Housing to study the impacts related to the changes made in July 2016 to the Strata Property Act and consider increasing the percentage of registered owners required to terminate (wind up) a strata corporation depending on the results of the proposed study.
4. That Council provides staff with other direction.

Staff recommends options 1, 2, and 3.

ATTACHMENTS

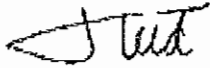
Attachment 1: Provincial Government of British Columbia - Termination (Winding Up) of Strata Corporations

Attachment 2: Article - "How simple is liquidation of a strata corporation?"

This report has been prepared by:
Tristan Johnson, Planning Analyst

This report was reviewed by:
John Stark, Acting Manager of Planning

Approved for Presentation to Council



Jackie Teed
Acting Director of Development
Services



Lisa Spitale
Chief Administrative Officer

Attachment 1

Provincial Government of British Columbia – Termination (Winding Up) of Strata Corporations

Termination (Winding Up) of Strata Corporations

Strata corporations can now terminate (wind up and cancel the strata plan) with an 80% vote of all owners, instead of the previous unanimous voting requirement.

It is strongly recommended that a strata corporation considering termination seek independent professional and legal advice well in advance of a vote to wind up (terminate). There are many steps in the termination process and not all of these are referenced in strata legislation.

Bare land strata corporations ("strata subdivisions") wishing to terminate must also notify the applicable local government 90 days in advance. A bare land strata corporation considering termination may wish to transfer responsibility for bare land strata services (e.g. sewer, roads, water) to local government. *The applicable local government does not have to accept responsibility for any bare land strata services. Prior to a vote on termination, the strata should clarify how services will be provided.*

This page provides a basic overview of the strata termination process; it is not a substitute for legal advice.

Learn more on this page:

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Why Would a Strata Corporation Choose to Terminate?

Under some circumstances, terminating a strata corporation may be the best choice for strata lot owners. As some older strata corporations reach the end of their life cycle, the cost of repair may not make economic sense or owners may not have the financial ability to pay for the necessary repairs. Sometimes the land can be sold for redevelopment; for example, a low-rise building could be redeveloped into a building with many more units.

Bare land stratas ("strata subdivisions") may want to terminate as well; this is known as cancelling the bare land strata plan. For example, a bare land strata corporation may want to convert to a fee simple (non-strata titled) subdivision or, in certain circumstances, become a single parcel with "tenants-in-common".

From Unanimous to 80%

Effective July 28, 2016, strata owners are now able to terminate (wind up) their strata corporation with an 80% vote instead of the previous difficult-to-achieve unanimous voting requirement. Many other jurisdictions, including Alberta and Ontario, do not require a unanimous vote to terminate.

The 80% vote means the termination resolution **must have 80% approval of all the registered owners**. It is not a quorum vote. Unlike majority and 3/4 votes, it is not an 80% vote of those owners present, or holding

proxies, at the meeting (learn more in [types of voting](#)). For strata corporations with fewer than 5 strata lots, the 80% voting threshold is effectively unanimous.

Given the significance of terminating a strata corporation, there is court oversight to protect any dissenting owners and registered charge holders (e.g. mortgage providers).

[These changes to the Strata Property Act](#) are based on the [BC Law Institute's recommendations](#). There was extensive public consultation and the changes are widely supported by the strata community.

Overview of the Termination Process

Voluntary winding up from initial exploration to finalizing the sale (or liquidating) and owners moving out can take up to 18 months or even longer. This section provides a general overview of voluntary winding up but it does not list all the steps. Strata corporations are strongly advised to seek independent professional and [legal advice](#) from a knowledgeable strata lawyer as it is important to understand the full termination process and implications, well in advance of a vote to wind up a strata corporation. A lawyer can also advise on the pros and cons of voluntarily winding up with and without the services of a liquidator. (In addition to voluntary winding up, the *Strata Property Act* also continues to allow a court-ordered winding up, a rare occurrence).

Sometimes strata lot owners may be concerned about protecting their interests. The termination process has a number of safeguards built in including: advance notification to every owner; an 80% vote of approval from all owners (not a quorum vote from those present, or holding proxies, at a meeting); and court oversight. However, individual owners may also wish to consult a strata lawyer for independent advice.

Listed below are some other resources if termination is being considered:

- [Strata associations](#) have information about the new termination process and may offer consultation services for a fee.
- The [Civil Resolution Tribunal \(CRT\)](#) does not replace the court's role in the termination process. However the CRT can play a role to address certain unfair actions under sections 164 and 173 of the *Strata Property Act*. The CRT may make an order:
 - regarding an action or threatened action by the strata corporation, including the council, in relation to an owner or tenant
 - regarding a decision of the strata corporation, including the council, in relation to an owner or tenant
 - directed at the strata corporation, the council or a person who holds 50% or more of the votes, if the order is necessary to prevent or remedy a significantly unfair action, decision or exercise of voting rights.
- If there are concerns about professionals not acting in good faith, please check with their professional disciplinary bodies.
- Additional information on the termination process includes: CHOA's spring 2016 Journal Article "[How Simple is Liquidation of a Strata Corporation?](#)" and a [termination \(winding up\) infographic \(pdf\)](#) by Clark Wilson LLP.

Exploring Termination

Often a termination process starts when a developer approaches a strata corporation wishing to buy all the strata lots for redevelopment. Or a strata corporation may be interested in winding up and selling for redevelopment because of excessive repair and maintenance costs.

Open and transparent communication with owners is essential. Information meetings should be held with owners from the very beginning to discuss options and collectively learn more about termination (winding up) including disbursement of funds to owners (if selling to a developer), costs and fees.

Owners will also want to understand how funds from selling would be disbursed. Disbursement to owners will be affected by when the strata plan was filed: before August 1974, unit entitlement; August 1974 to 2000, interest upon destruction; after 2000, relative assessed values.

If the majority of owners are interested in termination, usually a resolution is adopted to enable the strata council to move the process forward and hire legal counsel. Given the costs of the legal review and governance implications, the strata council should only proceed once the owners have formally given direction. The strata corporation is strongly advised to obtain independent legal and professional advice.

The strata council may also hire a real estate broker to market the property or negotiate an offer from a developer. When hiring a broker, the strata corporation's legal counsel should closely review: the terms and conditions of the agency agreement; the commission rates; and whether any type of limited dual agency (i.e. representing both buyer and seller) is permitted.

There is no set procedure but once an eligible offer has been received, a resolution to terminate can be drafted. The winding up resolution should be drafted by the strata's legal counsel and will usually be a detailed multi-paged document. The termination resolution will authorize termination of the strata plan, authorize the strata corporation to apply to the Supreme Court for termination orders and a vesting order authorizing the cancellations of the strata plan and winding up of the strata corporation; approve expenditures (funding for the lawyer, liquidator, liquidator's legal representation, fees and commissions); and may also address miscellaneous matters like move out timelines or rent-free periods.

Giving Notice of a General Meeting for a Termination Vote

A strata corporation is required to give at least two weeks' written notice of a general meeting. However if the agenda includes a resolution on termination, the strata must give at least four weeks' written notice. Four weeks actually means at least 32 days when also considering the notice requirements under the *Interpretation Act*. If the general meeting is called by petition, then eight weeks' written notice (at least 60 days when also considering the notice requirements under the *Interpretation Act*) is needed.

The notice of the general meeting to vote on termination must be given to all persons who are entitled to receive the meeting notice, regardless of whether a person previously waived the right to receive notification. Learn more about [notice requirements](#) and [preparing for a general meeting](#).

Voters

Approving a strata termination resolution requires an 80% vote of approval *from all the strata owners*. It is not a [quorum vote](#) of those owners present or holding proxies at a meeting.

Given the importance of a termination resolution, all [strata owners are eligible to vote](#) on the resolution, regardless of any provisions in the bylaws making a strata owner ineligible to vote if the owner has unpaid special levies or unpaid strata fees.

In some situations a mortgagee (the person, organization or financial institution holding the mortgage) of a strata lot may vote at a general meeting on matters relating to insurance, maintenance, finance or other

matters affecting the security for the mortgage. However, a mortgagee is not permitted to vote on a resolution to terminate a strata corporation.

Court Oversight

After passing a resolution to terminate, a strata corporation with five or more strata lots must apply to the BC Supreme Court for an order confirming termination.

For small strata corporations with fewer than five lots, the requirement for an 80% vote to terminate is effectively unanimous. These stratas may choose whether to apply for a court order or not. On the one hand, obtaining a court order has a cost. On the other hand, having a court order means small strata corporations do not have to get unanimous written consent of the registered chargeholders.

The *Strata Property Act* provides guidance to the court in how to consider the best interests of the owners, including any significant unfairness to any dissenting minority owners or registered charge holders (e.g. mortgage provider) and ensures all parties have a standing in court.

Submitting an Application to the Land Title Office

When the strata corporation is ready to submit an application to the [Land Title Office](#) to cancel a strata plan, the strata corporation in addition to other documents, must include the following:

If the strata has obtained a court order:

- a Certificate of Strata Corporation confirming:
 - the winding up (termination) resolution has passed, and
 - the strata corporation has no debts other than the debts held by holders of registered charges.
- a copy of the court order

If the strata has fewer than 5 strata lots (and does not obtain a court order):

- the written consent of all holders of registered charges
- a [Form E Certificate of Strata Corporation for Section 274](#) confirming:
 - the winding up (termination) resolution has passed, and
 - the strata corporation has no debts other than the debts held by persons who have consented in writing to the winding up of the strata corporation.



Attachment 2

Article – “How simple is liquidation of a strata corporation?”



How simple is liquidation of a strata corporation?

Tony Gloventu / CHOA

Liquidation is a dramatic step for a strata corporation and your community of owners, many of whom have probably lived there for 30+ years. The potential for errors, or the owners being at a disadvantage, is very high, so it is essential to follow some basic steps of decision making. There are two basic factors that affect a liquidation from the owners' perspective: value of the property and the condition of the property which can be assessed with the help of a depreciation report.

The information in the depreciation report could influence the owners' decision to maintain versus liquidate; however, all strata corporations need to remember that until they have voted to liquidate, the strata corporation must still maintain and repair its property. Then consider the transaction costs associated with liquidation including brokerage fees, liquidation costs and legal fees, what's the right time and what's the right price.

It differs for every project based on land use and value. A project that may yield only the current assessment value could be a prudent decision if each owner is facing a \$100,000 special levy for repairs, whereas a development in great condition may not consider a sale unless they can see a 200-300% increase in value. For real estate value it is still the same three conditions: location, location, location.

In the fall of 2015, the *Strata Property Act* was amended, lowering the voting requirement for liquidation from 100% to 80% of the schedule of voting rights.

Please note the amendments are not in force as the development of regulations are still required. Even though the change is significant, obtaining 80% of the total number of votes will be extremely difficult to achieve and will require an application to the Supreme Court of BC to approve the decision as part of the legislative amendment.

There are two methods of selling the property. Option 1: A developer or speculator purchases all of the units directly from each owner. The strata is not involved in the liquidation process and the deal is fairly clean. Option 2: a strata corporation votes for a liquidation which may be complicated. An advantage of this option is it gives the strata owners the collective ability to market their property for competitive bidding and obtain the best price.

Consumers want the best price and the best terms for their property before they will consider selling. To reach this objective, a logical process is helpful for the strata corporation to follow. They begin with a general meeting of the owners to determine if the owners want the council to investigate selling the property. The strata owners will vote by at least a majority vote to give council authority to start the process and to retain an independent lawyer who will act solely for the strata throughout the process. The strata council will also want to review proposals from a number of commercial brokers who will market the property, with negotiable fees generally from 1-2% of the total sale.

Once strata council has completed a legal review of the contract and retained

a broker, the broker proceeds with marketing the property. Developers and land speculators will be invited to assess the property, and submit offers.

The offers may take into consideration location, expanded development opportunity, transit and community access, neighbouring developments and amenities, plus the overall potential for the site. This phase usually takes 3-6 months.

When the broker finalizes a short list of generally 3-5 of the highest offers the strata council and their lawyer will meet to review the offers, perhaps counter offer and will consider the terms and conditions of the offer. When the details are clear the final offer is tentatively agreed upon subject to the approval of the owners at a general meeting.

Once the final offer is approved in principle the complicated work begins. Around months 6-12 the final negotiation of the purchase conditions and price are completed and the strata's lawyer will prepare the 80% vote resolution that authorizes the liquidation, authorizes the court application to ratify the decision, and to appoint a liquidator. The liquidator will be responsible for the receipt of the money from the developer, the cancellation of each of your titles into one parcel of land, and the payout to each owner, their share of the proceeds after any charges on their property.

The resolution that the owners will vote on and the sequencing of the events is the most critical part of the transaction. You can easily expect a resolution that is many pages in length because the resolution

must include all of the terms and conditions of the contracts, agreements, court applications, liquidation procedures and transfer of funds. One quirk of the liquidation process is owners who require their proceeds to make another purchase will have to wait until the job of the liquidator is complete before they can shop for a new home. Only when the liquidation process is complete do the owners receive their money, once any such as mortgages on their property are cleared. To provide

time for owners to move and relocate, the strata may want to negotiate 60-120 days of occupancy after the completion of the liquidation, as part of the contract.

If everything goes well, plan on 12-18 months. The success depends on a number of information meetings and constant communication with your owners to prepare them for the vote and the emotional liquidation of their community. If you hope to have any

success on your proposed liquidation, don't forget the owners have to find a new place to live once the deal is complete. Before you vote, an information meeting with the owners to help them understand what other property is available in the region is just as critical. ●

Tony Gioventu is the Executive Director of CHOA. For more information please visit the CHOA website at www.choa.bc.ca

Strata Corporation Liquidation: Step-by-Step

Step 1	<ul style="list-style-type: none">• The strata corporation is approached by a commercial agent, buyer or the strata council considers the option of investigating liquidation.	Month 1			<ul style="list-style-type: none">• Strata Council convenes a general meeting to present the offer(s) to owners.• Owners vote to:<ul style="list-style-type: none">◦ Proceed with having a lawyer draft the liquidation resolution and approve the funding needed to move forward (lawyer fees, liquidator fees, etc.), or◦ Reject the offer and direct council to either continue to negotiate a better offer or stop all discussions on liquidation.	Month 4 - 8 Con't
Step 2	<ul style="list-style-type: none">• The strata corporation is approached by a commercial agent, buyer or the strata council considers the option of investigating liquidation.• Strata council convenes an information meeting of owners to raise the idea of liquidating the strata corporation.	Month 2 - 3				
Step 3	<ul style="list-style-type: none">• This meeting helps council decide to move forward or not.• Strata council convenes a general meeting of the strata corporation to obtain:<ul style="list-style-type: none">◦ Authorization for strata council to investigate liquidation options◦ Approval for funding for legal representation including:<ul style="list-style-type: none">• Reviewing terms and conditions of an offer• Listing agreements, and• Subsequent legal consultation	Month 4 - 5		Step 5	<ul style="list-style-type: none">• Continue to negotiate (if required)• The strata corporations' lawyer will review the terms and conditions of the offer, including possible counter offers. Once there is a final offer the strata's lawyer will draft a resolution for owners to approve.• Strata council calls a general meeting to vote on the 80% resolution.	Month 8 - 10
				Step 6	<ul style="list-style-type: none">• Once the resolution is approved the strata corporations' lawyer will commence the court application for liquidation.• There may be conditions to meet before the appointment of a liquidator and vesting order granted/obtained/applied for?	Month 10 - 12
Step 4	<ul style="list-style-type: none">• Strata council negotiates a listing agreement with a broker.• The broker creates a listing profile and markets property.• The broker presents offers to council.• Strata council with the strata's lawyer review offers and possibly makes counter offers.	Month 4 - 8		Step 7	<ul style="list-style-type: none">• Liquidation process complete• Funds transferred to strata corporation• Vesting order is filed by the liquidator• Owners given 60 - 120 days to move	Month 12 - 18