

NOTICE: That a Regular Meeting of the District of Barriere Municipal Council will be held at District Hall, 4936 Barriere Town Road, in Barriere, B.C. on February 24, 2025 at 5:30pm for the transaction of business listed below.

Daniel Drexler, Chief Administrative Officer

AGENDA

“We acknowledge and respect the indigenous peoples of Simpcw First Nation within whose lands we are meeting today.”

1. ADOPTION OF AGENDA

That Council approve the February 24, 2025, Regular Council Meeting Agenda.

2. ADOPTION OF MINUTES

a. That Council adopt the minutes of the February 3, 2025 Regular Council Meeting.

3. PETITIONS AND DELEGATIONS – none scheduled

4. BYLAWS and POLICIES

a. DRAFT 2025 Revenue Anticipation Borrowing Bylaw No. 252 - adoption
*w/attached staff report

b. DRAFT Revenue Anticipation Borrowing Bylaw No. 253 – adoption
*w/attached staff report

5. STAFF REPORTS

a. Department Updates – Department Heads
*submitted for information

b. Barriere FireSmart Program Overview – R. Baggio, FireSmart Coordinator
*submitted for information

c. TNRD - Municipal Yard Waste Fee Waiver Event – T. Buchanan, Corporate Officer / R. Baggio, FireSmart Coordinator
Recommendation: That staff be directed to organize a free residential yard waste collection event with the TNRD on, or around, May 24, 2025 with a maximum budget of up to \$4,000 and for staff to include this amount in the 2025 budget.

d. UBCM – CEPF Emergency Operations Centre Equipment & Training – Fire Chief
Recommendation: THAT staff be directed to apply for funding up to the amount of \$40,000 under the UBCM Emergency Operations Centers Equipment and Training Grant.

e. Proposed 2025 Budget Timeline - CAO
*submitted for information

6. **PROCLAMATIONS** – *none scheduled*

7. **CORRESPONDENCE**

a. For Information

b. For Action

i. Rabbits BC – \$500 Grant Request

8. **COUNCIL REPORTS**

9. **ACTING MAYOR'S REPORT**

10. **PUBLIC INQUIRIES**

11. **NOTICE OF MOTION**

12. **CONVENE INTO CLOSED SESSION**

Pursuant to Sections 90(1)(c) of the Community Charter, that the public interest requires that persons other than Council Members and required staff be excluded from the meeting and that Council continues the meeting in closed session to discuss confidential matters.

13. **RECONVENE OPEN MEETING**

14. **BUSINESS ARISING FROM CLOSED SESSION** (*if required*)

15. **NEXT MEETING**

a. Regular Council Meeting, Monday, March 10, 2025 @ 5:30pm

16. **ADJOURNMENT**

DISTRICT OF BARRIERE
MINUTES OF A REGULAR COUNCIL MEETING

Held on Monday, February 3, 2025 at 5:30pm in the Council Chambers at Municipal Hall
4936 Barriere Town Road, Barriere, B.C.

*“We acknowledge and respect the indigenous peoples of Simpcw First Nation
within whose traditional lands we are meeting today.”*

Present: Acting Mayor Colin McInnis
 Councillor Judy Armstrong
 Councillor Scott Kershaw – *via Zoom*
 Councillor Donna Kibble
 Councillor Louise Lodge – *via Zoom*

Staff: Daniel Drexler, Chief Administrative Officer
 Tasha Buchanan, Corporate Officer
 David Alderdice, Finance Officer
 Chris Matthews, Public Works Manager
 Alexis Hovenkamp, Fire Chief

Acting Mayor McInnis called the meeting to order at 5:30pm

1. ADOPTION OF AGENDA

Moved by Councillor Kibble
Seconded by Councillor Armstrong
That Council approve the February 3, 2025, Regular Council Meeting Agenda.

CARRIED

2. ADOPTION OF MINUTES

- a. Moved by Councillor Kibble
Seconded by Councillor Armstrong
That Council adopt the minutes of the January 13, 2025 Regular Council Meeting.

CARRIED

3. PETITIONS AND DELEGATIONS – none scheduled

4. BYLAWS and POLICIES

- a. Council Procedure Bylaw No. 251 – adoption
*w/attached staff report

The CAO reported that no changes have been made to the draft bylaw since Council had provided its first three readings. Legislative notice has been advertised as required and one member of the public has contacted staff to suggest that the new time change of Council meetings may conflict with dinner times of the general public. No other comments have been received.

**Moved by Councillor Armstrong
Seconded by Councillor Kibble
That Council Procedure Bylaw No. 251 be adopted.**

CARRIED

- b. DRAFT 2025 Revenue Anticipation Borrowing Bylaw No. 252 – 1st, 2nd & 3rd readings
*w/attached staff report

**Moved by Councillor Lodge
Seconded by Councillor Kershaw
That 2025 Revenue Anticipation Borrowing Bylaw No. 252 be given 1st reading.**

CARRIED

**Moved by Councillor Lodge
Seconded by Councillor Kershaw
That 2025 Revenue Anticipation Borrowing Bylaw No. 252 be given 2nd reading.**

CARRIED

**Moved by Councillor Lodge
Seconded by Councillor Kershaw
That 2025 Revenue Anticipation Borrowing Bylaw No. 252 be given 3rd reading.**

CARRIED

- c. DRAFT Revenue Anticipation Borrowing Bylaw No. 253 – 1st, 2nd & 3rd readings
*w/attached staff report

**Moved by Councillor Lodge
Seconded by Councillor Kershaw
That Revenue Anticipation Borrowing Bylaw No. 253 be given 1st reading.**

CARRIED

**Moved by Councillor Lodge
Seconded by Councillor Kershaw
That Revenue Anticipation Borrowing Bylaw No. 253 be given 2nd reading.**

CARRIED

**Moved by Councillor Lodge
Seconded by Councillor Kershaw
That Revenue Anticipation Borrowing Bylaw No. 253 be given 3rd reading.**

CARRIED

- d. DRAFT Policy No. 54FI – Fire Department Remuneration Policy - adoption
*w/attached staff report

**Moved by Councillor Lodge
Seconded by Councillor Armstrong
That Policy No. 54FI – Fire Department Remuneration Policy be adopted.**

CARRIED

**Moved by Councillor Kibble
Seconded by Councillor Armstrong
THAT Council rescinds Policy No. 38 – Fire Department Remuneration.**

CARRIED

- e. DRAFT Policy No. 55FI – Asset Management Policy – adoption
*w/attached staff report

**Moved by Councillor Lodge
Seconded by Councillor Armstrong
That Policy No. 55FI – Asset Management Policy be adopted.**

CARRIED

**Moved by Councillor Armstrong
Seconded by Councillor Kibble
THAT Council rescinds the Asset Management Policy dated December 12, 2016,
and related Asset Management Strategy dated December 12, 2016.**

CARRIED

5. STAFF REPORTS

- a. Department Updates – Department Heads
**submitted for information*

Staff provided an overview of the written report. The CAO added that the Robson and North Thompson Forestry Coalition is having a meeting on March 12, 2025 and have invited a member of Council to sit on the Board to replace ex-Mayor Stamer who was the previous representative. Councillor Lodge noted her willingness to attend.

- b. 2023 Statement of Financial Information (SOFI) – CAO

**Moved by Councillor Kibble
Seconded by Councillor Armstrong
THAT Council accepts and approves the statements and schedules included in the
2023 Statement of Financial Information (SOFI) as presented.**

CARRIED

- c. SCADA System Installation – C. Matthews, Public Works Manager

Moved by Councillor Lodge

Seconded by Councillor Armstrong

THAT Council instructs Staff to implement a Supervisory Control and Data Acquisition (SCADA) system from Exceed Electrical Engineering for the Water and Wastewater systems utilizing COVID-19 relief funds and estimated at up to \$110,000.

CARRIED

6. **PROCLAMATIONS** – *none scheduled*

7. **CORRESPONDENCE**

- a. For Information

- b. For Action

- i. 2025 SILGA Call for Resolutions w/attached Letter to Province from City of Merritt re: Burden of Delinquent Taxes

Moved by Councillor Armstrong

Seconded by Councillor Kibble

THAT a letter be sent to the Deputy Finance Minister in support of the City of Merritt's request to the Province regarding the Burden of Delinquent Taxes.

CARRIED

Moved by Councillor Armstrong

Seconded by Councillor Kibble

WHEREAS the current *Community Charter* allows for taxpayers to become delinquent on their property taxes over a period of three years;

AND WHEREAS the *Local Government Act* further exacerbates the collection of taxes for an indefinite number of collection years regarding mobile homes;

AND WHEREAS property tax arrears significantly impact the operating capacity of municipalities thereby forcing significant tax increases or limits to essential services;

THEREFORE BE IT RESOLVED that the Provincial Government revise the *Community Charter* by reducing the number of years a property owner can be in arrears on their property tax;

AND THEREFORE BE IT FURTHER RESOLVED that the Provincial Government implement a province-wide, cost-effective solution for municipalities to recover taxes owed by mobile homes; and revise the *Local*

Government Act and other related Acts, such as the *Manufactured Homes Act*, accordingly.

CARRIED

- ii. Simpco First Nation – support request for with establishing Bag and Tag depot within the District of Barriere.

Location possibilities were discussed and a concern for children safety was mentioned if the freezer would not be locked. General support for the program was voiced.

8. COUNCIL REPORTS

- a. Councillor Armstrong provided a verbal report on the following:
 - Completed First Aid Course renewal
 - Volunteered at the annual Teddy Bear’s picnic in partnership with Barriere Learning and Literacy.
- b. Councillor Kibble provided a verbal report on the following:
 - Barriere Elementary School was welcomed to the Museum as part of their Heritage Fair program.

9. PUBLIC INQUIRIES

- a. Wim Houben – Mad Hatter’s Tea Party date correction: March 8th, 2025.

10. NOTICE OF MOTION – *none presented*

11. CONVENE INTO CLOSED SESSION

Moved by Councillor Kibble

Seconded by Councillor Armstrong

That pursuant to Sections 90(1)(c)(e) of the Community Charter, that the public interest requires that persons other than Council Members and required staff be excluded from the meeting and that Council continues the meeting in closed session to discuss confidential matters at 7:10p.m.

CARRIED

12. RECONVENE OPEN MEETING – *the meeting reconvened into open session at 8:15p.m.*

13. BUSINESS ARISING FROM CLOSED SESSION (*if required*)

14. NEXT MEETING

- a. Regular Council Meeting, Monday, February 24, 2025 @ 5:30pm

15. **ADJOURNMENT**

Moved by Councillor Armstrong that the meeting adjourn at 8:15p.m.

CARRIED

Acting Mayor Colin McInnis

T. Buchanan, Corporate Officer

**Revenue Anticipation Borrowing Bylaw
District of Barriere
Bylaw No. 252**

A bylaw to provide for the borrowing of money in anticipation of revenue

WHEREAS the municipality may not have sufficient money on hand to meet the current lawful expenditures of the municipality;

AND WHEREAS it is provided by Section 177 of the *Community Charter* that Council may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the municipality provided that the total of the outstanding liabilities does not exceed the sum of:

- a) The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year, the amount of the taxes during the current year for this purpose shall be deemed to be 75% of the taxes levied for all purposes in the immediately preceding year; and
- b) The whole amount of any sums of money remaining due from other governments;

AND WHEREAS there are no liabilities outstanding under Section 177;

AND WHEREAS the total amount of liability that Council may incur is \$1,381,646.25 made up of the sum of \$796,646.25, being 75% of the whole amount of the taxes levied for all purposes in prior year, and \$585,000.00 being the whole amount of the sum of money remaining due from other governments;

NOW THEREFORE the Council of the District of Barriere, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "*Revenue Anticipation Borrowing Bylaw No. 252*".
2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality an amount or amounts not exceeding the sum of \$750,000.00.
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the officer assigned the responsibility of financial administration of the municipality.
4. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

READ A FIRST TIME this 4th day of February, 2025

READ A SECOND TIME this 4th day of February, 2025.

READ A THIRD TIME this 4th day of February, 2025.

RECONSIDERED and FINALLY PASSED and ADOPTED this day of , 2025.

Acting Mayor Scott Kershaw

Corporate Officer

Certified a true copy of Bylaw No. 235 as adopted.

Corporate Officer



BYLAW NO. 253
REVENUE ANTICIPATION BORROWING BYLAW
DISTRICT OF BARRIERE

A bylaw to provide for the borrowing of money in anticipation of revenue

WHEREAS the District of Barriere does not have sufficient money on hand to meet the current lawful expenditures of the municipality;

AND WHEREAS it is provided by Section 177 of the *Community Charter* that Council may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the municipality provided that the total of the outstanding liabilities does not exceed the sum of:

- a) The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year, the amount of the taxes during the current year for this purpose shall be deemed to be 75% of the taxes levied for all purposes in the immediately preceding year; and
- b) The whole amount of any sums of money remaining due from other governments;

AND WHEREAS the District of Barriere's grant application for a Wastewater Treatment Upgrade has been approved under the Investing in Canada Infrastructure Program (ICIP) for the amount of \$5,213,376.00 or 73.33% of the actual eligible costs;

AND WHEREAS \$5,037,193.04 of the ICIP grant is still outstanding;

AND WHEREAS claims will be submitted to the Province on a monthly basis;

AND WHEREAS a maximum of Two Million Dollars (\$2,000,000) may be outstanding under this bylaw at any given time;

AND WHEREAS there are no liabilities outstanding under Section 177;

NOW THEREFORE the Council of the District of Barriere, in open meeting assembled, enacts as follows:

1. This bylaw may be cited as "**Revenue Anticipation Borrowing Bylaw No. 253.**"

2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality an amount or amounts not exceeding the sum of Five Million, Thirty-Seven Thousand, One Hundred and Ninety-Three Dollars and Four Cents (\$5,037,193.04), of which a maximum of Two Million Dollars (\$2,000,000.00) may be outstanding at any given time.
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and Financial Officer.
4. All ICIP funds received or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.
5. Any money so borrowed shall be paid before December 31, 2025.

READ A FIRST TIME this 4th day of **February, 2025.**

READ A SECOND TIME this 4th day of **February, 2025.**

READ A THIRD TIME this 4th day of **February, 2025.**

RECONSIDERED ADOPTED this day of , **2025.**

Acting Mayor, Scott Kershaw

Tasha Buchanan, Corporate Officer

District of Barriere
REPORT TO COUNCIL

Date: February 24, 2025	
To: Council	From: Department Heads
Re: Departmental Updates	

CORPORATE OFFICER:

General:

- Attended the Emergency Management Indigenous Engagement event on February 10th.
- Facilitated a Board of Variance Hearing on February 11th. A minor variance to permit an increase to an accessory building's height on Barkley Rd was approved by the Board.
- Provided Election Official training to the scheduled by-election staff on February 13th.
- Handled a number of development and land use inquiries.
- Conducted two Advanced Voting Poll opportunities on Saturday February 15th and Wednesday February 19th, 2025 (both 8am to 8pm). Between the two polling dates, a total of 157 ballots have been cast. During media interviews, electors were encouraged come out and vote on General Voting Day, March 1st, from 8am to 8pm. Preliminary results will be published (barring any unforeseeable circumstances) that night as soon as they are available.
- Volunteered at this year's (11th Annual!) Family Fun Night event. As usual the event was extremely well attended. Thank you to all who helped make this community event a success.
- As of Friday, February 14th, there have been 84 Business Licence Renewals which is approximately $\frac{3}{4}$ of the total business licenses expected by the deadline in May.



PUBLIC WORKS MANAGER:

Roads:

- Staff are preparing ditches and drywells for the upcoming snow melt.
- New maximum height warning signs were installed on the Welcome Archway.
- 70% Load Restrictions have been placed on select local roads.
- A portion of Dixon Creek Rd. was closed on Friday the 21st due to hazardous conditions. This closure was communicated to all emergency response agencies, the website, e-news and Ministry of Transportation.

Parks:

- Rink and warming hut have been well received by the community. Note that the warming hut is locked nightly and the rink lights shut off at 9pm. The rink itself is not locked.

Environmental Services:

- Staff have completed the necessary repairs on the 2008 F550 dual-bin garbage truck so that it is operational should it be needed.

Utilities:

- The approved SCADA system implementation has been contracted to Exceed Electrical. Equipment has been ordered and installation forthcoming.
- Annual Back-up Generator maintenance inspections have been completed for Spruce Wells, SAWRC and Septage Receiving.
- Received a warning letter from MOE regarding the non-compliance of the Downtown wastewater treatment facility.
- Attached 2024 Utility Department update for information.

Facilities:

- Business Centre Unit #4 construction contract has been awarded to Juniper Home Consulting Inc from Barriere. Renovations are now underway with a projected completion date in May.

FIRE CHIEF:**Fire Dept:**

- Calls: Rural Rescue – Team worked cohesively to extricate a single person from a single vehicle roll over.
- Calls: Public Service - Electrical issues found
- Fire Burning Permits: Individuals are taking advantage of good venting and burning brush piles – this helps with wildfire mitigation
- Training: 1001 Testing in place

FireSmart:

- 5 members attended Local FireSmart Representative course (online)
- Participated at Family Fun Night with FireSmart promotional material & activities
- 'The Test' Clearwater was a success, lots of people attended the event

Weather:

- Interior: A continued warm up will bring mixed precipitation (Rain & Snow) for the Interior.
- Dry January and Dry February, so far: Snowpack continues downward trend relative to normal.

CHIEF ADMINISTRATIVE OFFICER:**Finance:**

- Budget process will be a primary focus for Council once the by-election is complete and the new Mayor and member of Council are determined. A memorandum is on the agenda regarding setting a first workshop date.

Governance:

- Planning is underway for a Council Orientation workshop that should occur as soon as the new council members are determined through the by-election. A memorandum is on the agenda regarding setting a workshop date.
- Agreements / Contracts:
 - Trails Stewardship Agreement – Should be on March 10, 2025, Agenda
 - Community Hall Lease Agreement – actively being worked on
 - CN Rail – reviewing proposed CN draft agreement

- Policies / Bylaws:
 - Focus will be on further Asset Management policies and Financial policies next.

Administration:

- Wayfinding Strategy grant from ETSI-BC: The Chamber has started a donation campaign from corporate sponsors for the project.
- Attended the LGMA CAO Forum in Victoria from February 17 to February 20.
- Attended the Indigenous Engagement for Emergency Management dinner social, which received lots of praise from the attendees. Great job everyone that helped put the evening together!

Information Technology:

- The District wide Phone System was swapped over on February 6, 2025. A few kinks remain to be ironed out, but overall, the performance has improved.
- The main office internet service by Mascon has started to have severe issues since the minus 20C started early February. We're working with their technicians and our IT consultants to determine the root cause of the continued issues that cause the internet service to go offline for up to 30seconds at a time.

**submitted for information*

Barriere FireSmart Program BC



Main Topics:

- What is the FireSmart Program?
- What does it entail?
- What are the plans?
- What is happening in the next months?

What is the FireSmart Program?



A provincial initiative aimed at reducing the risk of wildfire damage to homes, communities, and forests

What is the purpose of a FireSmart Coordinator?



The purpose of the FireSmart coordinator is to ensure that FireSmart activities are supported, developed, and implemented in accordance with Provincial guidelines as well as with the direction and policy provided by the local government, First Nation or Regional District

What does the FireSmart Program entail?

The 7 disciplines of FireSmart



Education

Training

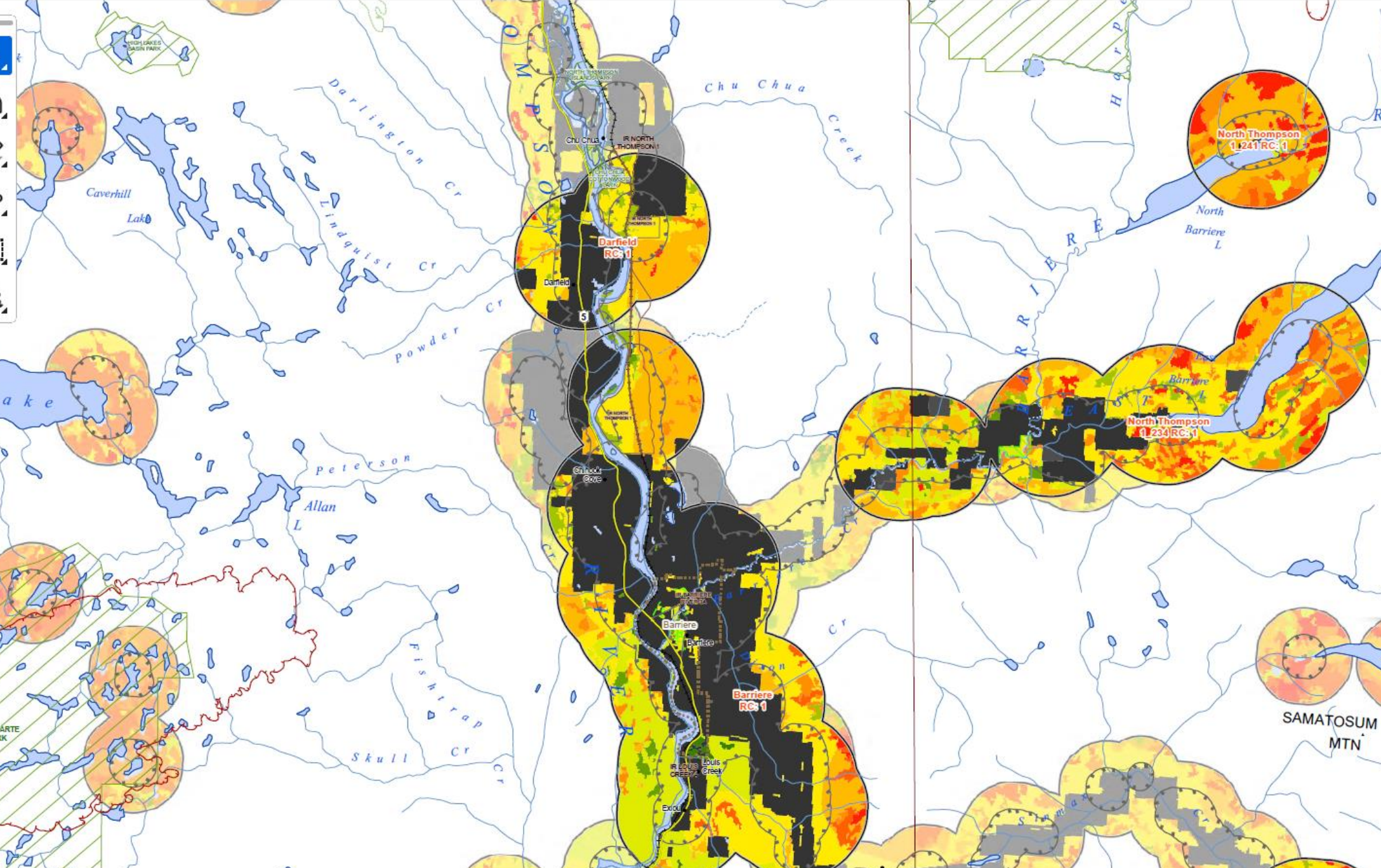
Vegetation Management

Interagency corporations

Emergency Planning

Developmental considerations

Legislation



51°20'N

- No Threat
- 1 - Low
- 2 - Low
- 3 - Low
- 4 - Moderate
- 5 - Moderate
- 6 - Moderate
- 7 - High
- 8 - High
- 9 - Extreme
- 10 - Extreme
- Populated Place / Locality
- Highway
- Main Road
- Rail Line
- River or Stream
- Lake
- Lake - Intermittent
- Quarry or Reservoir
- Flooded Land or Marsh

MS/WC8

51°10'N

There is one 2018 Fire Perimeter (Alkali Lake R9194) in conjunction with the 2021 Fire Perimeters as revisions to these fires have not been incorporated. Some fire starts in adjacent incidents during the 2021 Season and therefore are only showing the largest all-encompassing perimeter.

Disclaimer:
 All information shown on this map is provided 'as is' without warranty or representation whatsoever. This map is intended for management planning purposes only and is not suitable for specific decision making. The map contains highly sensitive information and its use or widespread reproduction/duplication is strictly prohibited.

Fuel Treatment Disclaimer:
 Compilation of operational fuel management data provided by the Wildfire but managed through the Community Resilience (CR) program, and Reporting Silviculture Updates and Tracking System (RESULTS). For more information, contact the Centre, Local Government or First Nations Band. Source: current to June 11, 2021; will include all approved projects to this date. Polygons in this data may overlap.

PSTA 2021 Disclaimer:
 The information presented within the Provincial Strategic Threat Analysis (PSTA) is derived from datasets and models that provide a provincial-level assessment of approximate relative wildfire threat across the land base.

It is intended to provide a strategic-level analysis of multiple factors that contribute to wildfire threats, but it is not intended to represent absolute, site-specific values. The Provincial Strategic Threat Analysis was created at a provincial scale, so users of this map need to confirm that the initial wildfire-threat rating assignment for an area is accurate by having a qualified professional validate the area at the forest stand level.

Any limitations of the Provincial Strategic Threat Analysis (PSTA) are not intended to represent the accuracy of the Vegetation Resource Inventory (VRI); the 17 fuel types identified under the Canadian Behaviour Prediction (FBP) System; historical fire occurrence data; or the assumptions associated with the development of the head and spotting impact data layers.

The Provincial Strategic Threat Analysis does not assess wildfire threats on private land parcels, since the best determined through a site-level assessment such as The Provincial Strategic Threat Analysis was designed to assess forested land base, while the FireSmart hazard assessment considers individual structural components (e.g. roofing, fences, exotic plants and vegetation 10 metres and beyond structure — key areas linked to the spread of fire in a coniferous Wildland Urban Interface (WUI) component of the Provincial Strategic Threat Analysis does not take this information into consideration.

Any components within the data that are derived from structure information are intended to provide a strategic-level analysis and are not intended to represent absolute, site-specific values. Limitations of this Wildland Urban Interface data are related to the accuracy of the Terrain Resource Inventory (TRIM) data; Integrated Cadastral Information Society

What are the plans for our community?

- In the past year, a Community Wildfire Resiliency Plan (CWRP) has been worked on in aligns with Forsite
- The completed CWRP is scheduled for March of 2025
- Depending on completion, the CWRP will be presented either in April 2025 or May 2025

Events for the upcoming months:

- February 16th, 2025 - Family Day weekend
- March 15th, 2025 - Lunch in at Senior Center
- April 19th, 2025 - Lunch in at Senior Center
- May 3rd, 2025 - Wildfire Preparedness Day
- May 24th, 2025 – Yard Waste Days, working alongside the District of Barriere

Comments and/or Questions?

Thank you for your time!

District of Barriere
REPORT TO COUNCIL
Request for Decision

Date: February 24, 2025	File: 530.20/Rpts
To: Council	From: R. Baggio, FireSmart Coordinator & T. Buchanan, Corporate Officer
Re: TNRD - Municipal Yard Waste Fee Waiver Event	
<u>Recommendation:</u> <i>That staff be directed to organize a free residential yard waste collection event with the TNRD on, or around, May 24, 2025 with a maximum budget of up to \$4,000 and for staff to include this amount in the 2025 budget.</i>	

Purpose

To introduce a new TNRD program available that waives the commercial collection tipping fees for municipal yard waste once per calendar year and discuss the District of Barriere’s possible participation in the program this year which will support the local government’s community FireSmart program initiatives.

Background

On August 12, 2024, Council was introduced to the TNRD’s new “yard waste clean-up” program that waives commercial disposal fees to municipal governments once per calendar year (see *attached staff report dated August 12, 2024 that outlined the program and its potential costs*).

At that time, Council deemed the program most beneficial to take place in the spring in order to maximize the District’s new FireSmart program that would be underway at that time.

Discussion

The TNRD defines “yard waste” as:

*organic materials originating from yard and garden management, maintenance or repair including but not limited to: grass, lawn and hedge clippings, flowers, weeds, pine needles, pinecones, leaves, shrubs, and shrub and tree branches (less than 8 inches in diameter), but **does not include:** tree stumps, branches greater than 8 inches in diameter, Noxious Weeds, Infested Vegetation, rocks, sand, soil, sod, or fruit or vegetable material.*

If approved to move forward, residents (residential properties within the District of Barriere only) will first be asked to pre-register to participate in the program. This step will help staff prepare for an expected level of material and the coordination of its collection. This pre-registration requirement will be included in the significant promotion of the event through the FireSmart program. Included in this registration process, there will be an option for residents to request a free, 15 min on-site, verbal consult from a Fire Department member in order to take as much advantage of the free yard-waste collection event as possible. It will be communicated that this on-site consult will be subject to personnel availability and coordinated through the FireSmart program.

This pre-registration requirement will also give staff the opportunity to remind participating residents of the eligibility parameters leading up to the event day(s).

Registered participants will be reminded to place all eligible yard-waste material into containers, compostable yard-waste bags, or neatly bundled and place them curbside for collection on the date(s) specified. Any material not placed in containers, compostable bags or bundled neatly, will not be collected. A maximum amount of material may be imposed as well.

Residents will be informed that any loose material that falls out of bundles or is blown out of containers, will not be collected and will be their responsibility to retrieve and remove from any boulevards, roadways, and/or neighbouring properties. In addition, it will be clearly communicated that any material placed curbside shown to contain *any* non-compliant material, will not be sorted curbside to remove the non-compliant material; the entire container/bundle/compostable bag will be refused for collection.

Should Council choose to schedule this event as outlined in this report, the FireSmart Coordinator will include this event's promotion in its upcoming FireSmart Awareness event scheduled on May 3, 2025 in Fadear Park.

Benefits or Impact

General

Staff personnel, municipal fleet and optional subcontractor scheduling for this event will be coordinated to maximize the benefit and convenience for residents while keeping the cost to provide the service as low as possible.

Finances

Promotional material (i.e. posters, press release, advertising, etc.) can be produced in-house with minimal material costs. Staff scheduling for the collection may result in additional solid-waste hours with some possible over-time (which management will strive to minimize). Extra fuel costs for community collection would also be an additional expense. Depending on the participation and material level, a subcontractor may need to be coordinated. It is expected that these costs could be kept under \$4,000.00.

Strategic Impact

A community-wide, yard waste specific event encourages and motivates residents to take advantage of convenience which will support the DoB's goals of FireSmart / Wildfire Risk Reduction while also encouraging community beautification.

Risk Assessment

Compliance: Adheres to TNRD Solid Waste disposal regulations

Risk Impact: Low

If Approved, Next Steps / Communication

- Communicate and promote the free yard waste collection event to the general public as outlined in the District's Communication Policy
-

Recommendation:

That staff be directed to organize a free residential yard waste collection event with the TNRD on, or around, May 24, 2025 with a maximum budget of up to \$4,000 and for staff to include this amount in the 2025 budget.

Alternative Option

1. Council could choose to not participate in the program at this time and consider it again for the fall of 2025 or spring of 2026.

Prepared by: T. Buchanan, Corporate Officer
R. Baggio, FireSmart Coordinator

Reviewed by: D. Drexler, Chief Administrative Officer

District of Barriere

REQUEST FOR DECISION

Date: February 24, 2025	
To: Council	From: A. Hovenkamp, Fire Chief
Re: UBCM (CEPF) - Emergency Operations Centers Equipment and Training	

Background: The Community Emergency Preparedness Fund (CEPF) is a suite of funding streams intended to support First Nations and local governments to better prepare for disasters and reduce risks from natural hazards in a changing climate. Funding is provided by the Province of BC and is administered by the Union of BC Municipalities (UBCM).

Discussion: The intent of this funding stream is to support the purchase of equipment and supplies required to maintain or improve Emergency Operations Centres (EOC) and to enhance EOC capacity through training and exercises.

This grant could potentially cover the costs to purchase the following for our Emergency Operations Centre and may include additional purchases:

- Equipment:
 - Tables and chairs
 - Shelving and storage containers for EOC preparation kits, equipment and contractor fees to install the shelving
- Training:
 - Several different EOC training courses including:
 - Intro into EOCs
 - EOC Operations Sections
 - EOC Logistics Section
 - Incident Command System (100 & 200)
 - Emergency Management Meetings and Tabletop Exercises
 - This would include pre-incident meetings for our Emergency Responders and establish clear and defined tasks for each organization in the event of an emergency
 - Create or work with Simpcw First Nations to work together in emergencies and pull resources where applicable
- Admin fees to cover additional tasks taken on under the Grant

The Grant application will be for (up to) \$40,000 in total. This grant will cover 100% of the costs that are applied for.

A Council resolution is required for the application.

Recommendation: *THAT staff be directed to apply for funding up to the amount of \$40,000 under the UBCM Emergency Operations Centers Equipment and Training Grant.*

Prepared by: A. Hovenkamp, Fire Chief
Reviewed by: D. Drexler, CAO

District of Barriere
REPORT TO COUNCIL
Memorandum

Date: February 24, 2025	File: 530.20/Rpts
To: Council	From: Chief Administrative Officer
Re: Council Orientation and 2025 Budget Timeline	

Purpose

To provide Council with an update on the 2025 Budget Timelines, to discuss workshop dates for Council Orientation, and key dates to meet statutory deadlines.

Budget Timelines

As Council is aware, due to the current by-election the budget process has been condensed into only a 2-month window which usually would be a 4-month process.

This is largely due to allowing for the incoming members of Council to have the same information and opportunity for input as the current sitting members.

The legislated deadline for municipalities to have adopted the Tax Rates Bylaw is before May 15 each year, so May 14. In addition, the Financial Plan Bylaw must be adopted before the Tax Rates Bylaw is adopted.

Due to these deadlines, the schedule below tries to accomplish meeting those requirements while equally providing for due diligence processes on Council’s side, and opportunity for the Public to provide feedback.

Date	Forum	Activity
March 14, 2025	Management / Council	Budget Package (First Draft) to be provided to Council
March 17, 2025	Council Workshop	Presentation of Draft Budget (No.1) by Management
<i>Placeholder</i>	<i>Council Workshop</i>	<i>2nd workshop if required</i>
March 24, 2025	Regular Meeting	Council approval of budget strategies, fee for service requests, proposed changes from No.1 Draft Budget, early capital approvals
March 31, 2025*	Special Meeting	Public Presentation of Second Draft (No. 2) Budget
April 14, 2025	Regular Meeting	First Three Readings of the 2025-2029 Financial Plan Bylaw and Tax Rates Bylaw
May 5, 2025	Regular Meeting	Adoption of the 2025-2029 Financial Plan Bylaw and Tax Rates Bylaw
May 14, 2025		Deadline to adopt the 2025-2029 Financial Plan Bylaw and Tax Rates Bylaw

Depending on the need, there would be an opportunity to hold a second Council budget workshop; however, this may impact the other dates on the schedule.

It would be helpful for the current Council to confirm the Workshop date of March 17, so that incoming members of Council are aware and can plan their schedule accordingly after the conclusion of the Election.

Council Orientation

Staff is proposing to hold a Council Orientation workshop for the incoming members of Council. This workshop should be held before the budget workshop as it would support the on-boarding process by providing key legislative and current project information before the budget discussions are initiated.

Although incoming members can't officially be sworn in until March 11, 2025; due to the budget timeline constraints, Staff is proposing to hold this workshop as early as possible, potentially in the first week of March. (either March 3, 4, 5? or March 11, 12, 13?) We would plan with a 5:30pm start time.

This workshop would also provide an opportunity for sitting Council members to participate and have a refresher on all things Local Government and so everyone has the same information at hand. The focus of the onboarding will be primarily on Governance items. An introduction of departments and any operational services would occur as part of the budget workshops.

At this stage, Staff would like to know who on Council would like to participate and if there are any of these dates listed above that would not work. As soon as the new members of Council are confirmed, the final date will be determined.

Next Steps

- As outlined above.

Attachments

- N/A

Prepared by:
D. Drexler, Chief Administrative Officer

FEB 14 2025

RECEIVED

**DISTRICT OF BARRIERE
Grant Application – Organizations**

Organization Official Name: Rabbits BC - Rabbit & Cavy Breeders Association of BC

Mailing Address: C/O Ginger McCurdy

PO Box 1036, Barriere, BC V0E 1E0

Phone: 250-672-1818 Fax: _____ Email: rabbitsbc@gmail.com

Contact Person: Ginger McCurdy Title: Show Coordinator

Briefly describe your organizations purpose:

To promote and encourage the rabbit and cavy industry, encourage fairness, honesty, good sportsmanship and education among association members, youth groups and the general public.

Briefly describe how the requested grant money will be used:

The grant monies will be used towards the costs of accommodations and meals for our 6 judges.

What amount of Grant-in-Aid is being requested? \$ 500.00

Total organization operating budget for current year \$ 14,082.00

Total budget for project the grant is being applied for \$ 13,000.00

Did you receive a Grant-in-Aid last year Yes X No _____

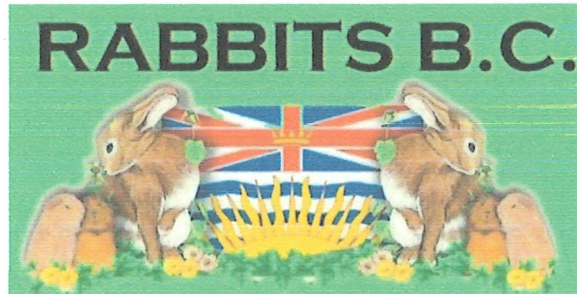
If **yes**, what was the amount of the grant? \$ 500.00

Attachments: Please provide the following to your application (if available):

Financial Statement, Current Year Budget, Project Budget

Please forward completed application by mail to: District of Barriere, Box 219, Barriere, B.C. V0E 1E0 or in person at "The Ridge Building" at 4936 Barriere Town Road, or by fax to 250-672-9708. Applications must be received by the first Monday of the month to be considered in that month.

INTERNAL OFFICE USE: Approved Amount Approved: _____ Denied



RABBITS BC R&CB ASSOCIATION OF BC

Rabbits BC
C/O Ginger McCurdy
PO Box 1036
Barriere, BC V0E 1E0
(250) 672-1818
rabbitsbc@gmail.com

February 1, 2025

District of Barriere
PO Box 219
Barriere, BC V0E 1E0

Attention Mayor and Council:

Rabbits BC requests your consideration for a grant to assist in holding our Third Annual rabbit and cavy (guinea pig) show event, which will be on September 5, 6 and 7, 2025. This year we are planning to have a minimum of four All-breed Rabbit Shows, three Cavy Shows, one Rare Breed Show, three Breed Specialty Shows, plus a Youth Show. Our 2024 shows were highly successful, and we expect even more exhibitors (and fun) this year.

We are holding these events in Barriere because we know the location will draw exhibitors from British Columbia, Alberta and the United States.

The entire community will again enjoy and benefit from our 3-day event held locally at the North Thompson Fall Fair and Rodeo grounds.

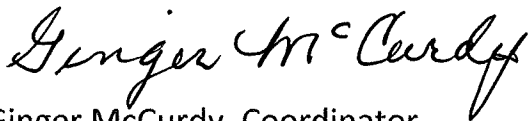
Our local Rabbit and Cavy 4H members are eager to participate again, and we plan to make this another excellent learning experience for them. We will have special opportunities over the weekend for 4H members who wish to show or to learn more about their rabbits and cavies. An invitation is going out to other 4H groups in BC to join us.

Rabbits BC – Rabbit and Cavy Breeders Association of BC - has actively served the rabbit and cavy community including both youth and adults with regular show, agricultural, educational and social events throughout our 29-year history.

Your grant last year was a great help in making the event very successful, and we are again requesting your financial assistance.

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Ginger McCurdy". The signature is written in a cursive style with a large, prominent initial "G".

Ginger McCurdy, Coordinator

Rabbits BC - Rabbit and Cavy Association of BC



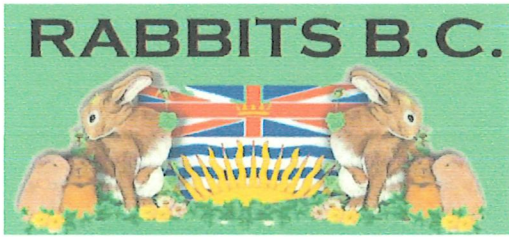
RABBITS BC R&CB ASSOCIATION OF BC

Projected Budget for Barriere Shows

September 5th, 6th& 7th, 2025

\$	EXPENSES
\$1200.00	Rabbit Awards \$1000.00 Cavy Awards \$200.00
\$9000.00	6 judges averaging \$1500.00 per judge. Includes judging fees, transportation, accommodation and meals
\$400.00	Insurance – half of our yearly total. One other show each year
\$800.00	Hall Rental & Janitorial
\$300.00	ARBA Show Sanction Fees
\$1300.00	Miscellaneous Expenses including catering
TOTAL \$13,000.00	

\$	INCOME
\$5000.00	Rabbits: \$5.00 per entry x 250 rabbits x 4 shows
\$750.00	Cavies: \$5.00 per entry x 50 animals x 3 shows
\$725.00	Specialty: \$5.00 per entry 6 show/145 rabbits
\$1200.00	Food and miscellaneous sales
\$2500.00	Projected LNTCF Society Grant
\$500.00	Projected District of Barriere Grant
\$2325.00	Other fundraising
TOTAL \$13,000.00	



RABBITS BC R&CB ASSOCIATION OF BC ANNUAL BUDGET 2025

INCOME

DONATIONS	\$1,000.00
FUNDRAISING - (Silent Auctions, Facebook Auction, Bottle Drives, Purdys Fundraiser.....)	\$4,550.00
MEMBERSHIPS - est. 30 members at \$20.00 each	\$600.00
SHOW ENTRIES - est. 1600 animals @ \$5 ea	\$8,000.00
OTHER FUNDING (Sponsors, Grants)	\$3,500.00
	\$17,650.00

EXPENSES

VENUE COSTS	\$1,100.00
TECHNOLOGY - Zoom , Internet	\$300.00
SOCIETY COSTS	\$90.00
OFFICE SUPPLIES	\$300.00
ARBA CHARTER (yearly)	\$40.00
ARBA SHOW SANCTIONS (est. 12 Shows)	\$420.00
INSURANCE	\$900.00
JUDGES	\$10,500.00
TROPHIES AND AWARDS	\$1,500.00
MISCELLANEOUS SHOW EXPENSES	\$2,500.00
	\$17,650.00

Rabbits BC R&CBA of BC

2024 ANNUAL REPORT

Balance Forward Jan 1,2024 \$4,766.41

INCOME

Dues	\$505.00
Donations	\$318.80
Fund Raising	\$11,892.35
Other	<u>\$0.00</u>
Total	\$12,716.15

EXPENSES

Admin	\$800.00
Fundraising	\$13,185.44
Zoom	\$224.00
Misc.	<u>\$97.50</u>
Total	\$14,306.94

Total Club Balance D Oct.31, 2024 **\$3,175.62**

JANUARY 2025 FINANCIAL REPORT

Balance Forward	NOVEMBER 1,2024		\$3,175.62
 <u>INCOME</u>			
MEMBERSHIP		\$20.00	
BOTTLES		\$28.80	
DEPOSIT		<u>\$1,541.80</u>	
TOTAL		\$1,590.60	
 <u>EXPENSES</u>			
JUDGE EXPENSES		\$511.60	
CAVY PRIZES		\$94.38	
CLUB CHARTER		<u>\$39.70</u>	
TOTAL		\$645.68	
 Balance			 \$4,120.54
 BANK BALANCE			 \$4,006.04
Petty Cash			\$114.50
 Total Club Funds	JANUARY 01,2025		 <u>\$4,120.54</u>
	US CASH	\$288.00	



CONSTITUTION

BC Society • Societies Act

CERTIFIED COPY
Of a document filed with the
Province of British Columbia
Registrar of Companies

CAROL PREST

NAME OF SOCIETY: RABBITS B.C. - RABBIT AND CAVY BREEDERS ASSOCIATION OF BRITISH COLUMBIA

Incorporation Number: S0034970
Business Number: 84724 5081 BC0001
Filed Date and Time: November 5, 2018 04:21 PM Pacific Time

The name of the Society is RABBITS B.C. - RABBIT AND CAVY BREEDERS ASSOCIATION OF BRITISH COLUMBIA

The purposes of the Society are:

Section 1 - To promote and encourage the rabbit and cavy industry

Section 2 – To promote shows, with American Rabbit Breeders' Association Inc. (A.R.B.A.) licensed judges, and to uphold the A.R.B.A. system of standards and registration.

Section 3 – To encourage fairness, honesty, good sportsmanship and education among the associations' members, youth groups, and the general public

This society is a member-funded society. It is funded primarily by its members to carry on activities for the benefit of its members. On its liquidation or dissolution, this society may distribute its money and other property to its members.





Bylaws of RABBITS B.C. – RABBIT AND CAVY BREEDERS' ASSOCIATION OF BRITISH COLUMBIA (the "Society") CAROL PREST

Part 1 – Definitions and Interpretation

Definitions

1.1 In these Bylaws:

“**Act**” means the *Societies Act* of British Columbia as amended from time to time;

“**Board**” means the directors of the Society;

“**Bylaws**” means these Bylaws as altered from time to time.

Definitions in Act apply

1.2 The definitions in the Act apply to these Bylaws.

Conflict with Act or regulations

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

Part 2 – Members

Application for membership

2.1 A person may apply for membership in the Society with a written application and payment of the annual membership fee.

Classes of membership

2.2 **Voting Members** – All members over 16 years of age.
Junior Members – All members under 17 years of age.

Duties of members

2.3 Every member must uphold the constitution of the Society and must comply with

these Bylaws and with the Society's current Policy and Procedures.

Amount of membership dues

2.4 The amount of the annual membership dues, if any, must be determined by the Board.

Member not in good standing

2.5 A member is not in good standing if the member fails to pay the member's annual membership dues, if any, and the member is not in good standing for so long as those dues remain unpaid.

Member not in good standing may not vote

2.6 A voting member who is not in good standing

(a) may not vote at a general meeting, and

(b) is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members.

Termination of membership if member not in good standing

2.7 A person's membership in the Society is terminated if the person is not in good standing for 6 consecutive months.

Discipline and expulsion of member

2.8 (1) The bylaws of a society may provide for the discipline or expulsion, or both, of members.

(2) Unless the bylaws provide otherwise, a member of a society may be disciplined or expelled by special resolution.

(3) Before a member of a society is disciplined or expelled under subsection (2) or the bylaws, the society must

(a) send to the member written notice of the

proposed discipline or expulsion, including reasons, and

(b) give the member a reasonable opportunity to make representations to the society respecting the proposed discipline or expulsion.

Part 3 – General Meetings of Members

Time and place of general meeting

3.1 A general meeting must be held at the time and place the Board determines.

The directors of a society must call annual general meetings so that an annual general meeting is held in each calendar year.

Ordinary business at general meeting

3.2 At a general meeting, the following business is ordinary business:

- (a) adoption of rules of order;
- (b) consideration of any financial statements of the Society presented to the meeting;
- (c) consideration of the reports, if any, of the directors or auditor;
- (d) election or appointment of directors;
- (e) appointment of an auditor, if any;
- (f) business arising out of a report of the directors not requiring the passing of a special resolution.

Notice of special business

3.3 A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

Chair of general meeting

3.4 The following individual is entitled to preside as the chair of a general meeting:

- (a) the individual, if any, appointed by the Board to preside as the chair;
- (b) if the Board has not appointed an individual to preside as the chair or the individual appointed by the Board is unable to preside as the chair,
 - (i) the president,
 - (ii) the vice-president, if the president is unable to preside as the chair, or
 - (iii) one of the other directors present at the meeting, if both the president and vice-president are unable to preside as the chair.

Alternate chair of general meeting

3.5 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the chair.

Quorum required

3.6 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.

Quorum for general meetings

3.7 The quorum for the transaction of business at a general meeting is 3 voting members or 10% of the voting members, whichever is greater.

Lack of quorum at commencement of meeting

3.8 If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,

- (a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and
- (b) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting

members who are present constitute a quorum for that meeting.

If quorum ceases to be present

3.9 If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Adjournments by chair

3.10 The chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice of continuation of adjourned general meeting

3.11 It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

Order of business at general meeting

3.12 The order of business at a general meeting is as follows:

- (a) elect an individual to chair the meeting, if necessary;
- (b) determine that there is a quorum;
- (c) approve the agenda;
- (d) approve the minutes from the last general meeting;
- (e) deal with unfinished business from the last general meeting;
- (f) if the meeting is an annual general meeting,
 - (i) receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
 - (ii) receive any other reports of directors' activities and decisions since the previous annual general meeting,
 - (iii) elect or appoint directors, and
 - (iv) appoint an auditor, if any;
- (g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting;

(h) terminate the meeting.

Methods of voting

3.13 At a general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, 2 or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.

Announcement of result

3.14 The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Proxy voting not permitted

3.15 Voting by proxy is not permitted.

Matters decided at general meeting by ordinary resolution

3.16 A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

Part 4 – Directors

Number of directors on Board

4.1 The Society must have no fewer than 3 and no more than 11 directors.

Election or appointment of directors

4.2 At each annual general meeting, the voting members entitled to vote for the election or appointment of directors must elect or appoint the Board.

Directors may fill casual vacancy on Board

4.3 The Board may, at any time, appoint a member as a director to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a director during

the director's term of office.

Term of appointment of director filling casual vacancy

4.4 A director appointed by the Board to fill a vacancy ceases to be a director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.

Part 5 – Directors' Meetings

Calling directors' meeting

5.1 A directors' meeting may be called by the president or by any 2 other directors.

Notice of directors' meeting

5.2 At least 2 days' notice of a directors' meeting must be given unless all the directors agree to a shorter notice period.

Proceedings valid despite omission to give notice

5.3 The accidental omission to give notice of a directors' meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.

Conduct of directors' meetings

5.4 The directors may regulate their meetings and proceedings as they think fit.

Quorum of directors

5.5 The quorum for the transaction of business at a directors' meeting is a majority of the directors.

Part 6 – Board Positions

Election or appointment to Board positions

6.1 Directors must be elected or appointed to the following Board positions, and a director, other than the president, may hold more than one position:

- (a) president;
- (b) vice-president;
- (c) secretary;
- (d) treasurer.

Directors at large

6.2 Directors who are elected or appointed to positions on the Board in addition to the positions described in these Bylaws are elected or appointed as directors at large.

Role of president

6.3 The president is the chair of the Board and is responsible for supervising the other directors in the execution of their duties.

Role of vice-president

6.4 The vice-president is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act.

Role of secretary

6.5 The secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) issuing notices of general meetings and directors' meetings;
- (b) taking minutes of general meetings and directors' meetings;
- (c) keeping the records of the Society in accordance with the Act;
- (d) conducting the correspondence of the Board;
- (e) filing the annual report of the Society and making any other filings with the registrar under the Act.

Absence of secretary from meeting

6.6 In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.

Role of treasurer

6.7 The treasurer is responsible for doing, or making the necessary arrangements for, the following:

- (a) receiving and banking monies collected from the members or other sources;
- (b) keeping accounting records in respect of the Society's financial transactions;
- (c) preparing the Society's financial statements;
- (d) making the Society's filings respecting taxes.

Part 7 – Remuneration of Directors and Signing Authority

Remuneration of directors

7.1 These Bylaws do not permit the Society to pay to a director remuneration for being a director, but the Society may, subject to the Act, pay remuneration to a director for services provided by the director to the Society in another capacity.

Signing authority

7.2 A contract or other record to be signed by the Society must be signed on behalf of the Society

- (a) by the president, together with one other director,
- (b) if the president is unable to provide a signature, by the vice-president together with one other director,
- (c) if the president and vice-president are both unable to provide signatures, by any 2 other directors, or
- (d) in any case, by one or more individuals authorized by the Board to sign the record on behalf of the Society.



2025 BC Open & Women's Stick Curling Championships

February 6-8, 2025

Barriere, BC



Thank you for your
financial contributors,
It ensured the success
of the BC Stick Curling
Championship.
From: Barriere Curling Club
Doraine Ross



Investigation Report 25-01

Municipal disclosure of records

February 2025

CANLII CITE: 2025 BCIPC 10
QUICKLAW CITE: [2025] B.C.I.P.C.D. No. 10

WHO WE ARE

Established in 1993, the Office of the Information and Privacy Commissioner provides independent oversight and enforcement of BC's access and privacy laws, including:

- The *Freedom of Information and Protection of Privacy Act* (FIPPA), which applies to over 2,900 public bodies, including ministries, local governments, schools, crown corporations, hospitals, municipal police forces, and more; and
- The *Personal Information Protection Act* (PIPA), which applies to any private sector organization (including businesses, charities, non-profits, and political parties) that collects, uses, and discloses the personal information of individuals in BC. PIPA also applies to any organization operating in BC that collects, uses, or discloses personal information of any individual inside or outside of BC.

Michael Harvey is BC's Information and Privacy Commissioner.

The Office of the Information and Privacy Commissioner for BC respectfully acknowledges that its offices are located on the traditional territories of the Lekwungen people of the Songhees and Esquimalt Nations.

As an Officer of the Legislature, the work of the Commissioner spans across British Columbia, and the OIPC acknowledges the territories of First Nations around BC and is grateful to carry out our work on these lands.



CONTENTS

Commissioner's message	4
Executive summary	6
Background	8
Methodology	10
Legislation	11
Findings & recommendations	14
FOI and application fees	15
Proactive disclosure	19
Records for purchase	23
Conclusion	28
Recommendations	30
Acknowledgements	31
Appendices	32

COMMISSIONER'S MESSAGE



Our democracy depends on trust between governments at all levels – federal, provincial and municipal – and the people they serve. That trust is not a matter of faith and, in these increasingly polarized times, it's far from guaranteed.

Our access to information is at the heart of transparency and accountability. By making as much of the information they hold as available as possible, public bodies empower people to better understand the decisions that impact their lives, to ask questions, to take action – in other words to fully and meaningfully participate in our democracy. It's not about an administrative checkbox – it's about committing to a culture of transparency, one that is reflected in the design of every piece of legislation, policy or program.

We launched this investigation into BC municipalities' disclosure of records in response to concerns about how municipalities were handling their access to information obligations. Our team analyzed responses from municipalities across the province to questions about their record-handling practices, including their administration of the application fees, their

proactive disclosure practices, and the records they make available for purchase.

The picture that emerged was a patchwork of inconsistent approaches to records releases.

Some differences may be inevitable given the size and resources among municipalities in BC; however, there is a lack of consistency across the province in what types of records are made available proactively without an FOI request, made available for purchase, or through regular FOI processes. That inconsistency, particularly in determining what records should be made available for purchase, may contribute to a lack of trust in municipal government transparency.

There is an opportunity here for the provincial government to clearly define what records can be made available for purchase. In the meantime, I call on municipalities to carefully consider every record they hold, and carefully consider whether records should be released proactively as a matter of routine without an access to information request, through the freedom of information process, or made available for purchase.

“Our access to information is at the heart of transparency and accountability. By making as much of the information they hold as available as possible, public bodies empower people to better understand the decisions that impact their lives, to ask questions, to take action – in other words to fully and meaningfully participate in our democracy.”

This report also includes recommendations for municipalities to ensure that if they are charging an FOI application fee, that they are doing so fairly, without adding additional barriers to the process. The report also recommends that municipalities invest in training to educate staff of their obligations under FIPPA.

Why is it important that municipalities rethink their records practices, with a focus on accessibility and transparency? We need only look out our own front doors to answer that question. Municipal records tell the stories of the communities around us, from the development and zoning decisions that shape our neighbourhoods to the evolution and application of bylaws, to infrastructure planning and environmental assessments, and countless other services that impact our lives every day. I encourage municipalities to reflect on the findings of this report to strengthen their commitment to transparency and accountability as they carry out their vital work.

Michael Harvey
*Information and Privacy Commissioner
for British Columbia*



EXECUTIVE SUMMARY

There are 160 municipal governments in BC that manage public health, local roads, parks, libraries, waste disposal, fire protection, and make decisions that impact buildings and homes. As public bodies, municipalities are subject to the *Freedom of Information and Protection of Privacy Act* (FIPPA).

Municipalities must deliver transparent and accountable service to the public, which includes providing public access to municipal records.

Over the past few years, the OIPC has become increasingly interested in and concerned about how municipalities make records available to the public. To that end, the OIPC investigated municipal records disclosure under s. 42 of FIPPA.

The OIPC sent a survey to each municipality in BC, with questions about the three main methods for disclosure:

1. freedom of information (FOI) processes;
2. proactive disclosure; and
3. records made available for purchase.

The OIPC found that, while on the surface these methods for disclosure appear separate and distinct, there is some ambiguity in the legislation and overlap in how different municipalities disclose similar records. This has led to inconsistent disclosure practices among municipalities and unequal access to similar records in each of the three methods for disclosure.

First, regarding FOI processes, municipalities vary in the volume of FOI requests each received, whether and how they administer

the application fee for an FOI request, whether they waive the fee, and the fee payment options they make available. Further, 12 municipalities reported only allowing in-person or mail-in fee payments, preventing applicants from paying the application fee by telephone or on-line (such as by credit card or by e-transfer). This limits expediency and accessibility for applicants and may create a barrier to the right of access. All public bodies, including municipalities, that administer an application fee should have multiple fee payment options available.

Second, nearly a quarter of the municipal respondents reported that they do not proactively make records available to the public without an FOI request, as per the requirements under FIPPA s. 71. Upon further inspection, the OIPC found that every municipality does proactively disclose some records, and that the lack of staff awareness in this area is detrimental to public sector transparency and accountability. Staff training and awareness regarding FIPPA's routine release requirements at the municipal level is required.

Many municipalities established categories of records for proactive disclosure that were generally well documented, descriptive, and meaningful. However, other municipalities established categories, but these categories were overly broad, not descriptive, and less meaningful (such as simply categorizing records as "routine release").

Third, the investigation found inconsistencies across municipalities about whether and which records they make available for purchase, along with the costs of the records and whether obtaining a record for purchase still requires a formal request and

staff intervention. The lack of clear criteria has led to a broad and inconsistent application of this provision across BC and further guidance or definition on s. 3(5) is needed to address this issue.

This report makes three recommendations to municipal governments to address issues with fee payment options, staff training on routine disclosure and FOI processes, and publishing meaningful categories for routine disclosure. The fourth recommendation is directed toward the provincial government to establish clear criteria that would help municipalities, and other public bodies, determine which records should be provided for purchase as opposed to for proactive disclosure or regular FOI processes, along with associated costs.

While this report and most of the recommendations are directed toward municipal governments, other public bodies across BC should review this report and implement relevant recommendations.

*A full Summary of Recommendations can be found on **page 30** of the report.*

BACKGROUND

There are 160 municipal governments across BC that are, as public bodies, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FIPPA).¹

Over the last five fiscal years (2019/20 to 2023/24), the Office of the Information and Privacy Commissioner (OIPC) opened 1,143 access related files involving municipalities including:

- 453 access related complaints²
- 386 requests for review³
- 168 requests for time extensions
- 88 third-party reviews
- 66 deemed refusals

As a result, the OIPC has become increasingly interested in and concerned about how municipalities make records available to the public. To that end, the OIPC conducted an investigation under FIPPA s. 42(1) that looked at the types of, and costs for, records that municipalities make available to the public through the regular freedom of information (FOI) process, proactive disclosure, or where records are made available for purchase.

A summary of the OIPC's concerns with each of these disclosure methods is as follows.

First, key to the OIPC's mandate is overseeing the functioning of FOI processes, investigating and resolving disputes, commenting on the implications for access to information of proposed programs or activities of public bodies, and informing the public about FIPPA.⁴ The OIPC has examined and published reports and guidance detailing concerns and recommendations for public bodies who charge an application fee, after amendments in 2021 came into force that allowed public bodies to charge a \$10 application fee for requests for general records.⁵ OIPC guidance and recommendations have pointed to:

- Clearly and promptly informing applications about the application fee.
- Ensuring time limits to respond to a request for records are appropriately counted.
- Having multiple payment options available to ensure expediency and accessibility, including options that permit applicant anonymity.
- Establishing policy on when the public body will charge or excuse the application fee.⁶

Second, the OIPC has examined issues pertaining to proactive disclosure and made several recommendations over the past 15 years and across nine reports for government and other public bodies to

1. While there are 161 municipalities, Shíshálh Nation Government District was excluded from the survey as FIPPA does not apply to the Shíshálh nation.

2. OIPC may investigate and resolve complaints pertaining to, for example a duty imposed by FIPPA, adequacy of search, time extension, or processing fees.

3. A person who makes an FOI request to a public body may ask the Commissioner to review the public body's decision, action, or failure to act, related to the FOI request.

4. FIPPA s. 42.

5. OIPC BC, *Access application fee six-month review*. <https://www.oipc.bc.ca/documents/investigation-reports/2578>; OIPC BC, *Review of Government's performance in responding to access requests*. <https://www.oipc.bc.ca/documents/special-reports/2746>; and OIPC BC, *Vancouver Coastal Health Authority's duty to assist*. <https://www.oipc.bc.ca/documents/audit-reports/2859>.

6. OIPC BC, *FIPPA and the application fee*. <https://www.oipc.bc.ca/documents/infographics/2857>.

establish and expand categories for proactive disclosure. However, concerns still exist.⁷

OIPC recommendations for public bodies have included:

- Establish categories of records for proactive disclosure, as required under FIPPA s. 71, and to expand those categories.
- Proactively disclose calendar information, reports and audits, contracts worth over \$10,000, records included in s. 13(2) of FIPPA (i.e., public polls, surveys, appraisals, economic forecasts, environmental impacts, and so on), travel and hospitality expenses, records relating to current events.
- Inform FOI applicants without delay when records are available without a request.
- For government to provide guidance and tools to help ministries identify and establish categories of records for routine release.

Third, the OIPC has received complaints related to municipal decisions to make records, such as fire incident reports, available for purchase. In response to the complaints about records for purchase across the lower mainland, past informal queries by the OIPC on this topic found a lack of consistency across the municipalities in how these types of records were disclosed, along with associated charges for disclosure.

Over the years, amendments to FIPPA have shifted how public bodies treat records available for purchase. Historically, records

for purchase were an exception to disclosure under FIPPA. With legislative amendments in 2011, records for purchase were exempt from FIPPA altogether. The difference being that, in the first instance, FIPPA applied but records could be withheld from an FOI request whereas, in the latter, FIPPA did not apply to such records at all. Removal from FIPPA meant that certain protections, such as the requirement to safeguard against unauthorized disclosure, did not apply.

Further legislative changes in 2021 amended this issue, bringing records for purchase back into FIPPA but keeping these records exempt from Part 2. This means that FIPPA requirements for the collection, use, and disclosure of personal information still apply to the content of records for purchase, even if such records cannot be accessed through an FOI request. Presently, however, what constitutes a record available for purchase is not clearly defined. This lack of clarity leads to continued inconsistencies in how public bodies treat records for purchase and creates potential for an overly broad application.

With the various concerns, reports, and recommendations in mind, the OIPC conducted a comparable provincewide survey of all municipalities with questions targeting categories of FOI processes including the administration of the application fee, proactive disclosure, and the records municipalities make available for purchase.

7. See, for example: OIPC BC, *It's About Time: Report Card on the Timeliness of Government's Access to Information Responses April 1, 2009-March 31, 2010*. <https://www.oipc.bc.ca/documents/special-reports/1203>; OIPC BC, *Six-month Check-up: Review of the Government's Timeliness in Responding to Media and Political Parties' Requests Aug 6, 2010 to Feb 5, 2011*. <https://www.oipc.bc.ca/documents/special-reports/1201>; OIPC BC, *Evaluating the Government of BC's Open Government Initiative*. <https://www.oipc.bc.ca/documents/investigation-reports/1476>. OIPC BC, *Section 71: Categories of records available without a request*. <https://www.oipc.bc.ca/documents/investigation-reports/2291>

METHODOLOGY

On September 11, 2024, the OIPC sent an online survey link to Chief Administrative Officers or other key personnel in all 160 municipalities across BC.⁸ The survey included a range of nine to 29 questions, depending on how participants responded to questions such as “Does your municipality currently charge an application fee to someone making an FOI request?”

Survey questions focused on municipalities’ FOI processes including the administration of the FOI application fee, proactive disclosure of records, and records made available for purchase. See the Appendix for a copy of the survey questions.

The survey was initially set to close September 27, 2024. However, at the request of some municipalities and to increase response rates, the OIPC kept the survey open an additional two weeks until October 11, 2024. At survey close, all but four of the 160 municipalities responded, resulting in a response rate of 97.5%.

8. Contact information for municipality staff was obtained from CivicInfo BC’s portal website. <https://www.civicinfo.bc.ca/municipalities?id=0>.

LEGISLATION

FOI and application fees

In November 2021, the Legislative Assembly of British Columbia amended FIPPA to permit, for the first time, public bodies to charge an application fee for access to general records. FIPPA s. 75 authorizes, but does not require, a public body to charge an application fee for a request for records made under s. 5, unless the records contain the applicant's own personal information.

The *Freedom of Information and Protection of Privacy Regulation* s. 13(2) sets the application fee at \$10. As discussed in OIPC's *Access application fee six-month review*, a public body cannot vary the amount of the fee – it can either charge the \$10 application fee or not charge the fee. If a public body decides to regularly charge an application fee for general requests, it can excuse the fee at any time.⁹

Proactive disclosure

The 2011 FIPPA amendments included a requirement for public bodies to create categories of records that are proactively disclosed to the public without an FOI request.¹⁰

Creating such categories and clearly communicating their existence to the public are critical components of meeting this statutory obligation.¹¹

9. OIPC BC, *Access application fee six-month review*. <https://www.oipc.bc.ca/documents/investigation-reports/2578>.

10. FIPPA s. 71.

11. OIPC BC, *Section 71: Categories of records available without a request*. <https://www.oipc.bc.ca/documents/investigation-reports/2291>.

FIPPA s. 75

A public body may require an applicant who makes an access request under s. 5 to pay a prescribed application fee. This does not apply to a request for the applicant's own personal information.

FIPPA s. 71(1)

The head of a public body must establish categories of records that are in the custody or under the control of the public body and are available to the public without a request for access under this Act.

FIPPA s. 3(5)

Part 2 does not apply to a record that is available for purchase by the public.

As noted in the OIPC's 2020 report on s. 71, to meet the obligations of this section, public bodies must:

- consider their record holdings;
- exercise discretion in terms of the head of the public body or a delegate selecting categories of records that can be made available without an access request and are meaningful in the overall context of the statute;
- document those categories in a fixed and reliable manner; and
- put in place a process to ensure that records are available without a formal access request.¹²

Records for purchase

Amendments to FIPPA have also been made pertaining to records available for purchase.








When FIPPA first came into force in 1993, records available for purchase were treated as an exception under FIPPA s. 20(1)(a). In 2011, s. 20(1)(a) was repealed to clarify that records available for purchase were outside of the scope of FIPPA. Further, in 2021, the Act was changed again to state that records made available for purchase were not excluded from FIPPA entirely but from Part 2 only. With this, public bodies are still required to protect any personal information contained in those records and are subject to OIPC oversight.

Public bodies may make records available for purchase where legal authority allows for a fee to be charged. For municipalities, the *Community Charter* s. 194¹³ authorizes charging fees for services provided by the municipality, use of municipal property, or exercising authority to regulate, prohibit or impose requirements. Municipalities must create bylaws that establish the application of fees, the rates, the terms and conditions for payment (including discounts, interest, and penalties), and provisions for refund of a fee.

12. OIPC BC, *Section 71: Categories of records available without a request*. <https://www.oipc.bc.ca/documents/investigation-reports/2291>.

13. *Community Charter* [SBC 2003] CHAPTER 26 See also *Vancouver Charter*, [SBC 1953] CHAPTER 55, s. 199.01.

Methods for municipal disclosure of records to the public

	FOI process	Proactive Disclosure	Records for Purchase
Is an FOI request required to get the records?			
Does FIPPA apply?			  *
What records are applicable?	All records of a public body (except records for purchase)	Established categories of records	As per <i>Community Charter</i> , <i>Vancouver Charter</i> , and applicable bylaws

* FIPPA applies - except Part 2

FINDINGS & RECOMMENDATIONS

FOI and application fees
Proactive disclosure
Records for purchase



FOI AND APPLICATION FEES

Resources dedicated to FOI

Roughly one-quarter of municipalities (43 or 28%) reported employing staff whose primary responsibility is to respond to FOI requests. Most reported having one or two staff primarily responsible for FOI, and less than 10 municipalities employ more than two staff.

Conversely, nearly three-quarters of municipalities (113 or 72%) stated they do not employ staff whose primary responsibility is to respond to FOI requests. In these cases, municipal staff in other primary roles, such as the Corporate Officer, Deputy Corporate Officer, or Chief Administrative Officer are responsible for FOI on behalf of the municipality.

All municipalities are required to adequately resource their FOI function to appropriately respond to requests within legislated time limits. Municipalities that receive few FOI requests likely do not require staff solely for the purpose of responding to such requests so long as they maintain capacity to meet FOI demands.

Volume of FOI requests received

Municipalities reported receiving 5,387 general FOI requests and 2,065 personal FOI requests¹⁴ from April 1, 2023 to March 31, 2024.

The OIPC organized municipalities into three categories (large, medium, and small) relative to their estimated population size¹⁵ and analyzed the volume of FOI of requests in each category. As expected, the volume of FOI requests received based on population size varied substantially. See Table 1.

Table 1 - FOI requests received by population size

	Large (Over 100,000)	Medium (10,000 to 99,999)	Small (Less than 10,000)
Number of municipalities	12	47	97
Number of FOI requests ¹⁶	3,270	2,980	1,247
Average FOI requests per municipality	273	63	13
Range of FOI requests per municipality	66 to 831	3 to 223	0 to 185

14. FOI requests are categorized as “general” records that do not contain an applicant’s own personal information, or as “personal” records, that contain the applicant’s own personal information.

15. CivicInfo BC, General Municipal Statistics (2022). <https://www.civicinfo.bc.ca/data?surveyid=550&type=ss&stext=population+&search-submit=>

16. *General and Personal* FOI requests combined.

Reminder

Municipalities should monitor and regularly review their FOI programs to ensure they are responding to FOI requests without delay and are meeting their duty to assist.

To operate an effective FOI program, it is important for each municipality to track the volume and details of FOI requests received, along with performance metrics. This will assist municipalities monitor:

- changes in volume and the nature of requests;
- applicant assistance;
- response times; and
- resources.

Application fees

Municipalities are permitted to charge an application fee for requests for records containing general information, but not for the applicant’s own personal information. FIPPA authorizes but does not *require* that municipalities charge the application fee for FOI requests for general records.

Roughly one-quarter of municipalities (27%) reported they currently charge an application fee. Combined, from April 1, 2023 to March 31, 2024, they collected more than \$3,600 in application fees. An additional 10% of municipalities reported they intend to charge an application fee in the future, 28% were undecided or unsure, and the remaining 35% of municipalities stated they do not intend to charge the fee. See Table 2.

	No. of municipalities	% of municipalities
Currently charge	42 ¹⁷	27%
Intend to charge	15	10%
Undecided/ unsure	34	28%
Do not intend to charge	65	35%

Public bodies exercise a level of discretion in deciding whether to charge an application fee. Of the 42 municipalities that charge an application fee, 24 reported they never waive the fee, and 17 reported they may waive the fee for one or more of the following reasons:¹⁸

- it could not locate any records requested by the applicant;
- the applicant is an Indigenous Governing Entity, non-profit or community organization;
- the request pertains to a homeowner’s insurance claim;
- disclosure of the requested records is in the public interest, or pertains to environment or public health and safety issues;
- the applicant is facing financial hardship; the records are routinely releasable;¹⁹ or
- processing the request would take less than three hours.

17. The 42 municipalities that charge an application fee can be found in the Appendix.

18. One municipality did not respond as to whether they waive an application fee.

19. While this was a reason provided by municipalities to waive the application, routinely released records are released without an FOI request and, therefore, are not subject to the application fee.

OIPC [Investigation Report F23-01: Access application fee six-month review](#) recommended that public bodies charging the application fee establish a policy outlining criteria for when they may waive or refund it. The report gave special consideration to the fee’s potential disproportionate impact on groups and individuals, when the public body knows early in the process that the request should be transferred to another public body, or other circumstances where fairness warrants it.

As this was a recommendation to all public bodies, municipalities that charge an application fee and have not yet established this type of policy, should do so immediately.

Application fee payment options

The 42 municipalities that charge an application fee detailed the payment options available to applicants. See Table 3.

Reminder

Municipalities should establish a policy outlining the circumstances for when they will charge or refund the application fee.

Table 3 -Frequency of application fee payment options²⁰

	In-person	Mail	Teleophone	Online
Cash	41	20	-	-
Cheque	41	40	-	-
Money Order	22	21	-	-
Credit Card	22	-	9	18
Debit	9	-	-	-
E-transfer	-	-	-	19

20. In addition to the payment options and methods listed in Table 3, one municipality also reported that applicants could provide payment via a drop box at the municipal office, however, it was unclear which types of payment (for example cash or cheque) it accepted using this method.

All municipalities reported providing at least three payment options with cash, cheque, and credit card being the most common. Encouragingly, on average, municipalities provided at least six different payment options, and some individually provided 10 or more payment options.

Two OIPC reports, Investigation Report 23-01 and Audit Report 24-02, discussed how limited payment options can result in delays and barriers for applicants making FOI requests. The OIPC recommended that “[p]ublic bodies that administer an application fee should have multiple fee payment options available to ensure expediency and accessibility for all applicants. This should include an option that permits an applicant to maintain anonymity.”

The OIPC is encouraged to see that municipalities are providing multiple payment

options. However, there were 12 municipalities that do not provide an option for applicants to pay the application fee by telephone or online (such as credit card or e-transfer). The 12 municipalities are provided in the Appendix.

Online and digital payment options are commonplace and convenient, while limiting forms of payment to those that require applicants to make their way in person to the municipality, or to a mailbox, may create barriers to the right of access.

The OIPC further recommends that public bodies that administer an application fee have multiple fee payment options available to ensure expediency and accessibility for all applicants, including the ability for applicants to pay by telephone or online.

Recommendation 1

All public bodies, including municipalities, that administer an application fee should have fee payment options that allow applicants to pay by telephone or online and provide greater expediency and accessibility for all applicants.

PROACTIVE DISCLOSURE

Understanding proactive disclosure

Proactive disclosure is a type of routine release where records are publicly disclosed outside of a formal FOI request, with the records typically made available for the public to access (for example, records available on a municipality's website).²¹

The OIPC's investigation report: *Section 71: Categories of records available without a request* states that proactive disclosure of records by public bodies is the preferred means to achieve openness and transparency. It is less costly and time-consuming for individuals and public bodies. Further, current technology enables records to be published online quickly and at minimum expense while reducing barriers to access.²²

Municipal proactive disclosure

Over 75% of municipalities (118) reported they make records available to the public without an FOI request, while the remaining 24% of municipalities (38) reported that they do not. The OIPC reviewed the official websites for each municipality that reported it did not proactively make records available to the public, and found that, in all cases, those municipalities do in fact proactively release records to the public.

It is concerning that nearly a quarter of the municipal respondents are either unaware that their municipality routinely releases records or do not understand the requirements of s. 71. The result is that municipalities may fail to proactively release records intended for disclosure without a request. In turn, this may also generate additional FOI requests from the public (along with additional application fees that should not be charged).

This inconsistency indicates there is need for greater awareness and staff training regarding FIPPA's routine release requirements at the municipal level. While municipalities vary in geographical and population size, staffing, and budgets, their responsibilities under FIPPA remain the same. Staff knowledge on whether its municipality makes records available without an FOI request is rudimentary but can have substantial impact on the public's access to records. Simply put, it is not acceptable for municipal staff to be unaware of records their municipality should be proactively releasing. Municipalities need to ensure their staff are adequately trained in this area.

21. OIPC BC, *Section 71: Categories of records available without a request*. Page 4. <https://www.oipc.bc.ca/documents/investigation-reports/2291>.

22. Ibid.

Recommendation 2

Municipalities should provide mandatory routine training to all staff on:

- FIPPA and their responsibilities under the Act;
- Municipal routine disclosure and FOI policies and processes; and
- How and where to locate records available for routine disclosure.

Categories of records

Municipalities differ in the volume²³ and types of records each make available to the public without an FOI request. Most municipalities reported routinely releasing certain types of records, such as meeting agendas and minutes, along with other records identified in s. 97 of the Community Charter (e.g., bylaws, annual reports, financial statements, etc.). Some municipalities provided other categories of records that were less common, such as traffic camera footage.

The list below contains the 20 most common categories of records municipalities reported routinely releasing.

- | | | |
|------------------------------------|--|--|
| - Agendas & Minutes | - Job Descriptions, Classifications & Postings | - News Media, Newsletter & Proclamations |
| - Reports & Studies | - Zoning & Rezoning | - Advertising & Notices |
| - Bylaws | - Tenders, RFPS, Works & Service Agreements | - Official Community Plan |
| - Permits | - Business Licenses | - Plans |
| - Policies, Training & Development | - Elections | - Design Guidelines, Development Plans & Costs |
| - Property Taxes | - Financial Statements | - Mission Statement & Strategic Plan |
| - Budgets | - GIS Database & Mapping | |

23. From only a few to dozens of records.

Several municipalities reported using a checklist provided by the Local Government Management Association (LGMA)²⁴ to document the categories of records routinely released, while others developed their own lists of categories. The LGMA checklist allows municipalities to make note of which types of records should be routinely released or, alternatively, made available with an FOI request. The LGMA checklist does not, however, detail whether the routinely released records should be available for purchase – or for free as a proactive disclosure.

Many municipalities established categories of records that were generally well-documented, descriptive, and meaningful, while other municipalities reported they had not established any categories. In other circumstances, municipalities reported establishing categories, but these categories were overly broad, not descriptive, and less meaningful (such as simply categorizing records as “routine release”).

As mentioned above, FIPPA requires that the head of a public body establish categories of records that are in the custody or under the control of the public body and are available to the public without an FOI request. This is not optional – municipalities must establish these categories.

When establishing these categories, municipalities should carefully consider their records to determine which categories of proactive disclosure best serve the public.

The OIPC’s investigation of *Section 71: Categories of records available without a request* states:

FIPPA promotes public sector accountability, and the categories of records established by public bodies should align with this objective. In terms of this section in particular, the Minister responsible for FIPPA said that the amendment required public bodies to “actually look at the kinds of records they have and make a determination about which of those will be proactively disclosed.”²⁵ It is not a matter of whether records will be released, but what records will be released after a public body head makes a determination.²⁶

That investigation goes on to say that, when establishing categories for records, a public body should:

- establish the record category in a documented form;
- ensure that the category includes a series or set of related records; and
- make the records within an established category available by proactively disclosing records or setting out how the records can be obtained without an FOI request.²⁷

Municipalities are strongly encouraged to read the s. 71 report, as it sets out the process and requirements for public bodies to comply with FIPPA’s routine release requirements.

24. *Appendix 2e: Sample List of Typical Records Produced by a Local Gov’t*. Contained in *Freedom of Information and Protection of Privacy Act - Toolkit Fifth Edition 2022*. Retrieved from: <https://www.dawsoncreek.ca/en/our-government/resources/Documents/List-of-typical-records-produced-by-a-local-government-updated-2023.pdf>.

25. British Columbia, Legislative Assembly, Hansard, Vol 26 No. 5. (October 24, 2011) at 8336.

26. OIPC BC, *Section 71: Categories of records available without a request*. <https://www.oipc.bc.ca/documents/investigation-reports/2291>. Page 8.

27. OIPC BC, *Section 71: Categories of records available without a request*. <https://www.oipc.bc.ca/documents/investigation-reports/2291>. Pages 8-9.

Echoing previous recommendations made to public bodies, municipalities must purposely and routinely consider their records, consider the types of requests repeatedly sought through FOI requests, and establish meaningful categories for routine release. Once established, these categories should be published and easily accessible to both the public and municipality staff.

Recommendation 3

Municipalities should publish meaningful categories for routine disclosure. This means that municipalities:

- regularly consider their records and establish meaningful categories for routine disclosure;
- publish the records in an easily accessible and highly visible location to the public; and
- ensure that staff direct people to the records without delay.

RECORDS FOR PURCHASE

Municipal records for purchase

Records for purchase is another type of routine release involving the disclosure of records outside of a formal FOI request. Roughly half of the municipalities (49%, 76) reported making records available for purchase by the public. Municipalities reported using bylaws to guide decisions around the types of records that are available for purchase instead of being made available through other means, such as FOI processes, along with a checklist (developed by LGMA or on their own) of routinely available records. Examples of common bylaws municipalities rely on to determine the records for purchase and associated costs included:

- Fees and Charges Bylaw or Rates Bylaw
- FOI Bylaw
- Fire Service Bylaw
- Building Bylaw
- Street and Traffic Bylaw
- Soil Removal Bylaw
- RCMP Municipal Service Fee Bylaw
- Records and Information Management Bylaw
- Life and Safety Bylaw
- Engineering Fees and Rates Bylaw
- Climate Action Planning and Development Fees and Rates Bylaw

In detailing decisions around making a record available for purchase, one municipality noted:

We use the fees and charges bylaw and have a specific amount for each type of record, which are for records that require staff time and resources to compile and have a dedicated process. For example, a comfort letter or other building records that require [multiple] departments to respond and compile in response to the requestor.

Another municipality stated:

Records that are frequently requested or require considerable resources to compile may be sold to promote efficiency and transparency, while more sensitive or less commonly sought records remain accessible through FOI processes to ensure proper oversight and public access.

Types of records

The types of records the 76 municipalities cited most often as available for purchase included:

- Property information (33%, 51)
- Tax certificates and searches (25%, 39)
- Printed bylaws (25%, 39)
- Maps (21%, 33)
- Planning documents (20%, 31)
- Administrative or financial records (17%, 27)
- Fire inspections, incident reports, or dispatch audio recordings (14%, 22)
- Council minutes and reports (13%, 21)
- Permits (11%, 17)
- Official Community Plan (<10%, 13)
- Traffic videos, count data, or reports (<10%, 11)
- Comfort letters (<10%, 10)
- Business licences (<10%, 7)

While different municipalities cited that they make the above records available for purchase, there appeared to be confusion and a lack of consistency across municipalities between the records provided for purchase as opposed to through other disclosure mechanisms. For instance, several municipalities noted that they did not charge for records unless the applicant requested a printed copy, which is technically charging a fee for printing permitted under s. 71(2) of FIPPA instead of a specific record for purchase detailed in FIPPA s. 3(5). As another example, 14% of municipalities reported making fire inspection and incident reports available for purchase, while others release these records without a fee (sometimes subject to an FOI request).

The OIPC has always considered records available for purchase to the public as a legitimate carve-out from Part 2 of FIPPA. However, based on survey results, the OIPC is concerned some municipalities' interpretation and application of the s. 3(5) exemption to certain records like fire investigation or incident reports may broaden the exception beyond its intended scope and meaning. Such reports are often released upon written request, though, prior to releasing, municipalities often must review for and sever personal information. This approach to releasing the records appears like an FOI response process, however without legislated oversight or rules regarding timelines and fees.

In 2011 when legislative changes relating to records for purchase were debated, the Minister at the time clarified that a record for purchase is something that is available without an access request. The Minister gave the example of "a book that is published by the Crown press" as being a record available for purchase.²⁸ Past orders have also cited records for purchase as:

- standard publishing programs (i.e., Crown publications, online publications)²⁹
- articles published in a law review³⁰
- digital maps³¹
- traffic accident report³²
- property information³³
- a Vancouver Police Department incident report³⁴
- land title records about registrable interests on title³⁵

28. Debates of the Legislative Assembly (Hansard). Volume 26, Number 2. October 20, 2011. <https://www.leg.bc.ca/hansard-content/Debates/39th4th/20111020am-Hansard-v26n2.htm#8245>.

29. OIPC BC, Order No. 51-1995, September 14, 1995. <https://www.oipc.bc.ca/orders/350>.

30. OIPC BC, Order No. 235-1998, May 12, 1998. <https://www.oipc.bc.ca/orders/471>.

31. OIPC BC, Order No. 91-1996, March 11, 1996. <https://www.oipc.bc.ca/documents/orders/225>.

32. OIPC BC, Order No. 02-48, October 8, 2002. <https://www.oipc.bc.ca/orders/713>.

33. OIPC BC, Order F21-05, February 1, 2021. <https://www.oipc.bc.ca/orders/3509>.

34. OIPC BC, Order F22-30, June 8, 2022. <https://www.oipc.bc.ca/documents/orders/2526>.

35. OIPC BC, Order F23-100, November 23, 2023. <https://www.oipc.bc.ca/documents/orders/2720>.

How to obtain records for purchase

In Order F24-74, Adjudicator Fedorak talked about how the OIPC determines whether records are available for purchase:

There are no previous orders that have established a test to determine whether records are considered to be available for purchase by the public for the purposes of s. 3(5)(a).

My observation is that the common characteristics of the findings in these orders is that there were established processes in place for the public to pay for and obtain these records online immediately without employees having to search for records, collate and produce them, as they would in responding to a request under FIPPA.³⁶

However, the 76 municipalities who make records available for purchase typically indicated that someone may obtain a record for purchase by making a request in writing via email, online form, letter mail or fax; or verbally in person or by telephone. Thirteen of the municipalities noted that individuals can obtain records for purchase online, however most noted that this involved a request or application form as opposed to an individual being able to obtain a record for purchase immediately without employees having to produce the record.

Considering inconsistencies across municipalities about whether and which records to make available for purchase, along with whether obtaining a record for purchase still requires a request and staff intervention, further guidance or definition on FIPPA s. 3(5) is needed. The absence of clear criteria has led to a broad application of this provision, and to inconsistencies across the province.

Recommendation 4

Government should establish clear criteria that would help public bodies determine whether a record should fall under the s. 3(5) exclusion.

Records for purchase fees

As noted, the fees for municipal records for purchase along with the terms and conditions for payment, including the potential for refund of a fee, are set by municipal bylaw. Applicable legislation such as the Community Charter, Vancouver Charter, and FIPPA are silent as to guidance for setting fees. However, according to BC Government information on local government finance:

A fee amount must not be excessive. Instead, the amount of a fee should be sufficient to recover costs of a service and ensure its future sustainability.³⁷

36. OIPC BC, Order F24-74, August 15, 2024. <https://www.oipc.bc.ca/documents/orders/2848>. Paras 13 and 15.

37. <https://www2.gov.bc.ca/gov/content/governments/local-governments/finance/fees-charges>.

Data collected on the survey relating to the fees charged was not conducive for reliable aggregation of the average fees across municipalities by type of record for purchase. In many instances, municipalities stated that the cost to purchase a record depended on printing fees (which can be charged in any of the methods for disclosure to public) and, in other cases, municipalities provided a range of costs per category of records. Some examples of the range of and average fees charged by municipalities are included in Table 4.

Table 4 -Examples of records for purchase fees		
Category of records for purchase	Range of fees charged	Average fee charged
Building Records Search (i.e., file requests or searches, title searches, property info requests)	\$10 to \$100	\$45.94
Administrative and Finance Records (i.e., reprints of invoices or utility notices, budget documents, statements of financial information)	\$5 to \$7.50	\$5.50
Printing fees, per page (including council minutes and agendas)	\$0.25-\$0.50	\$0.34
Official Community Plan	\$5 to \$100	\$32.50
Comfort Letters (single family, building only)	\$95 to \$225	\$159.13
Fire Inspection/Incident Report	\$40 to \$260	\$121.14

Records made available for purchase are not subject to Part 2 of FIPPA and, as such, are not subject to the FIPPA regulation that sets a schedule of maximum fees.³⁸ Municipalities should follow government’s direction that fees not be excessive and amounts should be set near a cost recovery price. Further, government has stated that fee determinations be made public if requested:

To ensure transparency, local governments must make available to the public, on request, a report showing how a fee was determined.³⁹

Even though municipalities have broad authority when establishing a fee structure, the fact that the fee rates (and time limits for disclosure) are left out of the relevant legislation (FIPPA and the Community Charter) can create a barrier to access. As well, as records for purchase are excluded from FIPPA Part 2, OIPC oversight of such disclosure to public is limited. The OIPC firmly supports government’s notion that municipalities and other local governments that make records available for purchase set fees based on reasonable expectations for cost recovery.

38. https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/155_2012#section13.

39. <https://www2.gov.bc.ca/gov/content/governments/local-governments/finance/fees-charges>.

CONCLUSION

The OIPC commenced this investigation to better understand the types and costs of records municipalities make available to the public through FOI processes, proactive disclosure, or records available for purchase. While on the surface these means to access records appear separate and distinct, closer examination reveals a degree of ambiguity in the legislation and overlap in the different methods for disclosing similar records across municipalities. This has created a patchwork of inconsistent disclosure practices among municipalities and unequal access for people living in BC to similar records.

The findings of this report highlight that there is more that municipal and provincial governments can do to improve access and strengthen access to information by the public. As public institutions, a key role for municipalities is to provide transparent and accountable service.

In fact, a recent resolution put forward by the federal, provincial, and territorial Information Commissioners and Ombuds across Canada pointed to transparency as a fundamental component of the daily operations of public bodies:

Transparency should be part of public bodies/institutions' daily operations – both in capturing and recording information as well as in making it proactively available, or available on demand. This ensures that transparency is integral to their daily activities at all levels, from senior management to frontline services.⁴⁰

Whether disclosing records through FOI, proactive disclosure, or records for purchase, municipalities have an obligation to make information accessible to the public.

This report found that municipalities vary in the volume of FOI requests received and also in whether and how they administer the application

40. <https://www.oipc.bc.ca/documents/infographics/2898>.

fee, whether they waive the fee, and the fee payment options they make available. The application fee should not be a barrier to access, and with current technologies, municipalities who choose to charge the fee should provide a telephone or online payment option.

A number of municipal respondents were unaware of the municipality's obligations under FIPPA s. 71 to publish meaningful categories of records that are available to the public without an FOI request. While each municipality does proactively disclose some records, the lack of staff awareness is detrimental to public sector transparency and accountability.

Further, the investigation found inconsistencies across municipalities about whether and which records to make available for purchase, along with the costs of the records and whether obtaining a record for purchase still requires a formal request and staff intervention. The absence of clear criteria has led to a broad application of this provision, and to inconsistencies across the province. It is clear that further guidance or definition on s. 3(5) is needed.

This report makes three recommendations to municipal governments to address the issues with fee payment options, staff training on routine disclosure and FOI processes, and publishing meaningful categories for routine disclosure. The fourth recommendation is directed toward the provincial government to establish clear criteria that would help municipalities, and other public bodies, determine which records should be provided for purchase as opposed to for proactive disclosure or regular FOI processes, along with the associated costs.

RECOMMENDATIONS

Recommendation 1: All public bodies, including municipalities, that administer an application fee should have fee payment options that allow applicants to pay by telephone or online and provide greater expediency and accessibility for all applicants.

Recommendation 2: Municipalities should provide mandatory routine training to all staff on:

- FIPPA and their responsibilities under the Act;
- Municipal routine disclosure and FOI policies and processes; and
- How and where to locate records available for routine disclosure.

Recommendation 3: Municipalities should publish meaningful categories for routine disclosure. This means that municipalities:

- regularly consider their records and establish meaningful categories for routine disclosure;
- publish the categories and records in an easily accessible and highly visible location to the public; and
- ensure that staff direct people to the records without delay.

Recommendation 4: Government should establish clear criteria that would help public bodies determine whether a record should fall under the s. 3(5) exclusion.

ACKNOWLEDGEMENTS

The OIPC thanks the individual respondents and their municipalities for taking the time to complete the survey and providing information for inclusion in this investigation.

Thanks also to Gary Freeburn, Compliance Auditor, and Tanya Allen, Director of Audit & Systemic Review, for conducting this investigation and drafting this report.

APPENDIX

OIPC Municipal records disclosure survey
Municipalities that reported charging an application fee
Municipalities that reported only allowing in-person or mail-in application fee payments

APPENDIX 1

OIPC Municipal Records Disclosure Survey

OIPC Investigation F24-97698

The Office of the Information and Privacy Commissioner (OIPC) is conducting an investigation under the *Freedom of Information and Protection of Privacy Act* (FIPPA) into municipal governments' disclosure of records. This investigation includes a survey of all BC municipalities. Survey questions cover FOI requests for records, records made available for purchase, records available without a request, FOI application fees, and business contact information. This information is collected under s. 42(1) of FIPPA.

This survey should take approximately 20 minutes to complete. Please try to complete the survey in one session, as your responses will not be available for review if you discontinue and complete the survey later.

Please note that the survey will time out after one hour of inactivity. If this occurs, your responses will not be saved and you will have to restart the survey.

Questions

1. Please provide the full name of your municipality.

FOI Requests

2. Does your municipality employ staff whose primary responsibility is to respond to FOI requests?
 - Yes
 - No
3. *If Yes to Question 2.* How many staff does your municipality employ to respond to FOI requests? *Please only provide a numerical response to this question.*

4. *If No to Question 2.* What position(s) or job title(s) typically respond to FOI requests on behalf of your municipality?

5. How many requests for access to **general** and **personal** records under FIPPA did your municipality receive between April 1, 2023 to March 31, 2024?

Number of requests for *general records* _____

Number of requests for *personal records* _____

Records Available for Purchase

6. Does your municipality make records available for purchase by the public?

- Yes
- No

7. *If Yes to Question 6.* How does your municipality determine that a record is available for purchase, instead of being made available through other means, such as FOI processes?

8. *If Yes to Question 6.* How can someone request and purchase a “record available for purchase” from your municipality?

9. *If Yes to Question 6.* How many categories of records does your municipality have available for purchase.

10. *If Yes to Question 6.* Please list all categories of records that your municipality has available for purchase. For each category listed, please also provide the number of records available for purchase, the fee / fee range charged, and the number of records purchased between April 1, 2023 and March 31, 2024.

Category of records available for purchase	Number of records available in this category	Fee / fee range charged to purchase	Number of records purchased between April 1, 2023 and March 31, 2024
<i>Fill in the blank</i>			

11. *If Yes to Question 6.* Do you record how many “records available for purchase” were purchased by commercial applicants, such as law firms and insurance companies?

- Yes
- No

12. *If Yes to Question 11.* How many “records available for purchase” purchased between April 1, 2023 and March 31, 2024, were from commercial applicants, such as law firms and insurance companies? *Please only provide a numerical response to this question.*

13. *If Yes to Question 6.* Does your municipality restrict who can purchase certain “records available for purchase” (for example, are fire reports only provided to home or building owners)?

- Yes
- No

14. *If Yes to Question 6.* Does your municipality ever waive the fee(s) charged for records available for purchase?

- Yes
- No

15. *If Yes to Question 14.* In what circumstances does your municipality waive the fee(s) for records available for purchase?

16. *If Yes to Question 6.* Does your municipality have a bylaw and/or policy related to records available for purchase?

- Yes
- No

17. *If Yes to Question 16.* Please name the municipal bylaw and/or policy related to records available for purchase.

Records Available Without Request (i.e., Proactive Disclosure)

18. Does your municipality make records available to the public without an FOI request (s. 71 FIPPA)?

- Yes
- No

19. *If Yes to Question 18.* How many categories of records does your municipality make available to the public without an FOI request?

20. *If Yes to Question 18.* Please list all categories of records your municipality makes available to the public without an FOI request.

Category of records
<i>Fill in the blank</i>

21. *If Yes to Question 18.* How many records within all categories were available to the public without an FOI request, between April 1, 2023 and March 31, 2024?" *Please only provide a numerical response to this question.*

Application Fees

22. Does your municipality currently charge an application fee to someone making an FOI request?

- Yes
- No

23. *If Yes to Question 22.* What date did your municipality start charging an application fee?

24. *If No to Question 22.* Does your municipality intend to charge an application fee to someone making an FOI request in the future?

- Yes
- No
- Maybe/Other (please describe) _____

25. *If Yes to Question 22.* Please list all payment methods your municipality currently accepts from applicants seeking to pay an application fee. *Select all that apply.*

- Cash in-person
- Cash by mail
- Cheque in-person
- Cheque by mail
- Money Order in-person
- Money Order by mail
- Credit card in-person
- Credit card by telephone

- Credit card by online
- E-transfer
- Other (please describe) _____

26. *If Yes to Question 22.* Does your municipality ever waive an application fee?

- Yes
- No

27. *If Yes to Question 26.* In what circumstances does your municipality waive an application fee?

28. *If Yes to Question 22.* Please provide the total dollar amount that your municipality collected in application fees from between April 1, 2023 and March 31, 2024.

Contact information

29. Please provide contact information for someone within your municipality that the OIPC may reach out to for any follow-up questions or discussion.

Name _____

Position / Title _____

Telephone _____

Email _____

APPENDIX 2

Municipalities that reported charging an application fee

City of Burnaby	District of Vanderhoof
City of Campbell River	Resort Municipality of Whistler
City of Chilliwack	Sun Peaks Mountain Resort Municipality
City of Delta	Town of Oliver
City of Duncan	Town of Osoyoos
City of Enderby	Town of Port McNeill
City of Greenwood	Town of Princeton
City of Langford	Township of Esquimalt
City of Merritt	Village of Belcarra
City of Pitt Meadows	Village of Clinton
City of Quesnel	Village of Harrison Hot Springs
City of Revelstoke	Village of Lions Bay
City of White Rock	Village of Masset
District of Hope	Village of Montrose
District of Kent	Village of Nakusp
District of Lillooet	Village of New Denver
District of Logan Lake	Village of Port Clements
District of Port Hardy	Village of Radium Hot Springs
District of Summerland	Village of Salmo

APPENDIX 3

Municipalities that reported only allowing in-person or mail-in application fee payments

City of Enderby

City of Langford

City of Pitt Meadows

District of Hope

District of Logan Lake

Town of Princeton

Township of Esquimalt

Village of Harrison Hot Springs

Village of Lions Bay

Village of Montrose

Village of Salmo

Village of Sayward



OFFICE OF THE
**INFORMATION &
PRIVACY COMMISSIONER**
FOR BRITISH COLUMBIA



PO Box 9038, Stn. Prov. Govt.
Victoria, BC V8W 9A4

Telephone: 250.387.5629
Toll Free in BC: 1.800.663.7867

Email: info@oipc.bc.ca

oipc.bc.ca

Heather Wood
Deputy Minister of Finance
Secretary to Treasury Board
PO Box 9417 Stn. Prov. Govt
Victoria, BC V8W 9V1



February 10, 2025

Dear Deputy Minister Wood,

RE: Burden of Delinquent Taxes to Municipalities

On behalf of the District of Barriere Council I am writing to highlight the impact of the Community Charter allowance for taxpayers to become delinquent on their property taxes over a period of three years and the burden on municipalities to disburse these unpaid funds to the other taxation authorities. Exasperating this burden significantly are delinquent property taxes outstanding on mobile homes in which municipalities cannot recoup using the tax sale model.

Property tax arrears significantly impact the operating capability of small municipalities, which are then forced to significantly increase taxes or limit essential services. In the case of mobile homes and without any traditional means of recouping unpaid taxes through a tax sale process due to the Local Government Act, unpaid utility fees and fines that are transferred to the outstanding property tax arrears, often remain unpaid; continuing to accumulate year over year. In these cases, the outstanding balances far surpass a debt balance manageable by the mobile home owner and even more so, far past the value of the mobile home itself. In fact, many of these mobile home values are considered a liability as the cost of their transfer or disposal exceeds any market value.

It is the District of Barriere's understanding that during a previous meeting at UBCM with the City of Merritt, it was expressed that the Ministry was unaware that property owners use the strategy of paying off one year of arrears to remove the property from the tax sale and that they do this year after year to avoid paying the total outstanding amount. To help broaden the ministries understanding of this issue and the impact it has on communities, Merritt polled other communities and heard from over 20 municipalities across the province including, Burnaby, Prince Rupert, Township of Langley, Hope, Metchosin, Comox, Mission, Golden and Rossland. These communities all report a similar systemic issue of repeat offenders who carry balances owing on their property taxes to the detriment of the greater community and we'd like to add our name to this list.

Extremely small, rural municipalities like the District of Barriere cannot continue to subsidize non-payment of property taxes. At year end 2023, the District of Barriere was owed \$344,754.97 in outstanding taxes and penalties, this equates to roughly 13.5% on our total tax levy. The municipal portion of current property taxes owed by the taxpayers in the District of Barriere in 2023 totalled

\$1,012,188.00 in 2023. Therefore, the total outstanding tax amount of \$344,754.97.00 equals 34% of Barriere's billed 2023 tax revenue. The cost to a community is compounded when you factor in the 100's of hours of staff time required to contact property owners, conduct follow up calls, trying to negotiate reasonable payment plans, and serve notice of the tax sale by small Finance departments that are often operating with minimal staff and limited resources. For context, the District of Barriere's entire town hall office staff totals six (6) individuals with two (2) of those individuals in the Finance Department.

This impact will increase significantly with the upcoming implementation of enhanced requirements for notice of tax sales that will require municipalities to bare the cost of bailiff services without the ability to recover full costs.

We request that the Provincial government review and revise the Community Charter and Local Government Act to relieve this unfair burden. Following are four potential tactics:

1. Reduce the number of years a property can be in arrears on their property tax or allow municipalities to run a deficit.
2. Assign a dedicated contact for municipalities to assist in dealing with properties that have escheated to the Crown and help remove them from property tax rolls expeditiously. Currently they linger on the rolls, accumulating tax levies that will ultimately have to be written off by the Ministry.
3. Implement a province-wide system for municipalities to track outstanding property taxes owed to other jurisdictions (Regional District, School/Police/Hospital, MFA, & BC Assessment) to distribute once successfully collected by the municipality to relieve the burden on municipalities having to act as a lending agency.
4. Implement a province-wide, cost-effective solution for municipalities to recover taxes owed by mobile homes. While we place liens through the registry, the property still needs to be sold or moved legally, often at a cost higher than the value of the mobile home itself. Uncertain timing and costs of legal action make future net recovery uncertain, challenging and likely impossible.

Respectfully,



Scott Kershaw
Acting Mayor
District of Barriere

Cc: Ward Stamer, MLA for Kamloops North-Thompson

For Immediate Release | Feb. 11, 2025

Interior Health once again recognized as a top employer in B.C.

IH WIDE – Interior Health (IH) has once again been named one of [BC's Top Employers for 2025](#). This special designation recognizes British Columbia employers that lead their industries in offering exceptional places to work.

"This recognition is a testament to the quality and character of people we continue to recruit, train and retain," said IH president & CEO Susan Brown. "We recognize that what we do each day contributes to our aspiration to build a supportive and compassionate culture, which translates to positive patient experiences and the well-being of the people we serve."

BC's Top Employers is an annual competition organized by the editors of Canada's Top 100 Employers. The program evaluates factors like workplace, work atmosphere, benefits, time off, employee communications, performance management, community involvement and training and skills development. 2025 marks the tenth time IH has received this recognition. [IH was also announced as one Canada's Top 100 Employers for 2025](#), as well as one of Canada's Top Employers for Young People in 2023.

"No matter when or where you start, there will always be an opportunity for professional development and career growth at Interior Health," said Dr. Shallen Letwin, IH vice president, Human Resources & Professional Practice. "The dedication, collaboration and passion our staff members devote every day to improving the health and well-being of those we serve, while maintaining the highest standards of care, are truly inspiring."

Find in-depth coverage about why IH was chosen as one of *BC's Top Employers* in [The Vancouver Sun](#). For more information about why IH was chosen over hundreds of other organizations, and to view the full list, visit the *BC Top Employers* [web site](#). Watch the IH Top Employer [video](#) to learn more about why IH is one of the top places to work in B.C. – and Canada.

With more than 28,800 employees and 3,000 medical staff, IH provides a wide range of integrated health services across B.C.'s southern Interior. Since its inception in 2001, IH has been working and partnering for the health and well-being of the almost 900,000 people living in a region spanning 215,000 square kilometres and located on the traditional, ancestral, and unceded territories of the Dākelh Dené; St'át'imc; syilx; T̓silhqot'in; Ktunaxa; Secwépemc; and Nlaka'pamux Nations.

Explore exciting new career opportunities with IH at [Jobs.Interiorhealth.ca](https://jobs.interiorhealth.ca)

- 30 -

February 13, 2025

Via email

SILGA Member Municipalities

Dear SILGA Members:

Re: Support for Resolution

I am writing on behalf of the Town of Oliver Council, requesting favorable consideration and resolutions of support for the proposed SILGA Resolution for the Province to work with Crown Grant Airport owners to update the list of Ancillary Uses in the Land Use Operational Policy at the upcoming SILGA Convention, in advance of the UBCM Convention this fall.

At the January 27, 2025, Town of Oliver Regular Open Council Meeting and at the January 23, 2025 RDOS Board Meeting, the following resolution was approved:

WHEREAS Airports located on Crown Land have Crown Grants from the Province of BC to operate and must adhere to the ancillary airport uses listed in the Land Use Operational Policy;

AND WHEREAS the list of airport uses is restrictive and limited to what's considered necessary for the viable operation and management of a public airport;

AND WHEREAS capital renewal and operational costs for Crown Grant Airports continue to increase and are far outpacing the revenue generating opportunities from ancillary land use leases;

AND WHEREAS the Socio-Economic impacts from Crown Grant Airports is significant for local municipalities and the surrounding area;

NOW THEREFORE BE IT RESOLVED that UBCM ask the Province to work with Crown Grant Airport owners to update the list of Ancillary Uses in the Land Use Operational Policy to allow for increased revenue generating opportunities to improve the economic viability of Crown Grant Airports.

We look forward to and appreciate your support on this matter.

Sincerely,



Martin Johansen
Mayor

cc. Council





2024 Year in Review



Welcome to the First Edition of the Yellowhead Project Newsletter - The Copperwire!

We’re excited to bring you the latest updates, stories, and highlights from Taseko, Yellowhead and our communities. This newsletter is designed to keep you informed about our project, community initiatives, and the people who make it all possible.

In this issue, you’ll find updates on Yellowhead, recent community work, partnerships, and upcoming events, along with inspiring stories from our team and local communities. We look forward to sharing our journey with you—thank you for being part of it!

In this issue:

- The Yellowhead Project.....1
- Opening of Taseko’s Yellowhead Project Office.....2
- Meet the Yellowhead Team.....2
- Site Investigation Program.....2
- Community Highlights.....3
- Indigenous Engagement.....3
- Events in Our Communities.....4
- Looking Ahead.....4

The Yellowhead Project: A Vision for the Future

Taseko Mines Limited (Taseko)’s Yellowhead Project is a proposed open-pit copper mine near Vavenby, BC with the potential to create significant employment, contracting, and economic opportunities for the people and communities of the North Thompson region. The project will support ~590 direct jobs over its 25-year operating life and more than ~2180 jobs during a 2-year construction period as described in the BC Stats Report (2020).

Copper is a Critical Mineral that is essential for electrification and considered to be irreplaceable in many applications. In addition to conventional uses in construction, electronics, and other industrial and manufacturing applications, copper is required for EVs, renewable energy generation, and power infrastructure. Experts expect global copper demand to double by 2035, positioning Yellowhead as a potential leader in responsible copper production, backed by clean energy and rigorous environmental standards.

Picture above: Yellowhead Project site

Opening of Taseko's Yellowhead Project Office

In June 2024, the Yellowhead Project celebrated the grand opening of the Barriere Business Centre and our Yellowhead Project Office. This milestone was hosted in partnership with the District of Barriere, the Barriere & Area Chamber of Commerce, and brought together community members to celebrate. Our team, including Taseko President & CEO Stuart McDonald and COO Richard Tremblay, was on hand and proud to share information about our project and connect with community members.



Left to Right: President & CEO Stuart McDonald, Yellowhead Project Manager Korah De Walt-Gagnon, Corporate Affairs Manager Ainsley Wooding and COO Richard Tremblay.

Located in the heart of Barriere, the Yellowhead Project office is open Tuesday to Thursday—stop by to meet the team and learn more about the Yellowhead Project. Unit 2 - 4609 Barriere Town Road.



Taseko's Yellowhead Project Office

Meet the Yellowhead Team

Taseko is proud to introduce the team driving the Yellowhead Project forward:



Korah De Walt-Gagnon

Project Manager Korah De Walt-Gagnon and proud member of the Tk'emlúps te Secwépemc. Korah oversees the project with a deep commitment to fostering collaboration with First Nations and local communities.



Finn Conradsen

Field Program Manager Finn Conradsen led a successful 30-day Geotechnical Site Investigation Program this summer. Finn brings years of mining industry and site management experience to our team.



Jenny Maloney

Yellowhead Administrator Jenny Maloney provides essential support for all initiatives, ensuring the project runs smoothly and efficiently.

Together, our team is dedicated to advancing the Yellowhead Project with respect, responsibility, and community at the forefront.

Site Investigation Program: Building Knowledge for the Future

Last summer, the Yellowhead Project team completed a Geotechnical Site Investigation Program at the proposed project site. The program gathered detailed site characterization data to be used to support the design and permitting of the Yellowhead Project. These steps ensure the project advances responsibly with sufficient technical detail.

Taseko would like to thank the local businesses who played a key role in the success of the program:

- Simpcw Resources Group: First aid services, earthworks, environmental support, and logistics.
- Simpcw Natural Resources: Cultural Heritage Assessments to ensure cultural sites and values were respected.
- Community of Clearwater: Supporting the program with housing, meals, materials, and supplies.



Geotechnical Site Investigation Program at the proposed project site.

Community Highlights

Supporting Local Events

Yellowhead was thrilled to support and participate in several community events in 2024:

- **North Thompson Fall Fair & Rodeo:** Celebrating 75 years of local traditions and community spirit on Labour Day Weekend, this highly anticipated event celebrates all the North Thompson has to offer and brings community members together. Yellowhead was proudly a sponsor of this event
- **Stuff the Cruiser:** Barriere’s ‘Stuff the Cruiser’ Event and Clearwater’s ‘Cram the Cruiser’ event support local food banks, spreading holiday cheer through donations of new toys and personal care items. Hosted by local RCMP detachments, the food and toy donations benefit Food Banks in the local communities.
- **Winterfest:** Taseko’s Yellowhead Project sponsored Barriere’s 2nd Annual Winterfest. This community event includes

hayrides, book, and candy cane hunts in the local park, gingerbread house building, Santa visits, Christmas tree light up, and more! All that was missing at this widely attended event was snow!



Barriere's 2nd Annual Winterfest

- **Kamloops & District Chamber of Commerce Natural Resource Forum:** Yellowhead Project Manager Korah De Walt-Gagnon moderated a panel exploring how BC’s resource sector is embracing innovation and sustainability to drive positive change.
- **Simpcw Resources Group (SRG) Golf Tournament:** Taseko staff participated in the annual Simpcw Resources Golf Tournament, raising funds for the Simpcw First Nation scholarship program.

Celebrating Indigenous Leadership

At Thompson Rivers University, Yellowhead Project Manager Korah De Walt-Gagnon moderated an Indigenous Entrepreneurial Insights Panel, showcasing stories of perseverance, innovation, and leadership. Key takeaways emphasized representation, community values, and the importance of building capacity for future generations.



Yellowhead Project Manager Korah De Walt-Gagnon moderated an Indigenous Entrepreneurial Insights Panel at Thompson Rivers University

Indigenous Engagement

Simpcw Community Tour



Simpcw Community Tour

In October 2024, Simpcw community members toured the Yellowhead Project site. The two-day event provided opportunities for important dialogue, starting each day with a community breakfast and sharing a lunch at the project site. Thank you to everyone who attended and shared their perspectives.

Simpcw Open House



Simpcw Open House

In November 2024, Yellowhead hosted an interactive open house at Simpcw’s Community Hall. Team members from Taseko, Yellowhead, and Gibraltar came together to create engaging booths, share information on mining processes, and hear feedback directly from the community.

Honouring Culture and Traditions



Simpcw's Cultural Day

Taseko was honoured to support and attend Simpcw’s community initiatives this year through:

- Sponsoring the *Honouring Our Young Women Powwow*, helping fund a new Princess Crown to celebrate and preserve cultural traditions.
- Attending Simpcw’s Cultural Day our team was grateful to Simpcw First Nation for inviting us to their annual Proponent Cultural Day. Thank you to Tina Donald, the Language and Cultural Department, and the Natural Resources Department for sharing their stories and teachings.

Events in Our Communities


Simpcw

First Nation Career and Job Fair

FEB
21

Date and Time:
Friday, February 21st, 2025
10:00 am to 2:00 pm

Location:
Simpcw
Community Hall



Inclusion in Action


Strengthening Employee Connections

MAR
04

Date and Time:
Tuesday, March 4th, 2025
10:30 am to 12:30 pm

Location:
2-4609 Barriere Town Road,
Barriere, BC

RSVP to
JMaloney@Tasekomines.com



Looking Ahead

Entering a New Phase

Taseko's Yellowhead Project is currently preparing to initiate Environmental Assessment (EA) processes administered by the BC Environmental Assessment Office and Impact Assessment Agency of Canada. These regulatory processes are designed to be thorough, inclusive, and transparent, providing an opportunity to ensure that the Yellowhead Project meets regulatory requirements while balancing environmental, social, and economic considerations.

The multi-year federal-provincial EA process for Taseko's Yellowhead Project is expected to begin in 2025 and provide meaningful, ongoing opportunities for public participation and input. We are committed to keeping local community members informed and engaged throughout this process - your voices matter. We look forward to continuing the conversation, sharing updates, and hearing your feedback as we move into this next chapter.



Taseko team at the Yellowhead Project site

Contact Us

Yellowhead Project Community Office Address: Unit 2 – 4609 Barriere Town Rd., Barriere, BC V0E 1E0 Tel: 250-672-1921



Email
yellowheadproject@tasekomines.com



Learn more at
tasekomines.com/properties/yellowhead



Subscribe for updates at
bit.ly/CopperWire-YellowheadNewsletter



Follow us on     @tasekomines



Scan to Subscribe



INTERFOR

February 1, 2025

Re: U.S. Tariffs Impact on Lumber Industry

The Canadian lumber and forest industry is facing deep challenges, and these have been significantly exacerbated by the recent decision by the United States administration to impose blanket tariffs on Canadian products, in addition to the existing antidumping and countervailing duties on our lumber products. This action requires an urgent response.

As one of North America's largest lumber producers, with an extensive network of operations on both sides of the border, we know that these tariffs and duties only serve to hurt our industry, our customers in the vital homebuilding and construction sectors, and especially individual consumers in both Canada and the U.S. This has wide-reaching effects on the broader North American economy. On behalf of Interfor, our 5000 employees, and the hundreds of contractors and suppliers we work with, I am writing to request your support in urging the Federal government to dedicate all efforts to pursuing a swift resolution.

The tariffs and duties on lumber hurt our industry, but they also hinder the ability of communities to address one of their most pressing challenges: housing. There are significant housing shortages in virtually every community in North America, on both sides of the border. These shortages will need to be addressed, and the lumber products we produce are vital inputs to homebuilding. These tariffs will increase the costs of homebuilding. They also add complexity and uncertainty to the supply chain, inhibiting the action necessary to increase housing supply.

Urgent action is required.

Our company, customers, partners and suppliers are raising the alarm with political leaders and government officials, and I am writing to request your support for these efforts. We are calling on governments to dedicate all available energy and resources towards reaching a sustainable long-term solution to the current situation.

Thank you for your attention to this important issue, and for your support of those who rely on the forest economy. Please reach out to me directly if you would like to discuss how Interfor is weathering the current environment, and how you can help build a more optimistic future for our industry.

Sincerely,

Ian Fillinger
President & Chief Executive Officer
250-819-8289

Interfor Corporation